

**WEST DORSET SWIMMING CLUB**

**MEMBERS HANDBOOK**

**Introduction**

Welcome to West Dorset Swimming Club. We have produced this Handbook to provide you with information about how the Club is run. We hope that you find the information helpful. We welcome feedback on the contents of the Handbook (whether good or bad). If you have any comments or suggestions of other information that you would find useful, please let the Club Registration desk know.

Members of the Club can progress from learn to swim stage through to national competitors. We compete in the Western Division of the Arena League and the Southern Section of Junior League. Swimmers also have the opportunity to swim in local galas, open meetings and regional championships.

The Club has its own website (www.swimwestdorset.org.uk). Updates to the information given in this handbook will be included on our website.

**What we are about**

***Vision Statement***

We are committed to excellence and are dedicated to developing children who become great ambassadors to the club and the sport of swimming. This will help us develop top class athletes.

***Mission Statement***

West Dorset Swimming Club is a competitive club with the purpose and commitment to:

* Advance the sport of swimming;
* Recruit individuals who share our vision;
* Provide swimmers with the highest quality coaching;
* Create and maintain an enjoyable, safe and productive swimming environment;
* Recognize each individual and value his or her role in the success of our club;
* Encourage positive mental attitudes and mutual respect;
* Teach and develop life skills through our swimming programme;
* Provide swimmers with the opportunities to grow and succeed to their highest level.

***Our Values***

Our values are:

* Excellence- reach maximum potential individually as athletes and financially as a club.
* Strong Work – Goal relationships, balanced and realistic.
* To be educationally sound and ethical.
* To stand up to the element of time.
* Promoting equality and diversity.

**Structure of Swimming**

The national governing body for swimming is the Amateur Swimming Association (ASA). The ASA organises competitions throughout England and establishes the law of the sport. It also operates a comprehensive certification and education scheme for Teachers, Coaches and Officials as well as operating a swim awards scheme. WDSC is affiliated to the ASA and have adopted many of their policies. We are also affiliated to the Western Region ASA and Dorset ASA.

**Club Rules**

The Club is run by an amateur committee of volunteers which is appointed each year at our Annual General Meeting (AGM). This is normally held in March each year. Advanced notice of the AGM is given on our website and on the Club notice board. Copies of the Club’s rules can be found on our website. We also keep a copy at the Club’s Registration desk. The documents that set out our rules include:

***Constitution***

Our constitution sets out how we will operate as a Club and is based on the model produced by the ASA.

***Child Protection***

The Club takes seriously the protection of its swimmers and has adopted the ASA’s Child Protection Policy (Wavepower 2012-15). Jo Taylor has been appointed as the Club’s Welfare Officer and is responsible for the implementation of good practice and child protection policies within the Club. A copy of our Child Protection Policy can be found on our website.

***Equity Policy***

The Club is committed to treating all individuals equally and has adopted the ASA’s Equity Policy. A copy of our Equity Policy can be found on our website.

***Code of Conduct***

The Club believes that all members should ensure that their behaviour and personal conduct is at all times of a high standard and reflects favourably on the sport and the Club. The Club has adopted the ASA’s Code of Conduct, which all members are required to adhere to. A copy of the Code of Conduct can be found on our website.

***Parents/Carers Code of Conduct***

Parents and carers have an important role to play in ensuring that the behaviour and personal conduct of swimmers is always of a high standard. The Club has adopted the ASA’s Parents/Carers Code of Conduct which sets out what is expected of parents and carers. A copy of this Code of Conduct can be found on our website.

***Code of Ethics***

The Club has adopted the ASA’s Code of Ethics. A copy of this can be found on our website. The purpose of the Code of Ethics is to establish and maintain standards for Teachers and Coaches and to inform and protect those that use their services. All Teaching and Coaching staff of the Club are required to sign up to the ASA’s Code of Ethics.

**Medical conditions**

Any swimmer that suffers from any chronic condition that requires prescription drugs (e.g. asthma, epilepsy, etc) must complete an annual medical declaration form and hand it into either Colin Cracknell (Head Coach), or the Club’s Registration desk. If you suffer from Asthma you must have your inhaler with you at all times. On no account should you use another swimmer’s inhaler.

**Anti-doping**

Individuals who take prohibited substances in order to improve performance are not tolerated in the sport of swimming. Swimmers are required to ensure that any medicines or prescription drugs they take are not on the prohibited list. Details of the latest list can be found on the Club’s website. If you are required to take a prohibited drug due to medical reasons, you may be able to obtain a therapeutic exemption. Further information on therapeutic exemptions is available from the Head Coach.

**Insurance**

All members of the Club are covered by the Club’s insurance via the ASA. A copy of the Club’s Public Liability Certificate is displayed on the notice board. If you have any queries on insurance, please contact the Club’s Chairman, Steve Rooks.

**Club Sessions**

Our Club sessions are as follows:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Day*** | ***Session*** | ***Start*** | ***Finish*** | ***Venue*** | ***Pool*** |
| Monday | Regional Performance Squad (By invitation) | 19.00 | 21.00 | DLC | Main |
| Tuesday | Top, A & Steps 3 & 4 Squads | 06.00 | 07.00 | DLC | Main |
|  | Top, A & Steps 3 & 4 Squads | 19.00 | 20.30 | Bridport | Main |
|  | Top Squad | 19.00 | 21.00 | DLC | Main |
| Wednesday | Top, A & Steps 3 & 4 Squads# | 18.30 | 20.30 | Millfield | Main |
| Thursday | Top, A & Steps 3 & 4 Squads | 05.45 | 07.15 | DLC | Main |
| Friday | Minnows | 19.00 | 19.30 | DLC | Small |
|  | Step 1 | 19.30 | 20.15 | DLC | Small |
|  | Step 2 | 20.15 | 21.00 | DLC | Small |
|  | Steps 3 & 4 | 19.00 | 20.00 | DLC | Main |
|  | A Squad (First 2 lanes) | 19.00 | 20.00 | DLC | Main |
|  | Top Squad & A Squad (remaining swimmers) | 20.00 | 21.30 | DLC | Main |
| Sunday | Minnows | 17.00 | 17.30 | DLC | Small |
|  | Step 1 | 17.30 | 18.15 | DLC | Small |
|  | Step 2 | 18.15 | 19.00 | DLC | Small |
|  | Step 3/4 | 17.00 | 18.00 | DLC | Main |
|  | A Squad\* | 16.45 | 17.15 | DLC | Land Training |
|  | A Squad\* | 17.15 | 17.45 | DLC | Land Training |
|  | Top Squad | 17.45 | 18.40 | DLC | Land Training |
|  | A Squad | 18.00 | 19.00 | DLC | Main |
|  | Top Squad | 19.00 | 21.00 | DLC | Main |

# The Millfield sessions are on the 1st and 3rd Wednesday of the month.

\* The land training for A Squad is split into 2 sessions. Swimmers will be informed of the session they are to attend.

The Club’s Coaching/Teaching staff regularly monitor the progress of swimmers in each session. When a swimmer has developed the skills and techniques to move to a more advanced session, they will be given the opportunity to do so (please see criteria for progression, below). If you would like more information on the criteria that is used to assess a swimmers progress, please speak to the Head Coach.

**Club Fees**

Our current Club fees are as follows:-

***Small Pool***

(Minnows, Step1 and Step 2)

1 session per week £17.00 per month

2 sessions per week £22.00 per month

***Main Pool***

2 sessions per week\* £24.00 per month

A Squad or 3+ sessions per week# £32.00 per month

Top Squad £39.00 per month

\* Members of A squad will be expected to undertake at least 3 sessions per week.

# Members of Top Squad will be expected to undertake at least 4 sessions per week.

In order to keep administration to a minimum the Club asks that payment of Club fees be made by monthly standing order. If this will cause you problems, please see the Registration Desk.

All members of the Club also have to be a member of the ASA. The Club is required to register all swimmers and make payment direct to the ASA. The ASA membership fee for swimmers is included within the Club fees.

The Club has a hardship fund which has been set up to help those that have genuine difficulties in paying the Club fees, gala entry fees, etc. If you are experiencing such difficulties, please speak to one of our Welfare Officers.

**Criteria for progression within squads and progression onwards**

Most swimmers who join the West Dorset Swimming Club will either be by referral by the Dorchester Leisure Centre from their “learn to swim” programmes or referral from other Clubs, etc. All swimmers who wish to join the Club will be invited to a training night so that an assessment of their technique and ability can be undertaken. This will be used to determine what squad they should join. All new members are required to complete the Club’s Membership form and will be subject to an induction process.

The Head Coach will use the following criteria to determine whether a swimmer should move to a new squad. In making his decision the Head Coach will consult with the swimmer’s Coach/Teacher. The Head Coach may also take other relevant factors into account when making his decision.

The Club operates the following squads.

**Minnows**

This is the entry squad to the Club. Swimmers will be expected to be able to swim at least 10m front crawl and back stroke and be committed to attend at least 1 session per week in order to join this squad. The next squad is Step 1. The following criteria is used when determining whether a swimmer should move to this squad.

**Step 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Space in the next group** | **Stroke Development** | **Skills Development** | **Times** | **Commitment** |
| * Check for available space * Swimmer happy with time change | * Confident swimming front crawl and back stroke * Mastered the basics of either Breast stroke of Butterfly | * Push and glide * Rotations * Somersaults * Happy with swimming underwater | * Times not so important. Concentrating mainly on skill development | * Able to swim a minimum of 2 sessions per week |

The next progression is to Step 2 squad. The following criteria is used when determining whether a swimmer should move to this squad.

**Step 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Space in the next group** | **Stroke Development** | **Skills Development** | **Times** | **Commitment** |
| * Check for available space * Swimmer happy with time change | * Able to breathe bilaterally when swimming front crawl breathing * Understanding of shoulder role on back crawl * Able to swim breast stroke * Basic Butterfly | * Streamlining * Able to do some fly kicking off wall * Displays good basic technique on at least two strokes | * Step gala times * Looking at being able to swim 25m | * Able to swim a minimum of 2 sessions per week |

The next progression is to the Step 3 squad. The following criteria is used when determining whether a swimmer should move to this squad.

**Step 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Space in the next group** | **Stroke Development** | **Skills Development** | **Times** | **Commitment** |
| * Check for available space * Swimmer happy with time change | * Confident in at least two strokes (including front crawl or back crawl). * Achieved basic skills in other strokes * Looking at being able to hold quality stroke over at least 25m | * Able to execute basic “tumble turns” * Happy in deep water * Safe entry into deep water * Streamlining and fly kicking off wall * Able to undertake basic diving | * Step gala times * Qualifying or consideration times for Level 3 galas | * Should be looking at undertaking at least one after school session in addition to two evening sessions per week. * Representing the Club at Gala’s (if selected). * Able to undertake longer sessions |

The next progression is to the Step 4 squad. The following criteria is used when determining whether a swimmer should move to this squad.

**Step 4**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Space in the next group** | **Stroke Development** | **Skills Development** | **Times** | **Commitment** |
| * Check for available space * Swimmer happy with time change | * Confident in at least three strokes (including front crawl or back crawl). * Achieved basic skills in fourth strokes * Looking at being able to hold quality stroke over at least 50m | * Able to execute basic “tumble turns” * Happy in deep water * Safe entry into deep water * Streamlining and fly kicking off wall * Able to undertake basic diving | * Step gala times * Qualifying times for Level 3 galas. * Consideration times for County Championships | * Should be looking at undertaking at least one after school session in addition to two evening sessions per week. * Representing the Club at Gala’s (if selected). * Able to undertake longer sessions |

The next progression is to the A squad. The following criteria is used when determining whether a swimmer should move to this squad.

**A Squad**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Space in the next group** | **Stroke Development** | **Skills Development** | **Times** | **Commitment** |
| * Check for available space * Swimmer happy with time change | * Confident in all strokes. * Able to undertake 100m IM * Being able to hold quality stroke over at least 100m * Aiming for a minimum of 4,500m per week | * Have basics of turns on all strokes * Confident in deep water * Have basics of diving on all strokes * Streamlining and fly kicking off wall * Able to control breathing in and out of turns | * Some County Championship qualifying times. * Consideration times for Level 2 galas | * A minimum of three sessions per week (including land training). * Ideally, should be swimming at least one early morning session and/or after school session in addition to above. * Representing the Club at Gala’s (if selected). * Able to undertake longer sessions * Able to take on more instruction |

The next progression is to the Top squad. The following criteria is used when determining whether a swimmer should move to this squad.

**Top Squad**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Space in the next group** | **Stroke Development** | **Skills Development** | **Times** | **Commitment** |
| * Check for available space * Swimmer happy with time change | * Confident in all strokes. * Able to perform 200m IM * Being able to hold quality stroke over at least 150m in all strokes (200m for front crawl) * Aiming for a minimum of 12,000m per week * Demonstrates stroke efficiency in most strokes | * Confident in undertaking all starts and turns * Demonstrates good breathing control in and out of turns * Streamlining and fly kicking out of all turns when training/competing | * County Championship qualifying times in a variety of strokes/distances. * Qualifying times for Level 2 galas | * A minimum of four sessions per week (including land training). * Ideally, should be swimming at least two early morning session and/or after school session in addition to above. * Representing the Club at Gala’s (if selected). * Able to undertake longer sessions * Able to take on more instruction |

Progression from Top Squad will generally be by referral from the Head Coach to other Swim 21 Clubs (who are at Skill Development level or above) who are able to offer increased swim time.

**Equipment used in training**

The following equipment may be used during training sessions.

***Small Pool***

Swimmers in the small pool may use floats, submersibles and other swimming training equipment. The equipment to be used in a session will normally be supplied by the Club.

***Main Pool***

Swimmers in the main pool may use floats, fins and pullbouys. It is recommended that swimmers purchase their own equipment. This can be done through the Club’s swim shop.

It is also recommended that Top Squad and A Squad swimmers invest in handpaddles and recording boards. These items can also be purchased through the swim shop.

*The Leisure Centre requires that, unless medical conditions prevent, all swimmers wear a swimming hat during swim sessions*. *If a swimmer has a medical condition which prevents them from training in a swim hat, they should discuss the matter with Colin Cracknell (Head Coach).*

Swimming is an energetic sport and swimmers are recommended to bring a drink with them to training sessions, to prevent dehydration. This should either be water or diluted squash/juice. Swimmers should not drink fizzy drinks during training or at competitions.

**Galas**

Swimmers will have the opportunity to compete at a variety of galas and competitions.

***Steps Galas***

This is an internal competition for the younger members of the Club. All races take place over 25m or 50m depending on ability. Swimmers are placed into 5 different ‘steps’ according to their normal training lane. This means that they will be competing against other swimmers of approximately the same ability, regardless of age. Top squad swimmers do not compete in these galas.

***Club Championships***

The Club Championships are held at the end of the year and are open to all Club swimmers.

***ASA County Championships***

These are held locally in the spring. Swimmers must be aged 9 or over and race distances start at 50m. Qualification is by achieving set entry times. Swimmers represent the Club and coaches/teachers attend to organise swimmers. Races are swum in heats and finals.

***ASA National/Western Counties Champion***

Swimmers qualify by swimming a qualifying time at any ‘designated’ ASA event/meeting.

***Inter Club Galas***

The Club competes in various inter-club competitions. These competitions are for various ages and distances and take place through-out the season.

***Open Meetings***

These are held during the year. Distances, qualifying times and entry fee vary at different meetings. Details of the open galas supported by the Club are given on the notice board and website.

***League Competition***

The Club competes in the following leagues.

* **Junior League.** This is a league for swimmers aged 9-12 years. Three rounds are competed in the summer term.
* **Arena League.** This is a league for swimmers aged 11 years to adult. Three rounds are competed in the autumn term.

Details of swimming galas and meetings are given on the Club’s website and notice board.

**Who’s Who**

***Committee***

Chairman: Steve Rooks

Vice Chairman: Dave Hewitt

Secretary: Tanya Wheeler

Treasurer: Sarah Baker

Welfare Officers: Jo Taylor

Other Committee Members: Andrea Dabbs; Carolyn Buttle; Chris Fry; Cris Hitchcock; Jane Fishlock; Jane Rooks; Sam Johnson; Dave McRobbie; Keith Horne; Richard Greene

***Coaching/Teaching staff***

Head Coach Colin Cracknell

Top Squad Coach Colin Cracknell

A Squad Coach

Step 3/4 Squad Coaches Alex Lawrence; Tara Voss; Dave Hewitt; Chris Fry

Teaching staff Aoife McCarthy; Rebecca Cotterill; Dave McRobbie