



In Pursuit of Swimming Excellence for All

LISBURN CITY SWIMMING CLUB

2012 HANDBOOK

Our Vision

In pursuit of swimming excellence for all

Our Mission Statement

Our mission is to develop abilities in our athletes that will inspire and empower them to reach their potential in and out of the water.

Our Values

- Safety** – we value creating a safe, stimulating, positive environment.
- Pursuit of Excellence** – we value continuous improvement at all levels.
- Teamwork** – we value working together.
- Communication** – we value open and honest communication.
- Leadership** – we value leading by example.

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Club History

1. The club was formed in 1973, and was based at the Lisburn Town Pool in Market Square until 1999. The Club entered the competitive scene in 1975 and affiliated to the Ulster Branch of the Irish Amateur Swimming Association in 1976. Success began in 1980 with wins in a friendly gala against Monaghan and in the Provincial Towns League against Portadown. The Club then grew from strength to strength producing a strong team and a number of notable swimmers.
2. The Town Pool was closed on Friday 29 October 1999 and finally demolished to make space for commercial development.
3. The Club moved to new facilities at the Lagan Valley LeisurePlex on 1 November 1999. The competition hall consists of a diving pool, a 25m, eight-lane competition pool and viewing gallery seating 300 people. It meets the requirements of an International Short Course venue. The diving pool has 1m, 3m and 5m competition boards, is 13m square with a hydraulic-controlled floor that can be lowered from deck level to 4m depth, thus doubling up as a learner pool.
4. In order to meet the increasing need for professional coaching and administrative assistance, the Club moved forward by acquiring a Swimming Development Officer. From September 2004 this post became fully supported by the swimming club and the title of the post was amended to Head Coach. The Club currently employs 2 contracted staff, ably supported by a mixture of paid teachers and volunteers.
5. The Club can boast a large and enthusiastic group of swimmers of all abilities backed by the much-needed support from parents, friends and the local business community. We have had swimmers from the club competing at the Commonwealth, European, Olympic, Para-Olympic and World Deaf Games and setting Ulster, Irish and European Records.

Child Protection

6. We at **LISBURN CITY SWIMMING CLUB** are committed to good practice which protects children from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times. To achieve this we will:
- a. Develop an awareness of the issues which may lead to children being harmed.
 - b. Create an open environment by identifying two 'Club Children's Officers' (CCO) to whom the children can turn to if they need to talk.
 - c. Adopt child centred and democratic coaching styles.
 - d. Adopt child protection guidelines through codes of conduct for members and all adults working at the club. Adult workers include coaches, executive members, parents and volunteers.
 - e. Ensure careful recruitment, selection and management procedures. These procedures will include regular support & supervision is provided to staff/volunteers.
 - f. Ensure complaints, grievance and disciplinary procedures are included in our constitution.
 - g. Share information about concerns with children and parents and others who need to know.
 - h. Provide information as required to the management committee.
 - i. Ensure good and safe working/playing practices
 - j. Be involved in training made available through the various agencies and strengthen links with these agencies.
 - k. Keep child protection policies under regular review (every 3 years minimum).*
 - l. Have procedures relating specifically to bullying, away trips, transport and use of photography

*Child protection policy can be found by clicking on **Policies** at the bottom of the website homepage

7. Lisburn City Swimming Club Children's Officers are Karen Haskins and Ciara Maginess. Their role within the Club is to provide advice and guidance to all members and Officers in all matters relating to the safety and welfare of our young swimmers. The Club Children's Officers also act as a filter with the various Governing Bodies, Advisory Groups and Associations, relating to all matters of child protection and welfare. Should any member require advice, guidance or help in any way, they may speak to Karen or Ciara in complete confidence, according to the nature of the enquiry.

Membership Fees

8. The membership fees (for each squad) for 2011/12 are outlined in Table A below.

Table A

Squad	Yearly Fees
Country Membership	£ 80.00
Development 3	£ 269.00
Development 2	£ 312.00
Development 1	£ 373.00
Club squad	£ 363.00
Age Group 2	£ 398.00
Age Group 1	£ 435.00
National Junior	£ 512.00
National	£ 569.00

9. The membership fee includes insurance and levies paid to Swim Ulster and Swim Ireland. In accordance with the rules of membership, we are required to formally register every swimmer, coach and official as a member of Swim Ireland, which also includes an insurance cover.
10. Swimmers are not insured unless fees are paid, so please observe the terms of payment. Privileges **will be withdrawn** if fees are not paid. If you have any queries, please speak to a club official as soon as possible.

Payment of Fees

11. Fees can be paid in two instalments:

- 75% due by 30th September 2011
- 100% by 29th February 2012

Squad Criteria

12. Squads have been set up to allow for progression of training hours within each squad from one to the next as a swimmer's skill level progresses i.e. swimmers will progress to the maximum training hours within each squad. See Table B below.
13. Swimmer reviews will take place each term to ensure they are within a squad suitable to their level of ability and commitment.
14. Coaches will meet parents prior to making any recommendations to move swimmer(s) to a different squad.

Table B

SQUAD	Max. Training Hours per week	PERFORMANCE CRITERIA
National Squad	Pool: 18.5 Land: 3hr25mins	<p>Seniors must have either: (a) Qualified in 200 or 400IM & any other event (must be 200 or above) at previous summer Nationals (b) placed in final at previous summer youth/senior Nationals (100m or above) or (c) qualified in 2 or more 200m events or above at summer Nationals.</p> <p>Those eligible for National Age Div.1 Champs must have either (a) qualified in the 200 or 400IM & any other event (must be 200 or above) (b) made a final at previous summer Age Group Div.1 Champs in any 200m or (c) made final at the previous year's summer youth/senior champs in any event 100m or above</p> <p>Minimum Attendance of 75% or training time / year</p>
Junior National	Pool: 12 Land: 1hr25mins	<p>Girls by 14 / Boys by 15 must have achieved either: (a) a Div.1 qualifying time in any 200 event or above or (b) made final in any 100m event</p> <p>Girls by 13 / Boys by 14 must have achieved either (a) Div.2 qualifying times in either 200IM or 400IM & another 200 event or above or (b) made final in a 200m event or above at Div.2 Champs</p> <p>Minimum Attendance of 70% or training time/year</p>

Table B (cont'd)

SQUAD	Training Hours per week	CRITERIA
Age Group 1 Squad	Pool: 6.5 Land:55mins	Entry into Squad according to Training ability & Entry into Club Championships, Aquasprints, Provincial Towns League (PTL), Graded/Open Meets, Ulster & National Events if selected
Age Group 2 Squad	Pool: 4	As Age Group 1 Standards
Development 1 Squad	Pool: 3	Entry into Club Championships, Aquasprints, Provincial Towns League (PTL)and Graded Meets (if selected) is encouraged
Development 2 Squad	Pool: 2	Standards for joining or remaining in Development Squad 2 will be set January 2012 for the following season (2012-2013)
Development 3 Squad	Pool: 1	As Development 1& 2
Club Training Squad	Pool:3.5	Swimmers must show a willingness to follow the sessions planned & delivered by the coaches.

Attendance

15. Lisburn City SC 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.
16. It is the responsibility of each swimmer/parent to notify the Membership Secretary, Head Coach or Squad Coach of any changes to membership status eg. leaving the club, injury or illness.
17. If a swimmer cannot attend training for any reason, please let the Head Coach know by email (swimming.development@lisburn.gov.uk) so that it can be entered on the squad attendance register.
18. **Note to parents:** Please ensure that your squad coach has arrived at each training session before you leave your child. There have been previous instances where children as young as 8 years old have been left alone with no means of contacting their parents, which can be very upsetting to the child and potentially very dangerous. No parent should collect another child unless specifically requested to do so by that child's parents or guardian.
19. If for any reason the pool staff fails 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.

Conduct at Training

20. In order to get the most out of your training sessions, swimmers should note the following club guidelines regarding training etiquette:

- a. Regular attendance is absolutely vital if you wish to make progress.
- b. Be sure to arrive early at your sessions so that you are ready to start on time.
- c. Plan to stay right to the end of the session. The last set of work is often the most important, and conditioning yourself to work hard, even when you are tired is essential to be a top class swimmer.
- d. During the training session listen carefully to what your coach has to say and try to concentrate on the work set. You will only gain value from the sessions if you put effort and concentration in to them.
- e. Respect the pool and its equipment and other users. Promptly leave the pool at the end of the session and put all equipment back in storage.
- f. Our aim is to provide everyone with opportunities to develop his or her full potential in every way. Enjoy your sport and your training.

21. If you have any problems regarding your training, then please talk to your coach. Be patient and do not expect too much too soon.

Training Equipment

22. Parents should encourage their children to be responsible for their own training equipment.

Table C below sets out the equipment required for each squad.



All equipment should be clearly marked with the swimmer's name.

Table C

SQUAD	EQUIPMENT every swimmer should have : a pair of goggles (& spare pair in bag) water bottle (see Page12 ref drinks) a mesh bag containing:
Development Squads 2-3	1.Pull buoy 2.Kick board
Development Squad 1 & Age Group 2 Squad	1.Pull buoy 2.Kick board 3.Fins (Short Rubber Fins recommended)
Age Group 1 Squad	1. Pull buoy 2. Kick board 3. Fins (Short Rubber Fins Recommended) 4. Ankle Band 5. Snorkel 6. Paddles
National Junior Squad	As Age Group 1 squad
National Squad	As Age Group 1 squad

Lisburn City SC has an arrangement with Gotto Sports whereby the Club receives some cashback for any item purchased from them (excludes hockey sticks and equipment). You can order directly online via the link to Gotto Sports on the Club homepage. www.lisburncityswimmingclub.org

See also Page 17 regarding club kit.

Drinks

23. During a one hour training session a great deal of fluid can be lost from the body. To compensate for this, 1 litre of fluid per training hour should be available to the swimmer. Drinking prior to a training session is vital so that the swimmers start the session in a hydrated state.

24. Water is the best fluid to drink – NO fizzy drinks or high sugar sports drinks should be consumed during training sessions unless recommended by a doctor.

25. A number of swimmers are attending sessions with the incorrect drinks bottles. The tiny plastic caps are a health and safety problem. Swimmers or small children can easily swallow them should they end up in the water and they can also cause problems blocking the pool filters. We ask that all swimmers have proper sports water bottles for use during training and competition.

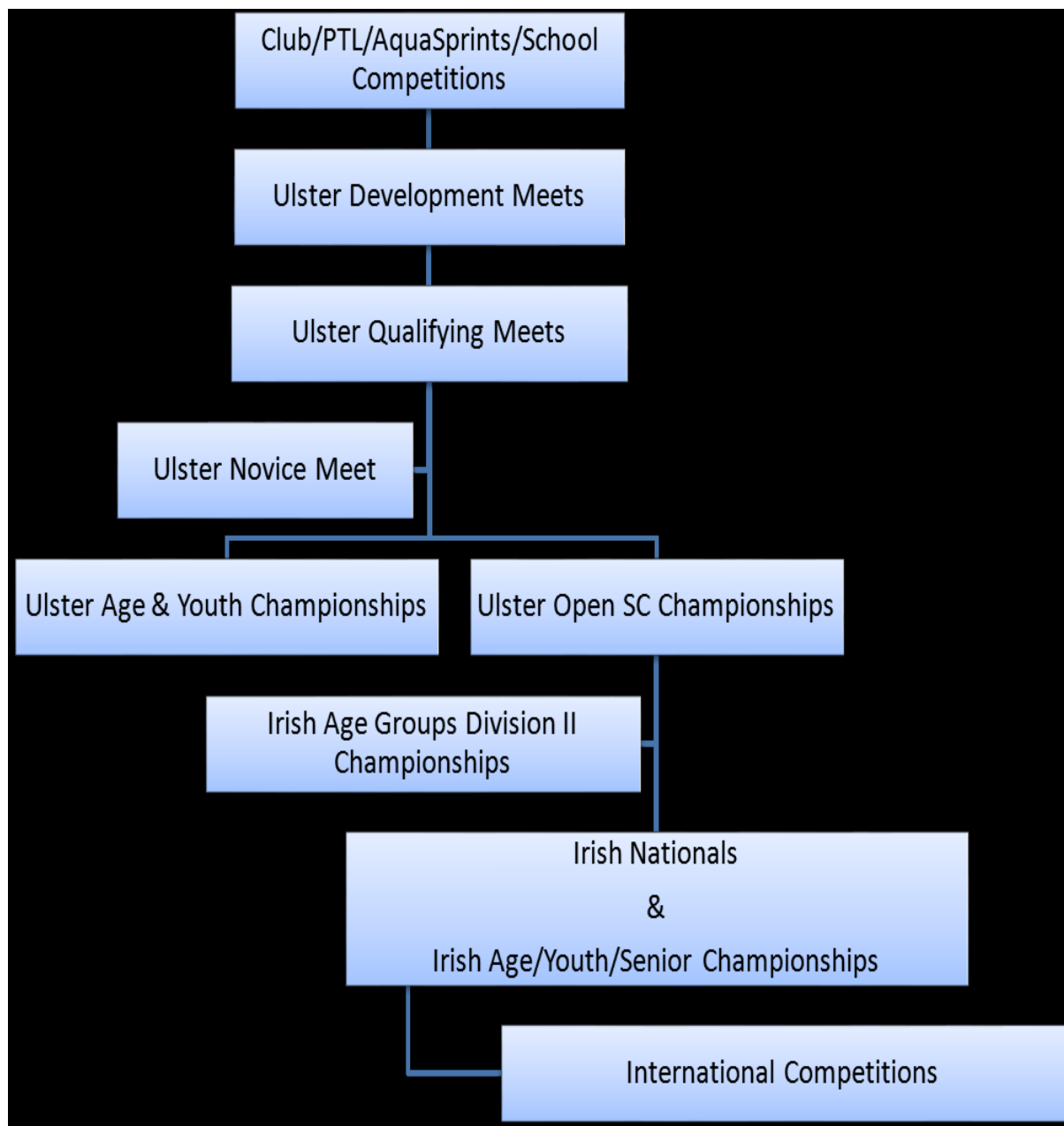
Injury and Illness

26. 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.

27. Only qualified attendants may administer first aid to swimmers. The LeisurePlex and the club will maintain a record of all incidents as appropriate.

Competitions

28. All our young swimmers are expected to compete in accordance with their age range. Competition attendance and participation is an essential indicator of how a swimmer is developing. The flowchart below outlines the competition pathway available to swimmers within the club.



Club Championship

29. The Club Championship will take place in January 2012 over 4 sessions and will cover all the Olympic events plus the 50m stroke events. Trophies will be awarded to the highest points scorer in each age group in the following events (9/10 events).

- 50m each stroke
- 200 IM (A Group), 400 IM (B, C, D Groups)
- 200 FC (A Minor), 400 FC (A, B, C, D Groups)
- 200 each stroke (A Minor & A Group will not swim 200 BF)

30. Points are scored for 1-8th place (9-7-6-5-4-3-2-1) in all events. Trophies will be presented at the annual clubs awards night.

Age Groups

31. Table D below outlines the years for each age band for Club Championships.

Table D

Group	Years (based upon year swimmer born)
A Minor	2003 and under
A	2001/2002
B	1999/2000
C	1997/1998
D	1996 and older

AquaSprints Swimming League

32. This has replaced the former Teletots League and is an introduction to interclub competition for swimmers aged 8-11. Swimmers race over 25m in the individual events and the relays are mixed (2 boys, 2 girls) 4 x 25m medley and freestyle. Lisburn have a history of doing really well in this league and it is a fun way to introduce swimmers to competition. There are usually 5 fixtures per season plus the final.

33. The team list will normally be posted two weeks before each fixture within the league. The competition finishes with the final held on the first Friday in June.

Provincial Town League (PTL)

34. This inter-club competition is open to the four age groups (A-D) and takes the form of 50m races (25m for the A age group) across the 4 strokes as well as 100IM and relays. The League has 4 divisions and Lisburn has rejoined this season so has restarted in the lowest division. It is a great opportunity to swim as part of the team. It is another great way to introduce young swimmers to competition.

Open Competition

35. Schools competitions are organised by a separate organisation. You need to speak to your school to ensure you have been entered.

36. Swim Ulster & Swim Ireland competitions – swimmers compete in individual races and club relay events for personal bests, records, medals and team awards. The Coaching team will decide which events each swimmer will enter. Their decision is final.

Team selections for galas will be based on various things:

- Current form in both training and competition
- Correct attitude and discipline in training and at meets
- Attendance in training and selected competitions

37. Entry forms will be given to swimmers/parents. Please return your entries including payment in a sealed envelope to the squad representative or coach before the closing date. No changes to entries should be made without discussion and agreement with the squad coach. Entry forms and associated fees will not be accepted after the closing date.

38. Team selections will normally be posted two weeks before the competition. All swimmers selected to represent the club are expected to honour their place. However, any swimmer who is unable to take part must inform their squad coach.

Competition Guidelines

39. It is a good idea to pack your bag the night before the gala to make sure you have everything you need - at least 2 swimsuits, 2 towels, club tracksuit and T-shirt, shoes or flip flops, 2 pairs of racing goggles, at least 2 club swim caps, at least 2 water bottles, music player and snacks for the duration of the meet.

40. **On arrival at the gala** - make sure you do so in plenty of time and report to your coach to that he/she can confirm your entries. Check out the pool complex layout and familiarise yourself with the important places you will need to go during the day: Toilets, reporting area, changing rooms, cafeteria etc,

41. **Warm ups** - Check which warm-up is yours and be on time for it.

42. **Race** - Simply do your best! See what you are capable of on that day.

43. **After the Race** – Go and see your coach. He / she will tell you how you did and what you can do to do better next time.

44. **Cheering for Others** - Do not expect others to cheer for you if you do not cheer for them. Don't just sit down and stare into space – enjoy yourself.

45. **Don't Go Outside** - When you are at a swimming gala and with an appointed coach/team manager/chaperone* – they are responsible for you and you must not leave the building without permission. If your parents are there, please ask the chaperone/team manager for permission to leave the building with them. After your last race it is a good thing to cheer others who are swimming from your Club.

46. **Drinks** - During a competition be careful not to dehydrate. Swimming pool surrounds are notorious for being hot and sometimes unbearably so. During the day, drink should be taken little and often. Headaches, dizziness and nausea are some of the symptoms of the onset of severe dehydration.

*Role of chaperone explained in Club Child protection policy.

Club Kit

47. Club kit and equipment can be purchased from the swim desk on Monday and Thursday evening. An order form is appended at Annex A.

48. Lisburn City SC club colours are black, white and red. When a swimmer is selected to swim for the club, in inter-club galas or open competitions they are expected to wear club colours, for example:

- Club swimming hat – club hats must be worn in all competitions
- Club polo-shirts or T-shirts
- Club Hoodies
- Club Stadium Pants, Rain Jacket and Board Shorts are also available

49. If you have any swimming kit that you want to advertise for sale to members of the club then please email an advert to your squad rep (if you are unclear who this is, then use the contact email address on the club website), including your name, squad, details of what you are selling, and contact details (email address, telephone number or both) so that you can be contacted directly. Adverts will remain on the website for one month from placement.

General Behaviour and Discipline

50. These notes are for the guidance of swimmers/parents taking part in all activities related to the Lisburn City Swimming Club. They have been written to ensure that swimmers are aware of the standards required by them when they are:

- Training with the Club
- Representing the Club
- Travelling with the Club to and from competitions; and
- Engaged in any other activity which has been organised by the Club

51. Parents should note that it is their responsibility to ensure the good conduct and behaviour of their children both before and after training sessions, and during club galas.

52. Swimmers are responsible for their own equipment and belongings. All drink bottles, etc. must be taken away at the end of each session.

53. During training sessions or competitions/training camps, swimmers should avoid actions that may bring the club or the sport of swimming into disrepute. Swimmers also have a responsibility to report any member whose conduct is likely to bring the club or the sport of swimming into disrepute.

54. Swimmers, parents and coaches should:

- Abide by the Club Constitution and rules of swimming;
- Uphold high standards of fair play and sportsmanship;
- Respect the rights and dignity and worth of all, and treat everyone with equality ;
- Show respect and never criticise officials or helpers;
- Have due regard for their personal appearance, language and respect equipment and facilities;
and
- Wear club colours and team kit when in competition (swimmers and coaches)

55. Full details of the Code of Conduct may be found on our club website.

56. **Bullying of any sort** – verbal or physical - **will not be tolerated at Lisburn City Swimming Club** and will be treated as a serious breach of discipline with the penalties described in the code of behaviour section in this information pack.

57. Parents are very welcome to watch training sessions from the gallery and if they have any questions with reference to the training programme or their child's performance, the coaching staff will be happy to answer them at an arranged time. Parents should not approach coaches during swim sessions as this distracts them from doing their job. Parents should also refrain from coaching their child during training sessions.

Executive Members and Club Officers (2011/12)

58. Table E below provides a list of Executive members and club officers and their contact details (if applicable).

Table E

ROLE	NAME	CONTACT DETAILS
President	Jack Beattie	
Chairperson	Anne Mageean	Email: anne.mageean@live.com
Vice-Chairperson	Currently vacant	
Secretary	Claire Allison	Email: secretary@lisburncityswimmingclub.org
Treasurer	Mark Bryson	Email: msfb35@hotmail.co.uk
Club Children's Officers	Karen Haskins	Mob: 07722915938 Email: karenhaskins61@btinternet.com
	Ciara Maginess	Mob: 07738398203 Email: ciaraandcaoli@hotmail.com
Designated Person	Louise Sands	Mob: 07734101664 Email: louisesands@sky.com
Executive members	Danny Collins	
	Sonia Dawson	
	Betty Beattie	
	Jacqueline Lowry	
	Graham Boyce	
	Ciaran Pollock	
	Janie Mathewson	
	Jonathon Bethel	
	Kim Cox	
	Wendy Smyth	
Club Membership Secretary & LTS Co-ordinator	Hilary Idzikowska	Tel: 07429700024 Email: hilary@lisburncityswimmingclub.org

Club Coaches

59. Table F below provides a list of current coaching staff and contact details. A number of the coaching staff work with more than one squad within the club.

Table F

Head Coach	Richard Gheel	Tel: 028 9260 0275 E-mail: swimming.development@lisburn.gov.uk
Coaching Team	Mark McGrann	
	Sue Iveston	
	Stan Sheppard	
	Maureen McCoy	
	Anne Mageean	
	Lynn Stewart	
	Rachel Halliday	
	David Carey	

Club Website

60. Lisburn City Swimming Club has its own website, which can be found at the following link:

www.lisburncityswimmingclub.org

Some of the information that you will find there includes:

- Competition Information
- Policies including child protection policy, complaints policy and codes of conduct
- Contact Details
- Photo Gallery
- Club History
- Parents Rota for early morning swim sessions
- Learn to Swim Information
- Useful documents including the calendar, record claim forms, qualifying times for competitions and Ulster/Irish Squads
- Swim Corner – information for swimmers
- Teacher Training
- Club Information – Club Structure, Membership Forms and timetable changes

61. The club has also registered with Facebook to keep members up to date with any immediate news and pictures from recent events. The link is on the homepage of the website. If you would like to post anything onto the website, pictures, information of interest to Club Members, please contact

secretary@lisburncityswimmingclub.org

Annex A: Club Kit Order Form

Parent's Name: _____ Swimmer's Name/Squad: _____

Contact Tel: _____ Date Order Placed: _____ Date Order Received: _____


Item	Price	Quantity/Size	Total
Hoody (Ch)	£27		
Hoody (Ad)	£32		
Polo Shirt (Ch)	£16		
Polo Shirt (Ad)	£20		
Board Shorts (Ch)	£16		
Board Shorts (Ad)	£20		
Smock Top (Ch)	£27		
Smock Top (Ad)	£34		
Track Bottom (Ch)	£24		
Track Bottom (14+)	£27		
Track Bottom (Ad)	£33		
Jammers - Black	£15		
Jammers Red/blk	£16		
Starter Pack	£20		
Mesh Bag	£6		
Pull buoy	£5		
Kickboard	£12		
Fins	£18		
Hand Paddles	£11		
Snorkel	£23		
Skipping Rope	£5		
Speedsockets	£19		
Speedsockets (Mirrored)	£22		
Futura Ice	£9		
Pacific Storm	£8		
1L Water bottle	£5		
LCSC Kit bag	£30		
LCSC Backpack	£20		
LCSC Swimcap	£5		

Payment Type: Cash/Cheque Total _____

Collection Point: Swim Desk/Gotto Sport

Annex B Club Training Timetable

POOL TRAINING TIMETABLE
New Season begins Monday 29th August 2011

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Adult					6:00-7:30				6:00-7:30					
Club Training Squad			6:00-7:30				7:15-8:15							12:00-1:00
Dev. Squad 3 * 1 session		5:00-6:00											10:00-11:00	1:00-2:00
Dev. Squad 2 * 2 sessions incl Thursday		5:00-6:00					5:00-6:00						10:00-11:00	1:00-2:00
Dev. Squad 1 3 sessions				4:45-5:45			4:45-5:45						9:00-10:00	
Age Group 2		5:00-6:00		5:45-6:45					5:00-6:00					12:00-1:00
Age Group 1	6:00-7:30			4:45-6:15		5:00-6:00		6:45-8:15			8:00-9:00			
National Junior Squad	5:30-7:30		6:00-7:30	6:45-8:15		5:00-7:00		5:45-7:15	5:30-7:30		6:30-8:00			
National Squad	5:30-7:30	5:00-6:00 (Select) & 6:00-7:00	6:00-7:30	6:15-8:15	6:00-7:30	5:00-6:00		4:45-6:45	5:30-7:30	5:00-7:00	6:30-9:00			

*Development Squad 3 & 2 have a choice of one of the 1-hr main pool sessions

*Development Squad 2 will attend the additional Diving Pool session on Thursday

Swimmers in all squads in other sessions are expected to be on poolside ready to start Loosening & Dynamic Stretching (for injury prevention) 10 minutes before the start of each pool session

LAND TRAINING PROGRAMME

MONDAY AM

National & Junior National Squad : 5:05-5:25am (Poolside or Outside if weather permits)

TUESDAY PM

National Squad: 5:00-5:45pm (Ravernet Room)

National Junior Squad: 5:50-6:25pm (Ravernet Room)

Age Group Squad 1: 6:30-6:55pm (Ravernet Room)

WEDNESDAY PM

National Squad: 6:05-6:45pm (Poolside)

THURSDAY PM

National Junior Squad: 5:00-5:30pm (Ravernet Room)

Age Group Squad 1: 6:00-6:30pm (Ravernet Room)

National Squad: 6:50-7:10pm (Poolside)

FRIDAY PM

National Squad: 7:05-7:25pm (Poolside)

SATURDAY AM National Squad: 9:00-10:00am (Ravernet Room)