



# Club *Handbook*



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## **Section 1 - The Story of Alliance ASC**

At Alliance ASC we boast a vibrant and diverse community of circa 250 competent swimmers, with double that participating in our Wavebreakers learn-to-swim programme. A passion for swimming unites our diverse membership who come from across North Belfast, Newtownabbey, South Antrim, and the wider Belfast area.

The Alliance Swimming Club journey began amidst adversity in 1946, when the closure of Belfast's public pools due to a polio outbreak drove a group of resilient young men and women from the Alliance area of North Belfast to swim at Macedon Point on the north foreshore of Belfast Lough. Thankfully once the pools re-opened the club returned indoors to the old Grove Baths on the Shore Road. Almost 80 years later, the Alliance ASC is still the main competitive swimming club in North Belfast, and proudly one of the largest clubs in Ulster.



## Section 2 - Club Ethos

### 1.1 Club Vision

- ★ To promote the physical health and fitness of young people in North Belfast and Newtownabbey through swimming, training and competition.
- ★ To enhance the personal and social development of our swimmers by promoting friendship, fairness and respect between swimmers, between swimmers and associated adults, and between club members and other swimmers and adults from outside the club.
- ★ To frame all club activities in a context that ensures the safety, health and well-being of children and young people.
- ★ To promote the positive involvement of parents in the activities and administration of the club in service to its wider aims.

### 1.2 Mission Statement

The objectives of the Alliance ASC are:

- ★ To foster and promote access to and participation in swimming in the catchment area of the club ('participation purpose').
- ★ To assist swimmers in developing the aquatic skills and technique base that will allow them to compete and perform in competitive swimming to the highest possible levels, both while a member of the club and thereafter ('performance purpose').
- ★ To encourage and facilitate swimmers' continuing engagement with the sport of swimming into adulthood, through participation in swimming and/or coaching/teaching/administration ('longevity purpose').
- ★ To provide a positive, fun, encouraging and safe environment for all its members and staff in line with Swim Ireland guidelines and best practice.
- ★ To promote the teaching, coaching and practice of competitive swimming in line with current best practice.
- ★ To accept and enforce the rules and regulations set down by Swim Ireland regarding competitive swimming in accordance with the affiliation status afforded to the club.
- ★ To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so as individuals can be involved in sports activities in an integrated and inclusive way.

### 1.3 Values

At Alliance ASC we prioritise **PEOPLE**:

**P**articipation **E**njoyment **O**ppportunity **P**erformance **L**ifelong involvement **E**veryone.





## Section 3 - Membership

### 3.1 Becoming a member

Membership of Alliance ASC is accepted at the discretion of the club management committee. The membership year is from 1<sup>st</sup> September annually. Alliance ASC is an affiliated member of Swim Ireland and Swim Ulster and registration fees are paid annually to Swim Ireland and Swim Ulster.

The following must be completed when applying for membership on an annual basis:

1. Online Registration on TeamUnify/Ondeck.
2. Signing the relevant code of conduct and GDPR agreements.
3. Completion of the online payment setup.

### 3.2 Membership participation policy

Alliance ASC is managed and supported by volunteers, made up of club members. We are committed to operating the club at the highest standards and in line with our club ethos and Swim Ireland requirements.

To ensure our club is successful we rely on our members' participation in mandatory and voluntary duties as well as mandatory training. More details are outlined in the various sections.

### 3.3 Codes of Conduct

One of the basic policies for all members is the Codes of Conduct. The codes of conduct identify a standard of behaviour that is expected for all the individuals involved in the club. The Code of Conduct policies can be seen in [Section 5](#) of this document.

Breaches of the codes of conduct will be dealt with through the complaints and disciplinary process with the emphasis on resolution through the informal route.

### 3.4 Joining the club

We take swimmers into our main club programme once they are able to swim 25m in at least two strokes - usually front crawl and back crawl or breaststroke. Trials for joining the club are offered throughout the year. If you are interested in becoming a member please contact [info@allianceasc.org.uk](mailto:info@allianceasc.org.uk). Places will be offered based on availability.

Alliance ASC endeavours to facilitate all athletes who wish to become members of the club. If you or your child/ children have any special requirements, please contact [headcoach@allianceasc.co.uk](mailto:headcoach@allianceasc.co.uk).

For information on accessibility to the facility/ facilities contact the club manager with your requirements.



### 3.5 Membership fees

Fees for each squad comprise an annual registration fee (which covers membership, affiliation with Swim Ulster and Swim Ireland, and insurance) and a monthly fee running from September to June. The registration fee is reduced for swimmers registering after Christmas. When registering you will be charged the registration fee + the first monthly fee.

Any queries regarding club fees should be directed to the club manager (info@allianceasc.org.uk). All financial queries will be treated with confidentiality.

By paying your fees you are committing to membership of the club for that period. Refunds will not be offered to members who decide to leave before the end of that term.

**Unpaid fees that are outstanding for more than three months may be referred to the club complaints and disciplinary committee and may result in sanctions in accordance with Swim Ireland Complaints and Disciplinary procedures.**

### 3.6 Fee Structure

Each member is required to pay club fees. The annual Swim Ireland fee is also mandatory, full details of fees for **2023-2024** are listed below.

<b>Registration fee</b> Swim Ulster & Swim Ireland Fees plus Insurance	£75/annum (reduction if joining after Christmas)
<b>Squad/ Team fees</b>	<p>Entry, Bronze and Silver Squads: £37.50 monthly, September-June  Gold Squad: £45 monthly, September-June  Senior Club Squad: £27.50 monthly, September-June  Development Squad: £57.50 monthly, September-June  National Youth &amp; Age Groups: £77.50 monthly, September-June  National Squad: £82.50 monthly, September-June  Diamonds Swim Training: £20 monthly, September-June</p> <p><i>Reminder: Non-payment of fees may result in sanctions in accordance with SI complaints and disciplinary procedures</i></p>

### 3.7 Squad information

Refer to [Section 7](#) for all information about the different squads, competition pathways, criteria



### 3.8 Drop off/Collections

Swimmers are required to be on poolside 5 minutes prior to the start of their session. Children under 18 will remain the responsibility of their parent/ guardian until the start of the pool session. Parents/ guardians **should not** drop off children without ensuring there is a parent on duty and coach on duty to conduct the session. Parents/ guardians should ensure their child can change themselves or remain with their child if they require assistance. Parents/ guardians should arrive promptly at the end of session to collect children as the club cannot be responsible for athletes once the session has finished and have left poolside.

### 3.9 Duty Rota for sessions

It is a Swim Ireland **mandatory** requirement to have a pool and dry-land duty rota for coaching and teaching activities. The duty rota requires a parent/guardian to be in attendance at all swim and dryland sessions in addition to the coaching or teaching staff to oversee the teaching/coaching session involving young people reducing the risks to both children and adults. This ensures someone is on hand for any emergency that might arise. Duty requirements can be viewed in [Appendix A](#) of this document.

### 3.10 Photography and Filming

In line with Swim Ireland policy Alliance ASC would remind members that no one may video, film or take photographs of children without having received permission to do so; however, it is a condition of Swim Ireland membership that all members have agreed to this permission. Alliance ASC will not name children in photographs and any image will be in keeping with the ethos of the sport.

For all Club, Swim Ulster and Swim Ireland events any person must accept that they may be photographed or filmed as part of the occasion, either as an individual or as a member of a group.

When attending events please check with the competition manager or facility about permission to video, film or take photographs.

**Children under 18 must be wearing a t-shirt and bottoms/ shorts when having a photograph taken out of the pool.**

The Swim Ireland Filming and Photography policy is available on the Swim Ireland website.

### 3.11 Complaints and Disciplinary Procedures

All complaints and disciplinary matters occurring with Alliance ASC will be dealt with in accordance with the Swim Ireland complaints and disciplinary procedures.

The full complaints and disciplinary procedures are available on the Swim Ireland website or through the club secretary.



### *Discipline*

The disciplinary processes for young people and adults are in place to ensure fair and consistent measures for issues such as breaches of rules or codes of conduct. The procedures clearly state the circumstances under which these may be imposed in order to ensure a process that is fair for all young people involved.

### *Complaints*

Complaints should be raised with the club secretary who will liaise with the complainant on whether a formal or informal process will be followed. Please speak to the secretary directly if you wish to make a complaint. The secretary can be contacted via [info@allianceasc.org.uk](mailto:info@allianceasc.org.uk) marked for the attention of the secretary.

## **3.12 Club Links and Policies**

Club website	<a href="http://Alliance ASC Home (gomotionapp.com)">Alliance ASC Home (gomotionapp.com)</a>
Swim Ireland	<a href="http://www.swimireland.ie">www.swimireland.ie</a>
Swim Ulster	<a href="http://www.swimulster.net">www.swimulster.net</a>

## **3.13 Transfers**

If a member wishes to leave Alliance ASC and join another club, they must communicate with the club secretary in writing.

The club may withhold a transfer if:

1. The member owes fees to Swim Ireland or the club
2. The member holds club property
3. The member has a complaint made against them which is in process or pending, or  
in relation to a sanction which has been issued but not yet served.

If you transfer to another club, you will cease to be a member of Alliance ASC.



## **Section 4 - Club Roles and Contact Details**

The roles covered are:

1. Management Committee
2. Club Children's Officer (CCO)
3. Coaches and Teachers
4. Team Managers
5. Officials

### **4.1 Management Committee**

The management committee is in place to manage all aspects of the club. It consists of a Chairperson, secretary, treasurer, club children's officer, head coach and a minimum of 4 other members and these are elected at the AGM each year. The chairperson, secretary and treasurer may stand for election for 4 consecutive years. After this time period is up, eligibility for re-election is revoked for a period of 2 years. Meetings take place every 2 months.

All committee members must be Swim Ireland members; vetted through Swim Ireland/ Swim Ulster prior to taking up their position and must complete the relevant safeguarding course. All committee members must abide by and annually sign the relevant code of conduct. All communication by the committee will be done by email, please ensure you have provided correct contact details to the club secretary.

### **4.2 Club Children's Officer (CCO)**

The current CCO is Corinna McWilliams and deputy CCO is Catriona McDonald. They can be contacted by email ([childrensofficer@allianceasc.org.uk](mailto:childrensofficer@allianceasc.org.uk))

While the CCOs represent the children in the Club, all safeguarding issues are referred to the Designated Officer who is responsible for reporting any concerns or disclosures to the statutory authorities.

The Designated Officer is Corinna McWilliams, who also sits ex officio on the Club Management Committee.

### **4.3 Coaches and Teachers**

Coaches and teachers in Alliance ASC have the responsibility for teaching the development of core swim skills and abilities, and for coaching skills and abilities in a progressive way. Coaches and teachers must have access to emergency contact details for athletes and must not hold committee positions if they are coaching/ teaching for more than 3 hours weekly. The head coach is a member of the club management committee. All coaches





and teachers must be adequately qualified and licenced for their position. All coaches and teachers must abide by and annually sign the relevant code of conduct.

#### **4.4 Team Managers/ Chaperones**

Team managers are appointed for all events and away trips. Parents are expected to help and are encouraged to get involved by attending team manager courses. The club needs properly trained people/staff to take responsibility for young people at competitions and away trips. Team managers work with coaches to ensure athletes are supported and supervised when they are away from their parents. The team manager, in conjunction with the management committee and head coach/ teacher will organise away trips in line with Swim Ireland's travel policy.

Team managers must be Swim Ireland members, vetted through Swim Ireland/ Swim Ulster prior to taking up their position. The team managers must complete the relevant safeguarding course and a team manager course. Team managers must abide by and annually sign the relevant code of conduct. The club travel policy is on the Swim Ireland website.

#### **4.5 Officials**

Officials are an essential part of competition for all clubs. Alliance ASC is required to provide officials at regional and national competitions and parents will be asked to assist with these roles which may include timekeepers, turn & stroke judges, referees & starters. Training will be provided, as necessary.

#### **4.6 Club AGM**

Alliance ASC holds an AGM annually in September. Members are requested to attend and contribute to the successful running of the club.

Committee members are elected annually; these positions are filled by members and parents of members in the club. At the AGM, the officers and head coach will provide an annual report to members.

Parents/ guardians of club members who are under 18 may attend and represent their child/children and may cast one vote only (regardless of the number of children who are club members). Parents/ guardians who are members of the club may cast a vote for themselves and on behalf of their child/ children. Proxy voting is not permitted.

## 4.7 Current Club Management Committee

The club management committee for 2023-2024 session is as follows:

	Position	Name	Email address
Club Officer	Chairperson	Louise Grant	info@allianceasc.org.uk
Club Officer	Treasurer	Karen Gilliland	info@allianceasc.org.uk
Club Officer	Secretary	Andrew Scott	info@allianceasc.org.uk
Club Officer	Children's Officer	Corinna McWilliams	cco@allianceasc.org.uk
Committee Member		Niamh McGarvey	
Committee Member		Stuart Armstrong	
Committee Member		Gemma McDaid	
Committee Member		Darren Brown	
Executive	Head Coach	Robbie Dougan	headcoach@allianceasc.org.uk
Executive	Club Manager/ Membership	Brenda Dann	info@allianceasc.org.uk wavebreakers@allianceasc.org.uk
Executive	Wavebreakers Co-ordinator	Colette Forrester	



## Section 5 - Code of Conduct

Swim Ireland set out fundamental behaviours expected from each person involved in sport and young people. Signing a code of conduct is a mandatory requirement of membership and is a Swim Ireland rule, and failure to sign cannot be used as a challenge against ignorance of the code of conduct. It is therefore a requirement for all members to sign up to the relevant codes of conduct annually as part of the membership renewal. For safeguarding and well-being of young people the following codes state expected behaviours for:

**Young People** – this code may be added to by young people when creating a squad/club specific code or contract.

**Parents** – this code includes expectations of parents and encourages their involvement in regions and clubs.

**Coaches/Teachers** – this is behaviour expected from a coach or teacher, including Swim Ireland's Associate members.

**Leaders** – this covers all roles not otherwise specified including Children's Officers, Team Managers, Officials, etc.

### 5.1 Swim Ireland Code of Conduct for swimmers

Children have a great deal to gain from sport in terms of their personal development and enjoyment. The promotion of good practice in sport will depend on the cooperation of all involved, including young members of clubs. Children have rights, which must be respected, and responsibilities that they must accept. They deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. They should be encouraged to realise that they, also, have responsibilities to treat other swimmers and sports leaders with fairness and respect.

- ❖ As a member of Alliance ASC you are expected to appear and behave in a fitting manner.
- ❖ From arrival at the pool on training nights and home gala occasions, you are responsible for getting yourself ready for the pool quickly and quietly.
- ❖ On entering the poolside area, you will become responsible to the coach in charge of the session or team.
- ❖ Socially improper behaviour or language is not acceptable, either in the company of your team-mates or in public.
- ❖ Punctuality is required at all times.
- ❖ On leaving the poolside area, you cease to be the responsibility of the coach in charge of your session or team and return to being the responsibility of your parents/guardians.
- ❖ When you leave the poolside area and re-enter the changing rooms, you are required to dress quickly and quietly and prepare yourself for returning home or for collection from the pool.



- ❖ During outings and away competitions, you are required to act in a courteous and cooperative manner at all times.
- ❖ The coach or team leader has the duty to deal with all disciplinary matters and the authority to impose penalties for any breaches of discipline or this Code of Conduct. These may include withdrawal from the session or competition. Serious breaches of this code will be referred to the parents of the child and Club Children's Officer for further consideration.

**Young swimmers are entitled to:**

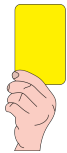
Be safe  
Feel safe  
Say No  
Be happy, have fun and enjoy their swimming activity.  
Have fair play  
Be listened to and have an appropriate response.  
Be afforded confidentiality.  
Be treated with dignity, sensitivity and respect.  
Have a voice in the club  
Experience training and competition at an appropriate level.  
Be represented at decision making bodies within their club and Swim Ireland.

**Young swimmers should always:**

Treat Sports Leaders, who may be teachers, coaches, club officials or parents with respect.  
Play fairly at all times, do their best.  
Respect team members, even when things go wrong.  
Respect opponents, be gracious in defeat.  
Abide by the rules set down by their club, Swim Ulster and Swim Ireland.  
Talk to the Coach or Club Children's Officer if they have any problems.

**Young swimmers should never:**

Cheat  
Use violence  
Use physical contact that is not allowed within the rules  
Shout or argue with officials, team mates or opponents  
Harm team members, opponents or their property  
Bully or use bullying tactics to isolate another person  
Use unfair or bullying tactics to gain advantage  
Use bad language  
Take banned substances  
Keep secrets about any person who may have caused them harm  
Tell lies about adults / young people  
Spread rumours  
Behave in a manner that might bring the club into disrepute.

<b>Yellow Card System</b>	
	
1	If in any particular session a swimmer's behaviour falls below the standards set out in the code of conduct then they will be given a verbal warning.
2	If the behaviour persists a second verbal warning may be given to the swimmer and he/she will be asked to sit out of the pool. The swimmer will then be advised that if their behaviour does not improve they will have to leave the session.
3	Failure to change behaviour after two verbal warnings will result in the swimmer being asked to get changed and their parents will be informed.
4	Should a swimmer's behaviour persistently fall short of expected standards then they may be given a red card. This will mean they cannot return to training until a meeting with their parents has taken place and the issue has been resolved.

<b>Members Code of Conduct</b>	
1.	Arrive on time to each session fully prepared. Make sure you've been to the toilet and that you have all your equipment with you.
2.	Respect and follow the rules of the centre.
3.	Treat people with respect be that coaches, parents, members of the public and fellow swimmers (both teammates and opponents).
4.	Strive to be a model representative of Alliance, Swim Ulster and Swim Ireland.
5.	Listen to the advice from your coach and work in partnership with them to help you work towards your goals.
6.	Bullying is not tolerated. This includes physical bullying such as hitting or emotional bullying either face to face or on social media.
7.	Talk to someone if you are feeling upset or angry. This might be your coach, the club children's officer or your parents. This is the first step in getting issues sorted out.
8.	Promote the spirit of fair competition, no cheating and support your fellow swimmers.
9.	This is your club, strive to make it a fun, positive and encouraging environment for all.





## 5.2 Swim Ireland Code of Conduct for Parents/Guardians

Parents/Guardians have the primary responsibility for the care and welfare of their children.

They should encourage their children to participate in sport for fun and enjoyment and should ensure that their child's experience of sport is a positive one. Parents/Guardians should always remember that children play sport for their own enjoyment not that of the parent/guardians.

Parents/Guardians and Leaders will ideally work in partnership to promote good practice in their club and to support all efforts to protect the children against all forms of abuse.

They should ensure that their club treats their children with fairness, respect and understanding, and that it is fulfilling its responsibility to safeguard children by ensuring the Code of Ethics and Good Practice for Children's Sport is being implemented in their club.

They should encourage their children to tell them about anyone causing them harm.

They should become aware of club procedures and policies, in particular, where changes are made that affect them or their children and be informed of all matters relating to ethics and good practice.

Parents/Guardians should remember that children learn best by example. To assist in the promotion of good practice with the club, parents/guardians should:

- ❖ Be encouraged to become members of the club and to contribute their time and effort in the daily running of the club. No club can operate successfully without their help.
- ❖ Be available for poolside duty and /or other duties if and when required, these requirements and duties should be set out under your club rules.
- ❖ Be aware of the Code of Ethics for Young People in Sport, the Swim Ireland Child Welfare Guidelines, the rules and constitution of Swim Ireland and the rules and constitution of their own club.
- ❖ Be aware of the relevant Leaders and their role within the club.
- ❖ Be informed of the training and/or competitive programmes.
- ❖ Ensure that the environment is safe and enjoyable for all children.
- ❖ Encourage their child in fair play.
- ❖ Behave responsibly on the pool deck and viewing areas.
- ❖ Focus on their child's efforts rather than performance.
- ❖ Focus on the fun and participation of their child in the activity.
- ❖ Liaise with the Leaders in relation to the times/locations of training sessions, medical conditions of their children and any other requirement for their child's safety.



- ❖ Avoid communicating with coaches during sessions; organise time to speak to them outside these times. Out of courtesy, if possible, inform the coach if their child will not be attending sessions.
- ❖ Have a right to have their comments and suggestions considered and their complaints acknowledged and dealt with as they arise through an effective and confidential complaints procedure.
- ❖ Accept that a swimming club is not a baby-sitting service.
- ❖ Be responsible for their children's safety, including delivering and collecting them from swimming from the time the coaching session starts and immediately after it ends.
- ❖ Not leave their children waiting unsupervised at the pool at any time.
- ❖ Ensure their children are always in possession of direct contact information should this be required for any reason.
- ❖ Adhere to rules/guidelines in relation to the possession and use of mobile phones, picture mobiles, cameras and video cameras.
- ❖ Adhere to rules and regulations of Alliance ASC. show respect for Coaches/Leaders and their decisions.

### **5.3 Swim Ireland Code of Conduct for Coaches/Teachers**

Coaches/Teachers will ensure that:

- ❖ They are familiar with the Code of Ethics, with Swim Ireland Child Welfare guidelines, with Swim Ireland and their club rules and are aware of and follow the required procedures.
- ❖ They are qualified for their position and are up-to-date with the knowledge and skill required.
- ❖ They create a safe environment for their swimmers.
- ❖ They remember that young swimmers participate for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition.
- ❖ They plan and prepare appropriately.
- ❖ They are positive during sessions. Praise and encourage effort as well as results and never ridicule or shout unnecessarily at swimmers.
- ❖ They are careful to avoid favouritism. Each child will require attention appropriate to their needs.
- ❖ They take care not to expose a child to persistent criticism, sarcasm, or hostility.
- ❖ They never make winning the only objective and will set age-appropriate and realistic goals for the swimmers.
- ❖ They insist that swimmers in their care respect the rules of the sport and will insist on fair play and ensure swimmers are aware that cheating or bullying behaviour will not be tolerated. They should encourage the development of respect for opponents, officials, coaches and other swimmers and avoid criticism of fellow coaches or other leaders.



- ❖ They are aware of boundaries between a working relationship and friendship with their swimmers.
- ❖ They should avoid working alone with swimmers and ensure there is adequate supervision for all activities. (There is another parent/lifeguard/leader on duty at all times while teaching/coaching children).
- ❖ They involve parents where possible and inform parents and /or Children's Officer / Club Committee when problems arise.
- ❖ They co-operate with the recommendations from medical and ancillary practitioners in the management of swimmers' or related problems. Coaches may request a certificate of medical fitness if thought necessary.
- ❖ They avoid giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc) in the training of children.
- ❖ They do not carry out any medical testing such as lactic acid testing unless medically qualified to do so and only then with the parents consent.
- ❖ They recognise developmental needs and realise that certain procedures may affect a child physically or psychologically and should thus be avoided.
- ❖ They are aware that children may be sensitive to their height, weight etc and avoid anything that may heighten that sensitivity.
- ❖ They keep any information in relation to a swimmer of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information.
- ❖ They never use physical punishment or physical force, nor punish a mistake by verbal means, physical means or exclusion.
- ❖ They never engage in rough physical games, sexually provocative games nor allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about, or to a child.
- ❖ They never exert undue influence over a participant in order to obtain personal benefit or reward.
- ❖ They acknowledge that the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. They should avoid the use of alcohol before coaching, during events and on trips with young swimmers.
- ❖ They agree to step aside if a report concerning child abuse has been made against them.

#### **5.4 Swim Ireland Code of Conduct for Leaders**

- ❖ Leaders in children's swimming should strive to create a positive environment for the children in their care. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided for their swimmers.
- ❖ All Leaders should have as their first priority the children's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in the Code of Ethics in Swim Ireland's child welfare guidelines in their club Rules.



- ❖ Leaders must respect the rights, dignity and worth of every child and must treat everyone equally, regardless of sex, ethnic origin, religion or ability.
- ❖ Leaders working with young people should be suitable and appropriately qualified.
- ❖ Leaders are expected to go through appropriate recruitment and selection procedures. There is an annual 'sign-up' procedure, whereby the appointed/reappointed leaders agree to abide by the Code of Ethics, the policies and rules of Swim Ireland and the rules of their club.
- ❖ Once appointed the Leader must act as a role model and promote the positive aspects of their sport and maintain the highest standards of personal conduct.
- ❖ Leaders should communicate and cooperate with medical and ancillary practitioners in the diagnosis, treatment and management of their swimmer's medical or related problems. Avoid giving advice of a personal or medical nature if you are not qualified to do so. Do not carry out any medical testing such as lactic acid testing unless you are medically qualified to do so and only then with the parent's consent. Be aware that children may be sensitive to their height, weight etc and avoid anything that may heighten that sensitivity. Any information of a personal or medical nature must be kept strictly confidential unless the welfare of the child requires the passing on of this information.
- ❖ The use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Leaders should avoid the use of alcohol, before coaching, during events and on trips with young swimmers.

## **5.5 Swim Ireland Code of Conduct for Club Committees**

Committees should familiarise themselves with the Code of Ethics and Good Practice for Children's Sport and with the Swim Ireland Guidelines and ensure that:

- ❖ There is a club constitution in place and a child protection policy is included in the club constitution.
- ❖ The necessary procedures are in place in accordance with the Code of Ethics and Rules of Swim Ireland.
- ❖ A club designated person is appointed.
- ❖ At least one club children's officer is appointed and preferably two.
- ❖ A club complaint's committee is formed and a complaints procedure clearly set out.
- ❖ A complaints book containing problem-action-outcome is kept. It is essential that this book is stored in a confidential manner.
- ❖ Copies of all documentation with respect to any appointments are kept.
- ❖ The club has a safety statement.
- ❖ Rules of the club are set up and implemented.
- ❖ A discipline committee is appointed when required.
- ❖ Correct procedures are followed in the appointment of teachers/coaches and leaders.
- ❖ A recording of incidents/injuries is maintained including incident/action/outcome.



- ❖ There is an adequate adult to child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group.
- ❖ An adult, other than the coach, should be poolside at all sessions for the protection of both the children and the coach.
- ❖ Parents are informed if injury to their child occurs.
- ❖ When other problems arise parents should be informed.
- ❖ Changing rooms are adequately supervised.
- ❖ Guidelines are in place for day/overnight trips.
- ❖ Times for start and end of training sessions, or competitions, should be clearly stated.
- ❖ Guidelines should be in place for drop off and collection of children.
- ❖ A record is kept of attendance at training.
- ❖ Parents are informed in advance and have their consent sought in relation to matters regarding away trips, camps or specially organised activities.
- ❖ Minutes of Club Committee Meetings and General Meetings are kept (including Treasurer's reports).
- ❖ Changes in membership are monitored and any unusual dropout, absenteeism or club transfers by children or Sports Leaders are followed up.
- ❖ Rumours are not ignored and are acted on.
- ❖ Coaches should not be members of the Committee but should report to and liaise with the Committee on a regular basis.





## Section 6 - Child Protection / Safeguarding

Alliance ASC Swimming Club is fully committed to safeguarding the well-being of its members. Every individual in the club should, at all times, show respect and understanding for the rights, safety and welfare of all members, and conduct themselves in a way that reflects the principles of Alliance ASC and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport and the Swim Ireland Guidelines for Safeguarding Children 2010 or the most up to date equivalent

The Club takes the safeguarding of children very seriously and all adults who have any interplay with children under 18 are required to undertake an Access NI check and safeguarding training through Swim Ulster.

The club has two Club Children's Officers (CCOs), who serve as the link between the children and adults in Alliance ASC and advise the Committee on Child Welfare issues. Both CCOs undertake enhanced safeguarding training in accordance with Swim Ulster policy.

The current CCOs are Corinna McWilliams and . They can be contacted by email ([childrensofficer@allianceasc.org.uk](mailto:childrensofficer@allianceasc.org.uk))

While the CCOs represent the children in the Club, all safeguarding issues are referred to the Designated Officer who is responsible for reporting any concerns or disclosures to the statutory authorities.

The Designated Officer is Corinna McWilliams, who also sits ex officio on the Club Management Committee.

For more information on our safeguarding policies and codes of conduct, view in the following link: [Safeguarding Policies](#)



## Section 7 - Squad Criteria

Alliance Swimming Club is structured in six main elements:

- ❖ Entry
- ❖ Foundation (Bronze, Silver, Gold)
- ❖ Development
- ❖ National
- ❖ Senior Club
- ❖ Masters

Progression of swimmers through the first four of these stages is based on the discretion and judgement of coaches, and ultimately is determined by the Head Coach.

While factors such as commitment, conduct and attitude play a role, at each stage the coaches will be considering a set array of criteria when deciding whether a particular swimmer should 'move on'. At the Entry and Foundations levels, these criteria are very largely based on skills and technique. Times over short distances (e.g. 25m), while instructive, are not central to decision-making. At the level of the Development, National and Senior Club Squads, squad allocations are much more bound up in expectations of performance level, commitment and interest on the part of the swimmer.

For ease of reference for parents, the skill- and technique-based criteria that inform decisions at the Entry and Foundations levels are set out below. Note that an inability to meet one specific criterion (eg. weakness in the breaststroke kick) will not necessarily prevent a particular swimmer from progressing, but it will become a relevant factor. These criteria - and the aim for swimmers to satisfy them - inform the structure and progression of sessions over time in each squad.

### **To enter Foundations: Bronze Squad, a swimmer should be able to:**

- comfortably complete 25m of freestyle swimming unaided.
- comfortably complete 25m of backstroke swimming unaided.
- comfortably complete 25m of streamline kick with an alignment board.
- comfortably complete 25m of backstroke kick unaided, with arms by the sides.
- comfortably complete 12.5m of streamline kick on front and back unaided.
- sink, push off the wall, and hold a glide in streamline on the front.
- push off the wall and hold a glide in streamline on the back (on surface).
- perform 3 consecutive dolphin kick actions underwater in streamline.
- perform a standing dive, entering the water and gliding for 5 seconds in streamline.
- perform a forward tumble in the water from standing.
- perform 1 breaststroke kick with feet turned out.

**To enter Foundations: Silver Squad, a swimmer should be able to:**

- complete 25m of efficient freestyle swimming with 3 streamline dolphin kicks underwater and a proper breakout.
- complete 25m of efficient backstroke swimming with 3 streamline dolphin kicks underwater and a proper breakout.
- complete 25m of butterfly kick with arms by side and pressing from the chest.
- sink, push off the wall, and perform 5m underwater dolphin kick in streamline on front.
- sink, push off the wall, and perform 5m underwater dolphin kick in streamline on back.
- perform 25m of functioning, legal breaststroke kick.
- perform a freestyle tumble turn, push off and glide in streamline.
- perform a backstroke finish on a full stroke, and display an understanding of the importance of stroke count.
- display an understanding of IM and recount the correct order of strokes.

**To enter a Foundations: Gold Squad, a swimmer should be able to:**

- complete 50m of efficient freestyle swimming with 4 streamlined dolphin kicks underwater off each wall and a proficient freestyle turn.
- complete 50m of efficient backstroke swimming with 4 streamlined dolphin kicks underwater off each wall and a proficient backstroke turn.
- complete 50m of efficient breaststroke swimming with full underwater pulldowns and breakout off each wall and a proficient open turn.
- complete 25m of butterfly swimming, with 2 kicks per stroke cycle and 4 streamlined underwater kicks off the wall.
- display competence in using the timing clock.
- perform a grab start off the blocks.
- perform freestyle and backstroke turns at speed.
- perform freestyle and backstroke underwaters and breakouts at speed.
- achieve a Silver standard (400pts) in Swim Ulster skills tests.

**To enter the Development Squad, a swimmer should be able to:**

- complete 50m of efficient butterfly swimming with 4+ streamlined dolphin kicks underwater off each wall and a proficient open turn.
- perform a correct backstroke-to-breaststroke turn.
- achieve a time of 3.20 in 200 freestyle or faster.
- achieve a time of 1.45 in 100 IM or faster.
- achieve a Gold standard (350pts) in Swim Ulster skills tests.

## To enter National YAG & National Squads, a swimmer should be able to:

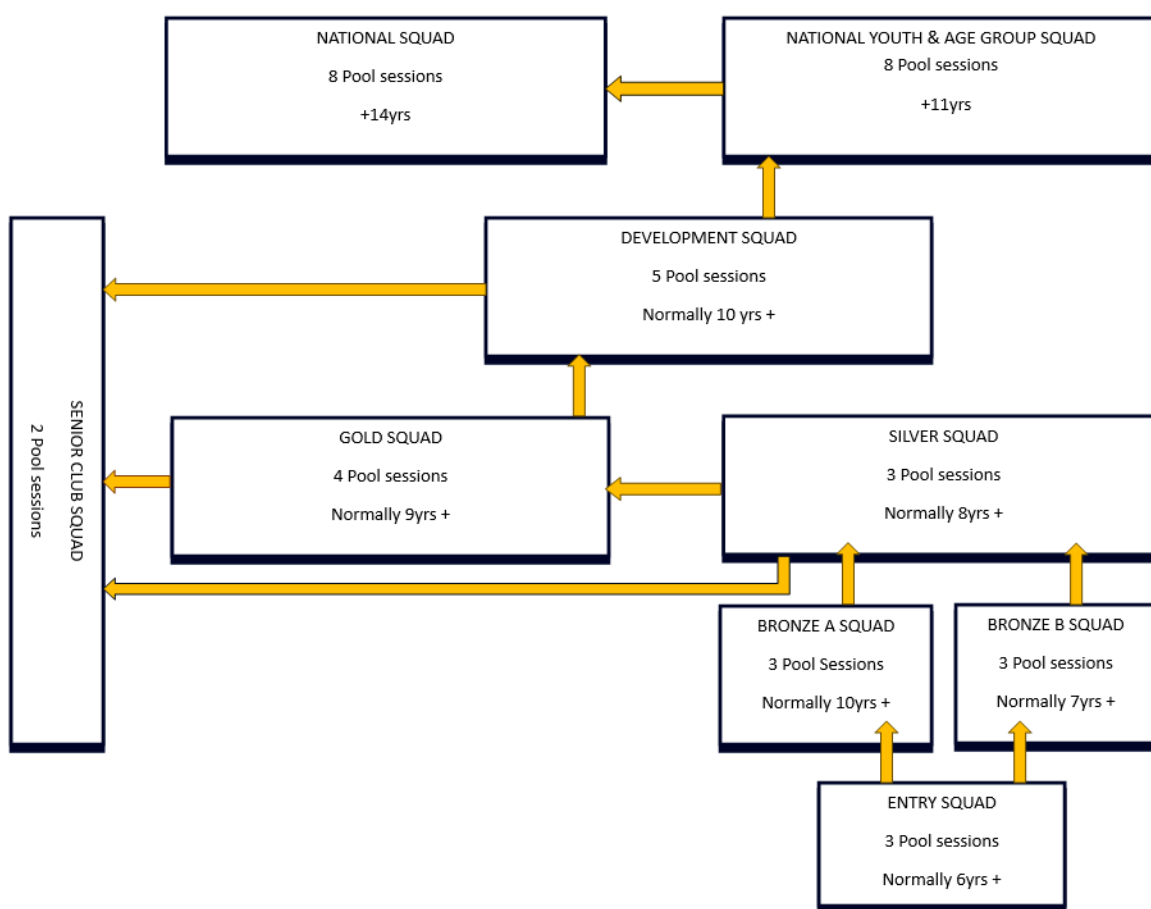
Swimmers will be invited into the National Youth & Age Group Squad and National Squad once they have achieved consideration times for the National and National Youth & Age Group Competitions.

## Masters

The Masters training aims to help adult swimmers of various skill levels to improve their fitness, technique and overall well-being through structured training sessions. Our training would also be suitable for triathletes who wish to improve their swimming and anyone who is interested in taking part in Masters swimming competitions.

## 7.1 Training Sessions

The pathway and number of training sessions available for each squad is laid out in the diagram below:





## 7.2 Attendance

Alliance ASC appreciates that swimmers have other demands on their time and that schoolwork is important. Schoolwork must come first but it is our opinion that with planning, both can work alongside each other.

The attendance required for each swimmer will be agreed by the coach on an individual basis and may change during the season following a review with the Coach.

It is the responsibility of each parent/guardian to notify the Club Manager and Squad Coach of any changes to membership status e.g. leaving the club, injury or illness.

If a swimmer cannot attend several training sessions in a row for any reason, please let the Squad Coach know by email or message so that it can be entered on the squad attendance register.

**Note to parents: Please ensure that your squad coach has arrived at each training session before you leave your child. No parent should collect another child unless specifically requested to do so by that child's parents or guardian. This is a key requirement for parents under our safeguarding children policy.**

If for any reason the pool staff fail to turn up to open the pool, the procedure is to wait 15 minutes then go home. On no account should children just be left outside the pool in the hope that someone will turn up.

## 7.3 Conduct at Training

All swimmers are expected to adhere to the Code of Conduct set out in section 4 while at a training session.

## 7.4 Injury and illness

Swimmers should never train with an illness or injury unless under specific medical guidance.

Coaches or officials should be informed immediately of any injury occurring during training. Only qualified attendants may administer first aid to swimmers. The club will maintain a record of all incidents as appropriate.

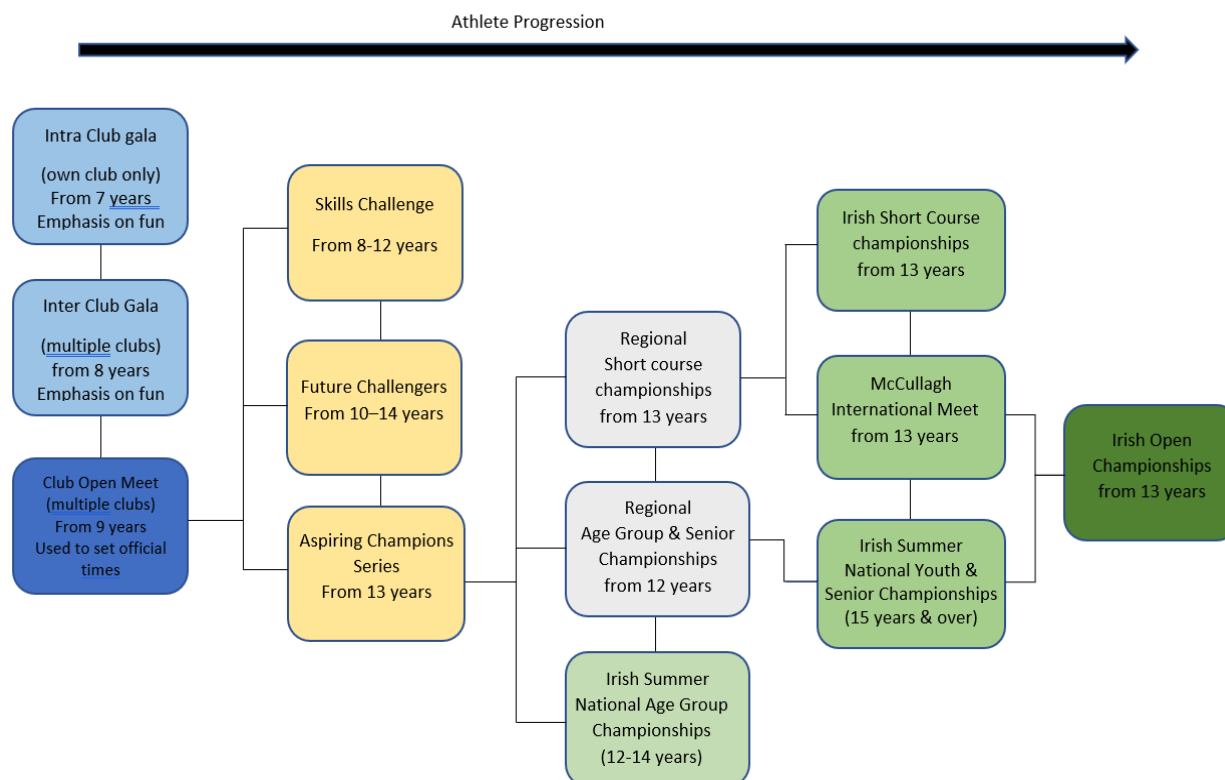
## 7.5 Club Trials

Trials to join the club will take place during one of the entry sessions throughout the year. Parents/Guardians are asked to complete the following form prior to attending a trial session: [Alliance ASC Expression of Interest Form](#)



## Section 8 - Competitions

### Types of Galas and eligibility



(taken from Swim Ulster Competition handbook)

### 8.1 Internal Club Gala

- ❖ Time trials
- ❖ Internal club 'aquasprint style' gala

#### *Time Trials*

Time trials will be taken as part of the internal club galas.

#### *Internal club gala*

To ensure that all our swimmers at the junior end of the club get to know each other well and give them a smooth introduction to competitive swimming we will run in-house 'Aquasprint style' competitions throughout the swimming season. Each club swimmer will be assigned to one of three teams (The Kelpies, The Lions & The Neptunes) with each team being led by one of our senior coaches. Two teams will swim head-to-head against each other on a rolling basis over the weeks with swimmers racing for times and team points. The culmination being the end of year final between all 3 teams.



## 8.2 Inter-club Friendly Galas

- ❖ Aquasprint
- ❖ PTL

### *Aquasprints*

This is an introduction to interclub competition for swimmers aged 8-11. There are usually 5 fixtures per season plus the final. Aquasprint is a series of league galas where it is one club against another and these galas are really exciting and fast paced. All events are 25m Male or 25m Female, with mixed 4 x 25m Medley Relay and Freestyle Relay events in each age group. The galas take a maximum of 90 mins to run. We believe that the Aquasprint series provides a fantastic environment that improves swimmers' racing development as well as their enjoyment of the sport. However spaces on the team are limited so we are unable to invite all club members. We select the team using times collected at club time trials and other aquasprint/open meets.

The Head Coach will publish lists of swimmers in the week prior to the aquasprint fixture and we need your commitment to attend so that we can work out the teams as best as possible.

### *PTL*

We are not currently taking part in the PTL competitions.

## 8.3 Open Competitions

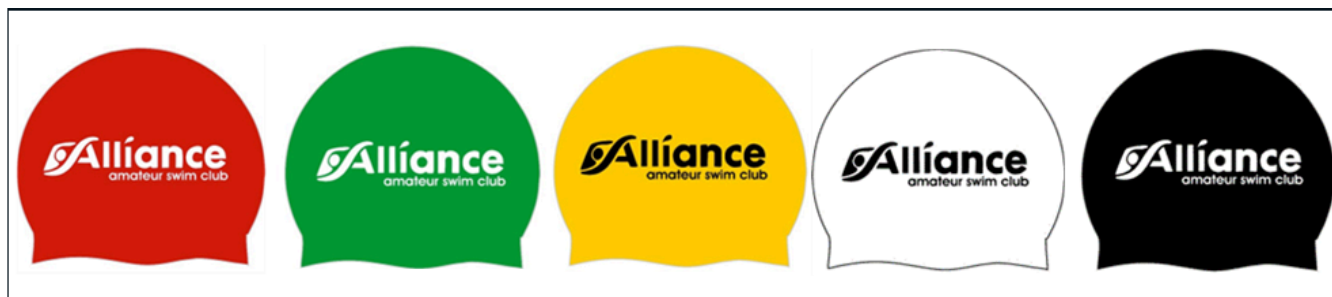
Details of the upcoming competitions and the closing date for entries will be communicated to the relevant squads by email via the Ondeck app and via the squad whatsapp groups. Some competitions have qualification criteria included in the competition information and it is important to make sure that the athletes have reached the required criteria before entering.

Coaches will advise athletes on competitions they should enter, and all entries must be submitted through Head Coach - Robbie Dougan.

Please note that the Club must pay for all entries that are on the Entry Report at the Cut Off Time for withdrawals – this is normally 12 midday the Friday before the event so we ask parents/guardians to **advise us of any withdrawal by 4pm the Thursday evening prior** to this.

**NO refunds/credits will be made for withdrawals after this time other than in exceptional circumstances or unless supported by a medical certificate. If a swimmer/guardian has not informed the head coach that they are unable to attend, prior to the club's cut off time for withdrawals, entry fees will still be invoiced.**

## Section 9 - Wavebreakers



Wavebreakers is the club's learn to swim programme. The primary aim of the programme is to provide children in North Belfast, Newtownabbey and South Antrim with the swimming skills necessary to keep them safe and healthy in the water. We hope they'll go on to enjoy swimming for life.

The programme runs on Monday and Friday evenings and on Sunday mornings at the Belfast Royal Academy (BRA) pool on Cliftonville Road, Belfast. The costs of the programme are subsidised by the club in order to keep prices low, while also ensuring that group sizes are small enough to allow young swimmers quickly to develop water confidence and great swimming technique (6 swimmers max, with a teaching ratio as low as 1.5:1).

On 'graduating' from the learn to swim programme, swimmers can choose to join the swim. We would also encourage swimmers who are interested in trying another aquatic sport to join Diamonds water polo, a club we have close ties with, and to develop their competitive focus in a friendly and supportive environment.

The core aim of the Wavebreakers lessons is to embed high quality swimming technique and aquatic skills from the outset. The programme is intended for children of primary school age (4 to 11), and both absolute beginners and swimmers with some previous experience are welcome.

Lessons are taught in groups of six max, with a qualified swim teacher and between one and three teaching assistants (depending on level) in the water with the swimmers. Hence the teaching ratios are kept very low, which we find is conducive for promoting swimmers' confidence in the water. Lessons run for 30 minutes.

When first attending Wavebreaker lessons, swimmers are assessed and allocated to groups so as to ensure that they are always with others at a similar stage of progress. This assessment is a conservative one and is based on the swimmer's previous experience and teaching and learning criteria. The aim is not to push swimmers through the levels, but rather to ensure that each child is confident, competent and ready to be stretched further. These groups are designated by the colour of swimmers' swim hats. As swimmers move through the levels they are rewarded with the next level hat.

On average it will take a swimmer 2-3 years to move up through the 5 levels. Regular attendance will also play a part in progression. Swimmers will be assessed at the end of



each term. All queries regarding progress and assessments should be by email to [wavebreakers@allianceasc.org.uk](mailto:wavebreakers@allianceasc.org.uk).

## **9.1 Attendance**

Alliance ASC appreciates that swimmers have other demands on their time and that schoolwork is important. Schoolwork must come first but it is our opinion that with planning, both can work alongside each other.

It is the responsibility of each parent/guardian to notify the Club Manager and Swimming Teacher of any changes to membership status e.g. leaving the club, injury or illness.

If a swimmer cannot attend lessons for any reason, please let the Club manager/swimming teacher know by email ([wavebreakers@allianceasc.org.uk](mailto:wavebreakers@allianceasc.org.uk)) or message so that it can be entered on the attendance register.

## **9.2 Injury and illness**

Parents/Guardians must inform Wavebreakers of any condition (medical or otherwise) that could affect their child's capabilities in the pool at the time of registration or as soon as known. All information received will be treated in confidence and with sensitivity.

As a general rule, for the health and safety of the child and other children children should not attend lessons if they are unwell. Children should not attend swimming classes if they have Diarrhoea & Vomiting illness and must not return to lessons until at least 48 hours after the symptoms have stopped.

If your child has [chickenpox](#), they must not attend lessons until all the spots have crusted over. This is usually about 5 days after the spots first appeared.

For any other illness and to avoid any doubt please wait until your doctor has given the all-clear before returning to classes.

## **9.3 Registration and payment for classes**

Registration and payment must be made in advance through Team Unify. This is a card payment and once set up the same card will be used automatically for subsequent payments. Please note that unless advised otherwise, we will assume that all swimmers will carry on into the next term and payment will be taken automatically.

## **9.4 Cancellation of lessons**

If you do not wish to return after a term, please email the Club Manager at [wavebreakers@allianceasc.org.uk](mailto:wavebreakers@allianceasc.org.uk) at least 2 weeks in advance of the end of term so that places can be offered to new swimmers, and we will cancel the account payments.

Short notice pool closures do occur occasionally, making it necessary to cancel lessons. We will make contact via Team Unify app and email to let you know. Please ensure we have up to date contact details, and you have downloaded the Team Unify app. If this occurs, we will try and find an alternative date to hold the lesson or if this is not possible, you will be credited for the missed lessons in the following term.

Missed classes cannot be refunded, re-arranged or carried over to the next term.



In the event of exceptional circumstances, e.g broken limb, surgery or another serious medical reason that prevents attendance, a refund may be granted, even if the term has started, however evidence such as a doctor's letter will be required. This is entirely at the discretion of Wavebreakers.

Refunds will only be issued if lessons are cancelled in the middle of a term at the discretion of the club.

### **9.5 Changes to lesson days.**

If a change of day is required for lessons, the account holder should enquire with the club manager by email [wavebreakers@allianceasc.org.uk](mailto:wavebreakers@allianceasc.org.uk). Days will only be changed if there is available space.

### **9.6 Access & Parking**

The BRA pool is on the Cliftonville Road opposite the main BRA school building around 200m up the Cliftonville Rd as you come up from the lights at the Antrim Rd junction. You will see the main school building on the right-hand side. The pool building is opposite that on the left-hand side of the road as you travel up the hill. There is a set of traffic lights in front of the school.

Access is through the door at the end of the building which leads into the viewing area. Five minutes prior to the end of the session, Parents/Guardians should leave the viewing area/building and access the changing area via the main double doors on the side of the building. This ensures the poolside area is kept clean and safe for the swimmers.

The car park is directly in front of the pool building and does tend to become very busy. Parents are asked to find alternative parking on Cliftonville Road. **Do not** park in the school gym car park as this will get locked, and cars are not able to leave. We do not have a key for the locks.

### **9.7 Health & Safety during lessons**

Please arrive approx. 5 minutes before the lesson and pool ready.

Swimmers should make sure to use the toilet facilities before the lesson.

Swimmers should not enter the pool until the teacher says it is safe to do so and must tell the teacher if leaving the pool before the end of the session.

During lessons, parents/guardians must not interrupt or communicate with the teacher, distract the swimmer or approach the poolside, unless it is an emergency, as you may endanger the safety of others in the pool.

Please ensure that long hair is tied back, and swim caps must be worn.

### **9.8 Changing Room Policy**

Under the duty of care to safeguard children, the club has a responsibility for the well-being of children. This responsibility is shared with the parents/guardians of the



swimmers. In order to exercise this duty of care, parents/guardians of children attending Wavebreakers sessions **must** remain within the pool venue for the duration of the swimming session.

**Changing facilities at BRA are separate for male and female.**

Some changing facilities at other venues are mixed changing villages and some are shared with members of the public. Whilst using the mixed changing areas, children should change in separate areas and not use the same cubicles.

Children 8 years and over must use the gender appropriate changing room and change independently.

If you need to accompany your child, who is under 8 years of age you must change them in the parent/guardian's gender changing room.

No parent/guardian should ever be in the wrong gender changing room.

Parents/guardians must supervise non-swimming siblings, especially in the changing areas and while in the viewing area of the pool.

## **9.9 Code of Conduct/Yellow Card System**

We strive to have a positive behaviour approach and ask Parents/Guardians to familiarise themselves with the Swim Ireland and Club Code of Conducts for swimmers and parents and discuss these and the yellow Card System with their swimmers.

## **9.10 Emergencies**

In the event of an emergency, the supervisor will follow the Emergency Plan.

## **9.11 Photography**

Photography (including mobile cameras) and video filming is not permitted.

## **9.12 GDPR**

Wavebreakers take privacy seriously and adhere to GDPR guidelines. Data will not be sent to any third party.



## Section 10 - North Belfast Swims Trust

The North Belfast Swims Trust purpose is to promote access to swimming, especially among disadvantaged groups in North Belfast, Newtownabbey and South Antrim. By supporting individuals in learning to swim, participating in competitive swimming and water polo, and training as aquatic professionals, the trust is addressing crucial health, social, and economic issues in the community.

The emphasis on swimming as a vital life skill is well-founded, given its numerous benefits for physical and mental well-being, as supported by research evidence. However, the financial barrier to accessing swimming lessons remains a significant obstacle for many individuals, particularly in areas like North Belfast and Newtownabbey, where socioeconomic challenges are prevalent.

By offering initiatives like 'North Belfast Swims,' Alliance ASC is making a positive impact by addressing these barriers. Through providing affordable or subsidised swimming lessons and programs, they are not only helping individuals learn a life-saving skill but also fostering a sense of community, improving physical health, and potentially opening up future opportunities in aquatic sports and professions.

The trust's focus on areas with high child poverty rates and other social challenges is crucial for creating a more equitable and inclusive society. By investing in initiatives like this, communities can empower individuals and families to lead healthier, more fulfilling lives, ultimately contributing to broader societal well-being and development.

### 10.1 Eligibility

In the first instance, North Belfast Swims provides children in the local area who are eligible for free school meals with swimming lessons for a minimal fee in the [Alliance Wavebreakers](#) Learn to Swim Programme. We hope that the initiative will continue to grow, and to see supported children through to becoming competitive, even champion, swimmers in future.

### 10.2 Attendance

Alliance ASC appreciates that swimmers have other demands on their time and that schoolwork is important. Schoolwork must come first but it is our opinion that with planning, both can work alongside each other.

It is the responsibility of each parent/guardian to notify the Club Manager and Swimming Teacher of any changes to membership status e.g. leaving the club, injury or illness.

If a swimmer cannot attend lessons for any reason, please let the Club manager/swimming teacher know by email ([wavebreakers@allianceasc.org.uk](mailto:wavebreakers@allianceasc.org.uk)) so that it can be entered on the attendance register.

If half a term of lessons have been missed without notifying the club, the club reserves the right to withdraw the swimmer from the programme. We really will not wish to do this





and prior to withdrawing the swimmer we will aim to make contact with the parent to discuss any possible issues that we can address (changing days or times) to enable the swimmer to attend the lessons.

### **10.3 Waiting List**

There is an active waiting list for the North Belfast Swims Initiative. If you wish your child to be added to the waitlist you can do so using the following link: [North Belfast Swims Wait list](#)

### **10.4 Support 'North Belfast Swims'**

If you would like to support the North Belfast Swims initiative and provide a donation please contact us at: [info@allianceasc.org.uk](mailto:info@allianceasc.org.uk) for details.



## **Section 11 - Sponsorship/ Fundraising**

As with many sporting clubs and organisations, we do need to raise funds to cover our overheads while trying to keep the fees to our members as low as possible. With around 600 members within the club, we hope that everyone will be able to help in some way with our efforts.

### **Match funding**

Banks, Building Societies, Large Insurance Companies, Power NI, NI Water, NIE etc. offer community relations support for their employees such as match funding. If you work for one of these companies or a company that offers community relations through their employees, please get in touch to see if you could help the Club at [info@allianceasc.org.uk](mailto:info@allianceasc.org.uk).

### **Sponsorship**

If you are a business owner or work for aa business who would be interested in providing corporate sponsorship please also speak to Brenda, 0771 2650041

### **Bonus Ball/Raffles/Fundraising social events**

We will be organising some social events during the year. If you are able to help with the organisation of these or donate some raffle prizes, please contact Brenda - 07712650041 or [info@allianceasc.org.uk](mailto:info@allianceasc.org.uk)



## Appendix A -Parental Poolside supervision

It is a Swim Ireland **mandatory** requirement to have a pool and dry-land duty rota for coaching and teaching activities. This is to ensure the safety of our swimmers by providing an adult supervisor who can obtain help from trained leisure centre staff if required, contact parents if required, and generally observe the comings and goings of swimmers to toilets and changing areas. AT NO TIME will the parent be asked to become involved in training or any issue that may arise, Parent Supervisors are only expected to observe as an independent club volunteer and pass on details of any incident or concern to the Club Children's Officer. (Corinna Mc Williams [childrensofficer@allianceasc.org.uk](mailto:childrensofficer@allianceasc.org.uk) /07840 568195.) Incident or Safeguarding Concern forms are also attached. Please note that this form may contain confidential information and should be given directly to the CCO.. To ensure everyone participates in this mandatory requirement, the Club will draw up a rota from all parents/guardians within each squad to fulfil these roles before the beginning of each month and communicated via the whatsapp groups. If a parent/guardian is unable to undertake the rota slot assigned to them, they will be required to find someone to swap their date with.

- Contact details for all individuals on the rota will be available to coaching/teaching staff involved in the session (these details are kept confidential and available for those that need them)
- The person on duty must be over eighteen. An athlete may not be the person on duty for their own session or squad
- The coach/teacher must be able to rely on the person on duty being present, some sessions take place at more vulnerable times e.g. early morning
- The person on duty should have a full view and hearing of the pool area/ dry land area; this cannot be achieved by sitting up in a stand or behind protective screens or glass.
- The person on duty should not interfere with the safe coaching or teaching of the session. However, if a young person is in imminent danger the issue must be dealt with immediately.
- Concerns should be brought to the coach or teacher in charge of the session or the Club Children's Officer following a session.

**The person on duty is required to remain until all the young people have been collected.** Any parent persistently arriving late or being delayed picking up their child/children should be reported to the coach/leader, children's officer or the committee – this is a breach of the code of conduct and will be dealt with accordingly.

### Duties of the Person on Duty

The person scheduled to be on duty must:

- Arrive at least 5 minutes before the session starts and ensure that all swimmers are collected safely



- Be in full view of the pool
- Be aware of children leaving and returning to pool, e.g. a child should return to the pool after visiting the toilet
- Allow the coach/teacher freedom to get on with the session – sometimes coaches or teachers need to feedback to individuals on one to one basis, this should be in open view
- Take note of any problems that occur – refer any issues directly to the coach or teacher in charge of the session or, if not possible, to the Children's Officer or club secretary
- Know how or where to access young people's contact details in cases of illness or emergency or in the event the session is cancelled (Whatsapp squad -Group info.
- In cases of emergency, help the coach/teacher by being an extra adult to supervise children or to assist with a response to the emergency
- Find an alternative in the event they are not able to attend; it is the responsibility of the person scheduled to be on duty to do this

### **No person on duty**

It is a breach of Swim Ireland rules to not have a person on duty for Swim Ireland sessions, either pool or dry land activities. If a person on duty does not turn up the coach/teacher will take the best courses of action to ensure the safety of the young people and themselves, this may mean cancelling the session unless a replacement is found. The person on duty who did not turn up may be subject to disciplinary action.

### **Photography and Filming**

In line with Swim Ireland policy Alliance ASC would remind members that no one may video, film or take photographs of children without having received permission to do so; however, it is a condition of Swim Ireland membership that all members have agreed to this permission. Alliance ASC will not name children in photographs and any image will be in keeping with the ethos of the sport.

For all Club, Swim Ulster and Swim Ireland events any person must accept that they may be photographed or filmed as part of the occasion, either as an individual or as a member of a group.

When attending events please check with the competition manager or facility about permission to video, film or take photographs. **Children under 18 must be wearing a t-shirt and bottoms/ shorts when having a photograph taken out of the pool.** The Swim Ireland Filming and Photography policy is available on the Swim Ireland website.



## Appendix B - Training Equipment / Club Kit

### Required Kit

Alliance swimmers require:

- swim costume
- serviceable goggles
- towel/dry robe
- water bottle
- club swim hat
- Short fins/flippers
- Alignment board

**Costumes** can be purchased at reasonable prices from local and online retailers.

Some good online retailers who offer significant discounts include:-

[Simply Swim](#), [ProSwimwear](#), [Allens](#) of Kingsbury

There is no need for swimmers to purchase expensive swim costumes at this stage in their competitive careers.

**Goggles** can also be bought from the retailers above. We recommend that your swimmer tries a few out and then purchases a good, but not overly expensive, pair (they tend to go missing often enough!). Some swimmers might develop dry skin around their eyes if they use 'normal' goggles. This is a reaction to the latex used, and so if this happens you should seek out silicon goggles instead - TYR offer [good silicon goggles](#).

We do however have a club partnership with themagic5 goggles.

<https://themagic5.com/collections/swim-goggles>

*Welcome to the Club Partnership Portal!*

*We are thrilled to welcome you as a partnered team to THEMAGIC5.*

*Via this portal, you will access the biggest discounts we have to offer.*

*Discounts from 30% up to 50%*

*Early access to limited-edition products*

*1 WEEK OFFER*

*For the next week, you will get an EXTRA 15% off your order by using this discount code at checkout:*



*allianceASC*

*GET UP TO 57% DISCOUNT!*

1) Access the Club VIP Portal through this link: <https://themagic5.com/collections/club-partnership>

2) Enter your Team Passcode: *allianceASC*

**Club swim hats** can be purchased from Robbie, Andrew or Corinna. You can also email [info@allianceasc.org.uk](mailto:info@allianceasc.org.uk) to request a hat. This fee is then added to the member account on Team Unify.

Short fins		These can be found in <a href="#">Decathlon</a> (short ones - available in grey, green/blue and in pink versions - <u>not</u> the longer, more 'scuba' style ones) or online <a href="#">Amazon</a> or at any of the retailers mentioned above.
Alignment board		We are moving to recommending these above the kick boards, because they keep swimmers in a better body position and are much kinder on their shoulders and backs to use (see <a href="#">here</a> )

## Recommended purchases

In addition, we recommend that swimmers purchase a number of other items of equipment and clothing (in order of desirability):

- mesh bag - allows the gear to drip dry - again, those from Decathlon are fine
- junior kickboard (standard float) - these are still worthwhile, and we use them for drills on breaststroke, but if swimmers don't have one, they can easily be borrowed from the pools
- junior pull buoy - useful, but we don't use them too often and again they can usually be borrowed

**Main items of club apparel** - pool-side t-shirts, shorts, drill tops and hoodies - can be purchased from our partners, Silverback Sport via our online shop. Information on how to order will be sent to club members at intervals during the season so keep an eye out on the whatsapp groups and Ondeck social feed.

**Finally, put names on everything!!**



## Appendix C - A Guide for attending Galas

### Arriving at a Gala

Always arrive on time. The swimmer should let the coach know that they have arrived. Parents are not permitted on pool deck or in specific coach/ swimmer areas unless timekeeping or carrying out official duties.

The Coach will have to prepare a "scratch sheet" normally about 15 – 20 minutes into the warmup session. Coaches will scratch swimmers that they have been told will not be attending. If athletes are not "scratched" from the start list a fine can be levied against the club. This fine will be passed on to the swimmer.

### Food and Drink

Athletes are encouraged to eat healthily before, during and after competition. Swim Ireland have a very informative guide on nutrition for the aquatic athlete [https://swimireland.ie/files/documents/nutrition\\_for\\_aquatic\\_athletes\\_booklet\\_v5\\_final.pdf](https://swimireland.ie/files/documents/nutrition_for_aquatic_athletes_booklet_v5_final.pdf)

*Night before a competition* - Eat a high carbohydrate dinner (rice, pasta, potatoes) and drink extra water.

*Morning of a competition* - Eat a good breakfast with complex carbohydrates (porridge, banana, weetabix) even if it seems too early. Do not experiment with new foods on the day of a gala – athletes should choose something they know they like and know agrees with them.

*During the gala* - A gala can be a long day so it's important to keep energy levels up. It's a good idea to pack lunch. Pasta/bread/potato based meal followed by fruit makes a good lunch for the lunch break (aim to eat at the start of the break to allow the body time to digest your food before the afternoon session. Before and after the races it is good to eat small amounts of foods with simple sugars - breakfast/snack bars and jellies, Jaffa cakes. Drink water/diluted juice

*After racing* - It's important to eat well after the races. You will have used up a lot of energy and need to replace it with something. Drink plenty of water/diluted juice.

**Remember** - Keep eating healthy snacks throughout the day and drink plenty of fluids. Bring water (write your name on your bottle), or diluted squash with you for sipping during the gala, as most pools are very warm, and it is easy to get dehydrated.

Foods to avoid: Greasy foods (burgers, chips, doughnuts), highly seasoned foods (pizza, curries, chillies) and fizzy drinks

### What to bring to a gala?

- Togs x 2 (warm up and race)
- Club hat (if you have one, bring a spare in case one rips)
- Goggles x 2 (if you have a spare, in case one snaps wear in training to try out before gala)





- Shorts and T-Shirt to wear between races
- Water bottle already filled with swimmer's name on it
- Towels x 2 (if there for a full day)
- Flip flops or runners (for around poolside)

### **MAKE SURE ALL BELONGINGS HAVE YOUR NAME ON THEM**

In some facilities you must have something on your feet to be allowed access to certain areas which lead to the pool deck. Floors and stairs become slippery during the day and can be a hazard for those in bare feet. It is important to stay warm between races so make sure to wear a sweatshirt or t-shirt when sitting around and when going down to the marshalling area on poolside.

### **Personal Belongings at Galas**

Bring as little as possible. Valuables such as I-pods, phones, tablets are best locked away or left at home.

### **Team Manager/Officials**

To promote team spirit at the gala, we encourage all competing Alliance ASC swimmers and their parents/guardians to sit together within the spectators area. We aim to have one of our senior coaches poolside and/or within the spectators area. If required on poolside and unable to be in the spectator area, a team manager will be appointed to coordinate the swimmers.

Officials are an essential part of competition for all clubs. Alliance ASC is required to provide officials at regional and national competitions and parents will be asked to assist with these roles which may include timekeepers, turn & stroke judges, referees & starters. Training will be provided, as necessary. Prior to each gala, a rota will be sent out requesting parents/guardians to volunteer for a duty.

### **Terminology**

<b>PB</b>	Personal Best Time
<b>NT</b>	No time (probably has not swam this event previously) Note: if a swimmer has not raced an event before, the coach will put an estimated entry time in. You will normally be able to tell when the time is an estimation because it will be .00
<b>HDW</b>	Heat declared winner (No finals will be taking place for that event)
<b>FTR</b>	Freestyle Team Relay
<b>MTR</b>	Medley Team Relay
<b>OPEN</b>	A competition or event that is "open" means all ages compete against each other and only one set of medals will be awarded.

A programme of events can be purchased generally on the way into the venue. This will list all swimmers taking part and the order in which events will take place.

The results are usually (but not always) posted in a prominent place around the pool.



The results of the galas are sent to each club gala secretary.  
NEVER leave the gala before checking if you are needed for a relay team.

### **Photography / Filming**

It is usual practice that you need to register your device with the organisers to permit you to video/film or photograph a race, for which you will need a photo I.D. However it is advisable, when attending events, to please check with the competition manager or facility about permission to video, film or take photographs.

### **Summary**

Galas can be stressful for younger swimmers and all athletes are encouraged to do their best and focus on doing PB's. It is not realistic for EVERY child to win a medal every time and not realistic to improve on every swim every time. The primary aspect of competitions is to gain experience in various events, distances and as athletes develop to try different race techniques. Younger swimmers will be told to focus on one or two key points so get them to do their best and most of all enjoy the day. Parents should be there to support their child in their attempt rather than "critique" the swim – that is the role of the Coach.