

#Process #Passion #Purpose

Welcome to Trojan Swimming Club



New Membership Pack 2023/2024

June 2023

Dear Trojan Member,

We extend a warm welcome to all new members to Trojan Swimming Club. In the last year the club has achieved beyond expectations at regional, national and international levels. We are looking forward to another year where we will build on the existing strength of the Club and continue to offer growth and development opportunities for all our members.

We ask that you read these documents carefully and return.

We look forward to welcoming you into the club.

Yours in Swimming

A handwritten signature in black ink, enclosed in a black rectangular box. The signature reads 'Louise Campbell' in a cursive script.

Louise Campbell

Trojan SC President

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FINANCE AND FEE PAYMENTS

New Joiners

1. 1 x monthly squad fees plus 1 x monthly fee deposit plus the €45 Swim Ireland fee must be paid in advance in one single payment to the club bank account before the swimmer joins the club. (IBAN IE40AIBK93136544138019) Please reference the swimmers name and also advise treasurer@trojanswimclub.ie when payment is made as it may otherwise be missed and the swimmers start date will be delayed.
2. A direct debit mandate section must be completed and returned with the membership pack.
3. The deposit covers the last months squad fee for the season.
4. The first direct debit payment will be taken approximately 1 month after joining the club. This amount may be less than the normal squad fee depending on when the swimmers membership begins.

Annual payment

The preference is that all fees are paid by monthly direct debit, however, a one-off single annual payment is facilitated and must be paid into the bank account in advance of the swimmer joining the club. Please contact treasurer@trojanswimclub.ie who will then advise the correct amount to pay. Please note that no part-payments or half year payments are allowed.

Overseas swimmers

All fees must be paid in advance in one single payment before the swimmer joins the club (as per the annual payment procedure above) or by monthly direct debt from an Irish bank account.

If this is not possible the monthly fee may be charged to a debit card/credit card however there is a 2% service fee payable which covers the processing cost. Please contact the treasurer (treasurer@trojanswimclub.ie) to make arrangements

POB Surcharge

For parents/guardians of performance squad swimmers who are not based in Dublin and are unable to fulfil their Swim Ireland mandated POB duties, a surcharge is payable to the club which will facilitate a SI vetted individual to fulfil their POB duties.

Leavers

When a swimmer is leaving the club one month's notice must be given in writing (by email to membership@trojanswimclub.ie) to facilitate a return of deposit. All fees are due as normal during the notice period. A leavers form will be sent for completion via DocuSign.

Illness/Injury/holidays

Unfortunately there is no refund or suspension of fees if a swimmer is unable to train due to injury, illness or holidays

Family Discount

A family discount of 15% is offered to the third and subsequent family members. This discount is applied to the lowest squad fee(s) applicable and will be applied automatically.

Change of bank account

If a change of bank account is required please contact treasurer@trojanwimclub.ie to complete a new bank mandate.

Fee Schedule – Direct Debit payments

SQUAD	2 x monthly squad fees to be paid into the club bank account when joining the club to include €45 swim Ireland fee	Monthly fee taken 01 of each month
Trojan Pro Pool + Gym (2 sessions) September - July	€561	€258
Age Performance Pool +Gym (2 sessions) September - July	€433	€194
Junior Performance + gym (1 session) - September - July	€329	€142
Pathway- September - June	€277	€116
Competitive -September - June	€255	€105
Teen - September - June	€205	€80
Junior A - September - June	€255	€105
Junior B - September - June	€205	€80
Junior C - September - June	€185	€70

Fee Schedule – Annual payment

Squad	Fee payment+SI membership Paid in full when accepting membership
Trojan Pro Pool + Gym (2 sessions) September - July	€ 2,883+ €45 = €2,928
Age Performance Pool +Gym (2 sessions) September - July	€ 1,940 + €45 = €2,179
Junior Performance + gym (1 session) September - July	€ 1,562 +€45 = €1,607
Pathway - September- June	€ 1,044 +€45 = €1,089
Competitive - September - June	€945 +€45 = €990
Teen– September - June	€720 +€45 = €765
Junior A -September - June	€945 +€45 = €990
Junior B -September - June	€720 +€45 = €765
Junior C -September - June	€630 +€45 = €675

SEPA Direct Debit Mandate

Trojan Swimming Club

Newpark Sports Centre, Newtownpark Avenue, Blackrock, Co. Dublin

Unique Mandate Reference**

(To be completed by the biller)

Creditor Identifier

(To be completed by the biller)

By signing this mandate form, you authorize (A) **Trojan Swimming Club** to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from **Trojan Swimming Club**.
As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.

Please complete all the fields below marked *

***Your Bank Account Name:**

***Your Address:**

***City/Post Code:**

***Country:**

IBAN Account Number:

/_/

***Type of payment:** Recurrent or One-Off (Please tick ✓)

***Date of Signing**

***Signature**

Name of swimmers for which Bank Mandate is provided: _____

We may pass the information you supply to us to third parties engaged by us to process your payments. Your personal data and transaction history may be used by these partner companies to assess the appropriateness of payment methods and for crime prevention and detection purposes. Our partner companies may also share such assessment with us and other third parties for these purposes. By supplying us with your account details you agree to your personal information being used in this way. Your information will not be used in any other way without your permission.

*Your rights are explained in a statement that you can obtain from your bank.** Please leave blank- the system will assign a number.*

Trojan Membership for: Parent/ guardian details

Full Name Parent / Guardian 1	
Full name Parent / Guardian 2	
Address	
Town / County	
Postcode	
Phone	
Email	

Swimmer 1 Details

Full name Swimmer	
Date of birth	
Swim Ireland number (if applicable)	
Club Transferring from (if applicable)	
Name of squad joining in Trojan	

Medical Information collected by Trojan Swimming Club

Medical information will be collected by the club at the beginning of this new season which commences in September 2021. This medical information is to be collected to ensure the coaches are aware of any health issues that may occur with your swimmer.

1. Trojan swimming club will request medical information at enrolment for the year ahead. There will be a number of questions asked of you about you/your swimmer.
2. The information will be held securely, as with all the personal information held by the club.
3. The information will be held on an excel spreadsheet and will be updated annually, or if an update is required before that. We will depend on you, the parent (or adult swimmer) to make us aware of any changes to the medical information that we need to know.
4. The information will not be held on committee members laptops or devices, it will only be available from the secure storage used by the club.
5. The storage of the information is cloud based, linked with DocuSign and only accessible by the Membership Secretary, Coach and Club Secretary.
6. The information will be private and confidential and will only be available on a need-to-know basis- the Club Secretary, the Coach.
7. The information will be collected and signed for by the parent/guardian using Docu-sign. Parents/guardians will be asked to sign that they understand the need for the club to hold this personal medical information.
8. It is expected that you will make the coaches aware of any medical issues personally and any actions that should be taken.
9. Once you/your swimmer leave the club their personal medical information will be disposed of securely.
10. The medical information will not be used for any purpose other than to ensure the swimmer is cared for while in the care of the swimming club.
11. If travelling on an away trip, it is essential (if the parent/guardian is not travelling) that the necessary information is given to the team manager responsible for the swimmer on the trip.
12. The club is aware of, and is compliant with, GDPR and will alert any swimmers parents/guardians to any breaches in GDPR as is required by legislation.
13. Should you require any further information please contact the club secretary on clubsecretary@trojanswimclub.ie

Medical information

If there is no information to detail just add not applicable (N/A) to each section.

Swimmer 1 name:	
Next of Kin name(s):	Phone Contact details:
Parent/ Guardian email address:	
Relevant Medical History:	
Relevant Medications or medications required in an emergency:	
Does your swimmer require any special observation?	
In the event of an issue is any special action required, skill /knowledge for coach?	
Any other information the club needs to know to ensure your swimmer is safe during pool and land-based training sessions?	
<p>In the event, that an issue arises I am consenting to my swimmer receiving first aid at poolside/land-based training and to any further medical intervention if an ambulance needs to be called.</p> <p>Yes/No</p>	

Signature:

Parent/Guardian:

Date:

Timetable

B/R -Blackrock College, L/T - Loughlinstown Leisure Centre, NP: Newpark Sports Centre

National

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5.00-7 B/R	5.00-7 B/R		5.00-7 B/R	5.00-7 B/R	8.15-10.15 B/R	
5-6.30 B/R	6.30-8 B/R		5-6.30 B/R	7-9 UCD		
		GYM: 5.15- 6.15pm			GYM; 7.00- 8.00am	

16.5
HRS

Gym: Blackrock RFC, Stradbrook

Age

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5.30-7 N/P		5.30-7 N/P		5.30-7 N/P	8-10 N/P	
	5-6.30 N/P		5.15-6.45 N/P	5.00-6.30 B/R		
		GYM: 7.00- 7.45pm			GYM; 7.00- 7.45am	

11 HRS

Gym: Wednesday: Blackrock RFC, Stradbrook & Saturday: Newpark

Jun Perf

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			6.00-7 N/P		6.30-8 N/P	
8-9 N/P	5-6.30 B/R		6.45 -8.15 N/P	6.30-7.30 B/R		
		GYM:6.15- 7.00pm				

8 HRS

Gym: Wednesday: Blackrock RFC, Stradbrook

Pathway

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		6-7 B/R			6.45-8.15 B/R	
	4-5 N/P	6.15-7.45 N/P				5.15 - 6.15 B/R

6 HRS

Junior A

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	4.45 - 5.45 L/T	5.45-6.45 L/T			4 - 5.15 B/R	4 - 5.15 B/R

4.5
HRS

Junior B

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	3 HRS
	4.45 - 5.45 L/T	4-5 B/R			5.15 - 6.15 B/R		

Junior C

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	1.75 HRS
		5.45-6.45 L/T	6.30- 7.15 B/R				

Competitive

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	5 HRS
	5.45 -7 N/P					8.30 -10 N/P	
			8.15-9.15 N/P	7.50-8.50 L/T			

Teen

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	3 HRS
						10-11 N/P	
				7.50-8.50 L/T	6.15-7.15 B/R		

Codes of Conduct at Trojan SC

Season 2023 - 2024

Overview

The codes of conduct set out fundamental behaviours expected from each person involved in sport and young people.

Clubs and regions should ensure all members sign up to the relevant codes of conduct annually as part of the membership renewal.

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.

For safeguarding and well-being of young people the Trojan Codes of Conduct 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.

Each of these codes of conduct are available separately.

These codes of conduct do not replace, but act in addition to, other specific codes or expectations of behaviour for Swim Ireland roles and activities including, but not limited to:

- National and regional board
- National, regional and club committee National, regional and club coach and teacher Performance Centre staff and athlete
- Official
- Team manager

Course attendees

Individuals attending a specific educational or training course are expected to abide by the relevant code of conduct during a Swim Ireland course (plus adhere to course stipulations/contracts).

If, on completion of a Swim Ireland course, the individual becomes or is an existing Swim Ireland member the course attendee is bound by the relevant code of conduct for their role as a member of Swim Ireland.

If, on completion of a Swim Ireland course, an individual does not have any further involvement with

Swim Ireland, they are not considered a Swim Ireland member. The individual's details and record of qualifications remain on the Swim Ireland database system according to our Data Retention policy.

The Code for Young People

Season 2023 - 2024

As an athlete, you have rights and responsibilities.

The following code will help identify these for you – if you are not sure ask your parent or your Children's Officer to explain them.

This is your Code, whatever your ability or wherever you take part in the aquatics.

You should follow the code and encourage others to do so too.

In our sport you should:

- Be happy, have fun and enjoy taking part and being involved in our sport
- Feel safe and secure when you are taking part in our sport
- Be listened to and have a chance to reply
- Be treated with dignity, sensitivity and respect
- Have a voice in the decisions that affect you within the Club and Swim Ireland
- Say no to something which makes you feel uncomfortable
- Train and compete at a level that is suitable for your age, development and ability
- Know who you can talk to if you are upset or are uncomfortable in any way

Your responsibilities are to:

- Treat leaders, coaches, teachers, team managers, officials and parents with respect
- Respect other athletes and your opponents
- Do your best to achieve your goals; be gracious in not reaching your goals
- Be part of the team and respect and support other team members both when they do well and when things go wrong
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat
- Behave in a manner that is respectful towards your club, your region and Swim Ireland
- Never use violence or bad language; do not shout or argue with leaders, teammates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry
- Set your short-, medium-, and long-term season aims and objectives with your coach in the presence of a parent/s or guardian where appropriate
- Not take, or allow others to make you take, banned substances to improve your performance
- Keep to rules and guidelines set by Swim Ireland, the region and your club and make sure you understand the rules
- Abide by all additional Swim Ireland policies and protocols as introduced for clubs and regions

By signing below, your swimmer has read and agrees to their Code of Conduct.

Breaking this code of conduct may result in a complaint or disciplinary action through the Swim Ireland complaints and disciplinary process.

Swimmer 1:

Parent's Signature:

Date:

The Code for Parents/Carers

Season 2023 - 2024

You should help and support the implementation of best practice policies in your child's club by following the Codes of Conduct.

Your responsibilities are to:

- Be a positive role model for young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland
- Allow your child to focus their efforts and set their own goals rather than winning being the main objective
- Understand and ensure your child/children abide by The Code for Young People
- Support the ethos of the club
- Choose a safe and fun club with your child
- Support your child and their teammates in a positive way
- Listen to your child if they have any concerns about our sport
- Become members of the club and contribute your time and effort in the daily running of the club; no club can operate successfully and safely without the help of volunteers
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club
- Complete all training courses as required by the Club:
One parent / carer for each swimmer in Squads Junior A and above are required to complete the Swim Ireland Level 1 Officials Course, the Safeguarding Level 1 course and Garda Vetting
In addition to the above, parents of swimmers in the Performance Squads must also complete the Level 2 Officials course
- Ensure your Swim Ireland courses, safeguarding and vetting are always in date
- Where appointed to a role or duty you should not be under the influence of any banned substance or alcohol whilst involved in any club/region/Swim Ireland activities
- Have an awareness of and respect leaders and other adults and their roles
- Understand the complaints and disciplinary process; follow the proper procedure if you feel unjustly treated and that any complaint/disciplinary matter will be dealt with effectively and confidentially
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child
- Provide the appropriate leaders and your child with emergency contact information and to be reasonably available in case of emergency
- Promote participation in sport for children and young people is fun, safe, fair and in the spirit of fair play
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people and should take place within reasonable hours
- Abide by the procedures and policies regarding the use of mobile phones, any type of camera and videoing equipment
- Be aware of and abide by the Swim Ireland Safeguarding Policies and the rules and

constitution of Swim Ireland, the region and your own club

- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions

As a Swim Ireland parent, you should:

- Have an opportunity to put forward suggestions and comments
- Have access to Swim Ireland parent support programmes
- Have access to Anti-Doping workshops

By signing below, you are committing to and agreeing with the above.

Any breach in this code of conduct will be dealt with appropriately and in accordance with the Swim Ireland complaints and disciplinary process.

Print Parent's Name:

Signed:

Date:

The Code for Leaders

Season 2023 – 2024

As a leader you have an opportunity to have a positive impact on the lives of young people involved in sport.

You have volunteered your time and effort and you, and any other person working with you should abide by the Codes of Conduct. One Parent / carer of each swimmer is required to be a Leader at the Club.

You should:

- Be eligible to work in a regulated activity or position
- Understand and ensure the welfare and well-being of young people is paramount
- Be qualified for your role and keep up-to date with knowledge and skills appropriate to your position
- Complete all training courses as required by the Club.
One parent / carer for each swimmer in Squads Junior A and above are required to complete the Swim Ireland Level 1 Officials Course, the Safeguarding Level 1 course and Garda Vetting.
In addition to the above, parents of swimmers in the Performance Squads must also complete the Level 2 Officials course
- Ensure your Swim Ireland courses, safeguarding and vetting are always in date
- Abide by club, region and Swim Ireland safeguarding policies and rules
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions
- Support the ethos of the club, region and Swim Ireland
- Understand the complaints and disciplinary process; follow the proper procedure if you feel unjustly treated and that any complaint/disciplinary matter will be dealt with effectively and confidentially
- Ensure a safe and fun environment for young people you are responsible
- Be available for specified duties if and when required;
- Have an awareness of and respect leaders and other adults and their roles
- Promote that participation in sport for children and young people is fun, safe, fair and in the Spirit of Sport
- Abide by the procedures and policies regarding the use of mobile phones, any type of camera and videoing equipment

Leaders must:

- Not expose a young person to criticism, hostility or sarcasm
- Not swear at, make fun of, shout unnecessarily or argue with a young person
- Be aware of a young person's sensitivity to body image
- Never use physical punishment or force
- Correct mistakes without using any form of punishment, exclusion or humiliation
- Never use banned substances or alcohol whilst responsible for or in the company of athletes
- Not engage in behaviour that is inappropriate e.g. bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical



contact of any kind or make sexually suggestive comments about or to a young person

- Ensure to maintain a healthy, positive and professional relationship with all athletes. Any leader in a position of authority and trust must not engage in sexual relationships with 16 or 17 year old athletes where an unequal power relationship exists.

As a leader your responsibilities are to:

- Act as a role model for young people by promoting a healthy lifestyle and encouraging a positive approach to sport
- Maintain the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland
- Co-operate with the recommendations from medical and ancillary practitioners concerning the health and well-being of a young person.
- Act only within your qualifications and competence within your assigned role
- Keep any personal or medical information relating to a young person strictly confidential unless required to pass this on in the best interests of the young person
- Never apply undue influence or pressure on a young person for your own personal benefit or reward

As a Swim Ireland leader, you should:

- Be properly recruited and supported in your role
- Have access to and attend required training for your role

By signing below, you are committing to and agreeing with the above.

Any breach in this code of conduct will be dealt with appropriately and in accordance with the Swim Ireland complaints and disciplinary process.

Print Parent's Name:

Signed:

Date:



TROJAN SWIMMING CLUB 'PARENT ON THE BANK GUIDELINES

(Updated Sept 2023)

Under Swim Ireland rules it is a requirement that a parent, guardian or adult member of the swim club is present on poolside for all swimming sessions, or in attendance at gym sessions, when the swimmers are under 18 years. This is designed to protect both the swimmer and the coach and needs to be adhered to at all times (Swim Ireland, 2019).

In Trojan this role is known as the '**Parent On the Bank**', or '**POB**'.

1. **Attendance.** An adult (over the age of 18 years) must be on duty as POB at all club sessions, swimming or gym. The POB should arrive before the start of the session, as training cannot commence until the parent is present.
2. **Responsibility.** The POB should observe the session and the interactions between or among swimmers and coaches. This means observing the child's and the coaches demeanour, if there are specific engagements between a coach and a swimmer, or between a swimmer and another swimmer, they must be in a position to hear the conversation between swimmer and coach.
3. **Location.** The POB must sit in a location that allows them to hear the interactions between the coach and the child, normally the bank or seated area beside the pool. In UCD, the POB will wear blue overshoes and sit outside the normal spectator area, half way up along the pool bank to hear and see any interactions as they occur. Blue pool shoes are available at the pool entrance. Speak with the life guard about your intention to sit on the pool bank giving them Steven Davitt's (Pool Manager's) name if required- permission has been sought by the committee.
4. **Survey.** The POB must complete the required POB survey form online. This is specific to each squad and is distributed by the squad Representative who is normally a parent of a swimmer in each squad. Children should only be identified by their initials or first name in order to comply with GDPR (Data Protection). In the case where two children have the same name, the POB may use an initial for the surname.
5. **Recording.** The POB should use the survey form to record any swimmer who is:
 1. Ill;
 2. Injured; or
 3. leaves the session early; and record this in the POB survey.
6. **Illness.** In the event a child becomes ill, the POB will contact the parent to arrange collection. The POB will stay with the child until collected.
7. **Incidents.** Any incident of note is recorded in the POB survey or an incident form is generated. A member of the committee must be alerted of any event of particular concern.
8. **Accidents.** In the event of an accident or emergency the swimmers parent or guardian should be contacted as soon as possible. In the case of serious incidents the Pool Management and/or the emergency services should also be notified. The Club Children's Officer (CCO) is informed in the event of an emergency involving the child.



9. **Departure.** The POB is required to be in the vicinity of the pool/ outside the changing rooms for a period of 15 minutes after the end of the session. They should stay until all children are collected. If underage members are not collected from the pool the POB is asked to be especially aware that at times the Pool or Sports Centre may be very quiet or closed. Please notify your squad Rep or a Committee Member if any underage swimmer is not collected (or collected late) from sessions on a regular basis.
10. **Permissions.** A parent may give permission for their child to leave the pool area unaccompanied if the child is 16 or above and they have signed below to state that they are giving consent. In the event that this is the case, the squad Rep is made aware and the POBs are alerted to this detail. See **Appendix 1** below.

Revised by Trojan Swimming Club CCO – September 2023



Consent by parent for swimmers to leave the swim session without a parent or responsible adult.

(Please put in N/A if not relevant)

Swimmer 1:

I _____

Give permission for _____ in _____ squad

To travel to and leave the swim session unaccompanied by an adult. I am aware that I take full responsibility for any issue that could arise as my child under 16 years travels to and from the swim sessions and the club will not be held responsible should an issue arise.

Signature of parent/carer _____

Date _____



COVID SAFETY PROCEDURES AND GUIDELINES

Updated May 2023

The Trojan Covid-19 Committee was formed and tasked with creating guidelines that we can use to help to clarify the procedures and processes around getting back to the water safely. To accompany these guidelines are all the Swim Ireland documents and links to documents on their website. These documents have been devised to facilitate the swimmers return to the water and their safety and the safety of the coaches is the Committees priority. We know that the guidance may change over the course of the coming months, and we will ensure that any relevant changes are incorporated into the guidelines and disseminated to you via your squad reps.

1. Every parent /guardian who will be participating in the POB rota or gala duties must have completed the Swim Ireland Covid Officer course. This is now available online through Swim Ireland. Please send a copy of your certificate of completion to your Squad Rep if you have not already done so.
2. While all these measures are in place there is still a risk that your child may contract Covid-19-Coronavirus infection. The following document offers guidance on what to do if you suspect your Swimmer has contracted Covid19.
3. Every parent/swimmer must follow the guidance as outlined by the HSE in relation to Covid 19.
4. If your Swimmer test positive the following survey must be completed and contact your squad Rep to inform them of this
<https://scanner.topsec.com/?d=1704&r=show&u=https%3A%2F%2Fwww.surveymonkey.com%2Fr%2FZQFQ8S8&t=30be77fc0c0ee3362ff40ad38b5bbd4bf1525d3a>
5. If you do test positive for Covid please follow the advice from the HSE
6. Swimmers should not attend training if they are symptomatic
7. Please follow their return to training advice from head coach JP

What do I do if my swimmer has symptoms of Covid-19?

- Do not allow your child to swim
- Do an antigen test
- Inform Coach
- Follow the HSE guidelines <https://www2.hse.ie/coronavirus/>
- Alert your Squad rep
- If you are POB do not attend, the squad rep will arrange cover

Covid Positive

- Alert squad rep
- Follow HSE guidance including self-isolation guidelines
- No POB duties

Return to the Pool

- You can return to the pool after 7 days if your symptoms are fully resolved
- After 7 days of isolation you can go back to normal activities
- When you complete your isolation period take extra care for the next 3 days

Covid Negative Symptomatic

- Keep swimmer at home until swimmer is **at least 48 hours** or until symptom free
- Follow HSE guidance
- Keep your rep informed

Return to the Pool

- Inform squad rep & coach of intention to return to the pool



As Autumn/Winter approach, we need to be prepared for the viral infections that our swimmers frequently suffer from, many of which have similar symptoms to those of Covid-19. In order to keep our Trojan swimmers, parents and coaches safe we ask that you follow the guidance from the HSE with the utmost care and precision. The algorithm above should assist you with this. Please be mindful that vaccinated individuals are still infectious and may present with only mild symptoms like those of the common cold. If your swimmer is a suspected or confirmed case of Covid-19 it is essential that you let your squad representative know as soon as possible if you suspect or can confirm this. The squad rep will keep this information confidential, sharing it only with the lead Covid officer. Should you choose to alert us by text, all such messages with personal information will be deleted by the squad rep and the Covid officer?

Further details may be found on the Swim Ireland website at:

<https://www.swimireland.ie/news/returning-to-training-after-international-travel>

I confirm that I have read, understood, and agree to abide by the COVID guidelines outlined in the document above.

Parent Signature:

Date:



Attendance Management

Updated May 2023

Guideline Statement

Punctuality and full attendance are key performance criteria to a swimmer's success. While the coaches recognise that from time to time a swimmer may be unavoidably absent from training due to illness, the goal of the club is full attendance. The coaches will support all swimmers to achieve this.

Trojan is committed to maintaining the safety, health and welfare of all swimmers in conjunction with assisting their swimmers who are absent from training due to injury or ill health to return to training as soon as possible. However swimmers should not attend training until they are completely symptom free from any infectious illness for a minimum of 48hrs. If your swimmer has for any reason missed a morning training session you must contact your swimmer's coach prior to your swimmer attending any other session on the same day.

It is the responsibility of all parents of swimmers to be familiar with this guidance and ensure that they adhere to it to ensure the safety of all swimmers. It is the responsibility of the parents of the swimmers to bring issues that may affect their swimmers attendance to the attention of their coaches.

The swimmer's parent should notify the coach where possible and appropriate giving notice of their swimmer's absence as soon as possible before the scheduled starting time of their session. The coach must be contacted directly via what's app by the parent of the swimmer.

Parents of the swimmers are required to give an estimate of the date of return and to keep in regular contact with the coach whilst their swimmers is on sick leave.

Return to training.

The swimmer's parent is required to contact the Coach confirming a return to training date. The swimmer's parent is required to submit a certificate of fitness to return to training after a long-term absence.

A return to training meeting should take place following any prolonged period of absence. This meeting allows the coach to discuss the health and welfare of the swimmer and highlight any concerns about attendance levels.

Swimmer should be encouraged to make the Coach aware of any issues that may have an effect on their attendance.

All information will be kept strictly confidential.

Parent Signature:

Date:

Briefing Note: Camera Devices – Policy update

This briefing note is an additional rule to, and forms part of, the [Filming and Photography Policy](#) currently in place.

This policy states that the use of any equipment to take images in a changing area is banned. The rule in this policy update extends this ban further:

No device, in a state that can capture either still or video images, may be taken into a changing area or changing room.

Such devices include:

- Mobile phones
- Tablets
- Still cameras
- Video cameras
- Laptops
- Any other device that can capture an image.

In practical terms this means that any device capable of taking images should be:

1. Switched off before entering the changing area and stowed away; the device may only be turned back on once the swimmer has left the changing area.
2. Left with a parent/carer where possible.
3. Not visible or easily accessible in a changing area

Breaches to the rule

If this rule is breached, members are subject to the [Swim Ireland Complaints and Disciplinary Rules and Procedures](#).

Immediate sanctions can be imposed by the person in charge, usually the Coach in a training session or the Meet Director in a competition.

Non-immediate sanctions will be decided by a Complaints and Disciplinary Committee.

Suggested text for announcements during activities

Any device capable of taking photographs is not permitted in changing areas. If you have a device with you, it must be switched off before entering the changing area and not be visible i.e. in your bag. Anyone with a camera device switched on in a changing area may be disciplined.

Additional Information

We recognize the importance of communications and that members, especially young people, may have their camera devices, i.e. their phones, with them for safety reasons to ensure they can contact their parent/carer if needed.



However once a young person or an adult member has entered the facility for a Swim Ireland activity there is no necessity to have a device turned on. The device is not a necessary part of an aquatic training activity. Any images required to assist with the sport may only be taken by an appropriate person, appointed to do so. This will never be in a changing area.

We encourage our members and parents/careers to help enforce this ruling. Taking images of young people in a changing area has the potential to be distressing for the subject and, in turn the taker of the images may face criminal investigation. We ask that parents/careers make this clear to their children.

Swim Ireland safeguarding policies create a safe environment for our athletes and volunteers to participate in their sport. This additional rule adds protection in changing areas to ensure young people can feel secure when changing.

END

Head of Safeguarding, Ethics and
Youth Development April 2022



Child Protection: The use of photography & video

Trojan Swimming Club recognises the need to ensure the welfare and safety of all children and young people in sport.

In accordance with Swim Ireland and Safeguarding Children Policies and Procedures and our child protection policy, we will not permit photographs, video or other images of children and young people to be taken without the consent of their parents or guardians. Trojan Swimming Club will take all necessary measures to ensure these images are used solely for the purposes they are intended.

Consent for the use of photographs or video

Trojan Swimming Club request parental consent (or from persons acting in loco parentis with guardianship rights) to take and use photographs of their children, and for their permission to use these photographs within the press and other media outlets (including social media) for the purpose of promoting our swimmers, their teams and the club.

When deemed necessary our coaches may use under water cameras for the purpose of training and feedback. Where videos are recorded, they will only be viewed by the coach and discussed with the swimmer to ensure training techniques are being followed and practiced.

For Trojan Swimming Club coaches and nominated persons taking photographs or recordings of:

I consent:

Do not consent:

Swimmer Name(s)	Squad

Name of Parent/ Guardian	
Email address	
Date	
Parent/ Guardian Signature	

This permission will remain valid for the period of membership of Trojan Swimming Club. On written request a copy of the recording can be provided to the parent or guardian. Permission may be revoked at any time but must be in writing and addressed to the Club. Any enquiries should be directed to the child officer Fionnuala O'Neill on email – CCO@trojanswimclub.ie



SWIM EQUIPMENT REQUIRED FOR EACH SQUAD

(See next page for photos of equipment)

Junior C

Yellow board

Junior B

Yellow board and flippers

Junior A

Yellow board, flippers and snorkel

Pathway

Yellow board, flippers and snorkel

Teen and Competitive Squad

Yellow board, flippers, finger paddles and pull buoy (coach to advise)

Junior Performance

Yellow board, flippers, snorkel, finger paddles and pull buoy

Age Performance

Yellow board, flippers, snorkels, finger paddle, pull buoy and hand paddle

National

Kick board, flippers, snorkel, finger paddles, pull buoy and hand paddle

Please note: The below pictures are a guidance when purchasing the equipment. If in doubt talk to the coach.

HYDRATION

Coaches recommend the following,

For every 1hour training, 1 x 750ml of water

Training for over 1 hour, 2 x 750ml of water



Yellow Board



1 Flippers/Fins/Zoomers



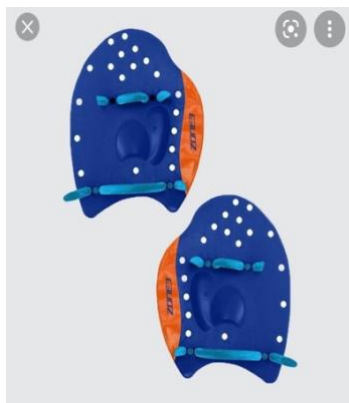
Snorkel



Finger paddles



Pull Buoy



Hand paddles



Net kit bag

Trojan SC Club Kit

The Official Club Kit:

1. Trojan T-Shirt
2. Trojan Tracksuit pants
3. Trojan Tracksuit top
4. Trojan hat

Optional extras:

1. Shorts
2. Hoodie
3. Trojan Kape

Squad kit requirements:

- Junior C: Hat and T-shirt (minimum)
- Junior B: Hat and T-Shirt (minimum)
- Junior A: Hat and T-shirt (minimum)
- Pathway: Hat and T-shirt (minimum)
- Competitive and Teen: Hat and T-Shirt (minimum)
- Junior Perf: Official club kit
- Age Perf: Official club kit
- National: Official club kit

*Club kit will be ordered through the club, members will be notified when orders are being taken.

*Club swim hats can be ordered and paid for through the website:

<https://www.teamunify.com/team/recztskor/page/events-and-payments/pay-for-events-or-kit>

The club contact for kit is Niamh Ryder niamhmccob@gmail.com







Club Sponsorship:

Each year the club runs and participates in a number of events, and these are great opportunities to sponsor and support the Club. At the annual Trojan Gala, members can sponsor the event, individual races, lanes and more. We also have opportunities to sponsor T-shirts for the Nationals each summer and other events through the year.

For all sponsorship enquiries please contact **Steve Kelly** by email:

events@trojanswimclub.ie



Social Media:



Instagram: [trojanswimming_irl](https://www.instagram.com/trojanswimming_irl)

Facebook: [@trojanswimmingclub](https://www.facebook.com/trojanswimmingclub)

Twitter: [@trojan_club](https://www.twitter.com/trojan_club)



On leaving Trojan Swimming Club

If you plan to leave the club, **1 month notice is required in writing** to the Membership Secretary : membership@trojanswimclub.ie

This form will be sent to you via DocuSign once notification of leaving has been received.

Name of Swimmer/Swimmers (member):
Name of parent: (account holder)
Date leaving the club:
Reasons for leaving:
Club transferring to (if applicable): Transfer of Swim Ireland Membership from Trojan SC to another Club If you would like your child's Swim Ireland Membership transferred from Trojan SC to another club, please <u>email your request</u> to: secretary@trojanswimclub.ie . Please note that under Swim Ireland Rules: The Transfer will not be completed if the transferring member owes fees to Swim Ireland or the Club or holds Club property and/or has had a complaint made against them which is in process or pending or in relation to which a sanction has been issued but not yet served. In this instance, the Club may withhold the transfer until the matter is reasonably resolved.

We wish you all the very best with swimming in the future.

Trojan SC Committee

Parent Signature:

Date: