

# SPENBOROUGH SWIMMING CLUB

## HANDBOOK



## Welcome to Spenborough Swimming Club

Congratulations on choosing to join **Spenborough Swimming Club** - a family friendly club with a place for everyone. We have first class qualified teachers and coaches and a competitive and successful swimming squad.

The information in this pack should provide you with all you need to maximise your experience as a member.

**Spenborough Swimming Club** aims to encourage participation and enjoyment in the sport of swimming by promoting the teaching and coaching of competitive aquatic sports for children.

We are open 50 weeks of the year and only close for two weeks in August & when the pool is closed over Christmas.

The club is proud to be recognised by our governing body and we have achieved the Swim Mark accreditation which ensures your swimmer receives quality coaching in a safe environment. All our swimming coaches are volunteers with professional qualifications and are led by our Head Coach Mark Wood.

We encourage our athletes to take part in competitions at club, local, county and regional level.

**Spenborough Swimming Club** relies on its volunteer workforce and parents are encouraged to help with all club activities.

We hope you have an enjoyable time in our club, make many new friends and maximise the opportunities available.

## Joining the club

The first thing to do is to formally join the swimming club. After your first three trial swims you will need to return the membership forms along with the signed codes of conduct.

Club Membership Form	<p>This sets out details of the current club fees and asks you to complete details for the swimmer joining the club.</p> <p>When you join the club, you also need to become an affiliated member of our governing body, Swim England. This fee ensures that your swimmer is insured against accidents whilst training or representing the club at galas. We encourage all children over the age of 9 to become a <b>Club Compete</b> member with Swim England as this enables the swimmer to compete in galas licensed by Swim England.</p>
Medical Declaration	<p>This is to ensure we are aware of any medical conditions or medication that your swimmer has.</p>
Photography Consent	<p>Sometimes photographs are taken at galas or videos are used as a training aid. Photos may also be taken for the website or our Social Media channels but not without consent.</p>
Codes of Conduct	<p>The Codes of Conduct support Swimming England Wavepower guidelines.</p>

You need to complete all the forms provided and return these to the Membership Secretary, along with the fees/cheque (made payable to **Spenborough Swimming Club**). It is important that you do this as soon as possible so that you can formally become a member of the swimming club.

**PLEASE INFORM US IMMEDIATELY OF ANY CHANGES TO MEDICAL CONDITIONS, ADDRESSES, EMAIL or CONTACT PHONE NUMBERS.**

## Fees and cost to swim

Annual membership fees are payable to both **Spenborough Swimming Club** and to our governing body, Swim England, from January 1<sup>st</sup> and must be paid by the latest 28<sup>th</sup> February.

Each time a swimmer attends a session please register your attendance and pay the fee to swim.

Annual membership fees and swim session costs for the following year are agreed at the AGM held in December. Whilst we endeavour to keep costs down these fees may be subject to change.

## How Spenborough Swimming Club is run

**Spenborough Swimming Club** depends on a dedicated group of volunteers who give up their time to run the club.

The committee undertakes the administration of the Club, including membership, galas, swimmer welfare and liaison with Swim England.

Details of all the committee members are displayed on the club notice board at the pool and the club website should you need to speak to them. Our AGM is held on the first Monday of December and encourage all parents to attend.

We ask all parents to be involved in the running of the club and if you feel that you are able to contribute, regardless of any experience, please speak to one of the committee.

There are also a number of opportunities during the year to become a qualified official such as Timekeeper, Judge or Referee. If this is something that interests you, again speak to one of the committee.

## **Club sessions**

The club training sessions are at Spenborough swimming pool.

### **Attendance expectations:**

Sessions are allocated on request; it is expected that a reasonable level of attendance is maintained to retain places.

We currently swim:

Tuesday 7pm – 8pm

Tuesday 8pm – 9pm

Thursday 7.30pm – 8.30pm

Sunday 8am – 9am

Sunday 9am – 10am

When joining the club an assessment will be necessary which determines which Tuesday session to attend.

**ALL** swimmers should wear **Spenborough Swimming Club** hats when representing the club and a hat during training sessions.

### **Punctuality:**

All swimmers must arrive promptly for sessions. Swimmers should look to be changed and on poolside 5 minutes before the start of their session. Swimmers should be ready to swim when they appear on poolside (not still putting hats on etc). It is disruptive to other swimmers if people join a session late and coaches may refuse to let a swimmer join a session if they arrive late.

### **If a swimmer needs to leave a session early:**

If a swimmer knows that they need to leave a training session early then they should inform the coach before starting the training session.

### **If a swimmer feels unwell during a session:**

If a swimmer feels unwell during a training session then they should speak to the coach who may decide, in conjunction with the swimmer, they should sit out of the training session. It is important that swimmers under the age of 16 stay at the pool until they can be collected. Please ensure your emergency numbers are up to date and will be answered.

### **Behaviour in the changing rooms:**

All club swimmers are expected to behave in a responsible manner in the changing rooms as there may be members of the public in the changing rooms at the same time. The conduct and behaviour of your child remains your responsibility at all times. Please refer to the Swimmers Code of Conduct.

### **Lane allocation:**

The Coaches will allocate swimmers appropriate lanes and will have discretion over the groupings and movement between lanes.

Lane groups are currently reviewed regularly, whilst personal bests and swimming speed are taken into consideration the coaches look at the swimmers as a whole based on the criteria below:

**Attitude to swimming** – the swimmer is expected to want to be there, be keen to learn and try their best. To listen to the coaches' instructions and to self-motivate.

**Discipline** – Swimmers must show they have self-discipline in the lanes and adhere to the club codes of conduct regarding behaviour in the pool, in the changing rooms and at galas.

**Strong Work Ethic** – Swimmers must be self-motivated and work hard in the sets not missing/skipping blocks of work or disrupting others training.

**Attendance** – regular attendance at training sessions and gala competitions.

**Times** – Swimmers times across all strokes are considered.

**Space** – Swimmers are moved when there is space and from time to time can be put in different lanes.

## **Equipment /Kit**

All swimmers must wear a hat, goggles and a one piece swimming costume, other equipment such as Kick board, Pull buoy and fins should be purchased by all swimmers training in 1 hour or longer sessions.

We have branded kit available such t-shirts, hats and hoodies as well as other swimming equipment. If you would like to buy any club kit please speak to a member of the committee at the pool.

## **Swimmer Welfare**

**Spensorough Swimming Club** has a dedicated Welfare Officer.

You can contact our Welfare Officer in complete confidence via phone on 07415275080 or by email to [spensoroughscwelfare@outlook.com](mailto:spensoroughscwelfare@outlook.com)

The Club adheres to Wavepower 2020 - 2023, which recognises that safeguarding children and young people should be an integral part of all club activities and create a culture that provides a safe, happy and fun environment in which children and young people can learn to swimming and develop to a level appropriate for their ability.

Here is a link to Wavepower 2020 - 2023, Swim Englands Child Safeguarding Policy and Procedures for Clubs.

[Wavepower 2020-23 | Child safeguarding for Swim England clubs \(swimming.org\)](#)

## **Parents / Coaches Responsibility**

The conduct and behaviour of your swimmer always remains your responsibility. The club or coaches can only be responsible for swimmers during their training session and not before or after this time. The club is not responsible for your child away from the poolside. This includes the changing rooms, other areas of the building and outside any swimming pool used by the club. Any breaches of the Club Code of Conducts and continued unacceptable behaviours will be recorded and may result in further action being taken.

## Accidents

All accidents must be recorded in the Club accident book at galas and the Spenborough Pool accident book when at Spenborough Pool and reported to the Welfare Officer.

## Competitions

**Spenborough Swimming Club** is a competitive swimming club and we encourage all swimmers to compete in the galas. Our swimmers compete at various galas which suit all abilities. Most swimmers will swim at Open meets that are organised by several other clubs throughout the year at different venues. Including the Spenborough SC Bonfire Bash held in November which we encourage all of our Club Compete swimmers to attend.

### Why enter a gala?

- ❖ To see how much progress you have made
- ❖ To put your training into practice
- ❖ To improve your Personal Best Times
- ❖ To achieve qualifying times for other galas
- ❖ To compete
- ❖ To learn from watching better swimmers
- ❖ To represent **Spenborough Swimming Club** and be part of a team
- ❖ To meet new people and have fun

### Types of Gala

Galas may be Long Course (in a 50m pool) or Short Course (25m pool) and at a variety of levels.

- ❖ **Club Championships** – all members of the Club can compete and all are automatically entered. These provide an ideal opportunity for swimmers to achieve times in different events.



- ❖ **Kirklees and District gala** - a good entry level gala where all members aged 9 and over can enter and these are held on various dates throughout the year.
- ❖ **Swim Leagues** – members are selected to swim for the club at a team event.
- ❖ **Open/Graded meets (A,B,C)** - these galas have an upper limit on entry times for each event which keeps the all swimmers at a similar level. At the gala, if a swimmer exceeds the upper limit they receive a “Speeding Ticket” certificate rather than a medal. The gold medal is won by the fastest swimmer under the upper limit.
- ❖ **Open Meets** - these galas have minimum entry times but no upper limit. Examples include Yorkshire, North East Regional (NER) and National championships.

### **Entering a gala**

**Spenborough Swimming Club** has a gala calendar with galas chosen by the Head Coaches/Gala Secretary to meet the needs of all swimmers. This is always available on the notice board. The meets are usually open to competitors of all age groups although some may be specific to swimmers of certain age and abilities.

Gala details will be emailed out and put on the notice board advising swimmers of upcoming galas with entry forms and a deadline. The deadline needs to be adhered to and we always suggest you get any entries in earlier than the closing date because often a gala will fill up quickly. Payment for the galas must be handed in with the entry form to the Gala Secretary.

### **How to enter a gala**

When a gala is available to enter an email will be sent out to all eligible swimmers. Attached will be details of the gala conditions and entry criteria along with a club entry form.

The form will ask the swimmer to list their current Personal Best (PB) for the races they wish to enter. If no PB is held indicate No Time (NT) on the entry form. Once the form is completed return the form to the Gala Secretary, an invoice will be sent for online payment once our entries have been accepted. Before the meet takes place swimmers will be sent further details and a reminder of what to bring and arrangements.

At galas the club will arrange for one of our Coaches and/or trained Team Manager to be poolside with swimmers for the duration of all meets. Parents are asked to ensure swimmers are poolside in good time, at least 15 minutes before the opening warm-up start time. Once a swimmer is poolside they should report to the Coach/Team Manager. If a swimmer needs to leave poolside for any reason (i.e, toilet) they must inform the Coach/Team Manager before doing so. Swimmers must not wander off to visit family or friends.

### **What to bring to a gala?**

It is essential that you attend each gala with the necessities (food, drink and swimming equipment) for the day.

Here are some of the items you will need

- ❖ Drinks and snack/food to keep you hydrated and fed
- ❖ More than one towel
- ❖ Club Kit – t-shirt for poolside
- ❖ More than one set of hat and goggles
- ❖ Suitable footwear to wear on poolside

Swimmers are required to sit with the team on the poolside area.

Swimmers should ensure they listen to their Coach who will advise them when/how to warm up and when to go to marshalling for their races. Immediately after swimming their race the swimmer should speak to their Coach for feedback and then swim down. Parental advice should be supportive and encouraging NOT technical.

**Spensorough Swimming Club** encourages a strong supportive ethos amongst its swimmers at galas and swimmers are expected to support their team mates until the last **Spensorough Swimming Club** competitor has swum. If there are extenuating circumstances and a swimmer needs to leave a gala early they are asked to discuss this with their coach.

### **Safeguarding at competitions**

Whilst a swimmer is poolside the Coach and Team Manager will ensure that ASA safeguarding guidelines are adhered to. For this purpose poolside is defined as the area immediately surrounding the pool. Parents/carers are asked to make sure they are happy with the safeguarding of their child in the changing facilities and other areas of the pool building. Any swimmer under the age of 16 will need a parent/carer in the building at all times. All adults poolside must have a poolside pass to indicate they are allowed poolside and have the necessary training and DBS checks. Parents/carers are therefore not allowed on poolside. If, in exceptional situations, the Coach/Team Manager feels it is in the best interest of a swimmer that a parent is needed, they will arrange to get a message to the parent and meet them with the swimmer in an agreed area.

**Spensorborough Swimming Club** sees all swimmers attending open meets as ambassadors of the club, who will take part in the spirit of fair competition and promote a positive image of the club at all times.

Good Luck in all your competitions.

### **Fundraising and Sponsorship**

This is your opportunity to help the Club.

Can you provide raffle prizes? Does your company want to advertise in our home gala programmes? Are you able to sponsor the club or know someone who might be able to help?

Fundraising is essential if we are to keep the cost to members down. Your help in supporting these events is greatly appreciated. We will ask you to get involved in fundraising that we do. If you have any fundraising/sponsorship ideas please speak to one of the committee.

### **Social**

The club holds many social events for swimmers and their families throughout the year such as a Christmas Party and a Presentation Night where swimmers are rewarded for their achievements. The club expects every swimmer to be at the Presentation Night to collect their awards.

### The Club Constitution

**Spenborough Swimming Club** has a constitution and is worth reading as this sets out your rights as a member of the swimming club. The **Spenborough Swimming Club** constitution is based on a general constitution provided by Swim England.

All **Spenborough Swimming Club** documents are on the website but if you need to get hold of a copy please contact the Club Secretary and they will be able to provide you with an electronic copy of the document.

### **How to contact the Swimming Club**

If you need any information, speak to the relevant committee member.

You can email the club using the address [mlb.ssc@gmail.com](mailto:mlb.ssc@gmail.com) or [coaches@spenboroughswimmingclub.org.uk](mailto:coaches@spenboroughswimmingclub.org.uk)

Information is posted on our website as well as Facebook, our website can be found at [www.spenboroughswimmingclub.org](http://www.spenboroughswimmingclub.org)

### Codes of Conduct

The swimming club has codes of conduct that all swimmers, parents, coaches and volunteers are asked to adhere to. You are expected to sign when you join to show that you have read the code and will adhere to the code at all times.

The swimmer code sets out the standards of behaviour expected from all club swimmers on the poolside, in the changing rooms and when attending galas.

## Swimmer Code of Conduct

### General behaviour

- ❖ Treat all members of and persons associated with the ASA with due dignity and respect.
- ❖ Treat everyone equally and never discriminate against another person associated with the ASA on any grounds including that of age, sexual orientation, ethnic origin or nationality.
- ❖ The use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.
- ❖ Display a high standard of behaviour at all times. Always report any poor behaviour by others to an appropriate club officer.
- ❖ Recognise and celebrate the good performance and success of fellow club and team members.
- ❖ Respect the privacy of others, especially in the changing facilities.

### Swimming training

- ❖ Treat your coach and fellow swimmers with respect.
- ❖ Make your coach aware if you have difficulties in attending training sessions as laid down for your club.
- ❖ Arrive in good time on poolside before the training session starts to complete poolside warm up as directed by your coach.
- ❖ If you arrive late report to your coach before entering the pool.
- ❖ Ensure you have all your equipment with you, i.e. paddles; kick boards, hats, goggles etc.
- ❖ If you need to leave the pool for any reason during training inform your coach before doing so.
- ❖ Listen to what your coach is telling you at all times and obey instructions given.

- ❖ Always swimming to the wall as you do in a race, and practice turns as instructed.
- ❖ Do not stop and stand in the lane, or obstruct others from completing their training.
- ❖ Do not pull on the ropes as this may injure other swimmers.
- ❖ Do not skip lengths or sets - you are only cheating yourself.
- ❖ Think about what you are doing during training and if you have any problems discuss them with your coach at an appropriate time.
- ❖ If you have any problems with the behaviour of fellow club members report them at the time to an appropriate adult.

### **Competition**

- ❖ At competitions whether they be open meets, national events or club galas always behave in a manner that shows respect to both your club coach, officers and team mates and the members of all competing clubs.
- ❖ You will be required to attend events and galas that the Head Coach has entered / selected you for unless previously agreed otherwise with the relevant club official and coach.
- ❖ You must wear appropriate swim wear, tracksuits, T shirts/shorts and hats as laid down by the club.
- ❖ Report to your club coach and / or Team manager on arrival on poolside.
- ❖ Warm-up before the event as directed by the coach in charge on that day and ensure you fully prepare yourself for the race.
- ❖ Be Part of the Team. Stay with the Team on poolside. If you have to leave poolside for any reason inform and in some cases get the consent of the Team manager / coach before doing so.
- ❖ After your race report to your coach for feedback.
- ❖ Support your team mates. Everyone likes to be supported and they will be supporting you.
- ❖ Swimming down after the race, if possible, again as advised by your coach. Your behaviour in the swimming down facility must be appropriate and respectful to other users at all times.

- ❖ Never leave an event until either the gala is complete or you have the explicit agreement of the club coach or team manager.

## Parent Code of Conduct

- ❖ Complete and return the Medical Information Form as requested by the club and detail any health conditions/concerns relevant to your child on the consent form. Any changes in the state of your child's health should be reported to the coach prior to coaching sessions or events. Ensure the club has up to date contact details for you and any alternative person(s).
- ❖ Deliver and collect your child punctually to and from coaching sessions/swimming 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/or training 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.
- ❖ Ensure your child is properly and adequately attired for the training session/events including all required equipment, i.e. hats, goggles etc.
- ❖ Inform the Coach before a session if your child is to be collected early from a coaching session/meet and if so by whom.
- ❖ Encourage your child to obey rules and teach them that they can only do their best.
- ❖ Behave responsibly as a spectator at training/meets and treat swimmers, coaches, committee members and parents of **Spensorough Swimming Club** and other clubs with due respect meeting the ASA commitment to equality and diversity.
- ❖ Ensure you do not use inappropriate language within the club environment.
- ❖ Show appreciation and support your child and all the team members.
- ❖ Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the club coach.

- ❖ 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 notice board and website.
- ❖ 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 coach when would be convenient.
- ❖ Most of all help your child enjoy the sport and achieve to the best of their ability.
- ❖ The club will undertake to:
  - ❖ Inform you at once if your child is ill and ensure their wellbeing until you are able to collect him / her.
  - ❖ Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
  - ❖ 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:
  - ❖ Make a complaint to the club if they feel the club or a member of the club is not acting appropriate to ASA / club rules and regulations. Details of how to do this can be obtained from the club Welfare Officer.
  - ❖ Make a complaint on behalf of their child to the ASA Office of Judicial Administration.

## Finally

We hope you all enjoy a long and successful time with **Spensorough Swimming Club**. We were all new to the club at one point and as much in the dark and we hope this handbook gives you some guidance about how the club runs but should you have anything you are unsure about please ask.

Thank you and once again, welcome to **Spensorough Swimming Club**