

# **KILKENNY SWIMMING CLUB**



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## **1. WHAT WE DO:**

While other pools in Kilkenny offer swimming lessons, Kilkenny Swimming Club provides the focus for competitive swimming in the county. It is the only Swimming Club in Kilkenny which is affiliated to the Irish Amateur Swimming Association (IASA), now known as Swim Ireland, which is the sport's national governing body. The Club's swimmers have competed with great success at local, regional, national and international level.

The Club is run on a voluntary basis by the Club Committee which is elected at the AGM each year.

Where matters which are not covered by this handbook or the Club Constitution arise, the rules of Swim Ireland shall apply.

## **2. MEMBERS:**

Membership of the Club consists of all registered (with Swim Ireland) swimmers who are still involved in competition and/or who participate in training programs designated by the squad to which they belong. Members who are below the age of 17 are termed junior members and others are termed ordinary members. In the case of junior members, the right to attend the AGM, hold office and vote automatically passes to the swimmers' parents/guardians.

## **3. FEE STRUCTURE:**

The coaching fees are set annually by the Club Committee. The fees are due to each family per term and are payable by a set date. In accordance with the Club Constitution, any member whose squad fees fall into arrears by more than one month, unless with the prior approval of the Club Committee, will automatically lose membership privileges, including the right of entry into competitions and the right to train.

## **4. FUND RAISING:**

The Club is funded by the coaching fees payable each term by the members. It is important to ensure that these fees are paid on time to ensure the orderly running of the Club. The Club holds a small number of fundraising events each year which target both the swimmers and their parents. This ensures that it is able to buy training equipment, organise away trips and Club events without increasing the fee structure. It is important that everyone participates in these fund-raising events as it is all the swimmers who benefit. Supervision is also required from parents at these events. A lot of effort goes into the organisation of these events and the support of parents is appreciated.

## **5. CLUB GEAR AND LOGO:**

To help promote team spirit amongst the swimmers, the club has gear containing the club logo, which the swimmers are asked to wear, and can be purchased from the club. The club swimming caps should also be worn at all galas. A Club banner should be displayed at galas where possible.

## **6. PUBLIC RELATIONS & PROMOTIONAL EVENTS:**

The Club PRO is responsible for media coverage of Club swimmers. Any press release regarding Club swimmers and their achievements should only be communicated to the media via the Club PRO. Any mistakes in media coverage should be notified to the Club PRO who will liaise with the relevant media body. The Club endeavors to maintain a high profile within County Kilkenny. From time to time sponsorship is provided to the swimmers by local commercial enterprises. In such cases the Club will arrange a promotional photograph for the local papers. Parents have the right to exclude their children from such photographs if they wish. This decision should be notified to the Chairperson. All sponsorship is approved in advance by the Club Committee. From time to time the Club may also arrange promotional photographs of swimmers during training, such as those taken on the away trip to Lanzarote or at galas. It is important in applying for membership of the Club that swimmers and their parents' consent to such photos being taken and used by the Club, unless a swimmer or parent indicates otherwise in writing in advance to the Club Committee.

## **7. CLUB OFFICIALS:**

### **Kilkenny Swimming Club Committee 2021/'22**

A new committee will be elected at the AGM on Sept 15<sup>th</sup> @ 7:30pm, Hoban Hotel meeting room

<b>Chairperson</b>	Tom Marry 086 2208008
<b>Secretary</b>	Olivia Cuddihy 086 2212990
<b>Treasurer</b>	Rosaleen White 086 8644004

Niamh McCullagh, Nicky Cook, Olivia Brennan  
Emmet McAviney, Deirdre Foley, Georgina Bowen, PJ Trait,  
John Duffy, Loraine Carroll, Olive O'Connor, Rick Pretorius,  
Shay Bollard

### **Child Welfare Officers: -**

Georgina Bowden – 087 6351148  
Barbara Matanovic – 087 2910573

**Coaching Staff: -**

A Squad – John Duffy (Head Coach) – 086 2492784

B Squad – Liam O Connell

C Squad – Breda Collins

**Swim Club Lessons & Trials: -**

Olivia Cuddihy – 086 2212990

**Gala Secretary: -**

PJ Trait – 086 6042042

**Membership Secretary: -**

Lorraine Carroll – 0863217117

**PRO: -**

Shay Bollard – 086 3082599

**Pool Duty Rosters: -**

Olive O'Connor – 087 8059749

Website: - [www.kilkennyswimmingclub.ie](http://www.kilkennyswimmingclub.ie)

Facebook: - Kilkenny Swimming Club - Posts Facebook

## **8. CLUB STRUCTURE:**

Kilkenny Swimming Club has a structured coaching programme for children of all abilities. The child commences with weekly swimming lessons in the D squad and, following successful completion, is introduced to competitive swimming in the C, B and A Squads. Progression through the squads is based on achieving set times in open competition. The Club is constrained in the number of swimmers in each squad because of limited capacity in the swimming pool and, unfortunately, is unable to accommodate as many swimmers as it would like.

## **9. D SQUAD:**

D Squad caters for children from 8 years who have some experience of swimming. It is a requirement of the Club that swimmers are able to swim the width of the pool and three strokes - front crawl, back crawl and breast stroke leg action. Trials for D Squad are carried out in the pool before the start of each term if space allows. There is usually a waiting list to get into this squad. Children are divided into one of three groups depending on ability. There are three terms of twelve weeks each. Children are progressed through the D squad as their ability is determined by their teacher. If your child decides not to continue, please inform both the swim teacher and D Squad organiser as soon as possible. The object of the D Squad is to form the basic elements of an efficient swimming style and stroke, which can be strengthened and improved when the swimmer advances to the other Squads. On occasion parents become concerned that their child is being asked to swim shorter distances than those which they have been used to in previous lessons. This usually arises from a need to re- engineer the child's stroke to a more efficient technique, for the purpose of future improvement, and should not be taken as a sign of regression. They move from D3 to Junior C squad when the teacher decides they are ready. Sometimes there may be a space issue in the higher squad which usually is resolved in a short period of time.

## **10. C SQUAD:**

Most C Squad swimmers are promoted from D Squad although a swimmer with the required standard of swimming can be admitted. Preference will be given to Club swimmers if demand exceeds the number of places, which is regularly the case. They initially move through C Juniors. The C squad can cater for approximately 70 swimmers. Due to its size, it has been divided into three groups – C Juniors, C1 and C2, with the most experienced swimmers in C2. The purpose of C J squad is to introduce swimmers to lane swimming while maintaining and improving the technique they have developed in D squad. They also learn lane etiquette, working from clock and squad discipline. They then move on to C1 squad. This aims to improve a swimmer's technique and stamina, and to introduce the child to competitive swimming. Swimmers are invited to join C squad on a trial period of one term. Applicants must demonstrate proficiency in all four strokes. Each swimmer is assessed at the end of this period. The assessment will consist of a timed 50 metre sprint in three strokes (front crawl, back crawl and breast stroke) and one 25 metre butterfly. The

coach's report on the swimmers proficiency on these strokes is also considered as part of this assessment.

To progress through the Squads it is essential that swimmers compete in galas selected by their coach. Swimmers who fail to show reasonable and consistent progress may be asked to leave. Generally, swimmers are given a maximum of four terms in C Squad in which to qualify for the B Squad. To qualify for the B Squad swimmers must achieve two B times at 100 metre events at competitive galas (depending on age) (see Club noticeboard and website for times). All swimmers must register with Swim Ireland immediately on joining the CJ squad. Moving between CJ, C1 and C2 Squads is at the discretion of the coach.

### **11. B SQUAD:**

Members of this Squad are usually promoted from the C Squad. All swimmers must be registered with Swim Ireland. To be promoted to this Squad all swimmers must achieve at least two B times. Generally, swimmers should not spend more than twelve months in this Squad, however this can be dependent on age and on the amount of space available in the A Squad. Swimmers who fail to show reasonable and considerable progress may be asked to leave. Generally, swimmers are given a maximum of four terms in the B Squad in which to achieve their A times. Swimmers with one A time who have reached their 11th birthday may be offered an extra session with the A Squad to improve their chances of attaining a second A time. All B squad swimmers are obliged to swim all of the weekly sessions, Monday evening, Wednesday and Sunday mornings, unless otherwise stated by the coach.

### **12. A SQUAD:**

Swimmers in this group represent the most elite section of the Club. This squad entails a significant increase in both volume and intensity of training. The emphasis in this squad changes from stroke development to performance. Swimmers in this squad are expected to have a very high attendance at training. In this squad swimmers are expected to attend galas regularly, with particular emphasis on provincial, national and, in time, international meets.

In this squad swimmers will be assessed for fitness, and undergo video analysis of their strokes. Swimmers in the 'A' squad will also require equipment that may not be needed in the other squads, including fins, paddles, personal kick board and pull buoy. Information regarding the required equipment can be attained from the squad coach.

Swimmers will be expected to swim in a large variety of events, in all strokes as decided by the squad coach. In the 'A' squad swimmers will be given the knowledge and the training to succeed in competitive swimming, but it is up to the swimmer to bring the desire to want to do what it takes to succeed.

The Squad train six times a week, and the number of training sessions to be attended by individual swimmers is determined by the coach. Land training sessions may also be provided. Swimmers at this level are introduced to long course competitions (50 metre pool). Swimmers are ineligible to join the A Squad until after they have reached their 11th birthday.

Acceptance in the A Squad is subject to attaining 2 A times in 100 meters competition and to the satisfactory completion of an assessment carried out by the Clubs Head Coach. Swimmers must attain their A times each year to remain eligible for the A Squad. Due to availability of pool time and financial constraints the majority of the A Squad training sessions are in the early morning. While many Club members may regard this as unattractive it is an unfortunate fact of life in elite swimming.

### **13. SWIMFIT SQUAD:**

A limited training facility for Club members who do not wish to compete in galas. These swimmers must be registered with Swim Ireland and Kilkenny Masters Swim Club. This squad trains on Sunday mornings with the Masters.

### **14. MASTERS SQUAD:**

Kilkenny Masters Swim Club is a separate Club to us and is for swimmers over 19 years who wish to swim in masters competitions. This squad, in the past few years has become a strong squad swimming in galas and open water swims at national and European level, also achieving an English Channel swim. The Club is organised by its own committee, and organises a Masters Gala and open water swim in the River Nore.



## **15. MOVEMENT BETWEEN SQUADS:**

Upon achievement of the time standards relevant for the next Squad, swimmers will be eligible for consideration for movement. Swimmers must also have spent at least one term in the Squad before being considered for moving on. Following achievement of the relevant times the Coach will look at the various factors which are standard of strokes, attendance record, Gala participation, behaviour, maturity etc. If the Squad coach is happy that the child is ready to move the child will be given a test set by the Head Coach to determine if he or she is able to keep up the demands of the intended Squad. For progression to the A Squad swimmers must have reached their 11th Birthday. Preference will be given to Club swimmers if demand exceeds the number of places for any Squad. At all times movement into a new squad will be subject to space being available in that squad.

## **16. POOL FACILITY:**

Kilkenny Swimming Club uses the Watershed Leisure Centre, The Ring Road, Kilkenny. The pool has six lanes and is 25 metres in length. The Centre operates a modern village style changing facility. Many training sessions are carried out while a portion of the pool is also available to public swimmers. It is quite common for Club swimmers and public swimmers to use the changing rooms simultaneously.

## **17. TRAINING:**

It is important that swimmers attend all their sessions each week. Swimming is a sport that requires regular attendance to ensure that fitness is maintained and individual swimming standards are improved. Coaches keep a record of each swimmers attendance. If for any reason a swimmer cannot attend a session, parents should inform the Coach.

All swimmers have the opportunity to train properly and in safety during each session. Swimmers will be divided into training lanes based on both speed and stamina and depend on each other to ensure that the various sets are properly executed. Swimmers are expected to put in their best effort throughout the sessions, in order for the practice to give maximum benefits to all. All swimmers are therefore expected to train at all times to their full potential. If a swimmer is unwell or excessively tired during a session this should be communicated to the coach who will make the

appropriate arrangements. Swimmers are expected to carry out the instructions of the coach at all times. Rest periods, intake of liquids, achieving target times etc., are all important elements of the training programmes. Punctuality, being adequately prepared for each session and having the required equipment are all essential if swimmers are to derive the full benefit from the session.

The safety of our swimmers is paramount. The Club cannot tolerate any form of horseplay either in the pool area, in the showers or dressing rooms. Proper respect must be shown for all equipment and fixtures – sitting or standing on lane ropes can result in damage to the ropes but also can result in serious injury. Water bottles, floats or pull buoys should not be kicked or thrown. It is the policy of the Club to keep rules and regulations to a minimum but the Club is obliged to provide an environment in which committed, conscientious swimmers have an opportunity to realise their full potential.

In addition, coaches may at their own discretion request any swimmer who fails to comply with their instructions to leave the water and may request the Club to suspend or expel any swimmer who, in their opinion, is interfering with the proper execution of the training programme. The following equipment will be required for training:

- Suitable swimming togs
- Goggles
- Club swimming hat
- Swim Fins
- Pull buoy
- Hand paddles
- Kick board
- Water bottle

Although pull buoys and kick boards are available in the Watershed, many swimmers prefer to provide their own.

## 18. A SQUAD TRAINING:

The A Squad is the most elite training squad within the Swimming Squads, swimmers must be highly committed to the training regime. Unexplained absence from one in six sessions in each term may result in disciplinary action. When a swimmer has missed sessions the swimmer and the parents will be invited to meet with the Head Coach and the Chairperson to discuss the absence. To avoid suspension from the Club at this stage the swimmer is required to restate his/her commitment to the training programme provided by the Club. Repeated absence can result in disqualification from the Club.

## 19. CLUB SESSION TIMETABLE:

The following are the session times with regard to the various Club squads. These are subject to change from time to time and changes will be notified to the swimmers by their Coach:

D Squad	<b>Thurs</b> 5.30pm to 7.30pm (3 sessions of 40 mins)
C Junior Squad	<b>Wed</b> 5.00pm to 7.00pm (3 sessions of 40 mins)
C1 Squad	<b>Tues</b> 5.00pm to 5.45pm & <b>Sat</b> 5.00pm to 5.45pm
C2 Squad	<b>Tues</b> 5.45pm to 7.00pm & <b>Sat</b> 5.45pm to 7.00pm
B Squad	<b>Mon</b> 5.30pm to 7.30pm & <b>Wed</b> 5.30am to 7.30am & <b>Sun</b> 8.00am to 10.00am
A Squad	<b>Mon</b> 5.30am to 7.30am & <b>Tues</b> 5.30am to 7.30am & <b>Thurs</b> 5.30am to 7.30am & <b>Fri</b> 5.30am to 7.30am & <b>Fri</b> 5.30pm to 7.30pm & <b>Sat 7.00am</b> to 9.00am & <b>Sat 9.30am</b> to <b>10.30am</b> land training

Parents/Guardians have the primary responsibility for the care and welfare of their children. The Club is responsible for swimmers on the pool deck only. Once the swimmers leave the pool deck and enter the changing village, they become the responsibility of their parents. Please note that supervision of the changing village is the responsibility of the Watershed and not the Swimming Club. It is important that parents drop and collect children at the appropriate times for their swim sessions. Parents are advised to ensure that young swimmers wait to be collected in the pool lobby (which is supervised by the staff of the Watershed) rather than in the car park (which is not supervised).

## **20. POOL DUTY:**

It is a requirement of both Swim Ireland and Kilkenny Swimming Club that an adult be present (in addition to the Coach) during all of every coaching session. A supervision rota is drawn up each term by the Club Committee with regard to the A, B and C Squads. Parents must ensure that they attend for pool duty on time or make alternative arrangements with another parent. For child protection and safety reasons, training sessions cannot take place without an adult on duty as well as the coach. Parents may remain on the pool deck or in the viewing area to the side of the pool deck when on pool duty and should attend a few minutes before the scheduled start time of the session and should remain until the end of the coaching session. Where a parent of the designated family cannot attend, a substitute, who must be older than 18 years must be arranged by the parent. Where the adult supervisor fails to turn up, the coach may seek an alternative adult or cancel the session. Pool duty is obligatory for all parents, even those who are parents of swimmers who are over 18 years of age. Sanctions may be imposed where there is a failure by parents to turn up for pool duty.

The pool duty rota is circulated to swimmers in each squad but is also posted on the Club notice board in the lobby of the Watershed and is updated on the club website. The duty week includes all sessions whether your child is swimming or not.

Duties include the following:

1. Attend to a child's needs if the child feels ill or has difficulty with goggles etc.
2. Distribute notes as requested by the coach.
3. Assist the coach whenever requested by the coach.
4. Do not interfere with the coach's programme and do not discipline swimmers.

## **21. COMMUNICATIONS:**

The preferred method of communication between the Club and its members is email and WhatsApp. All members are asked to furnish an email address and contact phone number for that purpose. The Club may also communicate with members via text message, WhatsApp, Facebook and the Club website.

## **22. CHILD PROTECTION:**

Kilkenny Swimming Club is fully committed to safeguarding the wellbeing of its members. Every individual of the Club should, at all times, show respect, understanding for the right safety and welfare and conduct themselves in a way that reflects the principals of the Club, Child Protection and Welfare guidelines of Swim Ireland and the Guidelines contained in the code of ethics and good practice for children's sport. To ensure that the best practice is followed by Kilkenny Swimming Club we work closely with Swim Ireland to promote best practice in our Swimming Club and we comply with the Guidelines of the Code of Ethics and Good Practice for Children's Sport and Child Welfare Guidelines of Swim Ireland.

## **23. CHILD LIAISON OFFICERS & DESIGNATED PERSON:**

Under the "Child Protection Guidelines for Parents and Officials" every Club must appoint a minimum of two Child Liaison Officers with the principal role the welfare of the children. They are available to any swimmer or parent who concerned under the Code of Ethics and Good Practice in Children's Sport or under the law of the Swim Ireland. They operate independently of the Club Committee and coaches and in confidence. The role of the designated person (who is an Officer of the Club Committee) is to report all Child Protection concerns to the Statutory Authorities. None of these take away the right of a person to report any concerns directly to the HSE.

The HSE contact is:

HSE, Community Care Centre, Kilkenny – Phone No. 056 7784781  
and ask for the duty Social Worker.

## **24. CLUB CAPTAINS:**

Each year the A and B squad's swimmers elect two Club Captains, one to represent girls and one to represent boys. The election usually takes place during the autumn term with the announcement of the successful candidates made at Christmas time. Swimmers who have reached the age of 15 years are eligible to put their names forward. All swimmers in A and B Squads are eligible to vote since the role of the Captains is to provide a role model for the younger swimmers and to offer support and advice. They also act as a liaison between the swimmers and the Committee. Any swimmer who is concerned about any issue can talk to their Club Captain about it. They can also ask the Captain to bring their concerns to the attention of the Club Committee.

## **25. GALA ENTRIES:**

Attendance at galas at Club, Leinster and National level is a requirement of the Club for competitive squad swimmers (A, B & C Squads). The Club's emphasis is on personal improvement, improving personal best times, rather than winning or medals etc. Competitive swimming is meant to be an enjoyable experience. Galas should be planned and carefully selected in conjunction with squad coaches. This allows coaches to plan their training programme towards specific galas. It also assists in developing the team spirit within the Club. Gala information is given out through the squad coach or via the noticeboard, the website or by email. The coach will discuss with each swimmer which galas they should attend and which events to enter. Swimmers can lose too much training time going to unnecessary galas. It is important that swimmers do not miss training sessions before and after galas as these sessions are crucial to the coach's programme. Gala details and Gala Entry Forms are posted on the Club's website a few weeks prior to the gala events taking place. Swimmers need to use the Gala Entry Form on the website to enter events in which they want to compete. Fees payable are calculated and are paid through the online form using a Debit/Credit card or PayPal. (\*\*Note: this is the only method of payment the club accepts). An email notification confirming payment is sent back to the payee. The Gala Secretary processes the entries and forwards a "hytek" file to the respective Gala officials. When everything is confirmed an "Entry List" including swimmers and their events is posted

on the website and swimmers are expected to double check that all is as originally entered.

**The Gala Secretary will not accept late entries (deadline highlighted on entry form) or “phone entries” under any circumstances and no gala entries will be processed without the correct fee. If a scratch occurs after the Entry deadline a refund will not be made available, as the club will have paid the fees to the gala hosts who in turn do not refund the club. Only swimmers that meet the qualifying criteria for major galas will be allowed enter.**

## **26. AT GALAS:**

For every Gala, the Club appoints a Team Manager who is in charge on the day. The Club also endeavours to ensure that a coach is present for each gala, although this may not always be the case. Swimmers should report to the Team Manager and the coach (if present) when they arrive at the pool and before they leave. Swimmers should wear a Club hat for each race. They should also wear Club gear when poolside as much as possible. Swimmers are expected to remain with their team for the duration of the gala and support their team mates in each race. Any swimmer who, having entered a gala, decides not to swim at the gala or decides not to swim in one or more event, must notify the Team Manager prior to the commencement of the gala. Failure to do so may result in the Club being fined by the gala organisers, in which case the fine will be passed on by the Club to the relevant swimmer and will be payable by them or their parents. Any swimmers taking part in medal ceremonies are required to wear their Club gear.

## **27. TEAM MANAGER:**

The role and duties of the Team Manager are as follows:

1. Liaise between the Club and the gala officials.
2. Supervise the Club team members while poolside.
3. Submit scratch sheets to the gala organisers prior to the commencement of the gala.

4. Collect the heat sheets from the gala organisers and make sure each swimmer knows the event they will be competing in and the lanes in which they will be swimming.
5. Ensure each swimmer lines up for their event in a timely manner.
6. Only the Team Manager will be permitted to make representation/ complaints etc. to the gala organisers on behalf of the Kilkenny Swim Team swimmer and to acquire the nature of any DQ.
7. Submit a written report to the Club Committee if there are any incidents at the gala which should be brought to the Committee's attention.

## **28. GALA OFFICIALS:**

Attendance at some galas is dependent upon the Club providing gala officials (usually Leinster and National galas). All parents of swimmers attending a gala are required to make themselves available to act as gala officials for each gala which their children attend. Usually, the parents are asked to act as timekeepers for a session or part of a session.

Timekeeping is usually carried out by two people in each lane. Due to electronic timekeeping at most galas, the duty is not very onerous. The Club can be fined for failure to provide gala officials, in which case the fine will be passed on to the parent who did not fulfil their gala rota duty. The club is also required to have a designated number of trained officials, which have duties within galas, the club holds courses to train parents into these roles. It is a requirement of the club that at least one parent of each swimmer take part in level 1 official's course, a short course for timekeeping.

## **29. ATTENDANCE AT GALAS – PARENTS:**

Parents are responsible for transporting their children to and from galas, and looking after their children at galas. Parents should also ensure that children have adequate food and drinks at galas and should generally support their children at the gala. In the event that a parent cannot accompany their child to a gala, they must appoint a responsible adult to act as chaperone for their child for the duration of the gala. This applies to all swimmers, regardless of age. Chaperones should ensure that they



have the swimmer's home telephone number and that they are aware of any medical condition, and any specific medicines which may be required. Chaperones should ensure they have adequate insurance cover when transporting other swimmers and should not carry more than the permitted number of passengers in their car. All swimmers should wear a seatbelt.

### **30. ATTENDANCE AT GALAS – SWIMMERS:**

Remember that you are representing your Club and that your behaviour should always reflect the Club's good image and reputation. You should always follow the Coach and Team Manager's instructions and let the Team Manager know when you are leaving the main group. You should try your best in all your events. Damage to property, unacceptable behaviour, refusal to do as instructed, unauthorised absences from the group or other forms of insubordination may result in suspension for the remainder of the gala and other possible punishment before being allowed to training sessions.

Some things you should bring with you to galas:

- Water or sugar-free soft drinks
- Kilkenny Swimming hat
- Swimming togs and change of swimming togs
- Plastic bags for wet gear
- Flip flops or other poolside shoes
- Club gear/tshirt
- Towels
- Spare goggles
- Food

### **31. RELAY TEAM SELECTION PROCEDURE:**

It is Club policy that the relay team selected will always be the strongest available. Where possible, when swimmer numbers justify, more than one relay team will be entered. Relay teams are selected by the Coach. In the absence of the Coach, the team will be selected according to Club criteria by the Team Manager. Swimmers who fail to make themselves available for an earlier team event may be disregarded. To facilitate selection, all swimmers must report to the Coach/Team Manager on arrival and notify them of departure.

#### **INDIVIDUAL STROKE RELAYS:**

The Team shall comprise the four fastest swimmers who otherwise comply with the requirements of the event. The following shall be the procedure for evaluating the above:

1. Performance at the same stroke and distance at the Gala
2. Performance at the same stroke at the next closest distance at the Gala.
3. Official personal best time according to the latest edition available prior to the Gala where a sufficient number of swimmers do not have times according to 1, 2 or 3 above, the team will be selected by the Coach or the Team Manager (if coach is not present) .

#### **MEDLEY TEAM RELAYS:**

The team shall be selected based on the above criteria, but to give the lowest combined time.

### **32. AWAY TRIPS:**

In Kilkenny Swimming Club, away trips are defined as those trips where the Club organises all aspects of the trip, including accommodation and travel arrangements, in particular, the warm weather training camp in La Santa, Lanzarote. On away trips, the Club is responsible for swimmers from the time the bus leaves the pool until it returns to the pool. Any adults travelling on an away trip can be appointed by the Club to act as chaperones for the duration of the trip and to perform pool duty while away. Parents may also be asked to act as Team Manager on the trip. Swimmers and chaperones are expected to comply with Swim Ireland Code of Ethics for Officials and Swim Ireland's Code of Conduct for Swimmers. For each away trip, a completed Away Trip Form is sent to Swim Ireland.

### **33. AMENDMENTS AND CHANGES:**

The Club Committee reserves the right to amend or update this handbook and the rules contained therein, from time to time or as the need arises, in such manner as the Committee sees fit.