

City of Coventry Swimming Club

Members Handbook

www.coventry-swimming.org.uk

Charity Number: 1175684



Contents

Welcome to COCSC	<u>Page 3</u>
Contact Information	<u>Page 4</u>
Membership	<u>Page 5</u>
Fees	<u>Page 6</u>
Club Structure	<u>Page 8</u>
Club Website	<u>Page 9</u>
How to enter a competition	<u>Page 10</u>
Internal competition information	<u>Page 11</u>
External competition information	<u>Page 13</u>
Swimming Terminology	<u>Page 14</u>
Team Galas	<u>Page 15</u>
General Info	<u>Page 17</u>
Club code of conduct for swimmers	<u>Page 19</u>
Club code of conduct for parents	<u>Page 20</u>

Welcome Pack and Guide for New Members

Welcome to the City of Coventry Swimming Club! The club was formed in 1973 with the amalgamation of Coventry Swimming Club, Godiva Ladies and 3 Spires Swimming Club and has a very rich tradition. We were one of the first clubs in the country to employ a full-time coach and have had members compete at the Olympic Games in 2016, 2012, 2004, 2000, 1996, 1992, 1988 and 1976.

The club aims to offer an excellent swimming experience for every one of its members, right from learning to swim through to potentially making the Olympic Games. We hope that you enjoy your time with us – welcome aboard and swim fast!!!

This pack has some important information so please take time to have a read through.



Jo Deakins
Club Programme Manager
joanne.deakins@coventry-swimming.org.uk
07815 835526



Adam Ruckwood Head Coach
adam.ruckwood@coventry-swimming.org.uk
07887 772970

Contact Information

The club has four full-time members of staff, as well as the part-time coaching staff and a large group of volunteers. These volunteers are absolutely vital to the clubs continued success, so if you would like to get involved please don't hesitate to speak to one of the club officers.

All of the club officers and coaches are DBS (Disclosure and Barring Service) checked, while all the coaching staff hold professional coaching (ASA) qualifications. The club takes the welfare and safety of its members extremely seriously and so the clubs child protection policy is readily available on our website.

Listed below are some of club contact details and club personnel:

Head Coach	Adam Ruckwood - adam.ruckwood@coventry-swimming.org.uk
Club Programme Manager	Joanne Deakins - joanne.deakins@coventry-swimming.org.uk
Assistant Head Coach	Paul Wilson - paul.wilson@coventry-swimming.org.uk
Swim Coordinator	Jessica Jelley - jessica.jelley@coventry-swimming.org.uk
Assistant Coach	Sam Fairchild - sam.fairchild@coventry-swimming.org.uk
President	Ruth Jelley - ruth.jelley@coventry-swimming.org.uk
Chairman	Warren Offer - warren.offer@coventry-swimming.org.uk
Secretary	Ruth Jelley - ruth.jelley@coventry-swimming.org.uk
Treasurer	Hayley Ward - hayley.ward@coventry-swimming.org.uk
Membership Secretary	Pamela Offer - pamela.offer@coventry-swimming.org.uk
Club Welfare Officer	Lucy Minnett - welfareteam@coventry-swimming.org.uk
Competitions Entries	Julia Betteley - julia.betteley@coventry-swimming.org.uk
Competitions Entries	Avril Ementon - avril.ementon@coventry-swimming.org.uk
Education, Training and Development	Calie Smith - calie.smith@coventry-swimming.org.uk
Officials Organiser	Rob Hayselden - officials@coventry-swimming.org.uk
Fund-Raising	Jackie Fairchild - jackie.fairchild@coventry-swimming.org.uk

Parent Reps

Each coaching groups has its own parent rep who is on-hand to offer advice and pass on any tips or experience. These are listed below:

Senior Elite Pam Offer	Senior Performance Devlin Gibb
Senior Squad Jackie Fairchild	Junior Elite Nerys Underwood
Junior Performance Kathryn Smith	High Achievers Boys Nikki Symons
High Achievers Girls Nikki Symons	Blue Achievers Jackie Fairchild
Red Achievers Calie Smith	Reception Achievers 1 & 2 Natalie Mahoney
Junior/Senior Club Jackie Fairchild	Masters Julia Smith

It is possible to contact all the people above as well as any of the coaching staff via email as every officer, coach and parent rep has their own @coventry-swimming.org.uk address. Simply type their first name followed by dot, then their second name and then the @coventry-swimming.org.uk

Membership

The first thing you will need to do is to become a member of the club. This way you can enter competitions, receive emails and information from the club and the club can register you with the national governing body of the sport (Swim England).

Club membership runs from 1st January through to 31st December each year. New members will need to complete a membership form and pay membership fees at the time of. Until the form is received you will not be able to swim and payment for membership must be paid within one week of starting swimming. Until you are registered with Swim England you will not be covered by insurance and you will be unable to enter competitions.

Once the form is received you will receive a link to GoCardless. This is the company the club uses to collect the direct debit for monthly training fees as well as annual membership fees.

Swim England membership also runs from 1st January through to 31st December each year, but has three different categories. Category 1 is for swimmers who are not competitive i.e. don't race in competitions. Category 2 is for swimmers who are competitive and category 3 is for non-swimming members i.e. officials, coaches, volunteers etc. A table of the fees is below with a breakdown of where the fees go. All fees are paid to the club and we pass on the necessary amounts to the ASA etc along with your registration.

Swim England (SE) Fees

	ASA	Region	County	Total	Club	Total
Category 1	£9.20	£8.00	£0.00	£40.00	£17.70	£57.20
Category 2	£27.75	£8.00	£0.00	£35.75	£40.00	£75.75
Category 3	£5.50	£3.00	£0.00	£9.50	£7.00	£17.20

Swim England fees are payable all year round from 1st Jan of each year.

The club membership fees reduce as we go through the year, so if joining in these months the fees are:

Jan-June	£40.00
July-September	£20.00
October	£10.00
November	£5.00
December	FREE

Monthly Coaching Fees

October 2021 / 2022

Group	Fee
Senior Elite	£119.00
Senior Performance	£92.00
Senior Squad	£60.00
Junior Elite	£103.00
Junior Performance	£85.00
High Achievers Boys	£72.00
High Achievers Girls	£72.00
Blue Achievers	£49.00
Red Achievers	£49.00
Reception Achievers 1	£49.00
Reception Achievers 2	£38.00
Junior Club 1	£24.00
Junior Club 2+	£38.00
Masters 1	£33.00
Masters 2	£48.00
Masters 3+	£72.00

Fees are reviewed annually and subject to annual increase in October of each year
Payment is by Direct Debit only and can be set-up via the following link.

<https://pay.gocardless.com/AL0001ZH7Y2W69>

You can also request to receive the link by email by contacting the treasurer on
treasurer@coventry-swimming.org.uk

Payments will be taken on 1st of each month. Once you have set up the direct debit please email the treasurer confirming the name of the swimmer that the direct debit is for.

We use a third party provider called **GOCARDLESS** who are a well-established provider of direct debits. Your details will be securely held by the provider and are not viewable to anyone.

REMINDER : TRAINING FEES ARE PAYABLE 12 MONTHS OF THE YEAR AND REDUCTIONS ARE NOT PERMISSABLE FOR HOLIDAYS / TRAVEL ETC. OUR FEES ARE CALCULATED BASED ON OUR FULL YEAR OPERATING COSTS THEREFORE REDUCED RUNNING COSTS.

Family Discounts on Membership and Training Fees

The swimming club offer discounts in some areas where there are multiple members of the same family swimming with the club. Please see below for details.

Membership

- First two members will pay full price for the club membership
- Third and subsequent members of the same family will enable you to upgrade to a family membership package which is a fixed price for 3+ members of the same family. The membership prices change each year and are available on request but will be lower than 3 times the individual membership fee.

Training Fees

- If there are 3 or more members from the same family in the training scheme then you will qualify for the reduced fee for the members in the squads with the lowest monthly charge.
- The 2 swimmers in the squad with the highest monthly fee will pay full price.
- Third and subsequent members of the same family will be charged a flat rate of **£25** per month regardless of which squad they train within.

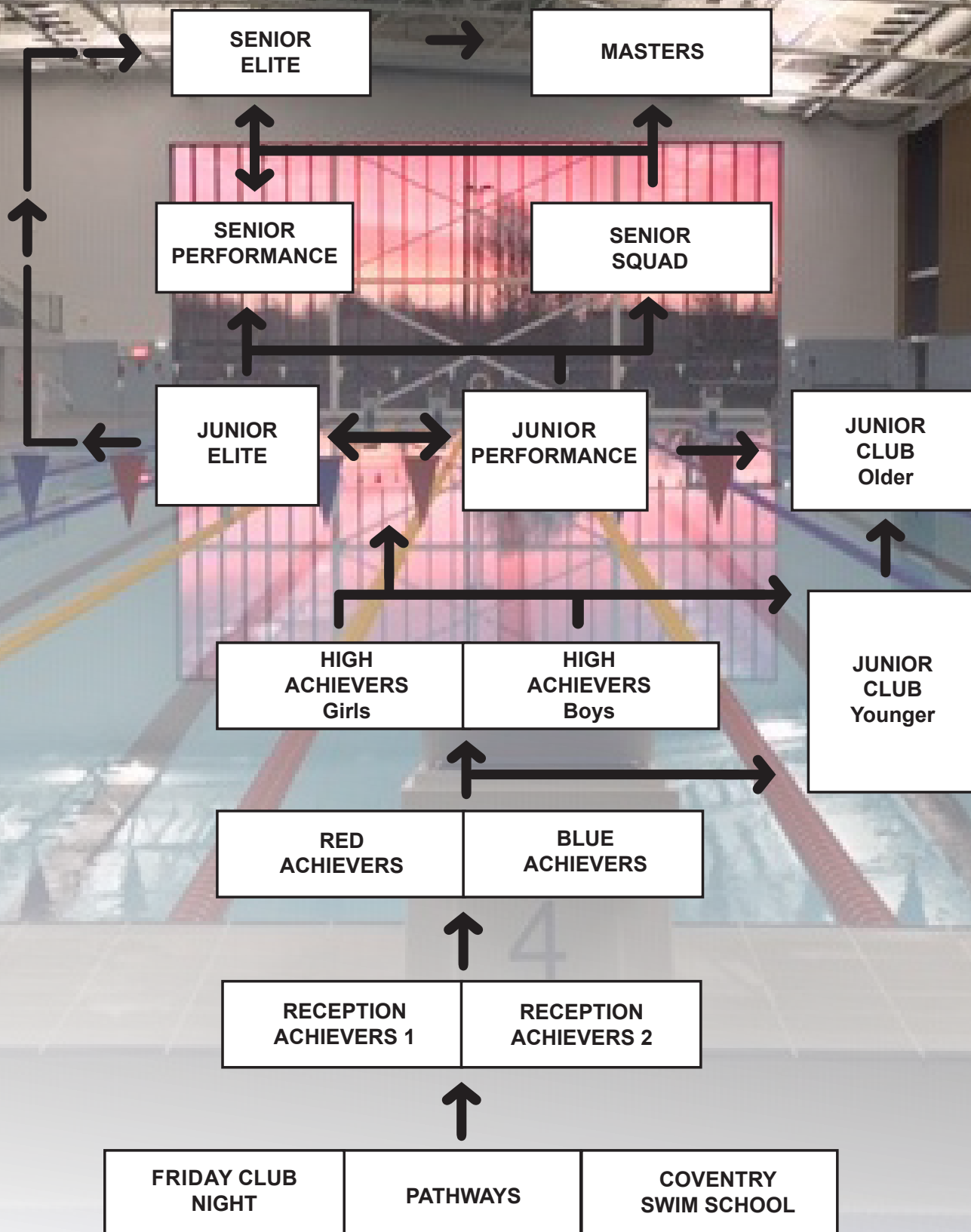
Conditions :

To qualify for this discount family members must all reside at the same address with the exception of university students who only swim when returning home.

In order for the discount to be applied you must apply to the treasurer on treasurer@coventry-swimming.org.uk so the discount can be verified and applied to your monthly fees. Discounts will not be backdated if not applied for.

***** Discounts do not apply to Junior Club or Pathways**

Coaching Group Structure and Staff



The Club Website

www.coventry-swimming.org.uk

The club website can be a little daunting to navigate at first, but the more you use it the easier it will become to use. You will be able to find most of the information you need across the top of the website in the drop down boxes.

Below is a picture of the home page of our website. All the information you need can be found in the title bars across the top of the page. Some of these are drop down boxes and some are just links to another part of the site.

There is a large amount of information on the site so please take some time to have a look through.

The screenshot shows the homepage of the City of Coventry Swimming Club website. At the top, there is a large banner with the text "Welcome to the CITY OF COVENTRY Swimming Club" and "Allan Higgs Centre, Allard Way, Coventry CV3 1HW". To the right of the banner is the club's logo, which features a stylized 'C' with "CITY OF COVENTRY" above it and "Swimming" below it. Below the banner is a navigation bar with links: "Gala Entry", "Results", "Club Kit", "Squads", "Swim Camps", "About Us", and "Member Centre".

Below the navigation bar, there are several sections:

- Tweets by @SwimCoventry:** A tweet from Coventry Swimming (@SwimCoventry) about a Channel Swim Relay event.
- Corona Virus Updates:** A section titled "Sprint Night Update by Paul Wilson on 07/9/2021 @ 09:55". It contains text about the first sprint night of the 2021-2022 season and updates on changes to the junior groups and reception/achievers groups.
- Member Centre Login:** A section for members to log in, with fields for Username and Password, and links for "Login", "Register / Reset Password", and "Members only".
- Amazon.co.uk:** A section showing product recommendations from Amazon, including "Cinderella", "Sweet Surrender", "Mugato, Gurnato", and "Summer School Chapter Four".
- Latest Updates:** A section with links to "TERMS AND CONDITIONS", "Para Swimming", "COVID-19 updates", and "Christmas Card Competition 2020".
- Sponsors:** A section featuring the logo for "Aquarius Interiors Ltd CURTAINS AND BLINDS".
- Competition Event Entries:** A section with links to "Meet Co Coventry Level 4 July 2021" and "Enter by 01-03-2022".

On the right side of the page, there is a vertical sidebar with a "Raise free funds for us every time you shop online" banner, a list of partner logos (Amazon.co.uk, Argos, eBay, John Lewis, Lidl, Debenhams, Booking.com, M&S, Next, Sainsbury's, Moolpig, Bolen, ASOS, JUST EAT, Viking, Screwfix), and a small image of a person swimming.

Members Centre

You will need to register with the members centre on the club's website. The members centre lists your ASA number, group and all competition entries that you have entered. When registering you need to make sure that the email address you use is the same email address you submit on your initial club membership form, or you will be unable to enter competitions. The password you create here will be the same password you will use to enter galas and open meets.

Select either the **'Member Centre'** button at the top of the page or from the log in section on the lower right hand side. Go to **'Register'**, complete the required fields and then click **'Register'**. Remember to keep a note of your password.

Gala Entry

This will be the part of the website you use most frequently when you become a competitive swimmer. All gala and Open Meet entries will be done from here:

Enter times against swims you would like to do. If entering an event for the first time, or a swim your child has never done before, then enter 05.00.00. Press **'Submit'**.

(Please note the 05.00.00 entry time is only for internal club galas and can't be used for entry to external competitions). -

Double check the details on the summary page - Proceed to payment menu

*Please note all payments must be made at time of entering as unpaid entries will not be processed and your child may not be able to compete.

**You can find your child's licenced ranked times with Swim England at <https://www.swimmingresults.org/individualbest/>



Internal Competitions

Sprint Night

This is usually held on the first Friday of each month, when this is not possible, the dates are on the club's competition calendar. There is no Sprint Night during August as people are often away on holiday. The swimmers in the reception achievers and Blue/Red achiever groups will swim a 25m of each stroke during their 7.15-8.30pm session. Coaches will be on hand to guide them with a small warm up beforehand and swim down after they have completed their races. The High Achievers groups will swim a 50m on each stroke and a 25m freestyle during their 6-7.15pm session. Again coaches will arrange a small warm up and swim down for the swimmers before and after they have raced. For Sprint Night you do not need to 'enter' the competition via our website as they would for most other competitions. It runs regardless and swimmers simply join in on the night. The sprint night is aimed at swimmers from Reception 2, Reception 1 and Blue/Red Achievers and the two High Achievers groups.

You can find Sprint Night results on the club website – select 'Results' from the title bar, then click on 'Sprint Night Results'. You can then select your child's surname or click on the date from the list. Sprint nights are important because:

- a) The times are posted on the website and you can easily see how your child is progressing over time
- b) The club will use the times posted from Sprint Night to choose which swimmers will represent the team for a lot of club competitions e.g. league galas.
- c) It is a good opportunity for the swimmers to get used to a 'race' environment with an official starter and starting signal.
- d) Our coaching staff watch the races and make notes of any faults or disqualifications. These faults are then reported back to that particular swimmers group coach, who can work on correcting those faults with the swimmer.

There are Swim England speed awards available at the Sprint Nights and the swimmers work hard to gain these awards. There are Gold, Silver and Bronze awards in all four strokes – these times are listed below:

	Bronze		Silver		Gold	
	25m	50m	25m	50m	25m	50m
Butterfly	23.20	52.40	20.30	45.70	18.50	41.50
Backstroke	24.70	54.50	21.70	47.50	19.60	43.00
Breaststroke	27.20	1.00.40	23.80	52.70	21.70	48.00
Freestyle	21.00	47.00	18.30	41.00	16.70	37.20

Badges and Certificate are available to order on the 'Sprint Night/Time Trials' page on the clubs website.

Time Trials

Between 3 and 4 times annually and posted on the club's competition calendar, swimmers will take part in some set time trials. The High Achievers and Junior Performance groups will do this on a Saturday, with the Reception and Blue/Red Achiever groups doing these on a Sunday. The events swum are determined by the coaches to aid the swimmers development and give them the opportunity to try some events they may not have done in the past. These are very useful for coaches to ascertain the progress of the swimmers when considering onward movement to a higher group, or to provide times to potentially enter other competitions.

Club Championships

You can be any age to enter this gala and it is held in December at Alan Higgs Centre. It is advertised on the website in late October/early November with a small charge to this event. There is guidance for each group as to what race they should enter on the club website as well information on what to do if you have no time for that event.

Development Galas

These are Internal Galas where all the children from Reception 2, Reception 1, Blue/ Red Achievers and High Achievers Boys & Girls are expected to enter. They take place at The Alan Higgs Centre and are held three times per year. These again are updated on the club competition calendar.

You have to enter your child for the Development Gala via the Gala Entry part of the club website. There is guidance on the website as to how to do this, but if you are unsure of anything speak to your group coach.

When entering for the first time enter a time of 05.00.00, then you can swim with children of the same ability until your child posts an official time.

Here you can enter the child's surname and find their times for either short course 25m (development gala) or long course 50m (time trials/club championships). There is a small entry fee for this Gala.

External Competitions / Galas

For external galas and competitions, swimmers have to be 9 years of age to compete. Some league galas allow swimmers to race at 8 years of age as long as they are 9 but a certain date. There are also some restrictions on the events 9 year olds can swim but these vary so check the details of competitions before entering.

You will hear people refer to 'long course' and 'short course'. This is the length of the pools – 50m pools are 'long course' and 25m pools are 'short course'. 50m is the length of pool used at the very highest level i.e. Olympic Games, Commonwealth Games, World Championships etc. We are very fortunate here in Coventry to have access to a 50m pool as there are only around 30 in the whole of the country.

Open Meets

These are competitions organised by a particular club and are open to anyone to enter. These are split into 4 levels:

Level 4 – mainly internal competitions run a club open only to its own members i.e. club championships

Level 3 – aimed at swimmers around club, county and regional level standard

Level 2 – aimed at swimmers of county, regional and some national standard (only held in short course pools)

Level 1 – aimed at swimmers of regional, national and international standard

For Level 3, 2 and 1 there are entry time restrictions to ensure the correct standard of swimmer enters that particular meet. For example there will be Upper Limits on a Level 3 meet so swimmers who are too quick can't enter, while for Level 1 meets there might be Lower Limit times so swimmers who haven't reached a certain time yet aren't able to enter. Please check these details before entering a particular meet.

City of Coventry Swimming Club run a number of Open Meets each year and swimmers are strongly encouraged to enter. Parents are also asked to volunteer a little of their time to help at these meets as they raise much needed funds for the club, as well as offering a great development opportunity for the swimmers.

The club runs the following meets:

John Hughes Regional Qualifier (Level 3, two day meet run late March/ early April)

Graham Sykes Open Meet (Level 3 meet run over a weekend in early July)

September Sprints Meet (Level 3 meet run on a Saturday in September with only 50m races)

Winter Open Meet (Level 2 meet run over a weekend in December)

For all Open Meets swimmers can enter through the club website.

Certain competitions will have a different policy for deciding a swimmers age – some will go with age on the day of the race, while some (**including all championships such as County, Regional, National and International**) will go with age as at **31st December**. It is important to check which policy the competition uses, that you are entering.

Swimming

Terms and Jargon

For those of you that are new to swimming you will probably encounter a lot of terms, phrases and sayings that are alien. Listed below are some of the more common ones and an explanation of what they are.

Personal Best (PB) – A swimmers personal best time for a given event.

Long Course (LC) – Events/races/competitions held in a 50m pool. This is the length of pool used for Olympic Games.

Short Course (SC) - Events/races/competitions held in a 25m pool.

Individual Medley (IM) – The competitor swims all four strokes in one race. The order of the IM is Butterfly, Backstroke, Breaststroke, then Freestyle.

Medley Relay –

Four swimmers each swim one of the 4 strokes. The order of the medley relay is Backstroke, Breaststroke, Butterfly, then Freestyle.

Cannon/Squadron Relay –

Usually the last race of a team gala and usually a freestyle relay consisting of 6 or 8 swimmers. In some league galas this can be 2 swimmers from 4 different age bands e.g. 2 x 9 year olds, 2 x 10 year olds, 2 x 11 year olds and 2 x 12 year olds, with 1 swimmer being male and female from each age band.

Lower Qualification Time (LQT) – The slowest entry time for a particular event that the organisers of that gala will consider. (Same concept for UQT – Upper Qualification Time).

DQ'd or Disq – Abbreviation of disqualified often found on results sheets and time cards.

Entry Time – The time submitted by the club for a swimmer being entered in a gala. If entries are made well in advance, the entry time may not be the swimmers current PB.

Form Stroke – One of the three strokes having specific requirements i.e. Butterfly, Backstroke and Breaststroke.

Heat Declared Winner (HDW) – When no final is swum in an event and the winner is declared from the times swum in the heats.

Licensed Meets – These are the only meets from which you can qualify for County, Regional and National Competitions. See the section on licensed meets for more information.

Team Galas

The club enter a number of competitions that are team based. When a swimmer is selected for a team you will receive an email around 4-5 weeks before the competition informing you of the selection. We ask that you send back via email your availability ASAP, as if you are unable to race then a replacement will need to be found and selected. Team selections are also posted on the club noticeboard which is located at the entrance to the changing rooms at the Alan Higgs Centre.

The team galas the club are involved with are listed below:

Junior League

Junior League The club enters 2 junior leagues – the Nuneaton Junior League and Arena Junior League. The dates of these different leagues are on the club's competition calendar and are for swimmers of 9-12 years of age.

Mercian League

This competition is for ages 11 to Open and runs in April, May and June. The age is decided by the swimmers age on the date of the last round in late June. This league is only for swimmers who do not have a Regional Qualifying standard (Regional is West Midlands level), so any swimmer with a qualifying time for the West Midlands Championships is not allowed to race in this league.

National Arena League

This is a nation-wide competition which the club enter 'A' and 'B' teams in and is for swimmers of 11 years to Open. The age decider is 31st December. There are 3 initial rounds in October, November and December against other teams from the West Midlands. At the final round in December the Top 2 teams from the West Midlands league go through to the National Finals in April.

On the club website there is a competition calendar with all the competitions (internal, league, open meets, championships etc) that the club will attend, along with the age/level of swimmers it is aimed at. If you have any queries please speak to your group coach who can explain, give advice, recommend events to enter etc.

Diving Awards

Before a swimmer can dive into the pool at Galas, they have to undergo the Diving Award Session. The diving awards are usually ran by Anita Ryder (Coach of Reception Achievers 1) and are held frequently throughout the year.

The dates for these will be published on the blog on the website and emailed out to members nearer the time.

Devon Tour

This is an annual trip organised by the club that is now into its 28th year. It is for swimmers aged 10-12 years (age as at 31st December) and is held during the first week of the summer holidays. The trip is usually 5-6 days long (typically Sunday to Friday) and includes many fun activities during the day and a number of galas against local teams in Devon during the evenings. It is highly recommended!!

The selection criteria for this trip can be found on the club website – go to 'Squads' from the title bar, then click on 'Devon'. There is an availability form at the bottom of this page which also must be filled in and returned.

Group Movements

Swimmers are moved between groups based on a number of factors:

- **Age**
- **Competition performance**
- **Skill and technique levels**
- **Training attendance**

Movements are done 3 times a year for the majority of the groups within the club, usually in September, December and April. Swimmers from Reception 1 and 2 may be moved sooner on the coaches' recommendation.

When swimmers are moved between groups you will receive an email detailing which group you will be moving to, the dates the move will commence from, details of training times, monthly fees etc.

Coventry Swim School Lessons

Please note once a swimmer leaves the lessons and moves into the competitive squads, they stop going to the Coventry Swim School lessons.

Holidays and Absences

If you know you are going to miss sessions or be away, then please email your group coach and let them know. For illnesses please also email the coach just so they can make a note of the reason for the absence.

Equipment

There are a number of pieces of kit that you will need for training and competition. These include trunks/costumes, goggles, hats, kick-board, pull-buoy and drinks bottles. A mess bag is also handy to carry this lot around! Paddles, fins, snorkels, heart-rate monitors etc are not needed straight away by the youngest swimmers – check with your group coach who will be able to let you know when these specialized bits of kit are needed.

www.swimpath.co.uk

www.allensswimwear.co.uk

www.proswimwear.co.uk

www.decathlon.co.uk

Swimmers who choose to wear a hat must wear a **Coventry 'C'** hat. These can be purchased by contacting Calie Smith at calie.smith@coventry-swimming.org.uk

For club kit there is a link on the club website – click on '**Club Shop**' from the title bar and follow the links to creating an account with **GFORCE**, the club suppliers.

Equipment cont.

Remember that all children have different body shapes and sizes are not always universal between companies - a size 26 Speedo costume may not be the same cut as a size 26 Arena costume etc. It's always best to try them on first if possible.

There are three types of costumes:

Short costumes (F)/Trunks (M) which are designed for training. They are also often called 'endurance' and these tend to last a bit longer and be more resistant to the chlorine.

Short costumes (F)/Jammers (M) which are high quality, have a low water resistance and are designed for competition. These tend to be more expensive and are to be used only in competition and not in training. *Please note they do also make male Jammers in the 'endurance' fabric. Jammers are for males and go down to just above the knee.

Long costumes (also called knee-suits) are competition costumes for girls and vary in price from about £20 to £300. In the early stages of your competitive swimming, we would advise not to pay a large amount of money for a knee-suit as perfectly good ones can be bought relatively cheaply. The more expensive suits are for as swimmers progress in ability and the standard of competition they race in increases.

Goggles

As with costumes everyone has different face types/sizes and so your choice of goggles will come down to personal preference. You might need to try a few before finding the pair that fits your face. This can sometimes prove quite hard and the most expensive goggles are not necessarily the best for you. Goggles can fall off when the swimmers dive in if they are not the correct size or don't fit well for your child – something that is no fun when it happens.

For more information speak to the coach or parent rep of your group who will be happy to give you some more advice.

Volunteering

The club relies heavily on the goodwill of a large number of volunteers to do a wide range of jobs to help the club. These range from being treasurer and secretary, to training to be an official, to simply helping out making drinks at one of our many open meets or galas.

If you could spare some time and would like to help please contact the parent rep for your child's group.

calie.smith@coventry-swimming.org.uk

or

jackie.fairchild@coventry-swimming.org.uk

Code of Conduct – Swimmers

1. Treat all members of the club with due respect including, fellow swimmers, coaches & officials.
2. Treat all competitors and representatives from competing clubs with due respect.
3. The use of inappropriate or abusive language, bullying, harassment, discrimination or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.

Training

1. Arrive in good time to stretch, 15 - 20 minutes before start time.
2. Have all your equipment with you, i.e. paddles; kick boards, hats, goggles etc.
3. Use the lavatory before training begins and always in form the coach if you need to leave the pool during training.
4. Listen to what your coach is telling you.
5. Always swim to the wall as you do in a race, and practice turns as instructed.
6. Do not stop and stand in the lane, you may get injured.
7. Do not pull on the ropes as this may injure other swimmers.
8. Do not skip lengths or sets you are only cheating yourself.
9. Think about what you are doing during training.

Competition

1. You must swim events and galas that the Chief Coach has entered/selected you for unless agreed otherwise by prior agreement with the relevant club official.
2. At Open Meets, check when you should post your cards and be sure to post them on time.
3. Warm-up before the event. Prepare yourself for the race.
4. Warm up properly by swimming, not playing or stopping in the lane. Turning practice should have taken place during your normal training sessions.
5. Be part of the team. Stay with the team on poolside. If you leave for any reason you must tell the Coach and Team Manager where you are going.
6. Listen for your race to be announced. Go to the marshalling area in time and report in. Take your hat and goggles with you.
7. Support your team mates. Everyone likes to be supported.
8. You must wear club uniform and hats when representing the club.
9. Swim down after the race, if possible. Do not use this time to play.
10. After your race report to the coach, not your parents. Receive feedback on your race and splits.

Signed:

Date:

Code of Conduct – Parents

1. Complete and return the Health and Consent form as requested by the club and detail any health concerns relevant to the child on the consent form. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions and ensure the club has up to date contact details for you and any alternative person.
2. Deliver and collect the child punctually to and from coaching sessions/swim meets. Please inform a member of the committee or coaching staff if there is an unavoidable problem. If the club changes your child's lane and changing times, please remember the change is to provide appropriate levels of training and enable your child to progress and should be facilitated and encouraged at all times.
3. Ensure your child is properly and adequately attired for the training session/events including all required equipment, i.e. hats, goggles etc.
4. Inform the coach/WO before a session if your child is to be collected early from a coaching session/meet and if so by whom.
5. Encourage their child to obey rules and teach them that they can only do their best.
6. Behave responsibly as a spectator at training/meets and treat swimmers, coaches, committee members and parents of yours and other clubs with due respect meeting the ASA commitment to equality, diversity and inclusion.
7. Ensure they do not use inappropriate language within the club environment.
8. Show appreciation and support your child and all the team members.
9. Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the club coach/nutritionist.
10. Support the club coach and committee appropriately and raise any concerns you have in an appropriate manner. Details of the club Welfare Officer can be found on the club website.
11. Do not enter poolside unless requested to do so or in an emergency. If you wish to have a discussion with the coach check with the club Welfare Officer how this can be arranged.
12. Most of all help your child enjoy the sport and achieve to the best of their ability.

The club will undertake to:

1. Inform you at once if your child is ill and ensure their wellbeing until you are able to collect him/her.
2. Ensure good child protection guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised/taught/coached and consent is obtained for any activity outside of that previously agreed.

The parent has a right to:

1. Make a complaint to the club if they feel the club or a member of the club is not acting appropriate to ASA/club laws and rules. Details of how to do this can be obtained from the club Welfare Officer.
2. Make a complaint on behalf of their child to the ASA.

Any misdemeanours and breach of this code of conduct will be dealt with by the club.

Signed:

Date:



City of Coventry Swimming Club
The Alan Higgs Centre
Allard Way, Coventry
CV3 1HW

www.coventry-swimming.org.uk