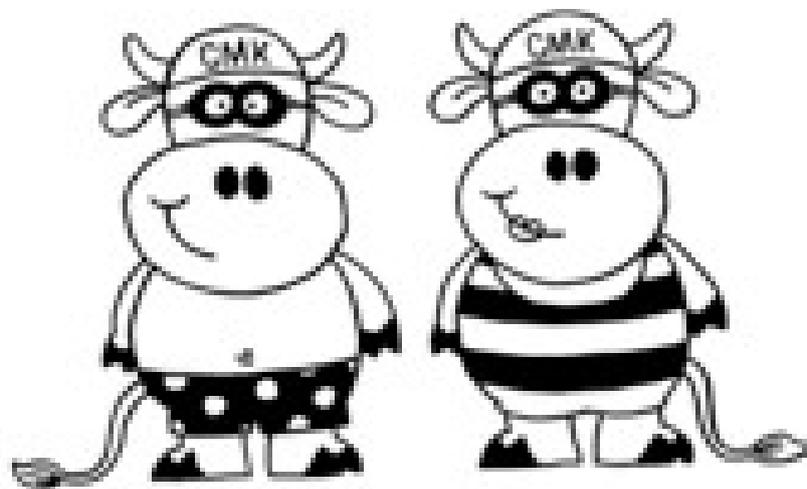


CMK Handbook



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[City of Milton Keynes Swimming Club.](#)

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1 INTRODUCTION

City of Milton Keynes Swim Club is the premier club in the Milton Keynes area. CMKSC has ASA Swim 21 status at Skill Development & Competitive Development. We are able to provide a well organised, structured swimming program, where swimmers can progress from 'Learn to Swim' classes to International standards. Both the Head Coach and Assistant Coach are ASA qualified and experienced in coaching National swimmers.

The program focuses on the need for a flexible organisational framework within which the needs and aspirations of competitive swimmers within Milton Keynes can be better identified and realised. The Head Coach, in conjunction with the other Swimming Coaches will identify and develop swimming talent, provide information and guidance to parents and ensure that appropriate avenues are opened up to maximise the swimming potential of all swimmers.

Contact: **Head Coach: Greg Buck**
 Phone: 07535 692973
 Email: gregbuckcmk@yahoo.co.uk
 Web Site: www.cmksc.com

2 THE PROGRAM

CMKSC want to achieve excellence in individual and team performances, at County, Regional, National and International level. We will therefore attempt to:

- Cater for the varying needs, skills and interests of swimmers;
- Provide for the long-term development of individuals and the Club;
- Improve the overall development of swimming in Milton Keynes.

CMKSC seek to extend opportunities for development through a progressive, closely monitored program. We offer a program that has the necessary wet/dry back-up facilities and operates within all four levels of swim21 and the ASA's Club Development Model.

Integrated swimming program; we offer participants an integrated swimming program with the following:

- Appropriate coaching and competitive opportunities for all
- Coaching expertise throughout the whole ability range
- Progression from 'Learn to Swim' to National Standard
- An in-built development and talent identification program
- Strength in depth in all age groups
- Facilities – including excellent pool-time
- Promotion of the sport to a greater extent in the area
- Liaison with Schools and Swim Schools in the area.

2.1 Equipment

We are currently able to offer:-

- Video facilities for analysis of swimming performance
- Medicine ball program for individual and group work
- Weight training equipment for individual and group work
- Core Stability including working with Swiss Balls
- Use of a computer for recording training and monitoring performance, which is essential to progressive training.
- Access to gym facility specifically aimed at U16s.

3 CLUB MEMBERSHIP

The Annual Membership Subscription is due for renewal in January and has to be paid BY 17th February each year. The subscription is determined at the Club's Annual General Meeting, which takes place in July. The cost of membership includes a per capita levy payable to the Amateur Swimming Association, for registration with the ASA. The fee also includes a levy to the South East region.

3.1 ASA Membership

All swimmers, coaches, teachers, officials and poolside helpers are required to be a member of CMKSC and pay the appropriate fee to the ASA.

There are three different types of ASA membership:

3.2 Category 1:

Swimmers who do not compete in any open competition

3.3 Category 2:

Swimmers who compete in open competition

3.4 Category 3:

Club administrators, coaches, teachers, helpers, honorary members and any other non-swimming club members

3.5 Club Membership

There are two different types of Club membership:

Full - for the competitive swimmer (this applies to all ages not just over 9 years) All swimmers have to have ASA membership , and pay regional fees this is included in their club membership.

Associate - for parents, gives insurance to be on poolside at galas etc. Please note: If your child is under 18 years of age it is a requirement of CMKSC that at least one parent becomes a member of the club. (For full details see Appendix 1.)

3.6 Training fees

Training/squad fees are payable to City of Milton Keynes Swim Club on a monthly basis and are due on the first working day of each month by Direct Debit. Forms with the club's details are available from your squad manager, the help desks on Sunday at Stantonbury the vice-treasurer.

The direct debit form should be completed and submitted to your bank for them to action. Standing Order is the preferred method of payment but alternatively payment can be made by cheque, which should be given to the membership secretary, your squad manager or the help desk on a Sunday afternoon at Stantonbury Pool in time for the 1st working day of the month.

The current squad fees are in Appendix 1.

If you have multiple children who swim we offer a discount for the second and subsequent children against the lowest fee for all squads excluding the Academy. The club also offers training time for older swimmers who only wish to train occasionally (i.e. during university holidays). The exact training times are to be agreed with the Head Coach but the cost for this is £3.50 per session. The level of monthly training fees is calculated for twelve equal monthly payments. If circumstances arise making it difficult for squad fees to be paid, please contact the treasurer immediately.

In the event of a prolonged absence from training, the swimmer or parent should advise the Head Coach in writing of the position. It is not sufficient to verbally advise a Coach or a Club Official.

If fees are outstanding for longer than one calendar month, the vice treasurer will send a letter to the parent advising they have 15 days to settle any arrears. If no payment is received in that time, the club reserves the right to withdraw facilities, including membership of a squad from the swimmer.

If training fees fall into arrears, or go unpaid, the club reserves the right to withdraw facilities, including membership of a squad from the swimmer.

3.7 Resignation

In the event of a member leaving the Club, notice of resignation must be given in writing to the Head Coach. The notice period is 1 calendar month for which full fees will be payable.

3.8 Rules & Conduct

See Appendix 2 for Rules of Conduct for Swimmers, Coaching Staff and Volunteers and Parents. These can also be found on the club website.

3.9 Squads

Within these levels there are 6 swim squads ranging from Academy to Performance. The definitions for these squads are

3.9.1 Academy (LTS to Development)

Swimmers who wish to join the academy must be in a current learn to swim program. The academy is additional to their LTS lessons. Swimmers need to be in stage 6 and above to be invited into the academy.

The aims of the group are:

- To develop all four strokes including starts and turns.
- The academy will provide an introduction to the competition environment.

3.9.2 Mini Stars (Development Group)

Swimmers are typically invited to train with this squad by fulfilling the following requirements:

- Perform 2 strokes and can enter and leave the pool safely.
- A positive attitude to training both technically and physically.
- Have a significant physical and mental development to train at low level and are yet to reach puberty.
- Have a desire to learn to be a competitive swimmer.
- Have achieved Level 9 of NPTS.

The aims of this group are:

- Provide an introduction to low level competition situations.
- Provide an introduction to competition rules.
- Provide a sound base of fundamentals of technique across all strokes and skills.
- Introduce basic training skills such as clock use and lane discipline.
- Introduce low level land training including stretching and mobility.

3.9.3 Rising Stars (Development group)

Swimmers are typically invited to train with this squad by fulfilling the following requirements:

- Perform all 4 strokes legally and have a working knowledge of starts and turns laws
- Are able to use the training clock
- A positive attitude to training both technically and physically.
- Have a significant physical and mental development to train at low level and are yet to reach puberty.
- Have an appropriate level of attendance to reach goals.
- Have adequate lane discipline.
- Have achieved Pre-comp Level 1 of NPTS.

The aims of this group are:

- Provide consistency to performance of techniques of all 4 strokes under ASA law.
- Provide consistency to starting and turning skills under ASA law.
- Introduce team and open meet competition.
- To refine training skills.
- Provide an introduction to aerobic and short sprint training.
- Introduce low level land training including simple motor control exercises.

3.9.4 BAGCAT Development (Development group)

Swimmers are typically invited to train with this squad by fulfilling the following requirements:

- Perform all 4 strokes legally and have a working knowledge of starts and turns laws
- Are able to use the training clock
- A positive attitude to training both technically and physically
- Have a significant physical and mental development to train at a low level and are yet to reach puberty.
- Have an appropriate level of attendance to reach goals.
- Have adequate lane discipline.
- Have achieved Pre-comp Level 1 of NPTS.

The aims of this group are:

- Provide consistency to performance of techniques of all 4 strokes under ASA law.
- Provide consistency to starting and turning skills under ASA law.
- Introduce team and open meet competition.
- To refine training skills.
- Provide increased aerobic and short sprint training.
- Introduce low level land training including simple motor control exercises.

3.9.5 BAGCAT Performance

Swimmers are typically invited to train with this squad by fulfilling the following requirements:

- Performance at Regional level or are working towards it.
- 200m Free below 3.10.
- A positive attitude to training both technically and physically (bearing in mind focus to aerobic development).
- Will have an appropriate level of attendance to reach goals.
- Have a significant physical and mental development to train at a high level and are yet to reach puberty.
- Have impeccable lane discipline.
- Have achieved Pre-comp Level 1 and Level 2 of NPTS.

The aims of this group are:

- Provide consistency to performance of techniques to a high level.
- Provide consistency to starting and turning skills to a high level.
- Introduce pacing skills for competition.
- Provide a balanced competition program.
- Introduce new training skills including HR monitoring, target time use and test sets.
- Provide further increased aerobic and short sprint training.
- Maintain circuit land training and introduce low level strength development including injury prevention exercise.

3.9.6 Club Squad

Swimmers are typically invited to train with this squad by fulfilling the following requirements:

- Enjoy the sport of swimming and are looking to compete at local meets
- Perform all 4 strokes legally and have a working knowledge of starts and turns laws
- Are able to use the training clock
- A positive attitude to training both technically and physically
- Have adequate lane discipline.
- Are at or around puberty

The aims of this group are:

- Provide a level of training focusing on participation and enjoyment
- Develop aerobic fitness
- Develop technical skills including strokes starts and turns
- Provide a competition program with variety of types (team, open meet, local champs)

3.9.7 Youth Performance 3 Squad

Swimmers are typically invited to train with this squad by fulfilling the following requirements:

- Performance at County level
- A positive attitude to training both technically and physically
- An appropriate background of training.
- Have begun puberty.
- Have an appropriate level of attendance to reach goals.

The aims of this group are:

- Provide consistency to performance of techniques to a high level.
- Provide consistency to starting and turning skills to a high level.
- Improve pacing skills for competition.
- Provide a balanced competition program.
- Retain training skills including HR monitoring, target time use and provide increased test sets.
- Provide further increased aerobic, short sprint training and an introduction to anaerobic training.
- Maintain land circuit training including injury prevention exercise.

3.9.8 Youth Performance 2 Squad

Swimmers are typically invited to train with this squad by fulfilling the following requirements:

- Performance at Regional level or National level
- A positive attitude to training both technically and physically (bearing in mind focus to anaerobic development)
- A significant background of training.
- Have begun puberty or compete at National level.
- Have an appropriate level of attendance to reach goals.
- Have a highly significant background or agreed alternative training if on less than 6 sessions per week.

The aims of this group are:

- Provide consistency to performance of techniques to elite level.
- Provide consistency to starting and turning skills to elite level.
- Provide a balanced competition program.
- Retain training skills including HR monitoring, target time use and provide increased test sets.
- Provide further increased aerobic, short sprint training and significant anaerobic training.
- Maintain land circuit training including injury prevention exercise and strength development exercises.
- Provide access to nutritional and psychological knowledge and skill development.

3.9.9 Youth Performance 1 Squad

Swimmers are typically invited to train with this squad by fulfilling the following requirements:

- Performance at Regional level or National level
- A positive attitude to training both technically and physically (bearing in mind focus to aerobic development)
- A highly significant background of training.
- Have begun puberty or compete at National level.
- Have an appropriate level of attendance to reach goals.
- As a courtesy to others swimmers in this group are expected to utilise the training time and quality provided.

The aims of this group are:

- Provide consistency to performance of techniques to elite level.
- Provide consistency to starting and turning skills to elite level.
- Provide a balanced competition program.
- Retain training skills including HR monitoring, target time use and provide increased test sets.
- Provide significant aerobic training with balance towards short sprint and anaerobic development.

- Maintain land circuit training including injury prevention exercise.
- Provide access to nutritional and psychological knowledge, skill development and specific strength exercises.

3.10 Squad Movement

The majority of squad moves are completed at the beginning of a training cycle and are decided by the relevant coaches.

3.11 Arrangements

Often session objectives mean that squads work together either completing similar sets at the same time or training in the same lane.

3.12 Trials

Trials for the Development Squads are usually held on the Sunday evening at 6.00pm, although this time is flexible.

If you have moved from another Club you will be invited to try out at session with the group that we feel is appropriate to your level.

3.13 Squad Training Times

The current squad training time are listed in an Appendix 1 and can be found on the club website. In the event of a conflict of information, please use the data on the website.

4 EQUIPMENT

What do you need, and why? All equipment should be clearly marked with your name on it. For every training session a swimmer needs to come equipped with the following:

- Water bottle - filled with drink (not fizzy) to keep you hydrated
- Fins (short)
- Goggles + spare pair of goggles
- Costume or trunks
- Float (Kickboard)
- Pull Buoy
- Paddles (if required)

4.1 Costume/Trunks

There is not a compulsory club costume or colour. Swimming costumes can be purchased using the links on our website where a discount is offered and the club benefits from sales made and in some sports shops but there are a range of companies that sell by Direct Mail. These companies stock a range of brands: Speedo, Maru, Tyr, Adidas and Arena being the main ones.

Costumes and trunks come in a range of designs and colours. Companies, such as Maru and Speedo have special training costumes such as Endurance, designed to resist the decay resulting from the chemicals in the water of a pool.

4.2 Hats

It is generally preferred that girls wear a hat to keep their hair from getting in their faces. Many boys also wear hats to prevent the water from drying out their hair.

Any hat design is acceptable for training, but Club hats are essential for competitions. It is recommended that swimmers always carry a spare hat since they can perish or break and swimmers may not be able to swim unless they have one. Club hats can be purchased from the Helpdesk suggest price not quoted as may change (£6.50 silicone) and named hats (£7.50) are available to order.

4.3 Goggles

Most swimmers wear goggles, although it is important to be able to swim without them! Goggles are recommended to keep the water from irritating the eyes, but also to aid vision whilst swimming.

Goggles can be very expensive but it does not mean they are the best! - It is important for a swimmer to select a pair that fits and are comfortable to wear. Always have a spare pair especially at competitions.

It is important for swimmers to be confident in putting on the goggles and to come to a training session able to put them on correctly and quickly.

For younger swimmers, Speedo Junior Futura BioFUSE goggles are recommended as a good starting pair until you become familiar with other brands.

4.4 Kickboards

These are used during most training sessions, as the majority of kick work is done without boards, to strengthen the leg muscles and develop good body balance.

4.5 Fins

The short blade allows all the advantages of strong fast kick development, improves leg development and improves leg strength and endurance.

4.6 Pull Buoys & Paddles

Pull buoys are used regularly during training. Paddles are used by the higher squads to improve arm strength and technique.

4.7 Heart Rate Monitors

These are used to allow athletes to monitor their heart rate in training. This allows swimmers to evaluate whether swimmers training at the correct intensity level.

4.8 Drink

Swimmers need to drink little and often. Bring a plastic drinks bottle onto poolside. Swimmers leave it at the end of their training lane and are allowed to drink during a pause in their training. Still drinks only, no fizzy drinks or cans are allowed.

4.9 Swim/Kit bags

During training the bag is used to store the clothes, towel etc. and is generally brought onto poolside for security reasons. The Club is not responsible for lost equipment and items so it is the responsibility of each swimmer to look after their own clothing and equipment.

4.10 Club Kit

In competitions, swimmers are expected to wear the Team shirt with black shorts or trousers. When going to collect medals and trophies swimmers are asked to wear a Team shirt with black shorts or trousers or the Club tracksuit.

4.11 Swimming Equipment Suppliers

Club shirts and tracksuits are available at a cost of £10.50 for the shirt and £35 for the tracksuit hoody from the club. Ask at the helpdesk for details.

For general swimming supplies we recommend that you contact one of the Direct Mail companies via a link on our website as we get financial benefit as a club when you order via the link on the website.

Other suppliers are:

Swim Shop (Luton)

Telephone Number: 01582 562111

www.swimshop.co.uk

Mailsports International Ltd,

Unit 1, Wessex Road,

Bourne End,

SL8 5DT

Telephone Number: 01628 529206

www.mailsports.co.uk

NB: it is advisable to mark all items with your children's name as many items can be the same.

5 TRAINING SESSIONS

Attendance to sessions is flexible; however the minimum sessions must be attended. Your coach will advise you on the number of sessions that they would like your child to attend and may recommend specific sessions that it is preferable they attend. This is communicated through the goal setting form circulated at the start of each training cycle. Please bear in mind the squad suggested minimum requirements.

Details of any changes in squad training sessions are either sent by email or posted on the notice board whenever possible. Although all swimmers are informed of changes they often forget to tell their parents so please check your email and the notice board regularly!

5.1 Log Books

Swimmers in performance groups will be expected to keep a training logbook which is to be reviewed by the Coach each Sunday. Full details are provided at the start of each training cycle. Swimmers in other groups are encouraged to complete log books to provide experience in completing these as well as the benefits of keeping training notes and records.

5.2 Responsibilities and Behaviour

During the swim session children are expected to behave sensibly on poolside and whilst in the water.

If for any reason a swimmer has to leave the session early, they are expected to get changed and return to the poolside until the end of the session, or until their parents collect them.

5.3 Injury

Occasionally swimmers may experience injuries. These are rarely swimming related but exercise may be inhibited by illness or injury. Swimmers are asked to inform the coach on arriving at the poolside of any illness or injury and may be asked to avoid participation. If missing the session the coach asks that you email or text as a matter of politeness and to allow appropriate planning. Swimmers may often have their training adapted in order to avoid overdue stress. Swimmers are expected to manage injuries professionally and may be asked to build fitness in lower groups during or immediately after if felt appropriate by the head coach.

6 CLUB COMMUNICATION

One of the main routes of communication is via email, so please provide an email contact you regularly check and ensure you always let us know if you change your contact details. Most of the general information distributed is also put onto the notice board, so it is advisable that parents also regularly check the notice board so as not to miss anything. The notice board is located in the corridor just past the entrance to the changing rooms at Stantonbury.

The Head Coach also has a newsletter which is generally sent via email to all swimmers on a regular basis.

6.1 CMKSC.com

The club website is a good source of information. Information includes contact details, training updates, Press Releases and event information. There are also links to other web sites.

6.2 Club Committee

The general affairs of the Club will be managed by the Committee consisting elected members. CMK Swimming Club is run by the committee that is elected at the AGM which is usually held in the first week of July each year. If the post of any Officer or Committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy. The committee is made up of volunteers that help run the club and they are mainly parents of active swimmers within the club. There is an election each year where parents are welcome to join. Parents need to be willing to be nominated and will need two people to propose and second that nomination.

The committee meets on the first Tuesday of each month normally and the minutes from the meetings are displayed on the notice board at Stantonbury.

The Committee has the authority to appoint a Head Coach and Assistant Coach(s) with the appropriate qualifications and experience. Conditions of appointment and expenses are by mutual agreement. The Coaches have no financial control but do have open access to the Committee

All Committee members shall be adult members of the Club i.e. adult swimming / non-swimming members or swimmer under 16yrs representative. All matters of policy must be approved by the Committee

A list of the Committee members, their positions and email addresses can be found on the committee page of our website, this usually changes after the Annual General Meeting.

7 TYPES OF COMPETITION

7.1 Open Meets

Open Meets are available for all standards of swimmer, from novice to senior international. Each meet has a licensing level according to the purpose of the competition and they all have qualifying or consideration times.

7.1.1 Level 1 Meets – Open Competition

This is aimed at national swimmers and swimmers close to national qualifying times, who come together to compete against each other during the year. There is no upper limit to ensure the best competitive environment, and there are lower limits to ensure only the fastest swimmers compete. These are held in 50m pools only now.

7.1.2 Level 2 meets – Qualifying competitions

This is where the competition gets tougher and swimmers are attempting to attain Regional and National Times. They have both an upper and lower limit to times and are designed for swimmers that are either too fast for graded galas or are too slow for open level 1 meets.

7.1.3 Level 3 – Graded Gala

These types of galas are again for low level competition, and swimmers use these competitions to gain qualifying times for County Championships, these galas have upper limits as to restrict the faster swimmers from competing and allow swimmers to compete at the right level.

7.1.4 Level 4 – Club / Invitational galas

This level is where there is no lower limit, and is a real introduction to competitive swimming. Some clubs have their own championships. However there are often invitational galas between clubs (Christmas Cracker and COP's) where taking part is more important and learning about the competition environment.

National qualifying times are accepted from meets licensed at level 1 & 2.

Regional qualifying times are accepted from meets licensed at level 1, 2 & 3.

7.1.5 League Galas (e.g. Junior League and Arena League)

The club selects a team to swim against other clubs. This is an opportunity to practice racing, make friends and to enhance the team spirit. The swims usually comprise individual swims as well as relay swims.

Junior League is for children aged 9 years to 12 years, while the Arena League is aimed at 10/11 years to 16 years plus. The fastest four in each age group are usually selected, so if your child is in the top four in their age group, they are likely to be picked for the competition.

It is obviously a privilege to be picked for a team that represents your club and we would ask that swimmers do everything possible to ensure they attend team events to ensure the club has the strongest team possible.

Check the notice board for dates - they are usually known well in advance.

7.2 Championships

7.2.1 County Championships

This competition happens once a year, over several weekends, in February and March. Entrance to the Championships is through qualifying times. Swimmers can start competing at County level from the age of 9 years as long as they have gained the qualifying standard.

7.2.2 Regional Championships

The District have three competitions per year, the Youth Championships for swimmers aged 15 to 19 & over (boys), 14 to 18 & over girls, BAGCAT Age Group Championships for swimmers aged 10 to 14 years (boys), 10 to 13 years (girls), the Open Championships for Senior (aged 17 years & over), and Junior (aged 16 years and under) swimmers. The Youth Championships are held at the beginning of May, the Age Groups the middle of June and the Open Champs at the end of November.

All the competitions are Long Course, which means they take place in a 50m pool. Swimmers have to gain qualifying times from designated meets in order to compete at these championships.

7.2.3 National Championships

These are the next step up from the Regional meets; again swimmers have to attain the qualifying standard in order to compete. As with the Region there are three levels of competition. The first is the National BAGCAT Championships, for swimmers aged 11 years to 14 years boys and 11 years to 13 years girls and is usually held late July early August. Then there's the National Youth Championships for boys aged 15/16 years and 17/18 years and girls aged 14/15 years and 16/17 years and these are usually held early to mid-August and directly follow the Age Group Competition. Selections for all the World Class Start and Potential Programs come from these competitions. The last National event is the ASA Long Course Championships, which is open to any age group attaining the qualifying times, but is mainly a senior event. All National events are held Long Course (50m pool) and the venue is normally in Sheffield.

7.2.4 British Championships

The British Championships are held each year. The first is the Long Course (50m pool), held in March/April and doubles as trials for Olympic, World, European Championships, Commonwealth Games, European Junior Championships and European Youth Olympics.

7.3 Officials

There are several types of officials:

7.3.1 Referee

The referee has full control and authority over all officials. The referee will enforce all rules and decisions of FINA and shall decide all questions relating to the actual conduct of the meet, and event or the competition, the final settlement of which is not otherwise covered by the rules. The referee takes overall responsibility for running the race and makes the final decisions as to who wins the competition.

7.3.2 Starter

The starter has full control of the swimmers from the time the referee turns the swimmers over to him/her until the race commences. A starter sends the swimmers off the blocks and may call a false start if a swimmer leaves the block before the starter sends them.

7.3.3 Clerk of Course

The clerk of course (marshal) assembles swimmers prior to each event.

7.3.4 Timekeepers

There are up to three timekeepers for each lane. Each timekeeper takes the time of the swimmers in the lane assigned to him/her. Unless a video backup system is used, it may be necessary to use the full complement of timekeepers even when Automatic Officiating Equipment is used. A chief timekeeper assigns the seating positions for all timekeepers and the lanes for which they are responsible. The chief timekeeper collects from the timekeepers in each lane a card showing the times recorded and, if necessary, inspect their watches.

7.3.5 Inspectors of Turns

One inspector of turns is assigned to each lane at each end of the pool. Each inspector of turns ensures that swimmers comply with the relevant rules for turning as well as the relevant rules for start and finish of the race. Inspectors of turns shall report any violation on signed cards detailing the event, lane number, and the infringement delivered to the chief inspector of turns who will immediately convey the report to the referee.

7.3.6 Judges of Stroke

Judges of stroke are located on each side of the pool. They ensure that the rules related to the style of swimming designated for the event are being observed, and observe the turns and the finishes to assist the inspectors of turns.

7.3.7 Finish Judges

Finish Judges determine the order of finish and make sure the swimmers finish in accordance with the rules (two hands simultaneously for breaststroke and butterfly, on the back for backstroke, etc.)

If an official catches a swimmer breaking a rule concerning the stroke he or she is swimming, that swimmer is said to be disqualified (commonly referred to as a "DQ") and the swim is not considered valid. The referee can disqualify any swimmer for any violation of the rules that he personally observes. The referee may also disqualify any swimmer for any violation reported to him by other authorised officials. All disqualifications are subject to the decision of the referee.

8 ENTERING COMPETITIONS

8.1 Why enter a Gala?

- To see how much progress you have made.
- To put into practice what you have been learning in training.
- To stretch yourself to your limits.
- To improve your Personal Best times (PBs).
- To achieve qualifying times for other galas.
- To compete.
- To learn from watching better swimmers.
- To represent CMKSC.
- To meet new people.
- To have fun.
- To win!

8.2 Entry Procedures and Costs

Fixtures Secretary or Meet Manager gives or email's swimmers an entry form - recommend parents turn children and bags upside down to retrieve often wet forms and check email!!

Enter the information asked for and return to person and address that is given on the form by the date also given. If you need any help with filling in the swimmers times on the forms then speak to a coach, your squad manager or visit the help desk as they will be able to advise you on the best way to complete it.

Remember to enclose the money requested with the entry form when you return it to the appropriate person. NB. Your child must be ASA registered.

Nearer the time the squad manager will give your child or the parent their entry cards. Pink cards are for girls and blue cards are for boys. Note: some meets are now cardless, specific details normally are available on the club meet website.

You must take these cards with you on the day of the competition. At the competition there is generally a posting box and a time deadline when you must post the card by.

8.3 Going to a Gala

Going to your first gala can be quite a daunting experience. If you are new to competing in galas, the following information should help you prepare.

8.4 Arriving at the gala

- Make sure you allow plenty of time to travel to the gala and find somewhere to park. Warm-ups usually start one hour before the gala start time.
- On arrival, at the competition venue, swimmers must post their cards. Often the boxes (for posting the cards) are formally closed at the start of warm-up – please listen for announcements. If the cards are not posted in time, swimmers may not be able to compete. Again, cardless meets will have a different rule, see the club meet website for details.
- Many swimmers like to arrive at galas in their club tracksuit, but it's a good idea to have spare clothing to go home in, in case the tracksuit gets wet.
- All swimmers are normally allowed in to the changing rooms on arrival.
- Most changing rooms have lockers that can be used if you have the correct coin. You can leave some belongings in the locker, but take a bag with you on to the poolside containing things you will need (see checklist below.)
- Having posted their cards or registered, swimmers get changed and wait on poolside for warm-up. A coach will be present to supervise the event, but he or she may not be your squad's coach.
- The coach will be on the poolside and the CMKSC swimmers should sit together.
- Spectators including parents must queue to enter and pay their entry fee and program fee and will not be allowed on poolside.

8.5 During the Gala

- Warm up is held before each session and is usually for separate age groups, both girls and boys. Follow the warm-up instructions carefully.
- The coach will have a program of events and swimmers will be made aware of their event(s).
- The coach will talk to each swimmer before their race and advise when to go to the marshalling area. After each race swimmers should first talk to their coach who will give them feedback on their swim and advise about swim down (if possible).
- If swimmers need to leave the poolside, they should ask permission from the coach before doing so. They should also check with the coach when they think their swims are finished, before leaving the gala.
- **DO NOT BE AFRAID TO ASK THE COACH OR AN EXPERIENCED SWIMMER IF YOU ARE UNSURE!**

8.6 Checklist

- Club t-shirts/tracksuits/hoodies (if you have them)
- Swimming gear (it is advisable to have additional swimwear if competing both morning and afternoon to change into dry clothes at lunchtime and if changing after warm up)
- Club swimming hat
- Goggles (and a spare set)
- Drinks (water or juice), a packed lunch and snacks (fruit etc)
- Pool shoes (trainers or flip flops) and poolside clothing (t-shirt/t-bag)
- Something to keep you occupied during long galas (magazine, book, puzzle etc)

8.7 Important

Swimmers are responsible for their own belongings. If they have been involved in packing their bags before the gala, it will help them not to forget to bring it all home with them. It is recommended that names be in clothing, footwear and bags.

Enjoy the Gala and Good Luck!

8.8 PARENTS

When you arrive at a swim competition you will usually be asked for payment to enter and watch the races plus a program may be charged in addition to the entrance fee.

It is advisable to also to attend a competition with provisions for the day - some pools have a good cafeterias, but that can be expensive. Some pools have very limited eating and drinking facilities, so it is advisable to go prepared.

You should be prepared for a long wait! Often a session can be between 2-3 hours, during which your child may only be in the water for a couple of minutes.

You may be allowed to use a camera or video-camera at galas; however you will be expected to declare your intention to carry out any form of photography when you enter the pool and to provide your name and address. This includes using mobile phones with in-built cameras. This is primarily for child protection as well as Health and Safety reasons.

8.9 Supporting your child

Be prepared for your child not to swim their best. Attending competitions is all part of the development process and is there as a learning experience for your child as well as providing opportunities to achieve qualifying times etc.

Supporting your child through a disappointing swim is as important as when they swim well. Obviously any areas of concern should be discussed with your child's coach by arranging a meeting.

8.10 Problems at Galas

Lost Cards or late posting - in the event of either speak to the coach immediately.

Goggles break and hats tear! - Always carry spare goggles and hats as they may be needed at the last minute.

Disqualification - usually occurs if the swimmer does anything illegal e.g. incorrect turns, incorrect kick/arm action, false starts etc. Don't worry; this happens to everyone at some point.

If a problem occurs during a race, such as losing goggles, then it is best to continue swimming the race. However, clearly problems such as asthma attacks may require the swimmer to stop immediately and unless an emergency, the swimmer is expected to stay in the water at the end of their lane, until the race has finished and they are told to leave the pool.

9 VOLUNTEERS

9.1 Volunteers needed to help run the club

As with most clubs, our success is dependent upon the input of volunteers to help run the club. The club currently runs three galas, usually hosts at least one weekend of the Oxford and North Bucks County Championships or Arena league.

9.2 Licensed Meets

All licensed meets and County Championships require qualified officials to work on the timing of each individual's race, the judging of the races, refereeing and starting of races. The County has a list of people who are qualified and voluntarily give up their time to come to these events and ensure they run efficiently and meet the rules and regulations of the ASA.

Volunteer help is always required from within the club to help with entry to the swimming galas – manning the door for the parents, overseeing the posting of entry cards, running the electronic timing, putting entries onto the computer, providing refreshments and food for the officials, announcing the events, photocopying of the results and posting them for spectators to see and some general administration duties.

9.3 Getting Involved

If you have not been involved in these events before, you would be put with another parent to introduce you to the activities involved in any one job.

We realise that with working and family commitments, it is not always possible for people to help out at every event, but it would be brilliant if you are able to help, even occasionally, to spread around the workload between all the parents.

Obviously at the end of the day it's about providing events for the children to enjoy - but we hope that you would also enjoy being involved.

There are many ways in which parents can help make CMKSC work. The more volunteers we have who are actively involved, the better CMKSC will be. As well as supporting and encouraging your own child and considering standing for election to the Committee, we would welcome those who can help with fund-raising, publicity, seeking sponsorship, running or assisting at club galas and other galas, being a squad manager, writing gala reports, training as a gala official etc. If you would like to help, please contact any committee member or your squad managers. (Note: you must be CRB checked before you are allowed on poolside).

10 CHILD PROTECTION

10.1 Child Protection Policy

CMKSC undertakes to comply with the ASA Child Protection Policy (entitled Wave Power). Details of this can be found on the ASA website at :-

<http://www.swimming.org/asa/clubs-and-members/safeguarding-children>

This site covers areas such as abuse, bullying, photography, travel, changing rooms etc.

10.2 Welfare Officer

The main purpose of the Welfare Officer is to assist with the safeguarding and protecting of children and young people in CMKSC, and to implement the ASA Child Protection Policy. Our Welfare Officer is currently Sarah Showler.

10.3 CRB Checks

People who have significant contact with children and vulnerable adults within the club (e.g. coaches, squad reps) are required to undergo a CRB (Criminal Record Bureau) check to work in this context in CMKSC. Any new guidance issued by the Independent Safeguarding Authority (ISA) will be followed once it comes into force.

10.4 Swimline

The Amateur Swimming Association (in conjunction with NSPCC) provides a telephone service called Swimline for any swimmer/parent/coach/teacher that may have a concern that the welfare of a young swimmer is at risk. This could be neglect or abuse, bullying or fear of someone, or anything that is worrying you and you don't know who to discuss this with. When you ring you will hear a message. Listen carefully to it and it will direct you to a counsellor, or, if one is unavailable, will ask for contact details and will ring back as soon as possible. Calls are free.

The ASA Swimline number is 0808 100 4001.

11 Appendix 1 - CLUB FEES & Training Times

TBC

12 Appendix 2 - RULES AND CONDUCT

Rules of Conduct for Swimmers, Coaching Staff and Volunteers and Parents

12.1 RULES & CONDUCT FOR SWIMMERS

- a) Acceptance to the Club is at the discretion of the Committee and Head Swimming Coach. Evidence of Club Membership must be shown within 4 weeks of joining the Club.
- b) Squad fees are payable for all swimmers on commencing training with CMKSC, even if this predates the submission of the membership document.
- c) Swimmers must respect the rights, dignity and worth of every person using the facilities at Stantonbury Campus Leisure Centre or any other venue when representing the City of Milton Keynes Swimming Club.
- d) When any Swimmer is training, they must not interfere or disrupt in any way or form with personnel employed by the Centre or activities taking place on the premises.
- e) Swimmers must consistently display high personal standards and project a favourable image of the City of Milton Keynes Swimming Club and the sport of swimming. Swimmers must not smoke, drink alcohol, or take drugs whilst representing the City of Milton Keynes Swimming Club. Violation of this will result in immediate suspension from the Club.
- f) After squad/group allocation, swimmers must accept the challenge of belonging to that group; show a commitment to work towards their goals and to commit themselves to attendance at training.
- g) Swimmers, who are late for 3 consecutive training sessions without good reason, or giving the Coach prior knowledge, may be disciplined.
- h) Swimmers who are injured may only take part in a training session after consultation with the coach and as long as they don't disrupt or prevent the rest of the squad training.
- i) A swimmer may only take part in a land training session as long as they are doing the water session, unless it has been agreed with the coach prior to that session.
- j) Swimmers are liable to re-allocation if they fail to maintain or achieve the squad criteria by the date set by their squad Coach.
- k) The Head Swimming Coach will control entries for competitions and swimmers will be expected to represent the Club when selected for teams.
- l) Training fees are payable in advance at the beginning of each month. Failure to do so will mean swimmers denied access to training sessions until the arrears are paid in full.
- m) One month's written notice of resignation or withdrawal from the Club is required, accompanied by any outstanding fees, and should be addressed to the Head Swimming Coach and copied to the Treasurer.
- n) Swimmers must help with setting out and packing away pool equipment at the beginning and end of each training session.

Print Name:

Signed:

Date:

12.2 RULES & CONDUCT FOR STAFF AND VOLUNTEERS

- a) Put the well-being, health and safety of members above all considerations Inc developing performance.
- b) Comply with the codes, rule and laws within the guidelines set out by the ASA.
- c) Work without discrimination on the grounds of race, colour, language, religion, birth or social status as set out in the equal opportunities policy.
- d) Respect the basic human rights, worth and dignity of each member.
- e) Not encourage swimmers, other volunteer, officials or parents to violate the rules of the club or sport.
- f) Observe the authority and the decisions of all officials.
- g) Encourage all swimmers to obey the spirit of the rules and laws in and out of the pool.
- h) Ensure that all teaching and training and competition programs are appropriate for the age, ability and experience of the individual swimmer.
- i) Treat other competitors and teams with respect, in victory and defeat.
- j) Be able to present evidence of qualifications on request.
- k) Treat all personal information about individual members as confidential except in exceptional circumstances regarding health and safety, medical requirements, disciplinary action or in accordance with the ASA Child Protection procedures and guidelines.
- l) Display the highest standards of personal hygiene.
- m) Do not drink alcohol or smoke either before or during teaching or coaching session or competitions.

Print Name:

Signed:

Date:

12.3 RULES & CONDUCT FOR PARENTS

- a) Put the well-being, health and safety of members above all considerations including developing performance.
- b) Comply with the codes, rule and laws within the guidelines set out by the ASA.
- c) Work without discrimination on the grounds of race, colour, language, religion, birth or social status as set out in the equal opportunities policy Respect the basic human rights, worth and dignity of each member.
- d) Not encourage swimmers, volunteers, officials or other parents to violate the rules of the club or sport.
- e) Observe the authority and the decisions of all officials. Encourage all swimmers to obey the spirit of the rules and laws in and out of the pool.
- f) Treat other competitors and teams with respect, in victory and defeat.
- g) Treat all personal information about individual members as confidential except in exceptional circumstances regarding health and safety, medical requirements, disciplinary action or in accordance with the ASA Child Protection procedures and guidelines.
- h) Be fully responsible for your child/ren when not on poolside, i.e. it is your responsibility to ensure that your child behaves in a responsible manner in the changing rooms/leisure centre etc.
- i) For the avoidance of doubt, it is the responsibility of the parent to ensure the safety of their child/ren once they leave poolside.
- j) Ensure that the coach is present before you leave your child/ren either before the training session or at a competition.
- k) Ensure that your child or children waits in the leisure centre/building after the training session/competition and not in the car park area unless accompanied by an adult.
- l) Do not go onto poolside during training sessions or competitions unless it is an emergency or you have prior agreement with the coach.
- m) If you wish to discuss a specific matter with the Coach please arrange a time that is convenient to both you and the Coach (Note: after training is not normally a good time as the coaches may have other sessions to attend or have to up early the next day for training).

Print Name:

Signed:

Date: