



Portmarnock Swim Team

Handbook 2026/2027





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1. About Portmarnock Swim Team

- Current membership (2025/2026): approx. 100 - 150 swimmers
- Club colours: Black and Yellow
- Location: Portmarnock Sports and Leisure Centre (PSLC), Blackwood Lane, Portmarnock, Co. Dublin

Portmarnock Swim Team (PST) is an established children's community sports organisation dedicated to developing young swimmers of all ages and abilities. The Club competes at local, regional, and national galas and places strong emphasis on inclusivity, long-term athlete development, and positive sporting values.

Supported by a committed team of volunteers, coaches, and officials, the PST works collaboratively to provide a safe, supportive, and high-quality environment for athletes.

Our coaches are committed to developing young swimmers in a fun, positive, challenging and supportive club environment. The culture of the Team is athlete-focused, coach-driven and committee-supported, and is based on the "Long Term Athlete Development" (L.T.A.D.) framework. L.T.A.D. seeks to achieve optimal training, competition and recovery throughout a swimmer's career, particularly in relation to the important growth and development years of young people.

History of PST

Portmarnock Swim Team (formerly Portmarnock Amateur Swimming Club / Portmarnock Penguins) was one of the first clubs to set up within Portmarnock Sports & Leisure Center shortly after it opened around 1984. In 2024, the PST is the only original club still in existence within the PSLC. Since its inception as a small local swim club, the PST has grown into a competitive amateur club with five coaches, over 150 swimmers ranging in age from 7 – 18. Our swimmers compete in local, national, regional and international swimming galas.



Objectives of PST

The objectives of the PST are:

- To foster and develop swimming among its members
- To promote the teaching/coaching and practice of swimming in line with current best practice.
- To promote the development of physical, moral and social qualities associated with sport, within the participants.
- To accept and enforce the rules and regulations set down by Swim Ireland regarding swimming in accordance with the affiliation status afforded to the club.
- To provide a positive and safe environment for all its members and staff
- To ensure sport for young people in the PST is fun and conducted in an encouraging atmosphere in line with Swim Ireland guidelines and best practice.
- To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so as individuals can be involved in sports activities in an integrated and inclusive way.

Portmarnock Swim Team is fully committed to safeguarding the wellbeing of its members. Every individual in Portmarnock Swim Team should, at all times, show respect and understanding for their rights, safety and welfare and those of others, and conduct themselves in a way that reflects the principles of Portmarnock Swim Team and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport and [Swim Ireland's current safeguarding policies](#).



2. How to become part of Portmarnock Swim Team

Do you want to be part of an amazing club? Do you want to become the best swimmer you can be? Do you want to make lifelong friendships and establish lifelong skills? Well then...you should join the PST!

Register your interest

If you wish to register your interest in the Portmarnock Swim Team, please write to the Membership Secretary at portmarnockswimteammembership@gmail.com, and include your child's name, age and their swimming experience to date.

PST aims to facilitate all athletes who wish to become members of the club. If you or your child/children have any special requirements, please contact portmarnockswimteammembership@gmail.com.

For information on accessibility to the facility/ facilities we use, please contact portmarnockswimteammembership@gmail.com with your requirements.

Criteria for joining

In order to join PST, swimmers must be:

- at least 7 years of age
- capable of swimming 1 full length (25m) of front crawl with appropriate breathing
- capable of swimming 1 full length (25 m) of back crawl.

Trials for joining the club are offered at various stages during the season as and when places become available. New members wishing to join should contact the membership secretary at first instance to register their interest.

For swimmers over the age of 12, you must have previous competitive swimming experience and a commitment to competing.



Trials

The first trials of the season are held at the end of August/early September, and we try to hold trials throughout the year when spaces become available. If you have registered your interest, you will be contacted by the Membership Secretary with full details.

The purpose of the trials is to allow the coaches to assess which squad would be the best fit for your child, subject to space being available.

After the session, we review the squad numbers and if there is an appropriate place available, your child will be offered a place on the team.

Please note that attendance at trials is not a guarantee of a place, but rather the first step in the process.

What happens at the trials?

You should have your child ready to swim and at the bank of the pool at the assigned time, where a coach will be there to meet you and your child. The coaches will ask your child to swim a bit for them, and to see what they are capable of in the water. Your child should be comfortable in the pool - both deep and shallow ends. You will be asked to wait in the viewing gallery while your child swims. It should not take longer than 15 - 30 minutes.

What next?

We will be in touch with you as soon as possible after the session to let you know of next steps. While we make every effort to ensure that every child who wants to swim with the team has a place, we are often at capacity in certain squads and can't guarantee a place.

We charge a one-off **joining fee of €50 in addition to the annual fee**. This will be payable upon acceptance of a place, should your child be offered one and wishes to accept.

Finally - the swimming club is a competitive team. As mentioned above, your child should be comfortable in the water and in the deep end. Older swimmers will be expected to cover a good distance in the pool each training session and have experience in all four competitive strokes. If you feel your child is not there yet, or if you feel that way after the trials, then we would suggest looking at the Swim Lessons or lane swims in PSLC. The PSLC can be reached at pool@pslc.ie.



Becoming a member

Once a swimmer has been offered a place in a squad, they must then become a member of the PST. Membership of the PST is accepted at the discretion of club management committee. The membership year is from 1 September – end June.

PST is an affiliated member of Swim Ireland; registration fees are also paid annually to Swim Ireland.

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

1. Membership should be taken/renewed via Swim Club Manager after following the link provided by the Membership Secretary.
2. Relevant code of conduct Club documents all available on the PST website and in our Club Handbook on Swim Club Manager.

Transfers

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

The club may withhold a transfer if:

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

If you transfer to another club, you will cease to be a member of the PST.



3. Squad Structure: Portmarnock Swim Team 26/27 season

Portmarnock Swim Team is an amateur competitive swimming club. The Team aims to provide the structure and environment to encourage and allow all members to develop their highest level of performance.

Our coaches are committed to developing young swimmers in a fun, positive, challenging and supportive club environment. The culture of the Team is athlete-focused, coach-driven and committee-supported, and is based on the “Long Term Athlete Development” (L.T.A.D.) framework. L.T.A.D. seeks to achieve optimal training, competition and recovery throughout a swimmer’s career, particularly in relation to the important growth and development years of young people. For many years, the Team has maintained a squad structure that aimed to afford swimmers the opportunity to develop the technique, skills, endurance and speed that is necessary for competitive swimming, in line with the principles of L.T.A.D.

For the 2024/2025 season, the PST made a number of key changes to its squad structure, increasing pool time for swimmers and clarifying the competitive aims of each squad.

Following the 2025/2026 season, in the spirit of continuous improvement, the squad descriptions have been further refined. The purpose of this document is to allow parents and swimmers alike to understand the goals and expectations of each squad within our team, as well as the path for progression.

Learning & Improvement squads

Who is this squad for?

In order to join Portmarnock swim team, swimmers must be:

- at least 7 years of age
- capable of swimming 1 full length (25m) of front crawl with appropriate breathing
- capable of swimming 1 full length (25 m) of back crawl.

Swimmers in this squad range in ages from 7 - 12 years old.

What will they work on?

In the Learning & Improvement squads the focus is on developing a wide range of aquatic skills, alongside the four main competitive swimming strokes. Each child is placed at an appropriate level according to experience and ability. As a swimmer progresses through the



Learning squad, when ready, they will move into the Improvement squad, where they will further develop skills and endurance needed prior to joining the Development squad.

While these squads are 'non-competitive', swimmers are focused on learning the legalities and nuances of competitive swimming ahead of a move to the Development Squad, where they will begin to compete. Swimmers will be promoted when coaches see that they have gained the aquatic competencies required to begin to compete.

Training?

1 x training session per week

LTAD category: Fundamentals & Swim skills

COMPETITIVE SQUADS

Across all competitive squads, swimmers will be expected to compete at galas. As a competitive swimming club, this is an integral part of our team. The squads listed below are our competitive squads:

Competitive squads involve regular gala participation, progressive increases in training load and a commitment to attendance and skill development. Parents will be required to undertake duties at galas, in addition to Parent on Deck.

Development squad

Entry requirements: Development squad swimmers are promoted from the Improvement squad, although a swimmer with the required standard of swimming can be admitted directly into the Development Squad. Preference will be given to PST swimmers if demand exceeds the number of places. The majority of swimmers in the squad are aged between 8 and 13 years.

Purpose: The purpose of the Development squad is to improve a swimmer's technique and stamina, ability to swim all four competitive strokes legally, as well as turns and starts.

Training? 2 x sessions per week. Training attendance expected minimum 75%.

Competitions: Swimmers will be expected to compete in Level 1 galas. Level 1 galas are entry-level competitions designed for swimmers new to racing. It's important that swimmers attend these galas when presented with the opportunity as they will gain invaluable experience from competing in these galas and they are designed with younger swimmers and their first competitive experiences. All of the aspects of competition outside the pool such as warming up, line up, time between events and multiple races in a day are experiences that become the core foundation of their competitive landscape for the rest of their competitive swimming career and that all starts here.

LTAD category: Swim skills



Skills Squad

Entry requirements: Swimmers are promoted from the Development Squad. Swimmers in this squad range in age from 9 - 14.

Purpose: Skills squad swimmers continue to work on long term athletic development and swimming techniques whilst also focusing on race skills, kick improvement and developing stamina. *LTAD category: Swim Skills*

Training: 4 x sessions per week. Training attendance expected minimum 75%.

Competitions: Swimmers will be expected to attend the Future Challenger gala series as well as other specified galas. As the swimmers compete more they will become more comfortable with the competitive environment and will begin progressing from smaller club based Level 1 galas to some of the Level 2 galas including the Future Challengers series which holds some events in the National Aquatic Centre. It's important that swimmers in this group continue building up their racing experience across a diverse set of events as they grow and progress into a well rounded athlete with the ability to compete in the full range of events. They will see consistent progression over time and will begin to build awareness of what success looks like in Portmarnock Swim Team which is based around individual progression and growth. That can be a faster swim, better execution of an event plan or particularly maintaining technical skills under pressure.

Transition Squad

Entry requirements: Swimmers are promoted from the Skills Squad. Swimmers in this squad range in age from 10 - 14.

Purpose: This squad is focused on helping swimmers start to improve and hone skills required to compete successfully. They will develop their athlete 'engine' and learn how to train effectively. Moving from the Skills Squad, Transition swimmers will have an increased training load and focus on achieving qualification and consideration standards.

LTAD category: Swim Skills; Training to Compete; Training to Train

Training: 5 x sessions per week, 1 x gym session

Training attendance expected minimum 80%.

Competitions: Swimmers are expected to compete at galas regularly to gain experience and qualification times and work towards Leinster qualifying standards. This is the point at which the swimmers have gained sufficient racing and competitive experience to begin focusing on the time qualification standards that the sport is built upon ranging from regional, national, international and all the way to the Olympics. Those standards are set by either Leinster Swimming or Swim Ireland and change each year but the swimmers will be focusing their



growth and progression towards achieving these standards and will be training and also racing more frequently. Consistency is even more key from this stage onwards as the coaches will be covering different aspects in each of the week's sessions; swimming is incredibly multi-faceted so swimmers will need to be consistently improving their aerobic endurance, stroke development, technical skills along with other areas such as speed, coordination, agility, balance and control across all 4 strokes.

Performance Pathway squad

Entry requirements: Swimmers are promoted from the Transition Squad. Swimmers in this squad are aged 12 - 17.

Purpose: The Performance Pathway Squad prepares swimmers for the demands of the Performance squad by building training capacity, consistency, and competitive experience. Pathway swimmers will have a high attendance at training and compete at relevant galas as advised by coaches. Swimmers in this squad will be targeting qualification and participation at Leinster Open Qualifying or Consideration Standard. *LTAD category: Training to Train; Training to Compete*

Training: 6 x sessions per week, 2 x gym sessions

Training attendance expected minimum 85%.

Competitions: Swimmers will compete regularly at galas as advised by coaches. Our Performance Pathway athletes are our swimmers who are working towards achieving Leinster Regional Championship Qualification along with National Championship Qualification. This high standard of competition requires dedication and commitment along with our 3 fundamental A's: Attendance, Application and Attitude. These three guiding principles outline our expectations for our high performing swimmers; that they will attend all possible training sessions and competitions, that they will approach each session and race with their best effort and intention and that they will work hard and be a positive influence in the squad, club and support for their team mates.

Performance squad

Entry requirements: Promoted from Pathway Squad. Acceptance in the Performance Squad is subject to attaining at least 1 consideration or qualification time in their age group as specified by Swim Ireland for Irish Summer National Age Group or Youth & Senior championships. Attaining the consideration/qualifying time will make a swimmer eligible to be considered for transition from the Performance Pathway Squad into the Performance Squad. Swimmers in this squad are aged 14 and over.



Purpose: The Performance Squad entails a significant increase in both volume and intensity of training. The emphasis in this squad is on performance with particular emphasis on provincial, national and, in time, international galas. Swimmers in this squad are expected to have a very high attendance at training and are expected to attend galas regularly, entering a large variety of events.

LTAD category: Training to Train; Training to Compete

Training: 6 x sessions per week, 2 x gym sessions

Training attendance expected minimum 90%.

Competitions: Swimmers will compete regularly at galas as advised by coaches, and enter a wide variety of events. Our performance swimmers are our senior swimmers who are working towards excelling at National and International level competitions. This group trains almost every day and are extremely dedicated to their craft and individual progression. Our senior swimmers exemplify our 3 A's and role model these behaviours for the rest of our groups

Criteria for moving through each Squad

The squad descriptions help to outline the purpose of each squad and area of focus.

Movement through the squads is at the discretion of the coaching team at all times. In addition to time standards achieved at relevant Swim Ireland galas, the coaching team will also take into account other factors such as attendance, gala participation, behaviour, maturity etc. The 3 A's mentioned above will form a core piece of the decision regarding squad moves for any swimmer. We base our progression around those values and are looking for swimmers who are consistently attending training and competition, giving their best effort and positively engaging in the process. If the coaching team is happy that a swimmer is ready to move, this will be communicated to the swimmer and their parents. Achieving a time standard does not guarantee promotion; it is one of several factors considered.

Movement between squads will take place during set times of the year when there are scheduled breaks in the season such as Christmas, Easter and June (in planning for the new season). Fees associated with each squad will be advised at the time of movement.



4. Club Roles and Contact Details

Club AGM

As per its updated constitution, the PST holds an AGM annually in June. Members are requested to attend and contribute to the successful running of the club.

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

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

PST Committee 2026/2027

The smooth and successful running of the Portmarnock Swim Team is made possible by a volunteer committee. More information about individual roles and responsibilities can be found in the Club Constitution, available in the PST Handbook folder on Swim Club Manager.

Management Committee

Role	Name	Contact information
Chairperson	Leah O'Carroll	portmarnockswimclubchair@gmail.com
Honorary Secretary	Sarah Bannan Keegan	portmarnockswimclub@gmail.com
Treasurer	Bozena Niemczyk	portmarnockswimclubtreasurer@gmail.com
Club Children's Officer	AnnMarie Philips	portmarnockswimteamcco@gmail.com
Club Disciplinary Officer	Conor Moran	portmarnockswimteamcdo@gmail.com
Head Coach	Gavin Doran	portmarnockswimteamheadcoach@gmail.com
Membership Secretary	Sarah Bannan Keegan	portmarnockswimteammembership@gmail.com
Gala Secretary	Tanya Thompson	portmarnockswimteamgala@gmail.com
Affiliation Officer	Leah O'Carroll	affiliationofficerpst@gmail.com



The Management Committee is also supported by the coaching staff, listed below, and a number of parent volunteers, including:

Fundraising & Grants	Norma O'Donovan	Via portmarnockswimclubchair@gmail.com
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Description of Roles

The roles covered are:

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

Management Committee

The management committee is in place to manage all aspects of the club. It consists of at least six members: Chairperson, secretary, treasurer, club children's officer, club disciplinary officer, head coach, and up to five additional members. These are elected at the AGM each year. The chairperson, secretary and treasurer may stand for election for 6 consecutive years. After this time period is up, eligibility for re-election is revoked for a period of 2 years. Meetings take place monthly.

All committee members must be Swim Ireland members; vetted through Swim Ireland/ Swim Ulster prior to taking up their position and must complete the relevant safeguarding course. All committee members must abide by and annually sign the relevant code of conduct. All communication by the committee will be done by email and [the Swim Club Manager app](#). Please ensure you have provided correct contact details to the Membership Secretary (portmarnockswimteammembership@gmail.com) and make sure you have the app downloaded on your phone.

Club Children's Officer (CCO)

PST is committed to the creation of a child centres atmosphere within our club. The CCO ensures that young people can talk freely and have a voice in the running of the club. The CCO is also a member of the club management committee.

The CCO is available through by email, and by meeting where appropriate.

The CCO must be Swim Ireland member, vetted through Swim Ireland prior to taking up their position. The CCO must complete the Safeguarding level 1, 2 and 3. CCO's must abide by and annually sign the relevant code of conduct.



Coaches

Coaches in PST have the responsibility for teaching the development of core swim skills and abilities, and for coaching skills and abilities in a progressive way. Coaches must have access to emergency contact details for athletes and must not hold committee positions if they are coaching/ teaching for more than 3 hours weekly. The head coach is a member of the club management committee. All coaches and teachers must be adequately qualified and licenced for their position. All coaches and teachers must abide by and annually sign the relevant code of conduct.

Coaching Staff 2026/2027

Name	Squads / area of responsibility
Gavin Doran	Head Coach; responsible for development of annual training and competition program; supports preparation of training across all squads; devises and implements suitable squad criteria; ensures that the appropriate level of coaching is available for all training sessions including land training; provides a swimmer/parent education programme focussing on a variety of swimming related topics and lifestyles issues; provide suitable and relevant feedback on progress to both parents and athletes as required; ensures accurate attendance records are maintained for every swim and squad training session.
Manuela Scarignella	Lead coach for Transition Squad, Skills, Development and Learning and Improvement; Support coach for all other squads; Level 2 Coach
Ava Jones	Support coach for Skills, Development and Learning and Improvement Squads. Level 1 coach.

Team Managers/ Chaperones

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

We encourage all parents and carers of swimmers in Skills Squad, Transition Squad, Performance Pathway and Performance Squad to undertake Team Manager training. You can



read about the course here:
<https://swimireland.ie/education/courses-qualifications-2/team-manager-training/>

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

Officials

Officials include timekeepers, turn & stroke judges, referees, starters. Officials are an essential part of competition for all clubs. PST is required to provide officials at regional and national competitions and parents will be asked to assist with these roles. All parents of swimmers from Skills, Transition, Performance Pathway and Performance Squads are required to have completed Officials Level 1 training with Swim Ireland (it is an e-learning module).

Further information about Officials Training can be found on the Swim Ireland website
<https://swimireland.ie/education/courses-qualifications-2/officials-development/>



5. Message from the Club Children's Officer & Guidelines for Parents and Carers

Hi Everyone

For those of you whom I've not met yet or who are new to the club, my name is AnnMarie Phillips and I am the Club Children's Officer. As we have closed an amazing season and look forward to starting an even more successful one for the teams, I thought I would remind us all of the policies that are most relevant day to day to ensure we create the safest and most enjoyable environment for all our members.

Feel free to connect should you ever have any questions throughout the course of the year but the following should give you context on the role we all play in ensuring a safe and happy environment for all our swimmers.

Thanks

AnnMarie Phillips

portmarnockswimteamcco@gmail.com



Drop Off and Collection

Swimmers are required to be on poolside (5 – 10 minutes) prior to start of their session. Children under 18 will remain the responsibility of their parent/ guardian until the start of the pool session. Parents/ guardians should not drop off children without ensuring there is a parent on duty and coach on duty to conduct the session. Parents/ guardians should ensure their child can change themselves or remain with child if they require assistance. Parents/ guardians should arrive promptly at the end of session to collect children as the club cannot be responsible for athletes once the session has finished and have left poolside.

Person on Duty (POD) rota (formerly Parent on Deck)

When children are in the pool Swim Ireland requires an adult to be present at every session to be an extra set of eyes. The Club sends out a roster by email each term, and posts it to relevant WhatsApp groups, which allocates sessions to parents. If a parent cannot attend then another family member or friend aged over 18 must attend in their place. Alternately, you can swap sessions with other parents but you must ensure the session is covered; the Coach is obliged to cancel a training session if no parent is present.

If the times allocated to your family do not suit and you need to swap, please make in your relevant WhatsApp group or contact the Club Secretary.

The Parent on Deck is mandatory for insurance purposes and compliance with child safeguarding policies. In the event of an accident, if there is no parent on duty our insurance would be invalid. The duties of the parent on duty include assisting the coaches with ropes at start and end of shift and recording any accidents/disciplinary issues.

There are two books that you must sign at every session: 1) the log book for Person on Duty and 2) the incident book for Person on Duty.

Rota for Person on Duty

- The rota is organised in advance and communicated to all involved – this is distributed email and WhatsApp
- Contact details for all individuals on the rota are made available to coaching/teaching staff involved in the session (these details are kept confidential and available for those that need them)
- The person on duty must be over eighteen, and may be an older member of the club, i.e. it does not need to be a parent. However, an athlete may not be the person on duty for their own session or squad
- The coach/teacher must be able to rely on the person on duty being present, some sessions take place at more vulnerable times e.g. early morning
- The person on duty should have a full view and hearing of the pool area; this cannot be achieved by sitting up in a stand or behind protective screens or glass.



- The person on duty should not interfere with the safe coaching or teaching of the session. However, if a young person is in imminent danger the issue must be dealt with immediately
- Concerns should be brought to the coach or teacher in charge of the session or the Children's Officer following a session
- The person on duty is required to remain until all the young people have been collected. Any parent persistently arriving late or being delayed picking up their child/children should be reported to the coach/leader or the committee – this is a breach of the code of conduct and should be dealt with accordingly

Role of person on duty

The person scheduled to be on duty must:

- Find an alternative in the event they are not able to attend; it is the responsibility of the person scheduled to be on duty to do this
- Turn up at a reasonable time before the session starts and remain with any teaching/coaching staff until all the young people are collected
- Be in full view of the pool
- Ensure an attendance record for the session is kept – this can be kept with the coach and should be signed by the coach and person on duty
- Be aware of children leaving and returning to pool, e.g. a child should return to the pool after visiting the toilet
- Allow the coach/teacher freedom to get on with the session – sometimes coaches or teachers need to feedback to individuals on one to one basis, this should be in open view
- Take note of any problems that occur – refer any issues directly to the coach or teacher in charge of the session or, if not possible, to the Children's Officer or club secretary
- Know how or where to access young people's contact details in cases of illness or emergency or in the event the session is cancelled
- In cases of emergency, help the coach/teacher by being an extra adult to supervise children or to assist with a response to the emergency

No person on duty

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

Codes of Conduct

One of the basic policies for all members is the Codes of Conduct. The codes of conduct identify a standard of behaviour that is expected for all the individuals involved in sport.



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

The relevant code of conduct should be signed annually by young people, parents, committee members, leaders, coaches and teachers, signed off on Swim Club Manager and they will be kept on record. These can be found in the following Appendix..



Appendix – Codes of Conduct

When you register your child with the Portmarnock Swim Team through Swim Club Manager, you agree to the following codes of conduct. These documents are also available on the app.



The Code of Conduct for Young People

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 swimming.

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 at a level for what you want to achieve with your parent and coach. You can then understand the commitment and attendance needed to achieve your goals
- 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 registering with the club, 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.



The Code of Conduct for Parents/Carers

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
- 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 that 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
- 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 registering with the club, 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.



The Code of Conduct for Coaches/Teachers

As a coach/teacher in sport you have an opportunity to make a positive impact on the lives of young people. You, and any other person working with you should abide by the Codes of Conduct. 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
- Abide by the club, region and Swim Ireland safeguarding policies and rules
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions
- Ensure a safe and fun environment for young people you are responsible for by:
 - Planning and preparing for sessions; explaining to young people what is planned for each session
 - Understanding a young person's developmental needs and being aware of how a young person may be physically and psychologically affected
 - Having consent and accessible emergency contact details for each young person
 - Ensuring your sessions are adequately supervised and you work in an open environment
 - Keeping an attendance register
 - Being positive in your interactions with young people
 - Prioritise young people's skill development and enjoyment
 - Setting age appropriate and realistic goals
 - Treating each young person equally and fairly; challenging bullying behaviour
 - Praising and encouraging effort



- Engaging positively with parents/carers letting them know how they can help and what you expect from parents

Coaches/teachers 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. A coach/teacher in a position of authority and trust must not engage in sexual relationships with athletes under 18 where an unequal power relationship exists.

As a coach/teacher 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. As a coach/teacher you should ensure any young person is medically fit to participate in the activity; you may request a certificate of medical fitness to ensure safe or continued participation
- Act only within your qualifications and competence; you should not carry out medical testing, therapy or provide advice if you are not qualified to do so; any such activity must only be with the assent of the young person and the consent of a parent/carer



- 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

By registering with the club, 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.



The Code of Conduct for Team Managers/Leaders

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. 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
- 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 athletes under 18 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 registering with the club, 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.



Appendix: Fee Policy

Portmarnock Swim Team Fees 2026/2027

Squad	Annual Fee	Paid Monthly (over 10 months)
Performance	€1,650	€165
Performance Pathway	€1,350	€135
Transition	€1,320	€132
Skills	€1,090	€109
Development	€800	€80
Improvement	€560	€56
Learning	€560	€56

How are fees calculated? The successful and smooth running of the Portmarnock Swim Team (PST) relies on the timely payment of fees, and the Committee is grateful to families for their ongoing cooperation and support. We are a not for profit club and charge the minimum amount possible to cover the costs of each squad. Fees are calculated based on the cost of running the entire club over the course of the whole season.

Your fee includes:

- Pool hire
- Gym hire
- Coaching time and expertise

We must hire the PSLC and any other pools we use (like the NAC). Pools must be booked for the year based on the maximum number of swimmers so refunds or reductions are not possible if a swimmer cannot make all of the sessions.



We do not swim on Bank Holidays, and we take breaks over Easter and Christmas holidays.

How are fees collected? There are two payment options available:

- Payment in monthly instalments over 10 months (September – June)
- Payment in full

To pay in full, please contact the Treasurer at portmarnockswimclubtreasurer@gmail.com to arrange this. Otherwise, you will be sent a payment link on a monthly basis for the fees.

Swimming fees are collected through the Swim Club Manager app. There is no option for swimming clubs to charge members 'pay as you go' as pool hire and coaching costs are fixed!

Do you offer discounts for siblings? Since 2024/2025, we offer a 5% discount for every second child and subsequent child

What about gala fees? Gala fees are required to be paid in advance by each gala organiser. The club will manage this in a bulk payment for each gala for all swimmers. Unfortunately gala organisers do not issue refunds if swimmers do not attend. The treasurer will issue you an invoice for each gala and you can pay by following the payment link provided. There is a €5 additional fee per swimmer per gala to contribute towards coaching costs at galas.

Are there any other fees?

- **July Training** For swimmers who qualify for Summer Nationals, the PST will charge an additional fee to contribute towards additional sessions in July. Parents will be notified of these fees in May/June.
- **Swim Ireland Affiliation Fee**

Portmarnock Swim Team is a competitive swim club, and all of our members must be members of Swim Ireland. Swim Ireland charges a separate fee for each member of the club at the start of every season.

Upon joining or renewing your membership with PST, the Treasurer will invoice you the appropriate annual membership fee to Swim Ireland for payment to Swim Ireland. Please see further information attached in relation to Swim Ireland Affiliation 2026/2027 and membership rates.

This is a mandatory requirement for all swimming clubs affiliated to Swim Ireland which we are charging on an individual basis this year, rather than building into PST membership fees, at Swim Ireland's recommendation for transparency.



Swim Ireland Membership provides:

- Comprehensive insurance package including personal, public and travel
- Access to an extensive national competition programme
- Advice on all aspects of the sport from club governance to training
- Individual online membership profile
- Range of Swim Ireland training and programme

Leaving the PST?

In the event that a swimmer wishes to leave the PST, you must notify the Membership Secretary (portmarnockswimteammembership@gmail.com) & Treasurer (portmarnockswimclubtreasurer@gmail.com) in writing.

You must give one month's notice.

Fees are owed up to and including the month that notice is given. So, if a parent notifies us on 1 October that their child is leaving, or has already left, fees will need to be paid through 31 October.

What if my child is injured or sick for a significant period of time?

In the case of long term sickness or injury (four weeks or more), the PST will consider a reduction of fees. If it is the case that a swimmer is unwell or injured for four weeks or more, please write to the Treasurer portmarnockswimclubtreasurer@gmail.com. Each case will be considered individually by the Treasurer and Chairman.

Want to help?

Committee members are volunteers and offer their time and expertise for free, and are essential to the smooth and successful running of the Club. If you would like to help assist the Committee in any way, please contact the Club Chairperson at portmarnockswimclubchair@gmail.com.



Appendix

PST WhatsApp Communications Policy

Scope

This policy sets out how the PortmarnockSwimTeam uses WhatsApp groups to communicate with parents and guardians of swimmers. It applies to all Portmarnock Swim Team WhatsApp groups, and is designed to complement Swim Ireland's Communication and Social media policies, together with applicable data protection legislation.

Purpose

The WhatsApp groups exists primarily to facilitate efficient Club communication, including

- Training schedule changes.
- Gala information.
- POD schedule.
- Club notices.
- Urgent notifications.

Appropriate Use

Participants are expected to:

- keep messages relevant to Club activities;
- communicate respectfully;
- avoid personal messaging;

Matters Not Suitable

The WhatsApp group must not be used for:

- Discussion of individual swimmers.
- Coaching feedback or performance discussions.
- Complaints or Disciplinary matters.



- Safeguarding concerns.
- Medical information.
- Personal criticism of swimmers, parents, coaches, volunteers or officials.
- Political or unrelated discussions.

Privacy and Data Protection

Participants should remember that:

- Mobile telephone numbers are visible to all members of the group.
- Information shared within the group should be treated respectfully.
- Screenshots or messages should not be shared outside the group without a legitimate reason.
- Personal information about swimmers or families should not be posted.

Moderation

Administrators may:

- remind members of this policy;
- remove inappropriate messages where possible;
- temporarily restrict posting where necessary;
- remove members who repeatedly or seriously breach the policy.

Where appropriate, concerns may be referred to the Club CDO for consideration under the Swim Ireland Complaints & disciplinary procedures.



Appendix: Gala Guide

Arriving at a gala

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

The Coach will have to prepare a “scratch sheet” normally about 15 – 20 minutes into the warm-up session. Coaches will scratch swimmers that they have been told will not be attending. If athletes are not “scratched” from the start list a fine can be levied against the club ranging from €10 to €50 at Regional and National level. This fine will be passed on to the swimmer.

Food and Drink

Athletes are encouraged to eat healthily. Before a competition eat plenty of carbohydrate (rice, pasta, potatoes, bananas, porridge) the night before, and keep drinking. Eat something for breakfast, even if it seems too early. Do not experiment with new foods on the day of a gala – athletes should choose something they know you like and know agrees with them. Bring rolls/sandwiches, pieces of fruit, breakfast/snack bars and jellies, Jaffa cakes. After racing you have used up energy and need to replace it with something. Bring water (write your name on your bottle), or diluted squash with you for sipping during the gala, as most pools are very warm, and it is easy to get dehydrated.

Pasta followed by fruit makes a good lunch and try to eat as soon as lunch break begins to give your body time to start digesting your food before the afternoon session begins. Keep eating healthy snacks throughout the day and drink plenty of fluids.

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

What to bring to a gala?

MAKE SURE ALL BELONGINGS HAVE YOUR NAME ON THEM

- Togs x 2 (warm up and race)
- Club hat (bring a spare in case one rips)
- Goggles x 2 (in case one snaps wear in training to try out before gala)
- Shorts and T-Shirt to wear between races
- Water bottle already filled with swimmer's name on it
- Towels x 2 (if there for a full day)
- Flip flops or runners (for around poolside)

In some facilities you must have something on your feet to be allowed access certain areas which lead to pool deck. Floors and stairs become slippery during the day and can be a



hazard for those in bare feet. It is important to stay warm between races so make sure to wear a sweatshirt or t-shirt when sitting around.

Personal Belongings

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

Terminology

PB Personal Best Time

NT No time (probably has not swam this event previously)

HDW Heat declared winner (No finals will be taking place for that event)

FTR Freestyle Team Relay

MTR Medley Team Relay

OPEN A competition or event that is “open” means all ages compete against each other and only one set of medals will be awarded.

Meet Mobile and Order of Events

Most galas post their programme of events on an app called **Meet Mobile**. It is free to download on your phone and is a good way to keep track of the order of events, and results.

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

The results are usually (but not always) posted in a prominent place around the pool. The results of the galas are sent to each club gala secretary who will post them on our website.

NEVER leave gala before checking if you are needed for a relay team.

Summary

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



Appendix: SWIM IRELAND 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 changing area has been left.
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 such 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 recognise 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/carers 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/carers 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