



Members Handbook



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. There are some forms at the back that will need to be filled in and returned to the club – these can be passed to either the coach your child is working with, to the club desk at Friday night Club Night, or one of the club officers.

A handwritten signature in black ink, reading 'J. Deakins'.

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

A handwritten signature in black ink, reading 'Adam Ruckwood'.

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

Contact Information



The club has three 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 Coach	Paul Wilson - paul.wilson@coventry-swimming.org.uk
President	Ruth Jelley – ruth.jelley@coventry-swimming.org.uk
Chairman	Liz Sykes – liz.sykes@coventry-swimming.org.uk
Secretary	Ruth Jelley – ruth.jelley@coventry-swimming.org.uk
Treasurer	Hayley Ward – hayley.ward@coventry-swimming.org.uk
Club Welfare Officer	Claire Smith – claire.smith@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	Avril Ementon – avril.ementon@coventry-swimming.org.uk
Fund-Raising	Jackie Fairchild – jackie.fairchild@coventry-swimming.org.uk
Club Office	02476 252579 (please note this is not manned 24/7)

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 Mark Vicary	Senior Performance Jackie Fairchild
Senior Squad Jackie Fairchild	Junior Elite Rachel Mander
Junior Performance Pamela Offer	High Achievers 1 Nerys Underwood
High Achievers 2 Linda Comny	High Achievers 3 Nikki Symons
Red Achievers TBC	Blue Achievers TBC
	Reception Achievers 1 & 2 Jackie Fairchild

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 (the ASA - Amateur Swimming Association).

Club membership runs from 1st January through to 31st December each year. New members will need to pay their membership fees at the time of joining – this payment is to be brought back along with the club membership form. Until this form and the membership fee are received, you are not officially a member and as such not covered by insurance and unable to enter competitions.

Fees can be paid by cash, cheque (made payable to 'City of Coventry Swimming Club'), or by bank transfer. If you use a bank transfer please put your surname in the reference box so the treasurer knows what the money is for. The clubs account details are on the following page.

ASA 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.

ASA Fees – 2018

	ASA	Region	County	Total	Club	Total
Category 1	£9.10	£7.00	£1.00	£17.10	£38.00	£53.90
Category 2	£26.40	£7.00	£1.00	£34.40	£38.00	£72.40
Category 3	£5.20	£5.00	£1.00	£11.20	£8.00	£18.20

ASA fees are payable all year round from 1st Jan 2018.

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

Jan-March	£38.00
April-June	£31.00
July-September	£24.00
October	£17.00
November	£10.00
December	FREE

Monthly Coaching Fees and Payments

Group	Fee
Senior Elite	£102.50
Senior Performance	£81.50
Senior Squad	£60.00
Junior Elite	£87.50
Junior Performance	£62.00
High Achievers 1	£60.00
High Achievers 2	£60.50
High Achievers 3	£58.00
Coloured Achievers	£44.00
Reception Achievers 1	£37.00
Reception Achievers 2	£31.00
Junior Club 1	£19.50
Junior Club 2	£31.00
Masters 1	£31.00
Masters 2	£55.00
Masters Focus	£65.00
Triathletes	£31.00

Information to set up a standing order to pay coaching fees

Bank account details: **Barclays Coventry**
 Sort code: **20-23-55**
 Account: **50287997 City of Coventry Swimming Club**

Payment date: To be received into club account by 12th of the month

Payment reference: Please use "fees/name of swimmer" or similar

Duration of payment Fees are payable in 12 monthly instalments regardless of holidays.
 In January the yearly club membership and ASA membership will be due each year.
 Please therefore set up your fees payment all year.



Coaching Group Structure and Staff

SENIOR ELITE Adam Ruckwood	SENIOR PERFORMANCE Matt Bruce	SENIOR SQUAD Rodney Smith
JUNIOR ELITE Paul Wilson	JUNIOR PERFORMANCE Joe Evans	JUNIOR CLUB MASTERS Dave Moreton
HIGH ACHIEVERS 1 Paul Wilson	HIGH ACHIEVERS 2 Jessica Ford	HIGH ACHIEVERS 3 Rihon Scullion
RED ACHIEVERS Ben Ryder	BLUE ACHIEVERS Ben Jelley	
	RECEPTION ACHIEVERS 1 Anita Ryder	
	RECEPTION ACHIEVERS 2 Sam Fairchild	
	PATHWAYS CLUB NIGHT LTS COVENTRY SWIM SCHOOL	

Club Squad

Training Timetable

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM sessions open to listed groups, unless agreed with group coach	XXX	SE, SP = 5.00-7.00am AR JE = 5.00-7.00am (50) RM Distance Masters 5.00-7.00am DM	SE = 5.00-7.00am AR Masters 5.00-7.00am (50) DM	JE, JP, SS = 5.00-7.00 (50) RM & JE Distance Masters 5.00-7.00am DM	SE = 5.00-7.00am AR SP = 5.15-7.00am (50) MB	SE = 5.00-7.00 AR Masters = 5.00-7.00am (50) DM	XXX
Senior Elite	XXX	4.00-6.00pm (50) AR Land-work 6.00-6.45pm AR	5.00-7.00pm (Uni) AR	4.00-6.00pm (50) RM	4.00-6.00pm (25) AR Land-work 6.00-6.45pm MB	4.00-6.00pm (25) AR	6.00-8.00am (50) AR & PW Land-work 8.00-9.15am AR
Junior Elite	XXX	6.00-8.00pm (50) RM 5.15-6.00pm Land-work RM	4.30-6.30pm (25) RM	6.00-8.00pm (50) RM	6.00-7.30pm (25) RM 5.15-6.00PM land work	4.00-6.00pm (25) RM	6.00-8.00am (50) RM Land-work 8.00 – 9.00am RM
Senior Performance	6.00 -7.30pm (50) Land-work 5.00-5.45pm MB	8.00-9.30pm swim (50) MB Land-work 7.00-7.45pm MB	6.45-8.30pm (50) MB	4.00-6.00pm (50) RM Land-work 6.15-7.00pm MB	8.00-9.30pm (25) MB Land-work 7.00-7.45pm MB	4.00-6.00pm (25)	XXX
Senior Squad	6.00 -7.30pm (50) RS Land work 5.00-5.45pm RS	8.00-9.30pm swim (50) RS Land-work 7.00-7.45pm RS	XXX	5.00-7.00am (50) RM	6.45-8.30pm (CC) RS	4.00-6.00pm (25) RS	XXX
Junior Performance	4.15 -6.00pm (50) JE Land-work 6.15-7.00pm JE	6.45-8.30pm (CC) JE	6.45-8.30pm (CC) JE	XXX	7.30-9.00pm (25) JE Land-work 7.00-7.30pm JE	7.00-8.15pm (25) JE	XXX
High Achievers 1	4.30-6.00pm (50) PW Land-work 3.30-4.15pm PW	XXX	6.45-8.30pm (50) PW	6.45-8.30pm (CC) PW land work 6.15-6.45 PW	6.45-8.30 (CC) PW land work 6.15-6.45pm PW	7.00-8.15pm (25) PW	8.00-10.00am (50) PW
High Achievers 2	4.30-6.00pm (50) JF Land-work 6.15-7.00pm JF	XXX	6.45-8.30pm (CC) JF	6.45-8.30pm (CC) JF Land work 6.15-6.45pm JF	6.00-7.30pm (LH) JF	7.00-8.15pm (25) JF	8.00-10.00am (50) JF
High Achievers 3	4.30-6.00pm (50) JS Land-work 3.30-4.15pm RSc	XXX	6.00-7.30pm (LH) RSc	6.45-8.30pm (CC) RSc	XXX	7.00-8.15pm (25) RSc	8.00-10.00am (50) JF/PW
Blue Achievers	3.00-4.30pm (50) BJ	6.00-7.00 (LH) BJ	XXX	6.00-7.00 (LH) BJ	XXX	6.00-7.00pm (25) BJ	XXX
Red Achievers	3.00-4.30pm (50) BR	6.30-7.30pm (FX) BR	XXX	6.30-7.30pm (FX) BR	XXX	6.00-7.00pm (25) BR	XXX
Reception Achievers 1	3.00-4.15pm (50) AR	7-8.15pm (LH) AR	XXX	6.30-7.30pm (FX) BR	XXX	6.00-7.00pm (25) PW & SF	XXX
Reception Achievers 2	3.00-4.15pm (50) SF	XXX	6.30-7.30pm (Fx) SF	7.00-8.00pm (BL) SF	XXX	XXX	XXX
Masters	6.00-7.30pm (50) DM	XXX	8.30-9.30 pm (50) Session left on board	6.00-7.30pm speed & 7.30-8.30pm (Uni) DM	XXX	7.00-8.30pm (Uni) DM or cover coach	XXX
Junior Club 1 (Younger)	XXX	6.45-7.45pm (CC) EH	7.30-8.30pm (LH) RSc	7.00-8.00pm (LH) BJ	XXX	XXX	XXX
Junior Club 2 (Older)	XXX	7.45-8.45pm (CC) EH	8.30-9.30 pm (50) Josh F	6.00-7.00pm (BL) Josh F/SF	XXX	XXX	XXX

Uni = University of Warwick

25 = Short Course Coventry Sports Centre

50 = Long Course Coventry Sports Centre

MB = Matt Bruce

PW = Paul Wilson

BJ = Ben Jelley

SF = Sam Fairchild

RS = Rodney Smith

BL = Bablake School

CC = Caludon Castle

AR = Adam Ruckwood

JE = Joe Evans

JF = Jess Ford

BR = Ben Ryder

Josh F = Joshua Fairchild

Fx = Foxford School

LH = Lyng Hall School

RM = Rikki Morris

DM = Dave Moreton (Jelly)

RSc = Rihon Scullion

AR = Anita Ryder

EH = Eve Hodson

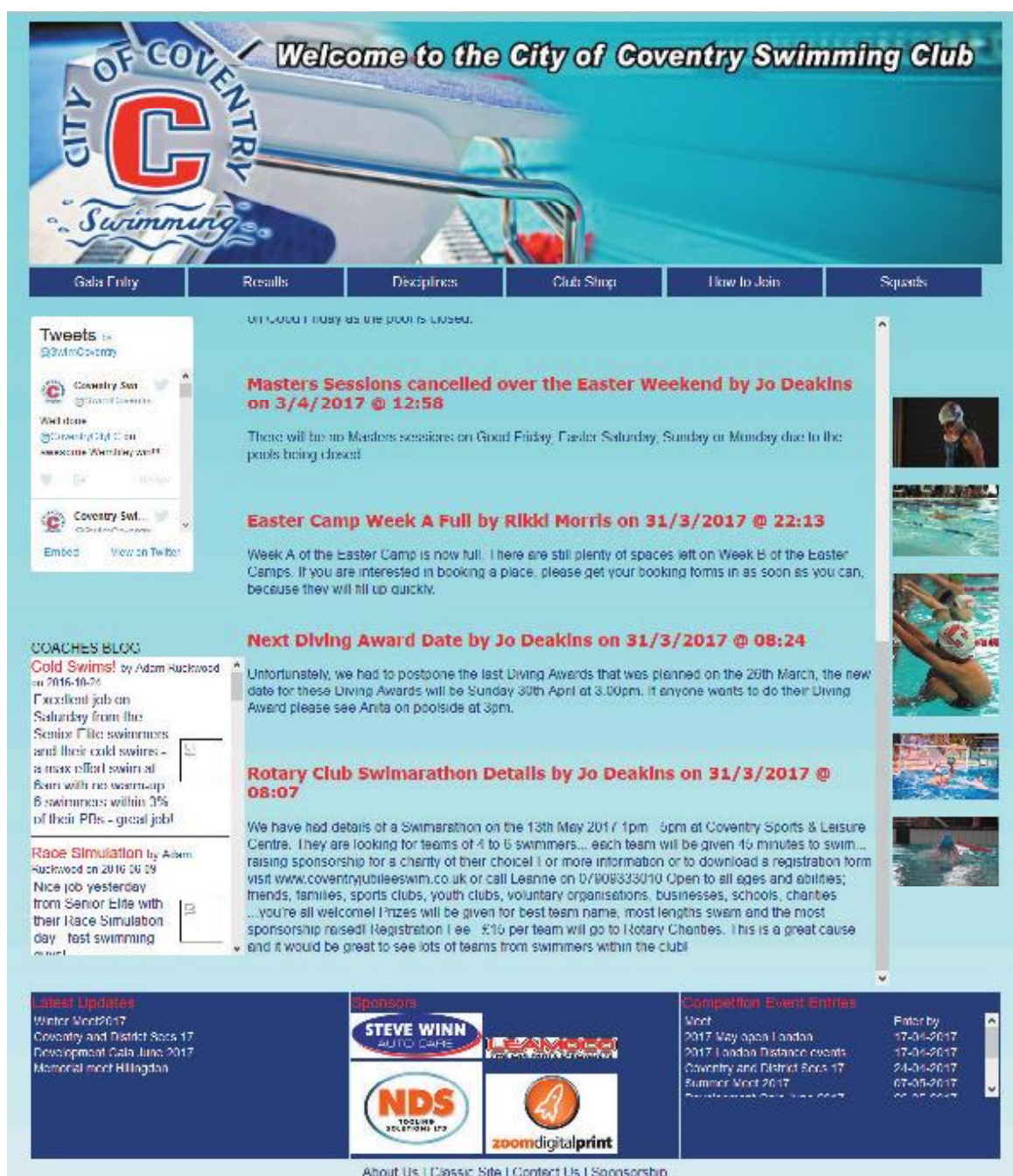
The Club Website

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 is a banner with the club's logo and the text "Welcome to the City of Coventry Swimming Club". Below the banner is a navigation bar with links: "Gala Entry", "Results", "Disciplines", "Club Shop", "How to Join", and "Squads".

On the left side, there is a "Tweets" section showing recent tweets from @CoventrySwim. Below this is a "COACHES BLOG" section with two entries: "Cold Swims!" and "Race Simulation".

The main content area features several announcements:

- Masters Sessions cancelled over the Easter Weekend by Jo Deakins on 3/4/2017 @ 12:58**: A notice stating that Masters sessions are cancelled on Good Friday, Easter Saturday, Sunday, and Monday due to the pools being closed.
- Easter Camp Week A Full by Rikki Morris on 31/3/2017 @ 22:13**: A notice stating that Week A of the Easter Camp is now full, but there are still plenty of spaces left on Week B.
- Next Diving Award Date by Jo Deakins on 31/3/2017 @ 08:24**: A notice stating that the last Diving Awards were postponed from 26th March to Sunday 30th April at 3.00pm.
- Rotary Club Swimarathon Details by Jo Deakins on 31/3/2017 @ 08:07**: A notice detailing a swimathon on the 13th May 2017, where teams of 4-6 swimmers will be given 45 minutes to swim and raise sponsorship for a charity of their choice.

On the right side, there is a vertical strip of images showing swimmers in action.

At the bottom, there are three sections: "Latest Updates" (listing recent events like Winter Meet 2017), "Sponsors" (featuring logos for Steve Winn Auto Care, NDS, and Zoom Digital Print), and "Competition Event Entries" (listing upcoming events like 2017 May open London and 2017 London Distance events).

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 'Disciplines' from the title bar on the website, then click on 'Members Centre'. 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:

- Select 'Gala Entry' from the title bar
- Choose Gala from the list
- Choose 'Online Entry CoCSC Member'
- Select your child's name from the drop-down box
- Enter Password
- 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 5.00.00. Press 'Submit'. (Please note the 5.00.00 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.



Internal Competitions



Sprint Night

This is usually held on the first Friday of each month 6-7pm. We do not hold a sprint night in August or September as people are often away on holiday.

The children swim 3-4 races of 28metres each. Butterfly is optional for the first time that you enter sprint night and for Reception Achievers 2 swimmers.

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/Green/Red Achievers. Swimmers from the three High Achiever groups are also strongly encouraged to come early, do the sprint night, then carry on with their normal session.

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 ASA 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
Backstroke	26.00	23.20	20.90
Breaststroke	28.40	25.40	23.30
Front Crawl	23.10	20.50	18.10
Butterfly	26.10	23.30	21.30

Awards can be collected from the Club Night desk for a small fee and include a badge and certificate.

Time Trials

Four times a year (November, January, March and May) on a Sunday afternoon the swimmers will do some time trials. These take place in the 50m pool and the events change throughout the year. 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 and stamina 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 Coventry Sports Centre. It is advertised on the website in late October/early November and entry to this gala is free. 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/Green/Red Achievers and High Achievers 1/2/3 are expected to enter. They take place at Warwick University in the 25m pool there and are held three times per year in February, June and October on Sunday afternoons.

The development galas are very important for the swimmers development as the results (along with some other criteria – attendance, skill development etc) are used by the coaching staff to decide if your child is ready to move to a higher training group. They are also the first experience your child may get to be in a proper gala, with start lists, competition officials and disqualifications.

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.

If your child has competed in Time trials or Development Galas, you can find their registered time on the club ranking section of the website. Select 'Squads' from the title bar, then click on 'Club Ranking'.

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).

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:

January Open Meet (Level 3, one day meet run on a Saturday)

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)

November Open Meet (Level 3 meet run over a weekend in late November)

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

Certain competitions will have a different policy for deciding a swimmer's 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 Coventry Sports Centre.

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

Junior League

The club enters 2 junior leagues – the Nuneaton Junior League and Leicester Junior League. These leagues run in April, May and June of each year (with a final for the Nuneaton League in September) and are for swimmers of 9-12 years of age. We enter our 'A' team in the Nuneaton League and our 'B' team in the Leicester League. The age decider here is done by the swimmers age on day of the final round, so September for Nuneaton League and June for Leicester League.

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.

Visit the club website and go to 'Squads' on the title bar and click on 'Diving Awards' to see a list of upcoming dates.

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

Swimmer 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 April, July and December. 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.



Parents Meetings

The club hold a number of meetings each year to welcome parents of new members to the club. These meetings are advertised on the club website so look out for them. The meetings are informal and give you an overview of the club and how things work.

Club Night Lessons

Please note once a swimmer leaves the lessons and moves into the competitive squads, they stop going to the Club Night 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. Listed below are some retailers who sell this kit:

www.mailsports.co.uk

www.swimshop.co.uk

www.allensswimwear.co.uk

www.proswimwear.co.uk

www.decathlon.co.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.

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:

