



LANESBORO TRIATHLON CLUB

# Junior Section Information 2020

Check out some important information below about our Club Junior Section.



[Document Control](#)

**Version:** LTC Little Spartans 2020 v1

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**Next Review Date:** 1 February 2021



# Welcome!

Dear Parent/Guardian,

We are delighted that your child has decided to join Lanesboro Triathlon Club!

We have set out some important information below about our Junior Section and related activities. We welcome children and young people between the ages of 8 and 17 (inclusive) into our Club to train in the disciplines of swimming, cycling and running and to participate in organised events during the year.

We are committed to ensuring a safe and controlled environment in which your child can experience and enjoy the sport of triathlon. Our coaches are trained and qualified to work with young people, including holding necessary safeguarding qualifications, as appropriate.

We welcome (and, indeed, require) Parents/Guardians to attend all training sessions and competitions. Our training sessions do not operate on a 'drop and collect' basis. Parents/Guardians are required to remain in attendance at each training session to provide support for their child and ensure their ultimate safety.

We ask that your child attends each training session in good time and before it starts so they have enough time to get ready and are not rushing, and that they have appropriate attire and equipment required to participate (except equipment that the Club undertakes to provide).

Please note that Membership of Triathlon Ireland is compulsory - even if only training with the Club - for insurance reasons. More information is set out below.

You will also need to read, sign and return the Parental Consent form available on our website: <http://trilanesboro.com/about-our-club/junior-club/>, and any other forms or documents that may be required by the Club to be completed from time to time.

It is important that the Club is informed of any medical condition or allergies that may be relevant to your child if they become ill or are involved in an accident while at a Club session. If you wish to discuss this requirement, then please don't hesitate to contact me.

We appreciate your understanding and cooperation.

Yours sincerely,

**Sinead Hanley**  
Junior Co-Ordinator  
**086 0606923**



# Join us

## How to become a Junior Member of Lanesboro Triathlon Club.

Go to [www.triathlonireland.com](http://www.triathlonireland.com)

If you have an account here you will need to add a Junior Member, please follow the instructions.

If you are not already registered with Triathlon Ireland then you will need to register as a site user (this is free of charge), then register each child as a Junior Member under a parent account.

### Cost of Membership 2020

The following prices include membership to Lanesboro Triathlon Club and the cost of a race licence with Triathlon Ireland (mandatory for participation in training or events):

Age	Club membership	Race Licence	Total
0-14	€10	€8	€18
14-17	€10	€11	€22
16-19	€10	€22	€32

For more information, you can check out the Club website on [www.trilanesboro.com](http://www.trilanesboro.com)

Details about the annual Kidathon can be found on [www.twoprovincetriathlon.com](http://www.twoprovincetriathlon.com)

If you have any questions about the Junior Section or want assistance with signing your child up with our Club, please contact: **Sinead Hanley: Junior Co-ordinator** on 086 0606923.

## 2020 Training Calendar\*

*\*dates listed below are subject to change depending on weather, availability of volunteers and other circumstances.*

### January

*Indoor coached pool sessions €6*

- 17/01/2020
- 24/01/2020
- 31/01/2020

### February

*Indoor coached pool sessions €6*

- 07/02/2020
- \*Midterm
- 21/02/2020
- 28/02/2020

### March

*Indoor coached pool sessions €6*

- 06/03/2020
- 13/03/2020
- 20/03/2020
- 27/03/2020

### April

*Indoor coached pool sessions €6*

- 03/04/2020
- 10/04/2020
- \*Midterm

### May

*Indoor coached pool sessions €6*

- 01/05/2020
- 08/05/2020

*Outdoor coached sessions*

- 16/05/2020 Run/Bike
- 22/05/2020 Swim/Run



## June

### *Outdoor coached sessions*

- 05/06/2020 Swim/Run
- 12/06/2020 Swim/Bike/Run (mini tri)
- 20/06/2020 **TARMONATOR KIDATHON!**
- 26/06/2020 Run/Bike

## July

### *Outdoor coached sessions*

- 03/07/2020 Swim/Bike/Run (Mini Tri)
- 10/07/2020 **TWO PROVINCES KIDATHON!**

## August

- Day Trip for Junior Members

*Date to be decided.*

*A trip to Bay Sports in Athlone by bus followed by lunch in Supermacs Roscommon; this will be a supervised trip funded by Lanesboro Triathlon Club to say well done to all the Juniors!*

Winter Training will commence late October until Christmas break; dates for this training will be decided later in the year.



## Child Safeguarding

Our Club is committed to safeguarding children and, by working under the guidance of Triathlon Ireland's Safeguarding Policies, our Members and Volunteers working with our young people throughout the Club, seek to create a safe environment for young people to grow and develop within triathlon.

Our current **Child Safeguarding Statement** is available at:

<http://trilanesboro.com/about-our-club/junior-club/>

### **Garda Vetting**

Garda vetting is legally required for all Leaders/Coaches/ Helpers (paid & voluntary) with regular and continuous access to Juniors and Vulnerable Adults. We seek to ensure compliance at all times with the Triathlon Ireland Vetting Policy:

<https://www.triathlonireland.com/Resources/Safeguarding/TI-Vetting-Policy-2018.pdf>

### **Safe Recruitment**

Our Club will take all reasonable steps to ensure that Volunteers, Coaches (paid and volunteer), Physiotherapists, Athlete Support Personnel at Club Sessions and races are suitable to work with Juniors and/or Vulnerable Adults. This may include Garda Vetting, Safeguarding education and/or agreement to the Triathlon Ireland Code of Conduct.

In some cases where there is no unsupervised involvement or direct responsibility for children e.g. those marshalling as a 'once off' at an event, the recruitment process may not need to be enforced.

We seek to ensure compliance at all times with the Triathlon Ireland Safe Recruitment Policy:

<https://www.triathlonireland.com/Resources/Safeguarding/Safe-Recruitment-Policy.pdf>

### **Reporting Procedures**

Our Club is committed to ensuring that best safeguarding practice and procedures exist to protect Juniors and/or Vulnerable Adults and have adopted Triathlon Ireland reporting procedures to ensure all Club staff, relevant Volunteers and stakeholders have a clear understanding of the reporting procedures for any issues or incidents related to child welfare, poor practice or safeguarding in our Club.

We seek to ensure compliance at all times with the Triathlon Ireland Reporting Procedures:

<https://www.triathlonireland.com/Resources/Safeguarding/Reporting-Procedures.pdf>

### IMPORTANT NOTE – REPORTING CONCERNS

If you have a concern regarding the rights and safety of a Child or Vulnerable Adult in or around the Club, then please contact any of the following people as soon as possible and without delay:

- **Wesley Jordan** (Club Child Protection Officer / Designated Liaison Person)

**Mobile:** 086 213 8037

- **James Gallagher** (Club Deputy Designated Liaison Person)

**Mobile:** 086 023 8889

A person reporting can circumvent the Club and report directly to Triathlon Ireland:

- **Mandated Person and National Children's Officer - Niamh O'Gorman**

**Mobile:** 087 362 7106

**Email:** [safeguarding@triathlonireland.com](mailto:safeguarding@triathlonireland.com)

A person reporting can circumvent the Club and Triathlon Ireland and report directly to the statutory authorities but must also inform Triathlon Ireland as soon as possible.

If it is out of office hours and there is an immediate threat to a child, you should contact An Garda Siochana:

- In an emergency call 999/112.
- Freephone child sexual abuse reporting 24 hours a day 7 days a week: 1800 555 222.

### Overnight & Travel

Our Club does not currently arrange any overnight trips. If this changes, then we will contact Parents/Guardians in advance to set out how this would work.

We seek to ensure compliance at all times with the Triathlon Ireland Travel, Overnight Stays and Supervision Policy:

<https://triathlonireland.com/Resources/Safeguarding/Triathlon-Ireland-Travel-and-Supervision-Policy.pdf>



## **Photograph & Video Recording**

Our Club is committed to ensuring that Juniors and/or Vulnerable Adults are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere by seeking to ensure compliance with the Triathlon Ireland Photograph & Filming Recording Policy:

<https://www.triathlonireland.com/Resources/Safeguarding/Triathlon-Ireland-Photography-and-Filming-Guidelines.pdf>

This is not to prevent Parents/Guardians taking photographs of their children but to ensure that best practice is put in place wherever and whenever photographs and recorded images are taken and stored

## **Anti-Bullying**

Our Club has a zero tolerance approach to bullying.

We seek to ensure compliance at all times with the Triathlon Ireland Anti-Bullying Policy which shall be applied to all young People, Parents, Coaches, Volunteers and any others who help and assist with Club activities:

<https://www.triathlonireland.com/Resources/Safeguarding/Anti-Bullying-Policy.pdf>

It is the responsibility of everyone in our Club to put this Anti-Bullying Policy in place to help the Club to be a safe, enjoyable place for Juniors and/or Vulnerable Adults.

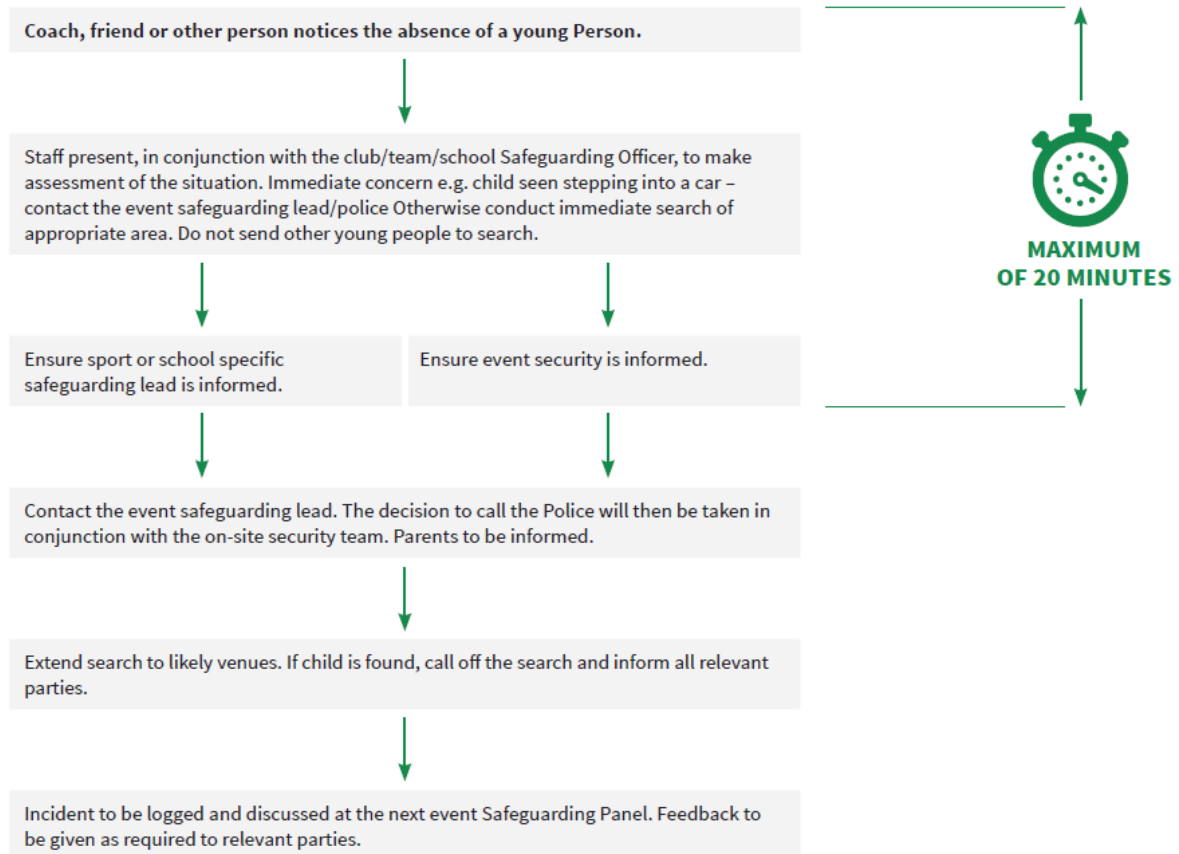


## IMPORTANT NOTE – MISSING CHILD

If a child goes missing during an event or session, our Club will apply the following procedure:

1. Ensure that all other children continue to be supervised appropriately while a search for the child concerned is carried out.
2. Organise the remaining available responsible adults to conduct a search of the surrounding area, allocating each individual to a specific area. Request all those searching report back within a short time, dependent on the size of the area being searched.
3. If the child cannot be found after a good search of the immediate surroundings, contact the child's parents to advise them of the concern and reassure them that everything is being done to locate the child.
4. Make a note of the circumstances in which the child has gone missing and where he/she was last seen and prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by An Garda Siochana.
5. Report the concern to An Garda Siochana if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is ongoing. There may well be access to photographs of all young people at the event and, if so, these can be used to help provide An Garda Siochana with a description should this be necessary.
6. Follow An Garda Siochana guidance if further action is recommended and maintain close contact with An Garda Siochana.
7. Report the incident to the designated safeguarding officer.
8. Ensure that you inform all adults involved including the parents, searchers and An Garda Siochana if at any stage the child is located.

## Missing Child – Process Flow Chart



## Training Safety

### **JUNIOR OPEN WATER AND OPEN ROAD SESSIONS CANNOT BE RUN WITHOUT A LEVEL 1 OR LEVEL 2 COACH.**

For all Junior Sessions, coached or uncoached, the following guidelines will be used:

#### **Safety**

A Coach/Leader/Activator will consider the environment/activity/support/numbers when working with Juniors.

#### **Safeguarding**

Any Coach/Leader/Activator working with athletes under the age of 18 on a regular basis, will be required to undertake the following prior to beginning this role:

- Garda Vetting - this is a legal requirement.
- Signed Code of conduct – Form 8 / Form 10.
- Attended Safeguarding 1 course.

#### **Consent**

A Junior Athlete Parental Consent Form (Form 11) must be completed for each Junior participant (under the age of 18) at the start of the year (signed by a Parent or Guardian) otherwise the Junior participant will not be allowed to participate in any Session.

Form 11 will include details regarding each Junior participant including name, emergency contact and specific health requirements or medical conditions of the participants. This information will be stored securely and appropriately by the Club ensuring confidentiality of information is maintained. Personal and medical information will only be disclosed to those who have a strict need-to-know and where it is in the best interest of the child.

In some cases, it may be necessary to talk directly with the participant and/or Parent/Guardian before a Session.

#### **Risk Assessment**

The Training Committee has arranged a risk assessment for the following venues/locations used for Junior Sessions:

- Roscommon Leisure Centre (Pool Swimming)
- LTC Club Rooms (General Training Sessions)
- Lanesboro Community College Race Track (Track Running)



The above Risk Assessments, which are reviewed and updated periodically (including following an incident), take into account the venue, different participant ages and ability levels, weather, first aid availability and equipment to be used. Risk Assessments allow the Junior Training Committee to consider and mitigate potential risks.

Each Session Activator will carry out a risk assessment of the relevant venue/location in advance of the Session commencing to identify any new risks that are not covered by the latest Risk Assessment for that venue/location. The Session Activator will record details of any new risks identified and action taken in the designated risk assessment section of the Junior Session Sign On Form.

### **Emergency Action Plan**

The Training Committee has created an Emergency Action Plan for the following venues/locations:

- Roscommon Leisure Centre (Pool Swimming)
- LTC Club Rooms (General Training Sessions)
- Lanesboro Community College Race Track (Track Running)

The above Emergency Action Plans are reviewed and updated periodically (including following an incident). Each Club session will have a designated lead (Coach or TRI Leader or Session Leader) who will take the lead in the event of an emergency and is noted on the Junior Session Sign On Form.

### **PLANNING A SESSION**

The following planning and safety information is applicable to all Junior Club Sessions including, track, pool, turbo, open road, open water coached and uncoached.

A junior club training session (**Junior Club Session**) is defined as being one that is open to a wide range of Junior Members and notified by Lanesboro Triathlon Club to Parents / Guardians.

The Junior Training Committee (or its nominee(s)) will ensure that there is a nominated person or group of people to take charge of organising the particular session (**Session Activator**). Where there is no Coach this may fall to the Junior Training Committee or its nominee(s).

The Session Activator does not have to be a Coach however, they can organise and lead the session but may not coach. They will send out pre-session information (in the form of Appendix A or as otherwise determined appropriate by the Junior Training Committee from time to time), including safety and logistical information, bring the sign-on sheet, hold emergency contact and medical information.

## Session Activator

*(In order of preference)*

1. Coach
2. Tri Leader
3. Junior Assistant (cannot lead)

The following roles need to be understood in the context of planning and running a session.

### Junior Assistant

- Adult who has completed 3 Safeguarding steps.
- Cannot lead a Junior Session but can assist Coach or Tri Leader.

### TRI Leader

- Can organise, facilitate and lead a Junior Session in an enclosed area using a session plan prepared by a Coach (**not open road or open water**).
- Can assist a Coach in other sessions.

### Level 1 Coach

- Can coach a Junior Session, including pool, run or cycle session in an enclosed area.
- Cannot take part in a session while coaching.
- Can provide a plan and outline what participants should do during an open water or open road session however they may not coach during the session, but they can accompany the group.

### Level 2 Coach

- Can plan and deliver Junior Sessions including open water and open road.
- Can coach during the session but not while taking part.

## Coaching / Supervision Ratios

It is the responsibility of the Session Coach / Leader to ensure that the group is adequately supervised.

The Coach / Participant ratio should be sufficient to enable meaningful help to be given to any participant who is having difficulties. Younger children, beginners and those with disabilities or special needs, for example, may require extra supervision.

The Club will seek to ensure a minimum of two responsible adults (with at least one person holding a valid coaching qualification at an appropriate level) are present at all times to ensure an adequate level of supervision. This is important for safeguarding reasons as one Coach is not alone with the Junior athlete and means that in an emergency one adult can stay with the group while the other can go for help or deal with the emergency.

The Club will maintain a clear and accurate record of everyone involved in the delivery of the Session. This will ensure the Coach is able to identify who attended a particular session should an issue be raised at a later date. A Coach will not take a dual role of coach and lifeguard and will not take part in the session if they are actually coaching.

Junior Sessions Supervision / Coaching Ratios				
Session Delivered	Junior Assistant (adult who has completed 3 safeguarding steps)	TRI Leader	Level 1	*Level 2
Pool Based Swimming Session (lifeguard present)	Not covered to lead, can assist 1:6	1:6	1:8	1:14
Open Water Swim Sessions (lifeguard and first aider present)	Not covered to lead, can assist 1:4	Not covered to lead, can assist 1:4	1:6 once Open water CPD completed	1:8
Cycling Enclosed area for example; park, turbo sessions (no traffic)	Not covered to lead, can assist 1:6	1:6	1:8	1:14
Cycling Open Road (age 16 by the 31st Dec)	Not covered to lead, can assist 1:4	1:4 Not covered to lead, can assist	1:6 once Open road CPD completed.	1:8
Running Enclosed area	Not covered to lead, can assist 1:6	1:6	1:8	1:14
Running open road	Not covered to lead, can assist 1:4	1:4 Not covered to lead, can assist	1:6	1:8

*\*These coaching ratios are guidelines and although a Level 2 Coach has the option to coach larger groups, the supervision ratios are mandatory for Juniors. Level 2 Coaches should be supported by Level 1 Coaches, TRI Leaders and Junior Assistants to achieve these ratios. Group sizes should be reflective of the experience and ability level of coaches, Tri Leaders and Junior Assistants.*



## JUNIOR COACHED SESSIONS

The Junior Training Committee will ensure that there is a Risk Assessment and Emergency Action Plan for each enclosed area used for running a Junior Session, where reasonably practicable.

*If a Member identifies a requirement for the Club to complete further Risk Assessments and Emergency Action Plans for particular areas then please contact the Junior Training Committee.*

### Swimming Pool Session

- **Age:** The minimum age for Swimming Pool Sessions is 8 years old. The Leader /Activator/Coach may need to adapt and tailor sessions depending on the group.

### Junior Open Water Session

- **Age:** The minimum age for Open Water Sessions is 8 years old, however not all 8 year olds will have the confidence or ability to begin open water sessions so Leader /Activator/Coach may need to adapt and tailor sessions depending on the group.
- **Pool Preparatory Session:** All Juniors (under 18's) should attend a minimum of 3 club pool sessions before participating in open water sessions. This is at the discretion of the Club/Coach who may feel an individual needs further pool sessions prior to progressing. These sessions should be used to assess ability level and practice and prepare for open water – the following Junior Swim Competency to be used as appropriate:

<https://www.triathlonireland.com/Get-Involved/Coaching/Junior-Swim-Competency.pdf>

### Junior Open Road Bike Session

- **Age:** 16 years old by the 31st of December.

### Junior Open Road Run Session

- **Age:** 16 years old by the 31st of December.

#### **SESSION RULES & COMMENTS**

- A Sign On Sheet will be provided by the Session Coach/Leader for Parents /Guardians to sign in before the Session starts.
- All participants must be current Junior Members of the Club and a Form 11 must have been completed for each Junior participant with any updated details of any medical conditions and emergency contact details (in the case of emergency) provided to the Session Coach/Leader.

- Participants must wear appropriate clothing and safety equipment (e.g. Hi-Viz, helmet) and follow instructions of Session Coach / Leader at all times.
- Session Coach/Leader has sole discretion in determining whether a participant is able to participate in the Session having regard to ability, safety and behaviour.
- The Parent/Guardian must be present throughout the Session.
- Session Coach/Leader will ensure that Junior participants are never out of sight during a Session.

#### All Swim Sessions

- A lifeguard will be present for all swim sessions (pool and open water). A first aider should also be present.
- Participants will be advised by the Session Coach/Leader where to enter and exit the water, what direction to swim, and any safety information relevant to the Session.
- All participants must be counted in and out of the water.
- Session Coach/Leader to outline safety protocol in case participants get into difficulty in or around the water.

#### Open Water Swimming

- Participants must wear a wetsuit, swimming goggles and floatation device at all Open Water Sessions – floatation device to be put on before entering the water. Juniors may be requested to wear the same colour swimming hat.
- There must be at least one Spotter on shore with Hi Viz, whistle and phone. Where possible, a second/replacement Spotter should be considered in the event that the original Spotter is called away unexpectedly.
- Juniors should swim parallel to the shore within their depth and should be able to see the shore at all times
- A safety kayak will be used at each session - **the ratio of safety craft to Junior participants is 1:10.**
- **Open Water temperature:** minimum of 11 Degrees Celsius.

#### Open Road Bike

- Route plan to be provided in advance.



- If a Junior gets injured or is unwell, then 2 people should stop with them. Either a Leader and another athlete or 2 Leaders. Consider the need for splitting the group according to ability level.
- A Support Car is encouraged, where possible.
- Leader/Activator will carry mobile phone.
- Group will be screened and those new to open road identified.
- Participants must wear **bike helmet, Hi-Viz and have water bottle, which are mandatory.**
- Bike safety checks must be completed by each participant prior to beginning. See:  
<https://www.triathlonireland.com/Get-Involved/Coaching/M-Check.pdf>
- Parent/Guardian must be present throughout the Session – as a fellow participant or in an accompanying vehicle (Support Car).
- [The **Sport Ireland Safesport app** allows parents to track the coach's phone so can see where the group is at any stage.]

### Open Road Run

- Route plan to be provided in advance.
- If a Junior gets injured or is unwell, then 2 people should stop with them. Either a Leader and another athlete or 2 Leaders. Consider the need for splitting the group according to ability level.
- Leader/Activator will carry mobile phone.
- A Support Car is encouraged, where possible.
- Group will be screened and those new to open road identified.
- Participants must wear **Hi-Viz and have water bottle, which are mandatory.**
- Parent/Guardian must be present throughout the Session – as a fellow participant or in an accompanying vehicle (Support Car).
- [The **Sport Ireland Safesport app** allows parents to track the coach's phone so can see where the group is at any stage.]



**UNCOACHED SESSIONS:** These can be led by a TRI Leader using a session plan from a Coach. Rules above will be applied in full as appropriate. Junior Open Water and Open Road Sessions cannot be run without a Level 1 or Level 2 Coach.



## **JUNIORS TRAINING IN ADULT SESSIONS**

Junior athletes may be permitted to take part in adult sessions if the following guidelines are observed:

- Coach/Leader: Anyone working regularly with Junior athletes must complete the applicable safeguarding steps.
- Either a Parent/Guardian or someone acting in locus parentis should attend Sessions and take responsibility for the Junior during and after the Session. This person should either take part (e.g. cycle) or be on the side lines.
- Form 11a (absent parental consent) should be submitted to the Club if the Parent/Guardian is giving responsibility to another adult for their child during the Session.
- The Training Co-ordinator for the Senior Club must approve (in advance) attendance/participation of the Junior athlete at a Senior Session. Such approval or otherwise will be at the sole discretion of the Training Co-ordinator for the Senior Club having regard to the age and ability of the Junior athlete and also whether the attendance and participation of the Junior athlete will or may have a negative effect on the session in terms of numbers and availability of spaces and equipment. Parents/Guardians must arrange to contact the Training Co-ordinator at least 24 hours in advance of the relevant session to confirm attendance and participation.

*Participation by Junior athletes in Senior training sessions is not encouraged by the Club; any such participation will be an exception rather than the norm.*

## Important Forms

- **PARENTAL CONSENT FORM 11**

To be completed in respect of all Junior participants before they are permitted to participate in a Session.

<https://www.triathlonireland.com/Resources/Safeguarding/Form-11.pdf>

- **ABSENT PARENT FORM 11a**

To be completed if the Parent/Guardian is giving responsibility to another adult for their child during the Session.

<https://triathlonireland.com/Resources/Safeguarding/Absent-Parental-Consent-Form-11a.pdf>

- **FORM 8 NEW COACH/LEADER INFORMATION & CODE OF CONDUCT**

For New Coaches/Leaders (6 months or less) in Triathlon Ireland or Triathlon Ireland Affiliated Club.

<https://triathlonireland.com/Get-Involved/Coaching/Form-8.pdf>

- **FORM 10 NEW COACH/LEADER INFORMATION & CODE OF CONDUCT**

For New Coaches/Leaders (6 months or more) in Triathlon Ireland or Triathlon Ireland Affiliated Club.

<https://triathlonireland.com/Get-Involved/Coaching/Form-10.pdf>