



<http://www.maidenheadmarlins.com/>

Information pack

Dear

Welcome to Maidenhead Marlins SC.

Your swimmer is in squad and the training times and kit requirements for your squad can be found on our website at <http://www.maidenheadmarlins.com/>

We have put together some information that we hope will guide you through the club, including links to other important sources of information. Please take the time to read this through and always look out for new information and updates on the club notice board and on the website.

Kind regards

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Martyn Howley - Club Chairman

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Introduction

Our Mission Statement

The Club's vision is to produce life long swimmers in a competitive environment by developing and encouraging swimmers to maximise their swimming potential through a holistic approach to the training programme, and by being the first choice for all competitive swimmers in the Maidenhead area through the provision of excellent facilities, coaches and volunteers

The home of the Club is the Magnet Leisure Centre, but we do utilise other training facilities in the area throughout the week. The club is structured into different squads based on age and ability. This structure enables provision of coaching and training to develop stroke technique and stamina so that swimmers are prepared to achieve their best as a competitive swimmer and to enjoy their sport within the team.

The website

The [website](http://www.maidenheadmarlins.com/) for Maidenhead Marlins is <http://www.maidenheadmarlins.com/>.

Bookmark this link and refer to it frequently. This should be your one-stop-shop for all information relating to your swimmer and the club's activities, including news, any changes to training times etc etc

In order to access some areas of the website, you will you will need a user account and password. If this hasn't been given to you already, please contact the Membership Secretary (membership@maidenheadmarlins.com).

Forms to fill in :

If a new member, you will find a Members' details form in this pack. Please complete and return to the Membership Secretary (membership@maidenheadmarlins.com).

You will also find Code of Conduct forms to be completed by both swimmers and parents. These set out the expected behaviour from all parties. More information on this can be found on the ASA website at <http://www.swimming.org/asa/>, including Wavepower 2012/15 which is the ASA Child Safeguarding Policy and Procedures at <http://www.swimming.org/asa/clubs-and-members/safeguarding-children/>

You will also find an ASA Category 2 form. Please complete and return to the ASA Co Ordinator (asa-coordinator@maidenheadmarlins.com) via the club postbox next to the notice board.

If you are transferring from another club, you need to complete an ASA resignation form (available from the ASA Co-Ordinator) which will be sent with the ASA form from Marlins. If

you don't complete this resignation form, the ASA assumes that you are registered with 2 clubs, and nominates the club that you have been registered with longest as the main club.

Once these have been processed, you will receive a user name and password account so that you can view all the information on the Marlins website, and an ASA number so that your swimmer can enter competitions and view their results on the [ASA website](http://www.asa.org.uk) at <http://www.swimmingresults.org/individualbest/>

Volunteering

The club is run by volunteers. All the Committee members, and most of the people you will see around the poolside (excluding the Coaches) are all volunteers. All the 'background' work (websites, meet entries, officials, membership etc etc etc) is done by volunteers.

All these people give up their time and expertise to help Maidenhead Marlins and we (always) need more folk to help out with various roles. The more people that offer to help, the more the work can be spread around.

Once your swimmer starts swimming competitively, you will spend a lot of time hanging around boiling hot swimming pools for many hours. Why not talk to officials@maidenheadmarlins.com and find out what it takes to become a timekeeper (or ask about how to become a Judge)? If you're interested in finding out what other roles are available (or have ideas for roles that we haven't thought of, then contact volunteers@maidenheadmarlins.com for an informal chat about what you could do to help.

Volunteering within a swimming club is very rewarding as you are helping your own swimmer, amongst many others. You will meet other parents, and be able to share experiences.

We need your help and always welcome new volunteers and suggestions

Squad structure

Swimmers are assessed by the coaching staff when they join Maidenhead Marlins and, based on the swimmer's age and ability, they are assigned to the appropriate training squad. The club is run under a squad system which basically means that it is divided into groups or squads where swimmers train with other swimmers of similar age and ability. Swimmers progress through a squad structure based on a number of factors including technical skill, age, strength and the ability of the swimmer to cope with the training up at the next level.

There is more information available on the squad structure and the [route through Marlins](http://www.maidenheadmarlins.com/route-through-marlins) on the website at <http://www.maidenheadmarlins.com/route-through-marlins>.

The current squad structure can also be found on the website.

Equipment Required

To start with, you will need a swimming costume and goggles. Additional equipment will be required for different squads and will be advised by your coach as you progress through the squads. Equipment can be obtained from [Mailsports](#) in Bourne End (club discount is available).

We also have Marlins Club kit which should be worn for Club events and Open meets.

Fees

Fees are payable quarterly and depend on the squad you are in. The total fee payable is made up of :

- ASA fees - an annual amount payable to the Amateur Swimming Association which pays for the ASA central support functions, club insurance and competitive swimming management
- All members of swimming clubs need to be registered with the Amateur Swimming Association. In order to be able to take part in licensed meets you will need to ensure that you have a Cat 2 ASA registration . Once your swimmer turns 9, ensure that you have competed and returned a Category 2 form. This can be easily checked on the ASA website (contact the ASA Co-ordinator asa-coordinator@maidenheadmarlins.com with queries).
- Club & Training fees - a quarterly charge for training costs including pool hire and coaching costs. The charge is averaged out over the annual training programme and is not available on a selective session basis.

There is a one-off joining fee of £30 for all swimmers in Junior 1 and above.

The club offers a discounted price for the fourth swimmer in one family (excluding Stroke Development). Please contact the Membership Secretary for more information.

The current fee structure is shown on the website.

Payment methods

Payment is by standing order on a quarterly basis, on or before the 1st day of each quarter (January, April, July, October). Bank details are as follows :

Account name : MASC

Account number : 67096476

Reference : [Swimmer's name]

Sort code : 601335

Any payment method other than standing order (eg cheque or bank transfer) will incur an additional £10 charge per quarter.

Any swimmer whose payment is unpaid 7 days after the due date may be suspended from swimming.

Fees are payable in advance and no refunds will be given if a swimmer decides to leave after payment has been made.

Training times

Training times and frequency vary by squad. Please look at the 'training times' section on www.maidenheadmarlins.com for information and updates on eg summer schedules or holiday periods.

As a member of Maidenhead Marlins, swimmers are expected to attend 75% of the total number of training sessions available to their squad. Failure to do so may prevent your swimmer reaching their full potential, may result in slow progression up the squad hierarchy and could jeopardise your swimmer's place in their squad.

Training locations

Most sessions are held at the Magnet Leisure centre; however some squads also train at alternative locations for some sessions, including Beechwood School (SL2 1QE), Eton (SL4 6DW) and Aldershot Garrison (GU11 2LQ) so please look at the 'training times' section on the website to check locations, as well as training times.

Parents should note that the changing room facilities we use at our training pools and competition pools can often be used at the same time by the general public.

Club Rules

As part of the joining process, members are asked to confirm that they understand that membership of the Club is governed by the Club Rules (as amended from time to time). A copy of these Rules is available from the website. Members are also asked to acknowledge and accept the responsibilities of membership upon members, as set out in these rules

Code of Ethics

All coaches, teachers, Committee members, officials and volunteers at Maidenhead Marlins abide by the [ASA Code of Ethics](http://www.swimming.org/asa/clubs-and-members/code-of-ethics/) (<http://www.swimming.org/asa/clubs-and-members/code-of-ethics/>) and it is expected that all swimmers and their parents/carers subscribe to the same codes of conduct.

Entering competitions

The Head Coach determines which events the Club will enter throughout the year, and this can vary from squad to squad. Details of upcoming events are in the 'Fixtures' section of the website, along with details of which squad(s) the event is aimed at, and dates by which the entry forms must be submitted.

A summary of types of galas is listed below. Please note that there are very different age rules for each type of competition.

Internal competitions

Maidenhead Marlins organise internal galas each year. They are promoted under ASA Law and licensed at Level 4. The results of these galas are uploaded to the ASA Rankings Database. It is necessary to have your times recorded on this database in order to enter 'external' competitions. *Therefore, it is very important for swimmers to enter these galas.* Swimmers complete entry forms (downloadable from the website). Promoter's conditions (ie the competition rules) are available on the website. If in doubt as to which events to enter, seek advice from your coach. Minimum age for this level of meet is 9.

External competitions

Open (or 'Licensed' Meets)

Open meets are attended by swimmers from many clubs. The host club 'promotes' the meet according to a set of rules which are licensed by the ASA to ensure that the correct rules are adhered to. Currently, licences are graded at three levels :

- Level 1 licensed meets
 - These are always Long Course (50m pool) and have very strict entry criteria with lower qualifying times. You have to be faster than the qualifying time to enter
 - Typically, the youngest age group is 10
- Level 2 licensed meets
 - These are the same as Level 1 meets, but held in Short Course (25m) pools.
 - Typically the youngest age group is 10
- Level 3 licensed meets
 - These can be either long or short course and usually have both Upper and Lower qualifying times.
 - Typically the youngest age group is 9

Further details on entry policies and procedures can be seen in the open meet entry guidance section. It is very important that you read this because :

Incorrect or incomplete entries will be rejected

League events (Thames Valley Junior and Arena League)

These are completely different from Licensed Meets. No entry forms are required. The Head Coach picks the team according to the League rules. Team lists are posted on the Fixtures page of the club website. Swimmers are expected to check this regularly and email confirmation of availability by the requested date. Please note that it is a club expectation to be available to for all league galas for which you are selected.

Swimmers are advised on the night which events they have been selected for.

Thames Valley Junior League is for 9 - 12 year age groups. Arena League is 11/u, 13/u, 15/u and Open age groups. These are hugely exciting events and it is an honour to be asked to represent your Club !

Invitational Meets

The club is sometimes invited to attend 'invitational' meets at another club. These are generally aimed at novice swimmers and give good opportunities to take part in a first competition and get over 'first race nerves' in a friendly environment. These are similar to league galas and are selected according to the rules laid out by the host club. The coaching team select the most appropriate swimmers and publish the team list in advance. Swimmers need to confirm availability by the closing date. Swimmers are advised on the night which events they have been selected for.

Championships

- County Championships
 - Promoted by the Berks & South Buckinghamshire ASA
 - Full entry information and Promoters' conditions can be seen at : <http://www.bsbase.org/>
 - Relay selections will be made by coaches in line with League Galas
- Regional Championships
 - Promoted by the South East Region
 - Full entry information and Promoters' conditions can be seen at : www.southeastswimming
 - Relay selections will be made by coaches in line with League Galas
- National Championships
 - Promoted by ASA national Events Office
 - Full entry information and Promoters' conditions can be seen at : www.swimming.org

- Relay selections will be made by coaches in line with League Galas
- Entries to these competitions is online directly with the organising body

Entry forms

- Entry forms for each event are generated by the Head Coach and made available to download from the Fixtures page. All members of swimming clubs need to be registered with the Amateur Swimming Association. In order to be able to take part in licensed meets you will need to ensure that your swimmer has a Category 2 ASA registration (this can be easily checked on the ASA website). The correct ASA number must be entered on the form
- When you get the form, it is your responsibility to read the promoters' conditions (there is usually a link to this on the fixtures page). Otherwise, a quick internet search will take you to the host club where this can be found. Once you have checked which events you have qualified for and wish to enter, then fill in the entry form. Please note the following:
 - All boxes must be filled in clearly, including full name, contact details, ASA number and times for events entered
 - All submitted times must be verifiable on the ASA rankings database (with the exception of level 4 internal galas)
 - Entries must be posted in the club box by the closing date
 - Entries must be accompanied with full payment (including the admin fee)
 - All incorrect or illegible entries will be rejected

Acceptance

If a meet is very over-subscribed, some entries may be rejected (generally those closest to the qualifying times). If this happens, the meet entry co-ordinators will contact you (another reason why contact details are so important) and will obtain a refund of the event entry fee (but not the admin fee). No refunds are given if you decide to pull out of an event after acceptance.

Gala Information - what to expect

League events

Swimmers must arrive in time for warm up (or in time to catch the coach to the gala if applicable).

Coaches will inform the swimmers which races they are doing

Swimmers must wear Marlins swim hats

It is suggested that expensive race suits are **not** worn at this type of gala

A drink in a sports bottle is required

As the gala lasts only 1.5 - 2 hours, no food is necessary

All swimmers must stay on poolside until the results are announced

Open meets/championships

Always arrive early enough to park and be on poolside 15 minutes prior to warm up for the session.

Warm up is often the incorrect term for the session prior to the events starting. There is often a long gap between warm up and the first race of the session. However, it is an important opportunity for pool familiarisation and last minute race technique practice.

Warm up is different at each meet; therefore swimmers must check warm up arrangements prior to setting off for the gala. These can be found in the promoters' conditions.

Marlins purchases passes for their coaches to be on poolside to look after the swimmers. No parents are allowed on poolside during a meet.

At this type of meet, swimmers are put into heats based on entry times (this is why it is very important to enter the correct current personal best time on the entry form).

Swimmers must report to the designated marshalling area in good time for their heats.

Swimmers should see their coach for last minute instructions on how to swim the race before going to marshalling. Swimmers must also report to the coach for a post race debrief.

If you choose not to do an event, a withdrawal form must be submitted prior to the warm up time (in some cases fines for not withdrawing are levied).

Most events are Heat Declared Winner, although sometimes there are finals for either age groups or simply top 8 swimmers all ages.

Results are available usually 10 - 15 minutes after the completion of the final heat and will be displayed at the meet.

If medals or awards are earned by the swimmers these need to be collected from the "medal table" on the day - there is no scope for them to be sent out after the event.

There are presentations at championship events. Swimmers who are being presented must arrive in full Marlins kit.

What to bring :

- Warm up costume
- Racing costume
- Swim cap (Marlins), racing goggles. Suggest swimmers wear swim hat, goggles, second hat on top
- Swimmers must wear suitable club clothing, including appropriate poolside footwear.
- A drink in a suitable drinks bottle
- Leave your large swimming bag and packed lunch and outdoor clothes in a changing room locker or with parents; they take up too much space on poolside.

Food and drink during open meets

Your swimmer may be on poolside for most of the day, so they need to keep refueling with small, easily digestible snacks, rather than big meals. Hydration is just as important, so ensure you provide plenty of water and encourage your swimmer to keep sipping during the day. Bring plenty of food with you, and remember that swimming pools are always boiling, so it may be a good idea to have a cool bag in the car with additional supplies. For younger swimmers it is best to ration the food throughout the day to avoid them eating it all within the first hour!

Food suggestions include complex carbohydrates for 'grazing' throughout the day, eg small portions of :

- Rice salad
- Muffins (sweet or savoury)
- Bread, pitta bread, bagels
- Pizza (without fatty toppings)
- Rice cakes
- Breakfast cereals or cereal bars
- Bananas

Who runs the meets

The host club appoints a team of ASA qualified swimming officials. These are all volunteer officials.

Priority is often given to accepting swimmers from clubs who supply officials. It is therefore in your interests to become a qualified official and volunteer to help at meets in order to guarantee acceptance

Handy hints for the novice swimmer

Most swimmers get disqualified at some point in their swimming career. Often younger swimmers and their parents are unsure of the disqualification rules. Here are some of the most common reasons for disqualifications:

DQs at the start

- Moving at the start. After the starter has said "take your marks", swimmers must remain absolutely still on the block or in the water, until the starting signal has sounded. This includes fiddling with goggles.
- Swimmers should not leave the water at the end of a race until authorised by the Referee. If timing pads are being used, swimmers must not climb out over them, but progress under the lane rope(s) and exit at the side of the pool.

Freestyle

- Swimmers must touch the wall at every turn (ideally with both feet) and with one hand at the finish of the race.
- Start & Turn - The swimmer must surface at or before 15m.
- Turn - The swimmer must touch the wall with some part of the body.
- Any stroke can be swum; generally it is front crawl

Backstroke

- Start & Turn - The swimmer must surface at or before 15m, and some part of the body must break the surface throughout the race (until the next turn or finish).
- Body position - Must remain on the back throughout the swim (shoulders must not go beyond vertical), except when executing a turn.
- Non continuous turning action. Gliding, kicking or pulling into a turn is not permitted. EXCEPT a continuous single or continuous simultaneous double arm pull may be used to initiate the turn.
- Turn; forward roll - here the swimmer rolls onto the front, takes one stroke then the arms pull them into the turn. There must be no kicking once the arm pull has been completed, and no gliding. This turn must be continuous, and is frequently the reason for disqualification in backstroke.
- Swimmers must have returned to their backs upon leaving the wall.
- Finish - Must be on the back, not having the shoulders past vertical (onto the front).

Breaststroke

- After the start and after each turn, the swimmer may take one arm stroke completely back to their legs. Their head must break the surface of the water before their hands turn inwards at the widest part of their second stroke.
- A single downward dolphin kick is permitted followed by one breaststroke leg kick while totally underwater.
- Turn & Finish - Both hands must touch together.
- All arm and leg movements must be simultaneous and on the same horizontal plane.
- Body position - the swimmer must remain on the breast.
- The hands shall not be brought back to the hips other than at the start and turns.
- 2 handed touch, swimmers must touch the wall at the turn and the finish with both hands simultaneously.
- The feet must be turned outwards during the propulsive phase of the kick.
- Incorrect kick - No alternating, scissor or butterfly kicking is permitted.

Butterfly

- Arms not clearing the water, they must be on or over the water.
- Arms must be brought forward together and brought back simultaneously.
- Alternating legs. Legs must move together and remain in the same relative horizontal plane. (no alternating kick)
- Incorrect touch. Swimmers must touch the wall at the turn and the finish with both hands simultaneously

ASA information

There is a wealth of information available on the ASA website at <http://www.swimming.org/asa/>, including Wavepower 2012/15 which is the ASA Child Safeguarding Policy and Procedures at <http://www.swimming.org/asa/clubs-and-members/safeguarding-children/>

Any questions ?

In the first instance, contact your coach. Other contacts can be found on the 'contacts' page on the website including the Head Coach at head-coach@maidenheadmarlins.com and the Club Chairman at chair@maidenheadmarlins.com. The Welfare Officer can be contacted at welfare@maidenheadmarlins.com