



Wicklow Swimming Club

Members' Handbook

Version No	Purpose / Change	Author	Date
1.00	Review / Minor Amendments	WSC	20/05/2023

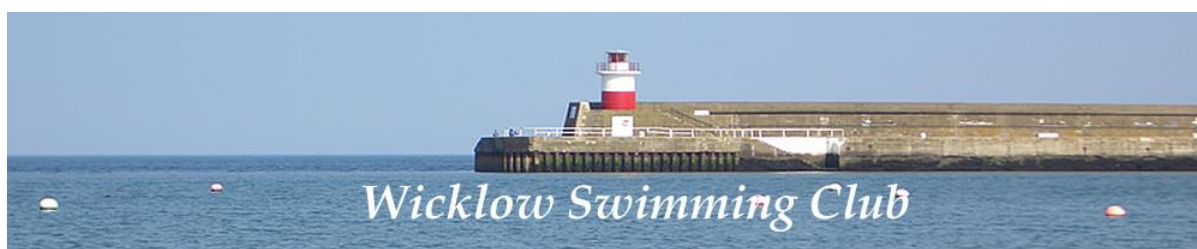
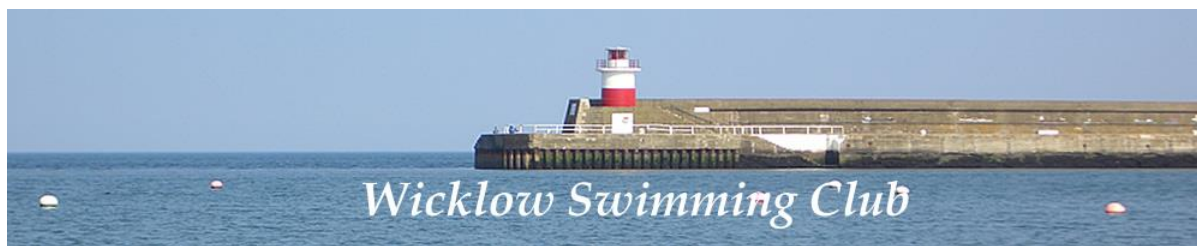


Table of Contents

1	Chairpersons Welcome	4
2	Registration following your Trial.....	5
2.1	Action the following if you are new to Easy Payments.....	5
2.2	Action the following if you are an existing Easy Payments Customer:.....	6
2.3	Security.....	7
3	Communicating with Club Members	8
4	Equipment Required	8
5	Weekly Swimming Races	9
5.1	Club Fixture List	9
5.2	Race Registration.....	9
5.3	Race Fees.....	9
5.4	Handicap.....	9
5.5	Racecourse	10
5.6	Pre-race check	10
5.7	Race start.....	10
5.8	During the race.....	10
5.8.1	Safety during the race.....	10
5.8.2	Prize Giving.....	11
5.8.3	Swimmer of the Year	12
5.8.4	Race Results	12
6	Social Events	12
7	WSC Committee / Captains and Officers	13
8	Club Children's Officers & Designated Liaison Person.....	14
9	Health and Safety.....	14
10	Club Training & Pool Sessions	15



10.1	Pool Swimming	15
10.2	Sea Swimming Coaching Sessions	15
11	Swimming between races	16
12	Swim Ireland & Open Sea Races	16
12.1	Open Sea Races	16
13	Club Gear.....	17
14	How the club is funded	17
15	Additional information.....	17



1 CHAIRPERSONS WELCOME

On behalf of the committee of Wicklow Swimming Club, we would like to welcome each member to our 2023 season and to all new members to the club. The club has continually grown in size year on year, with membership numbers now in excess of 500. The Club is made up of Junior, Intermediate, Youth and Senior swimmers. As the club grows from strength to strength, it prides itself on having a 'community' feel where everyone is made to feel welcome. The club caters for all age groups with weekly junior, youth, intermediate and senior races.

For our junior members we want them to enjoy their races and continually build confidence when participating in the sprints and junior challenges. We also understand that it can be quite daunting for new junior swimmers, so please look out for our volunteers in high-viz jackets!

The club currently has a Facebook page and website which are located at:

- www.wicklowsclub.com
- <http://www.facebook.com/pages/Wicklow-Swimming-Club>

The handbook will provide all our members with valuable information on the running of our club. We wish everybody a great swimming season!

Best Regards

Sharon Vize

Chairperson



2 REGISTRATION FOLLOWING YOUR TRIAL¹

Once you have completed your trial, you must register with Wicklow Swimming Club through our Easy Payments System.

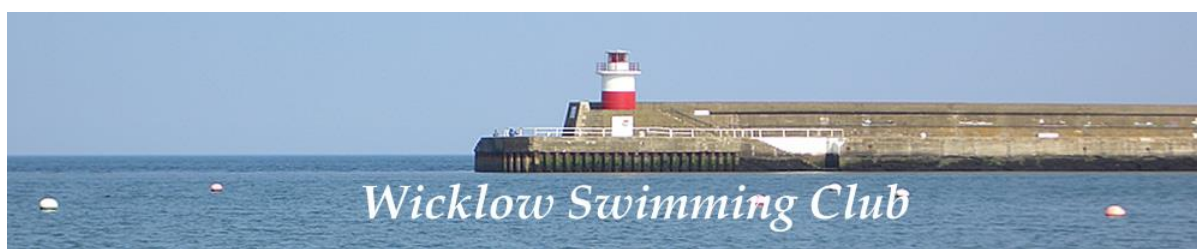
To set up your account on the system, you need to take the following steps:

2.1 ACTION THE FOLLOWING IF YOU ARE NEW TO EASY PAYMENTS

- Access the Easy Payments Plus by clicking on this link: [Club Membership - Easy Payments](#)
- The first time you use the system you will be prompted to register, which you must complete and add additional family member as appropriate. Your registration will create your login email address and password, which you have supplied.
- For a parent/guardian who is registering a member under 18 years, please ensure that you add each child to your account.
- Please ensure that you keep your login and password safe, we ask that members don't create multiple accounts. You can always request a password reset through the system.
- Once you have completed the registration process, please follow the instructions on the screen to select the appropriate item(s) to pay. All new members should select the membership category applicable to you and/or the correct membership category if completing for a junior, intermediate or youth member. You will be charged a processing fee of €1.50 per transaction and this will be itemised on your bill.
- Enter your card details when prompted.
- You must enter your phone number with the prefix +353, if you fail to do this you will not receive text communications from the Club Secretary
- You must also enter in your next of kin details, this information is required in the event of an emergency.
- You will receive a receipt via email for every payment you make from Easy Payments².
- You can also purchase your club hat and club gear through the Easy Pay System.

¹ Trials only required for the following categories: Intermediates, Youths and Seniors

² Receipts will be sent from 'noreply@easypaymentsplus.com'. Check your spam/junk folder in the event you don't receive an email.



- On successful registration you can then login into your account at any time.

2.2 ACTION THE FOLLOWING IF YOU ARE AN EXISTING EASY PAYMENTS CUSTOMER:

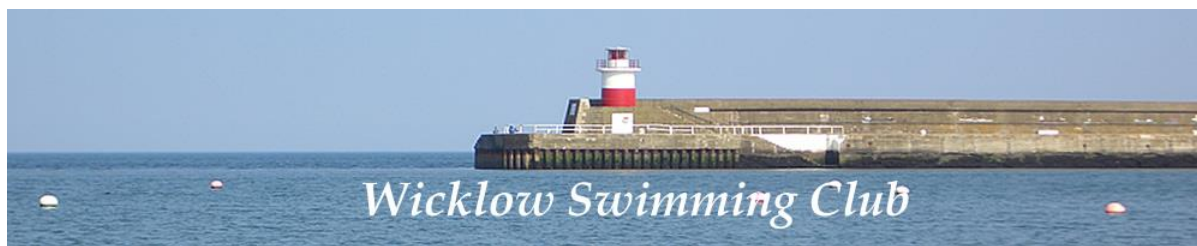
- Go to: <https://pay.easypaymentsplus.com/epplogin>
- Enter your username and password, this will allow you to log into your existing account.
- Once you have completed this step, you will be asked to 'select or search for your organisation'.
- When you select Wicklow Swimming Club, you will be brought to the registration section which you must complete and add additional members for each family member, as appropriate.
- For a parent/guardian who is registering a member under 18 years, please ensure that you add each child to your account.
- Select the appropriate items(s) to pay. You will be charged a processing fee of €1.50 per transaction and this will be itemised on your bill.
- Enter your card details when prompted.
- You must enter your phone number with the prefix +353, if you fail to do this you will not receive text communications from the Club Secretary
- You must also enter in your next of kin details, this information is required in the even to an emergency.
- You will receive a receipt via email for every payment you make from Easy Payments².
- From then on you can login into your account at any time and look at payments you have made.



2.3 SECURITY

- All payments are processed using SSL (Secure Socket Layer) technology, which ensures the security of the transaction as it is being processed.
- All payments are processed by a PCI (Payment Card Industry) compliant payment processor, which ensures all card holder's data is managed securely.
- Easy Payments Plus has updated its policies, processes, and procedures to ensure that members data is held in a GDPR compliant manner.

Should you have any questions in relation to easypayments and your membership, please contact our Club Secretary, Pam Beacom at secretary@wicklowsc.com



3 COMMUNICATING WITH CLUB MEMBERS

Wicklow Swimming Club will only communicate with members directly through email and/or text messages. You must therefore ensure that you provide an email address and mobile phone number through the Easy Payment Plus portal, the club will not accept details in any other format. Your phone number must have +353, failure to do so will result the Club Secretary being unable to send you important updates about our Club and any changes to club fixtures! The Club will also post updates on our Facebook page but please do not rely on our Facebook page alone, all communications are via email or text messages.

4 EQUIPMENT REQUIRED

You don't have to spend a fortune on gear when joining the club, but there are some basics which you will need. These include:

- **SWIMMING TOGS:** Please refer to the club rule book and regular emails which note those togs which are permitted and not permitted.
- **SWIMMING GOGGLES:** Not mandatory but recommended.
- **SWIMMING HAT:** The Wicklow Swimming Club hat must be purchased from the Vice Chairperson at a cost of €10 for Senior and Youth and €5 for intermediate and Junior, you can pay for your hat through our easy payments system, (please refer to section 2 above for full details on how to register). Club swimming hats are mandatory for all swimmers, if you fail to purchase your hat, you will not be permitted to race.
- **EAR PLUGS:** Most open sea swimmers wear some form of ear plugs, from cotton wool covered in Vaseline to plastic or mouldable ear plugs.
- **TOWELS / ROBES:** Robies are very popular and cost about €35 - €45. Normal towels are also fine.
- **FLIP-FLOPS OR CROCS:** To assist in walking to race starts.
- **HAT / BEANIE:** These are good for after races as will assist in increasing body temperature.

Should you decide to wear a wetsuit when competing in a WSC race you will not qualify for any league points and will not be eligible to win any prizes.



5 WEEKLY SWIMMING RACES

5.1 CLUB FIXTURE LIST

The swimming club fixture list detailing all races and race times is issued to all club members at the beginning of the season and will be made available on the club website. The club holds races on Wednesday evenings and Sunday mornings, weather & sea conditions permitting. There may also be races on other days during the week or changes to races so all members are advised to familiarise themselves with the fixtures list, refer to our website and Facebook for regular updates.

5.2 RACE REGISTRATION

Race registration closes 15 minutes before the advertised start time of each race. This is strictly enforced and anyone arriving after the registration closes will not be eligible to swim. Arrive early to avoid disappointment. There will be a Race Registrar on the beach wearing a high-vis jacket who you must register with.

5.3 RACE FEES

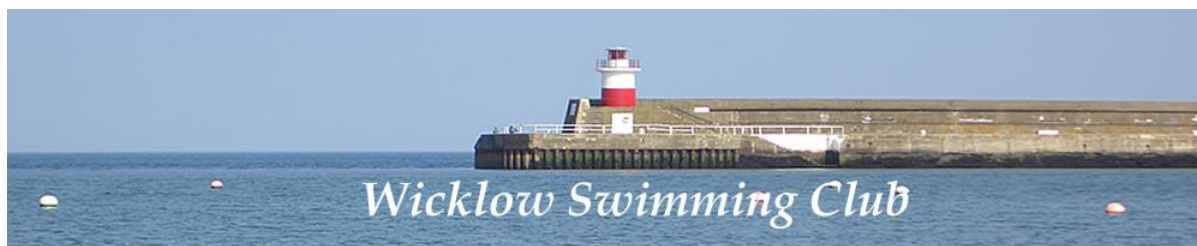
Race entry fee is €2 Euro for adults and €1 for juniors, intermediates, and youths.

5.4 HANDICAP

The races are handicapped, except for a minority of “sealed handicaps” where all swimmers start at the same time. Handicapped races mean that the slowest ranked swimmers will start first and the other swimmers will follow in order of speed with the fastest ranked swimmer (scratch swimmer) starting last. The scratch swimmer will wear a special club red hat for spectator purposes.

The handicap for each race is decided by the Handicapper. Each swimmer will be given their handicap when they register for the race. Swimmers’ handicaps will be modified over the course of a season based on the length of the race and their performance over a number of races. This is based on their swim time, as well as their finishing position.

“Sealed handicap” races are where the handicaps are not revealed to swimmers before the start of the race. All swimmers start at the same time, but it is advisable for slower swimmers to allow the faster swimmers to go ahead of them at the very beginning. Race times are recorded at the finish of the race, and the swimmer with the fastest time, less their handicap, is declared the winner. This is often not the first swimmer to cross the finish line, so much of the excitement is in guessing who the prize winners are!



5.5 RACECOURSE

Races will vary in length from 500m in length up to 2300m. The racecourse will be marked by a number of buoys and will be described by race officials at the race briefing at the start of each race (approx. 15 minutes before the start). Swimmers must obey the racecourse passing around the outside of each buoy marking the course. Failure to follow the course will lead to disqualification.

5.6 PRE-RACE CHECK

All swimmers must ensure that they are wearing their Wicklow Swimming Club hat with their number clearly visible. It is recommended you ask another swimmer to check that your hat is on correctly with the number clearly visible and not obstructed by goggle straps as this may cause difficulties in recording at race finish.

5.7 RACE START

Each race will be started by the Handicapper or race starter. The handicap times will be called out by the Handicapper and each swimmer should start swimming from the start line when their time is called. Starting before your allocated time will lead to disqualification.

5.8 DURING THE RACE

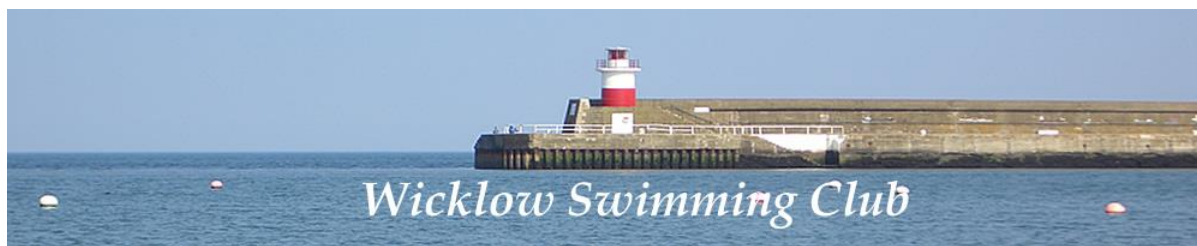
5.8.1 SAFETY DURING THE RACE

If you find yourself in difficulty during a swim, do not panic. Tread water and raise your hand (as you did in your trial) with a closed fist and one of the rescue boats will assist you. Remember, your life is a lot more important than a sea swim! Educate yourself and do not push beyond your limits in this regard.

If you get out of a race, you must ensure that you let the race recorders know, so that you can be checked out accordingly.

5.8.1.1 SIGHTING

When covering large distances, swimmers may veer off course due to current, waves, wind, and poor visibility. Typically, buoys, which are coloured are stationed periodically across a large expanse to provide guidance. However, buoys are often invisible due to interference from choppy water and reduced visibility through goggles. Swimmers are encouraged to 'triangulate' by looking for two aligned, easily visible objects on land that are directly behind



the destination (such as the end of a pier as it lines up with a hilltop), and to make sure they continue to appear aligned during the race.

5.8.1.2 SWIMMING AROUND BUOYS

When approaching or swimming around buoys, it is advisable not to stop swimming. Swimmers are also advised not to breaststroke as this may cause injury to other swimmers.

If you feel that you are a weaker swimmer, it is recommended that you swim wide of the buoys to allow the faster swimmers swim through.

5.8.1.3 RACE FINISH

The race finish will be at a fixed point and is typically marked with a large yellow buoy. Most of the races finish at the beach in the harbour and the finish line is between the buoy and the race recorders who are standing on the pier. For the avoidance of doubt, you should always be to the right of the yellow buoy.

The finish will involve the race officials taking note of your hat number as you the finish line. The finishing positions are decided on the first swimmers to finish irrespective of handicap (except in 'sealed handicap' races.)

Swimmers are advised to continue to swim well past the finish line to allow swimmers behind them to cross the line and to ensure that all swim times are recorded correctly.

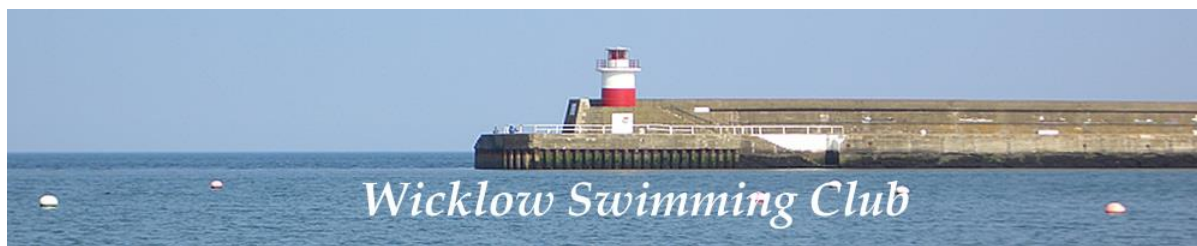
5.8.2 PRIZE GIVING

For Junior Challenge, Youth, Intermediate and Senior races, prizes will be awarded for the top 3 swimmers in each race. Normally the prize-giving ceremony for all races (including Youth and Intermediate) takes place on the beach immediately after the senior race. In bad weather conditions, the location of the prize giving will be announced by a member of the committee. Note that in some races, more prizes and spot prizes may be presented.

Swimmers should where possible, remain for the presentations, firstly to show their appreciation of the achievements of fellow swimmers and to thank our sponsors for their support.

A long standing tradition of the club, is for prize winners to give a small speech, thanking the swimmers, the race officials and of course our very generous sponsors.

For Junior Sprint races, league points are awarded depending on finishing position. Prizes for leagues are presented at the Junior Awards night which usually takes place in early



September. All Junior swimmers are awarded with a medal for participating in the Junior Sprints on this Junior Awards night, and there are also prizes for Junior league winners for each month of the season, i.e. 1st, 2nd, 3rd in June 1st, 2nd, 3rd in July and 1st, 2nd, 3rd in August. Youth and Intermediate league prizes are also awarded on this night.

5.8.3 SWIMMER OF THE YEAR

For senior swimmers, points will be awarded to swimmers for each race based on their finishing positions and will be totalled to form an on-going league during the season. Please refer to the rule book/constitution which details the points obtained for each position. All swimmers receive 5 points for competing in a race. The Top 10 swimmers for both male and female will receive additional points. Fastest swimmer points are also awarded (separate league).

The club league will be made available periodically throughout the season, on the website and the prize-giving for this league is presented at the Annual Awards Night in September.

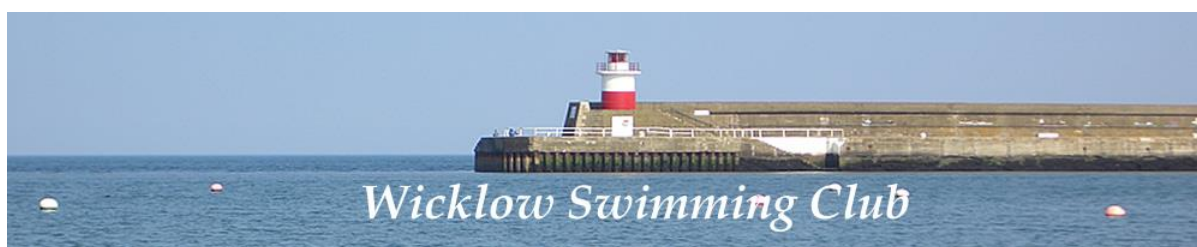
5.8.4 RACE RESULTS

Our aim is that the race times will be made available on the same day or night of a race. Results will be emailed to club members and posted to the club Facebook page and club website. Race results generate lots of discussion among swimmers, noting their race times versus other swimmers of similar speeds, and much of the fun is in noting the differences in these 'races within the race'!

6 SOCIAL EVENTS

Every year we have a number of social events. Please keep an eye on the website / Facebook page for details. Key events include:

- Swimming Pool Gala – March.
- New members welcome night – June.
- Kids' fun day & activities throughout the summer months.
- Fancy dress social night – August / September.
- Club awards night – September / October.
- AGM – October/November.



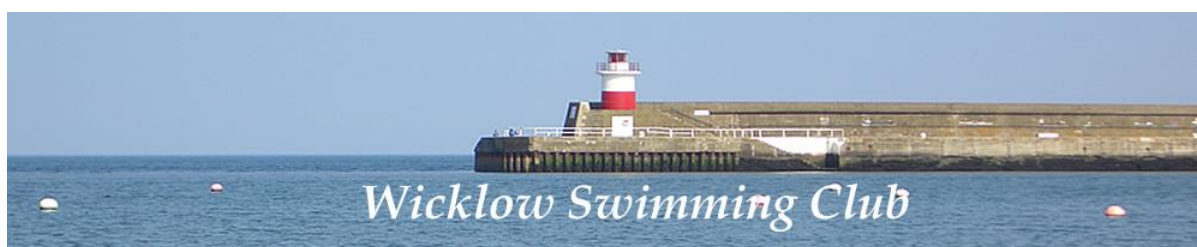
7 WSC COMMITTEE / CAPTAINS AND OFFICERS

The list of all current committee members, captains and children's liaison officers are listed below:

Role	Name	Contact Details
Chairperson	Sharon Vize	chairperson@wicklowsc.com
Vice Chairperson	Jane O'Neill	
Club Secretary	Pam Beacom	secretary@wicklowsc.com
Treasurer	Frank Smith	treasurer@wicklowsc.com
Senior Handicapper	Tom O'Neill	
Club Children's Officer ³	Catriona Carey Colm Colohan	cco@wicklowsc.com
Safety Officer	Vacant	
General Committee Member	Elaine Noble	
GCM	Margaret Kavanagh	
GCM	Ruth O'Neill	
GCM	Steve Blount	
GCM	Kieran Ryan	
Club Captain Representative ⁴	Maebhe Connolly Colm Corrigan	

³ Only one CCO sits on the Committee.

⁴ Only one Club Captain Representative sits on the committee.



8 CLUB CHILDREN'S OFFICERS & DESIGNATED LIAISON PERSON

The Children's Officers for Wicklow Swimming Club are:

Name	Contact Number	Email Address
Colm Colohan	086 8116500	ccowicklowsimclub@gmail.com
Catriona Carey	087 6665340	ccowicklowsimclub@gmail.com

The Club Designated Person (DLP) is:

Colm Colohan – contact details as noted above.

Junior, Intermediate and Youth swimmers, as well as their parents, should be familiar with our CCO and all our associated Safeguarding Statements and Risk Assessment, which have been developed to ensure the safeguarding of all the children that are club members. Please [click here](#) to access all our policies.

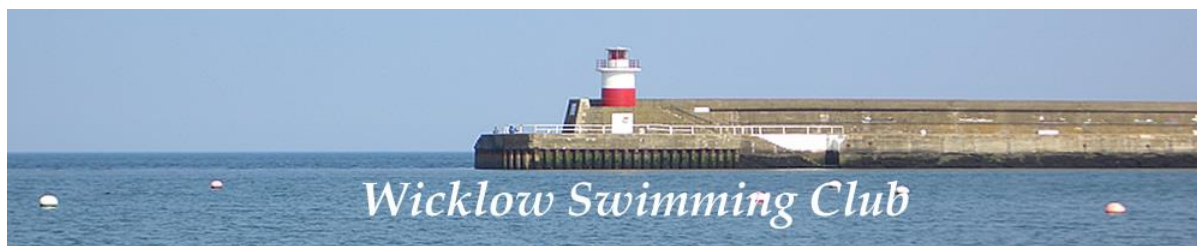
9 HEALTH AND SAFETY

Wicklow Swimming Club is fully committed to safeguarding the wellbeing of all of its members. The club will, in so far as is reasonably practicable, ensure the safety and welfare of all of its members and all other persons affected by the activities of the club.

The club has a detailed safety statement which can be found [here](#). This safety statement aims to comply with:

- The Safety, Health, and Welfare at Work Act, 2005, and all of its associated general application regulations
- The club safeguarding statement and associated risk assessments

The club's activities will provide means of participation for swimmers at Junior, Intermediate, Youths, and Senior level. As with all documents dealing with Health and Safety there will always be room for further improvement and development. To this end WSC commits to carrying out a formal evaluation of its operational and safety procedures prior to the commencement of each swimming season.



As part of our commitment to health and safety the club will, in so far as is reasonably practicable, provide:

- A safe system of sports activities.
- Safe activity areas.
- Safe equipment-including boat equipment as laid out in the Club Safety statement.
- Safe means of transporting club equipment, articles, substances, and people.
- Adequate training, instruction, information, and supervision.
- Safe access and egress for all activities.
- A safe and healthy environment for swimmers, organisers, spectators, and public
- Adequate welfare facilities.
- Consultation with all relevant parties on all aspects of safety, health, and welfare
- Implement a cut-off point on swimmer numbers per race to meet Health and Safety requirements.
- The means of effective rescue and evacuation in the case of an emergency.
- Appropriate insurance cover at all times through Swim Ireland.

10 CLUB TRAINING & POOL SESSIONS

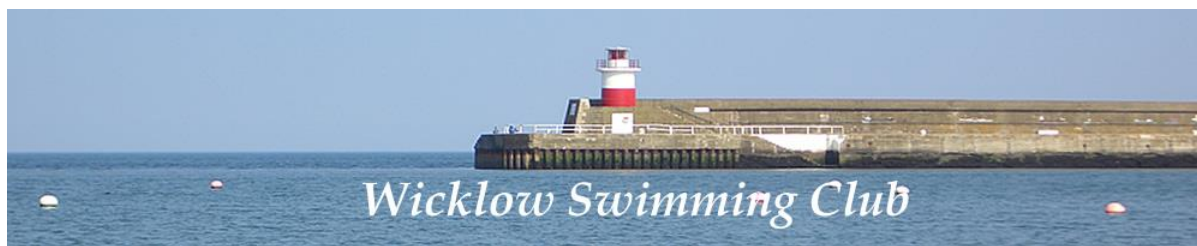
10.1 POOL SWIMMING

Swimming lane training sessions are in blocks from late September through to early May each year - watch the Facebook page and website for details on the next session. All levels are catered for with coaches at each session. Swimmers are divided into lanes with other swimmers of similar ability. The cost of the lane training will be confirmed by the Pool Co-Ordinator at the time of confirmation.

Membership has to be paid in full to attend any of these pool sessions, pool places are limited and not guaranteed for all members. Priority goes to those children/adults who have actively participated in the sea during the season.

10.2 SEA SWIMMING COACHING SESSIONS

The club may on occasions organise sea-swimming coaching through the summer months. Details will be provided to club members when such sessions are organised.



11 SWIMMING BETWEEN RACES

Lots of our members swim each day, and you will normally find a group of swimmers at the Harbour from early morning, lunch time and evening. In addition, some swimmers also swim at the Black Castle and from the Murrough beach to the Harbour. You will always find somebody to swim with, you will find that swimming between races improves your confidence and your swim ability & speed! For safety reasons, it is advised to swim with groups of individuals rather than swimming on your own. Also, as the water temperature can vary greatly from one week to the next, it is also important that you acclimatise yourself to the water and do so regularly.

12 SWIM IRELAND & OPEN SEA RACES

The club is affiliated to Swim Ireland. All swimmers must be registered with Swim Ireland before their first competitive swim, this is managed by our Club Secretary, and you must register on Easypayments.

12.1 OPEN SEA RACES

There are other Open Sea Swims held in various locations in Dublin. Once you are a member of Swim Ireland, you are eligible to participate in these races through Leinster Open Sea. The Club will provide their race calendar at the beginning of each season. On regular occasions, a number of club members attend these races, so ask other members and you may be able to carpool.

The club will host a Leinster Open Sea race, in 2023 the Wicklow Open Sea race will take place on Saturday 29 July. We always look for volunteers to support us in running the race, which is always a highlight on the Leinster calendar.



13 CLUB GEAR

The club has great quality club gear that you can purchase through the Easypayments portal, you can find details on pricing, sizing, and overall choice. Gear includes t-shirts, hoodies, and hats which all members can purchase. Please reach out to Margaret McCormack should you have any questions on the club gear.

14 HOW THE CLUB IS FUNDED

The club is a non-profit organisation, so all funds and fees are re-invested back into the club. The club runs a number of events each year to raise funds for the club along with the membership fees. These include (to name but a few):

- Table quiz.
- Fancy dress social night.
- One Open Sea Swim.

All members are encouraged to take part in the Open Sea swim.

NOTE: THESE ARE KEY EVENTS FOR THE CLUB THROUGHOUT THE YEAR SO YOUR SUPPORT IS ESSENTIAL.

15 ADDITIONAL INFORMATION

Please note that our Club Rule book and Constitution are available on the website or upon request from the Club Secretary. The information contained in these takes precedence over any information contained in this handbook.

"I wouldn't say anything is impossible. I think that everything is possible as long as you put your mind to it and put the work and time into it".

Michael Phelps