Swim Ireland

Advice Notes for all Coaches signed up to the ASCA Clinic April 5-7th 2013

Dear All,

Thank you for signing up to the Swim Ireland Coaches Clinic held in conjunction with the American Swimming Coaches Association (ASCA), on the 5th -7th April 2013. The following is a summary of notes to help ensure that you get the most from the one, two or three days that you will be spending with the Swim Ireland team here in Dublin.

The Clinic is proving to be incredibly popular with close to 100 people attending daily on the Friday, Saturday and Sunday. These numbers are incredible and as a result we have decided to change the venue of the clinic (on the Saturday and Sunday) to ensure that the numbers can be best accommodated and catered for.

Full Details of these changes are listed below – please read them carefully and please ensure that if you have any queries – contact a member of the education team and they will be happy to help you. Contact details are listed at the end of this document.

Location Changes

- **Venues : Friday -** *ASCA Leadership School* at Carlton Hotel, Tyrrelstown
- **Venues:** - **Saturday/ Sunday -** *Conference* at Westmanstown Sports and Conference Centre. (Information is attached with regards to the location of the new Conference Facility as a power point attachment.)

Transport will be provided for the conference (to those that require it), as we are aware that a number of people are booked into the Carlton Hotel and may not have their own form of transportation. We will be organising a bus to travel between venues on the Saturday 6th and Sunday 7th April. **If you would like to reserve a place on the bus please contact Paolo Di Paola on 01 625 1158 or via email at eddelivery@swimireland.ie by Thursday 28th March 2013 12 noon.**

Revised Agenda and Practical Session

Please note that due to the change in venue - there will be some slight changes in time frames for the weekend. This timetable will be sent to you later this week. The full conference agenda will be on the SI website. Please also note, due to requests we are also trying to facilitate a practical session for all coaches registered to attend on the Saturday. This will take place at our Performance Centre in Dublin based out of the National Aquatic Centre, Blanchardstown, Dublin 15. Start time for this practical session is 8.00am with registration for this day starting at 7.30am at the NAC facility. Please ensure you wear poolside shoes for this element otherwise you will be asked to wear shoe covers by NAC staff.

Registration desks

These will be available at all venues on the morning of each day with daily registration times noted on the agenda. You must make sure you register on your first day of attendance to ensure you receive your coaching pack.

Daily Sign In

From a Health and safety perspective it is critical that you sign it at each venue when you arrive so we can keep a check on numbers and to ensure that everyone makes the journey with us between venues. This sign in is in addition to the initial registration.

CPD initiative

As part of the SI conference, on the initial SI registration information **minimum CPD points** were allocated for each day. If you would like to verify these points and collect a certificate, certificates will only be issued at the venue and at the end of each day. Any coach wishing to gain a certificate will be asked to

- Sign in at the CPD desk
- Provide candidate information
- Attendance certificates **must** be collected at the end of each day.

Partners

Our key partner the American Swimming Coaches Association (ASCA) will be providing a stand at the event for your information. We are also delighted to announce that the National Aquatic Centre is fully supporting this event and has kindly offered every coach one free swim at the centre over the duration of the conference. These vouchers will be provided to you in your coaching pack. FINIS and Health and Sport technologies will also be in attendance at the event.

Dietary requirements

For any coaches registered to attend all 3 days, SI will be providing your lunchtime meals. If you have any special dietary requirements can you **please contact Paolo Di Paola on 01 625 1158 or via email at eddelivery@swimireland.ie by Tuesday 2nd April 2013.** For those with a one or two day package there will be the opportunity to purchase food independently at both venues on the day.

Disability requirements

For anyone that has any specific disability requirements and may need support throughout the conference, can you please contact **please contact Paolo Di Paola on 01 625 1158 or via email at eddelivery@swimireland.ie by 12 noon on Thursday 28th March 2013.** Swim Ireland will endeavour to put appropriate support measures in place for you.

SI Shop

A SI shop will be available at the event on the Saturday and Sunday. T-shirts and Swim Ireland branded items will be available for purchase.

SI staff at the event

There will be a number of SI education and performance staff working at the event should you have any questions or queries at the conference. Staff members will be identifiable via their name tags and SI kit.

Contacts for the SI office

The usual education team contact numbers will be in use up until 12 noon on the Thursday 4th April 2013. After this time education team staff members will only be contactable on their mobiles until Sunday 7th April 2013. There will be limited staff in the SI office on Monday 8th April 2013.

Main education contact number and email address is:

01 6251158/ Mobile 0868384346 / eddelivery@swimireland.ie

Cancellation Policy

For any candidate wishing to cancel their place at the event, you will be entitled to a full refund for any cancellations made prior to Thursday 28th March - Close of Business. Any cancellations made between Friday 29th March and Wednesday 3rd April will receive a 50% return of fee. Any cancellation received on Thursday 4th April will be charged the full amount. It is the responsibility of the person to make appropriate cancellations with your accommodation for the event.

End of note