



**NEW UPDATED VERSION
FOR 2010**

St. Ives Swimming Club

Members Handbook 2010

This handbook is also available as a download from the club website under the members section at www.sisc-club.co.uk.

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1 Introduction

1.1 Purpose

A very warm welcome to all our members and visitors,
Let's face it, understanding our club and knowing what's going on can be a bewildering experience. The process is made all the more difficult by the jargon, acronyms, written and unwritten rules that prevail within the world of swimming. It is a challenge even for long standing members. The club wants all its members to feel part of what's going on, have a strong sense of what the club is about and be able to fully join in. This handbook has been rewritten to help our members get to know the club better.

1.2 About the club

St. Ives SC has been established since 1972 and came about when the St Ivo Recreation Centre was built. We are a club with a reputation for producing excellent swimmers, catering for novices upwards and regularly coaching swimmers to Regional standard. Over the years we have coached National Championship winners and medallists and continue to do so.

As a competitive club our aim is to produce a mixed squad of National standard swimmers. At a personal level this means helping all our members achieve their full swimming potential.

St. Ives Swimming Club is affiliated to the Amateur Swimming Association (ASA) - the governing body for competitive swimming in the UK. Through our links with the ASA the club is able to keep in touch with the latest teaching and training methods and participate in events all over the UK. We are bound by ASA guidelines in issues such as Child Protection, bullying and disciplinary code of conduct and our procedures incorporate those of the ASA.

We were the first Club in the County to achieve the ASA Swim21 & Aqua-Mark Accreditation as a child-friendly and safe club. We aim to keep St. Ives a friendly and progressive club consistently successful in competitions at all levels and well regarded throughout the sport.

1.3 Benefits of Swimming

Swimming is widely acknowledged to be one of the greatest forms of exercise. It develops strength, flexibility and stamina. Swimming can be undertaken at almost any age and presents little risk of physical injury.

Competitive swimming can be an immensely rewarding activity, but it takes several years of hard work to master stroke techniques, starts and turns, and learn the technical rules of the sport.

Aside from the obvious fitness benefits of swimming regularly, our members benefit by learning life skills such as self-discipline and perseverance, by finding friendship and a sense of belonging to a team and of course learning to move through water with effortless grace.

1.4 Social Scene

Aside from swimming activities the club also has a social scene. During the year the committee, coaches and captains organise a variety of social activities.

2 Club membership

2.1 Registration

Membership of St. Ives Swimming Club is annual. Swimmers become members of St. Ives Swimming Club by invitation. As soon as a swimmer is offered and accepts a place with the club, he/she must complete a registration form containing important contact and health details. Parents and guardians of swimmers aged 17 and under also become club members for voting purposes, Flounders swimmers and their parents are members of the Club for the duration of their course, Committee members and officials are also enrolled as members to fall under the ASA regulatory umbrella. Renewal of membership is by annual invitation. Club membership forms are distributed each year and must be returned immediately to the Membership Secretary, complete with annual membership registration fee.

Personal data is kept on computer and is used solely for internal club purposes and A.S.A. registration.

It is important that personal information is kept up to date at all times so you can be contacted in case of an emergency. Please let the Membership Secretary know in writing via the locked box under the notice board of any changes as soon as they occur.

2.2 Child Protection

The ASA and the Club take these issues very seriously and any issue of bullying, abuse or suspicion of any irregularity should be reported to the Welfare Officer or Chairman as soon as possible. These issues are dealt with according to ASA guidelines and action must be taken. The use of photographic or video recording equipment at all events including training sessions is restricted and the guidelines posted on the notice board must be adhered to. A photo permission form must be filled in to allow permission for approved club photographers (parents) to take photographs of swimmers for publicity purposes. This is entirely optional.

2.3 Membership Squad Fees

Membership squad fees are calculated on an annual basis and can be paid in one lump sum in January for the year. The club prefer to be paid in twelve monthly instalments by Standing Order. Full squad fees are payable regardless of the number of sessions swum each week and exclude St. Ives Club Championship galas. Members are required to give one months notice in writing to the Membership Secretary before leaving the club.

The committee has the power to suspend fees in extenuating circumstances e.g. if a swimmer misses a long period (2 months or more) of training due to illness, financial hardship etc. The request must be in writing to the chairman and will be discussed in absolute confidence at the next meeting of the Committee. Any concession given by the committee is entirely at its discretion and is made without precedent. The committee is unable to backdate any concession made and any arrears in fees must always be paid.

2.4 Club finances

The targeted amount of excess money required to run the club (including providing a 'safety net' of monies; settle all outstanding invoices; and can include sponsor money accrued from the previous financial year) is to be equal to, or no less than 20% of the club's annual expenditure. Any monies over and above this 20% threshold, after the accounts for the previous year have been finalised by an accountant external to the club, can be returned back to the members via a reduction in the subsequent year's membership subscriptions. This ruling is dependant on a committee decision at the time of the setting of the subscription rate for the following year.

3 Club Communications

3.1 Notice boards

The notice boards are situated within the recreation centre at the entrance of the changing rooms and pool and by the sports hall entrance. They are without doubt the most important source of information for members.

The notice boards provide up to date club news, details of holidays, fixtures, team selection sheets, social events, personal and team results and other club notices. Only items directly related to the Swimming Club may be posted. If you have something you wish posted on the board please leave it in the box marked for the attention of the Secretary. Items on the board must only be removed by a Committee member.

As space is at a premium there are some basic rules governing the information displayed on these notice boards. Times for swims and Personal Best information are on display for three weeks following a gala. Information that requires being available for the longer term is displayed on the notice board situated by the main entrance to the leisure centre's main sports hall.

Information displayed for a shorter amount of time is on the notice board situated in the foyer by the swimming pool changing rooms.

3.2 Newsletter

The newsletter is issued to all members on an ad hoc basis and is a good way to update all parents and swimmers on any changes in policy or news. As well as containing information about past and upcoming events, it also has articles from other sources from within the swimming world. Contributions are always welcome and should be left in the locked box marked for the attention of the Committee.

3.3 Club Post box

A rack for forms etc. is below the main notice board. On the left hand side is a locked box with a gap on top at the back. This is for envelopes that contain cash or cheques and for any mail that is confidential.

Please make sure that envelopes are clearly marked with the name of the intended recipient and are pushed right into the mailbox.

3.4 Web Site

The St. Ives Swimming Club web site provides a range of useful information including contacts, club fixtures, team selections, records, training times and committee members.

It can be found at www.sisc-club.co.uk where a copy of this document is included.

4 Training

4.1 Clothing and Equipment

Please mark clearly for quick identification. Clothing and equipment can be bought from most sports shops or online swimwear shops who often have stalls at Open meets and Championship events.

- **Swimwear**
Clothing must be suitable and comfortable (no swim shorts). Competition wear must be a tight fit to minimise drag.
- **Swim Caps**
Swim caps are required to aid streamlining and to keep hair away from the face.
Club hats must be worn at competitions although any hat may be worn for training.
- **Goggles¹**
Goggles are necessary and it is important that they fit properly and are maintained to a high standard. Swimmers should always have a reserve pair in their kit.
Flounders do not wear goggles until they are in the top group, the only exception being for medical reasons.
- **Fins***
These are necessary and must be lightweight and fit properly to avoid rubbing the swimmer's heels and toes. Short 'Zoomer' fins are preferred. Large scuba fins are not suitable as they are too heavy and could cause ankle damage.
- **Pull buoys***
These are small foam floats held between the legs during training.
- **Floats***
These are rectangular polystyrene floats used to develop leg stamina and technique.
- **Drink Bottles***
These are essential for training and galas. No glass bottles please. Bottles should contain water, no fizzy drinks are allowed. It is a requirement for all swimmers to have bottles with them on poolside at all times. It is recommended swimmers consume a minimum of 1 litre of fluid per training session, either water, squash or electrolyte drink.
- **Security**
It is important that swimmers make use of the lockers provided or bring their bag onto poolside during training. This leaves the changing rooms clear for other users and avoids risks of occasional theft.
The club has a supply of fins, floats and pull buoys for the use of new swimmers and those in the process of replacing old kit, but please provide your own at the earliest opportunity. (It is advantageous to obtain fins first)
Please replace any items you borrow to the appropriate place at the end of each session.
Club kit. polo shirts & hats can be obtained, for a small fee, from the SISC Committee.

4.2 Club facilities

St. Ives Swimming Club does not own any training facility. It hires a number of pools in the area to ensure that swimmers get sufficient training time. Parents are reminded that coaches are only responsible for the swimmers whilst the swimmers are poolside and it is the responsibility of the parents/guardian to ensure the safety of the swimmers at all other times. This includes the time spent in the changing rooms or occasions when swimmers leave sessions early for whatever reason.

- **St. Ivo Recreation Centre Pool**

This 25 metre (short course) 4-lane pool is our home pool. The majority of our training is done at this pool. Club championships (Club Champs) galas and home galas are also held here. The pool has a balcony for spectators.

¹ Items marked * are not required for Flounders
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- **Hinchingsbrooke School Pool, Huntingdon**

This is also a 25 metre 4 lane pool, however there are no viewing facilities.

Toilets can be found within the changing rooms.

Due to the location of this pool please ensure that children are collected promptly.

- **UEA Norwich**

Some long course (50 m pool, 10 lanes) training sessions are organised periodically.

4.3 Teaching & Coaching groups

St. Ives swimming club has several swimming groups which cover a range of abilities from beginners through to Regional, National and International levels. Swimmers progress through the club by moving between lanes and squads at the invitation of the coaching squad. (Ability, commitment and space are taken into consideration). We work to the new ASA National Training Plan Syllabus and are able to teach from Levels 1-7 and also, as a competitive club, Levels 8-10, the bridge into competitive swimming.

- **Flounders – 30 minutes sessions a week**

This is a teaching session held at St. Ivo Recreation Centre for children who are learning to swim. The main aims are to teach elementary swimming skills, water confidence and of course have fun.

Flounders are supervised on poolside by qualified swimming teachers along with volunteer helpers in the pool.

During a typical Flounders training session the pool is sectioned into groups. Progression from one group to another is based on ability.

Our teaching staff currently follow the ASA National Teaching Plan – a nationally recognised programme of techniques and exercises for teaching children to swim.

A form of continuous assessment is undertaken by our teachers to determine when a swimmer is ready to progress into the next group. This continues until upon successful completion of the final group the swimmer is invited to move into our Pre Competitive Group.

Badges and certificates are awarded on completion of a range of skills and/or distances. Completion of these badges is not undertaken every term as priority is given to teaching correct stroke technique. A gala is held at the end of the year for Flounders, medals are awarded.

- **Pre- Competitive: (1 hour per week)**

Development of all competitive strokes over short distance through drill work and skill practice, including starts/ turns/ stroke transition/ Individual Medley work. Aimed as a bridge between Flounders and the competitive squads.

- **Minnows: Junior/ Novice Development Squad (3 ½ hours per week)**

Introduction to lane/ length swimming including developing previously learnt skills & strokes over longer distances. Race Practice at Club Championships and low level competition. Majority of the sessions are between 45 mins-1 hour in duration.

- **Marlins: Junior Development Competitive Squad (4 hours per week)**

Preparation for Junior Competitive Squad (Dolphins) by fine tuning of acquired skills over differing distances. Introduction to Inter Club Competition and Leagues. Majority of the sessions are 1 hour in duration.

- **Dolphins: Junior Competitive Squad (6½ hours per week)**

Re-enforcing previously acquired skills. Participating in all level of competition, individual and team. Fine tuning & holding of swimming technique over variety of distances. Sessions are between 1 and 2 hours in duration.

- **Sharks Silver: Senior Competitive Squad (8¼ hours per week)**

Senior Competitive Squad who wish to participate in all levels of competition. Sessions are between 1½ and 2 hours in duration.

- **Sharks Gold: Senior 'A' Squad (10¾ hours per week)**

"Elite" Squad who swim primarily in National League, County, Regional and National Competition. The majority of the sessions are of 2 hours duration.

Swimmers are expected to be poolside for the start time of that session and stay until the end unless health or pre arranged circumstances dictate otherwise. Missing the warm up of a session will be detrimental to the swimmer.

Swimming Skills and Performance

The science behind the sport of swimming is very complex and best left to the experts to understand. Essentially as swimmers progress through the club they will make a transition from a teaching environment to a coaching one. Junior squads are primarily concerned with mastering the basics of the sport and the more senior squads focus on building speed, stamina and perfecting technique. Training programmes are prepared in advance to suit the abilities of individual squads.

5.1 Training techniques

The teachers and coaches use a variety of techniques to develop the skills and performance of swimmers. The techniques vary according to swimmers' squad and age. These include:

Flex

These are gentle stretching exercises undertaken before swimmers enter the water. These prepare muscles for exercise and reduce the risk of strain

Warm-up

This involves swimming for 5 –15 minutes to warm muscles and prepare heart and lungs for more intense activity.

Drills

Drills involve swimming in a way that encourages the development of good stroke technique. Drills often focus on arm strokes or leg movements, but also involve both. There are many different drills for each of the strokes.

Sprints

Sprints enable swimmers to get used to swimming fast for short distances (<100m) whilst maintaining good stroke technique. Sprints use energy stored in muscles.

Starts and Turns

This is largely a matter of practice. Swimmers can find out whether conventional or track style starts suit them best. Perfecting starts and turns can improve performance by several seconds.

Aerobic Sets

Aerobic/endurance swimming involves swimming close to maximum heart rate. Aerobic swimming uses energy converted by the body as it is needed.

Hypoxic Sets

Hypoxic swimming involves swimming with reduced breath intakes. This is the swimming equivalent of high-altitude training. Over a long period of time hypoxic swimming increases the capacity of the blood to carry oxygen.

Stroke Analysis

Bad habits and fine tuning of stroke technique can be sorted out by direct intervention of an experienced coach. Videoing can be used to aid this. All videoing is supervised and undertaken in accordance with the ASA child protection guidelines.

Swim Down

The intense activity of swimming produces lactic acid as a by-product. Swim down is a short period of swimming which disperses the lactic acid.

Land based training

This takes place at RAF Wyton Camp. The instruction includes the use of gym equipment, aerobic exercise and body conditioning. Swimmers are also encouraged to visit their local gym at their own convenience. Instruction is also given on exercise that can be done at home using only the weight of the body. This is referred to as plyometric exercise.

5.2 Training Cycles

Anyone who has followed athletics will tell you that it is not possible to be in top form all year round. Sports science tells us that swimmers' performance can be made to peak around 3 times a year. The training programs at our club have been scheduled into cycles to ensure that peak fitness is reached at times of major competitions.

Each of the training cycles involves a preparation phase, pre-competition phase, a competition phase and a recovery phase. As the training cycle moves from one phase to another, swimmers will notice changes in the content of their training programme.

- **Preparatory Phase**

The Preparatory phase focuses on endurance work and stroke technique. A minimal level of sprint training, starts and turns, and medley is undertaken.

- **Pre-Competition Phases**

This phase reduces the amount of endurance work but maintains a focus on technique. The amount of sprint and speed work doubles.

- **Competition Phase**

Endurance work is reduced further as is stroke technique. The level of speed and sprint work is increased to three times that of the preparatory phase. The amount of time devoted to starts and turns is doubled. One week prior to competition the distance and intensity is tapered down.

- **Recovery Phase**

The amount of sprint and speed work is reduced significantly. The main focus returns to aerobic and technique work.

Club Championships - License Level 4

St. Ives Swimming Club holds Club Championships every year which are both exciting and nerve racking for swimmers and parents alike. However it gives swimmers good exposure to competitive conditions and a chance for all to see how the swimmer compares with their peers. All club swimmers (except Flounders) are eligible to enter the Championships, however there are age restrictions for certain events (see below), all strokes and several distances are covered. Club Championship records can be made and broken.

Club Championships are funded through the entry fees charged for each race entered by the swimmer and the gala programme fee charged on the day of the event. This income pays for the pool hire charges incurred, medals and trophies.

These are important events which also enable swimmers to obtain qualifying times for the County Galas in the following year. Times achieved are loaded onto a national database run by the ASA. These times can be used as entry times for other licensed meets (regional galas etc).

Club Championship events usually take place between June and December and are governed by ASA law. Details are posted on the notice board and the closing date must be adhered to. There is a charge for each event entered.

Medals are given on the night of the event for 1st, 2nd and 3rd place in each age group for each event. Points are awarded for each event entered and these are added up over the year towards the overall club championship. Annual Boys and Girls trophies are given for the 1st six places in each age group (7 to 16+) as well as an overall junior and senior title and boy and girl endeavour trophies for particular effort.

To qualify for end of year trophies swimmers aged 9 and under must compete in 4 or more events and swimmers aged 10 and over must compete in 8 or more events. Details of when these are held are on the fixture list, entry forms are by the locked box beneath the notice board. Trophies are presented at a fund raising evening held at the end of the year.

7 Competing with other clubs

7.1 Team selection

To be selected to represent the club at a gala is an honour. Selection is undertaken by the Head Coach/Team Manager in consultation with other coaches.

Many factors can influence the final choice including

- Swimming ability
- Nature & importance of the event
- Attendance and commitment
- Team attitude
- Training skills
- Reliability
- Poolside behaviour

Swimmers may be selected to swim relays only- especially in A-team galas. This adds to the strength of the team and provides valuable experience. It is not unusual for a swimmer to travel to an event to swim one leg of a relay for 15 seconds before returning home. They are still an important part of the team.

The team selection lists are posted on the notice board and swimmers must tick to show availability. It is important that swimmers check the notice board every time they visit the pool as change of times, venue and teams frequently occur at short notice.

Swimmers who are unable to take part must speak to the Head Coach/Team manager at the earliest opportunity before crossing their name off.

If a swimmer is ill on the day and unable to take part in a gala please ring the Coach/Team manager at the first opportunity.

Non attendance at a gala without prior notification causes considerable inconvenience to others at the gala.

7.2 Transport

Team transport

For some away galas a bus will be provided. Swimmers are expected to use this as the journey time is used to help engender team spirit and to inform swimmers about the team selection, tactics and objectives. A head count is taken both on and off the bus.

Parents are asked to ensure that their children are picked up promptly when the bus returns as a responsible adult must remain with them until they are collected.

Parents are encouraged to accompany a swimmer on their first away gala (at no extra cost) however extra care is taken to look after swimmers who are unfamiliar with away galas.

If there are any spare seats on the bus, parents and accompanied siblings can purchase seats at £5.00 per head respectively. Unaccompanied siblings are not permitted on the bus even if they are members of the club. Coaches, chaperones and helpers are only responsible for the swimmers in the team itself.

Own transport

In order to maintain a balanced budget, own transport is used to local events. We also use own transport to Open Meets. Lift sharing is an excellent opportunity to get to know other members and keep costs down. Please remember that lift-sharing arrangements are personal arrangements between the parties involved even if the driver is for example an official of the club.

7.3 Club rules for away galas

In addition to the Head Coach or Assistant Coach and Team Manager, the team is also accompanied by team chaperones. All swimmers are reminded that their personal behaviour and attitude is a direct reflection upon the club. Over many years the club has built an excellent reputation for the behaviour of its swimmers.

The club has adopted a number of special rules for away galas, which have been proved very effective for maintaining safety, comfort and discipline. These are:

- **Packed tea**

For long trips swimmers should bring a packed tea and drinks of water or squash.

- **Fizzy drinks & glass bottles**

No fizzy drinks & glass bottles are allowed.

- **Vending Machines**

Please advise your child that the use of vending machines at venues is not permitted.

- **Electronic games and other devices**

These must not be used on poolside during a gala

- **Mobile Phones**

Mobile phones may be taken at the owner's risk and can be useful for confirming pick up times. Mobile phones must not be left switched on during a gala. St. Ives Swimming Club cannot be held responsible for damage or loss of such personal items.

7.4 **Warming up before a gala**

Swimmers need to warm up before competition and it is for this reason that gala start times are given as "5.30pm for 6.00 pm" for example

Swimmers should arrive on poolside at least ten minutes before warm up time and report to the Coach or Team manager.

During warm up the following rules apply:

1. Swimmers must follow the directions of the warm up marshal.
2. Swimmers must not enter the water until instructed by their coach.
3. Swimmers must leave the water when instructed by the announcer or coaches.
4. No diving or jumping into the shallow end.
5. Alternate lanes will be designated for swimming in a clockwise and anti-clockwise direction.
6. When a sprint lane is allocated, one way only swimming will apply.
7. After warm up swimmers should change into a dry tight fitting costume ready to compete. Ensure that muscles are kept warm with suitable clothing. Pool shoes or old clean trainers may be worn on the feet.

7.5 **Gala Etiquette**

Each swimmer represents St. Ives Swimming Club and the standard of behaviour expected on poolside during competition is high.

Swimmers are required to:

- Sit with the team
- Support fellow team members
- Behave appropriately and accept the authority of those in charge
- Remain poolside during the gala* and team presentation ceremony.
- *At Open Meets, County and Club Championships this may not apply as swimmers need to eat, prepare for the next session etc.

7.6 **Why bother with nutrition?**

A balanced, varied diet will help you to achieve your swimming potential. All swimmers need to ensure that they:

- have the correct amount of energy for growth and development;
- have the right foods to build and maintain strong bones;
- need to be fit and healthy and not ill as much of the time as possible;
- need to recover as quickly as possible;
- have the ability to get to and maintain an appropriate weight;
- be able to concentrate on training and school/work.

In other words food and fluids will affect swimmers on a daily basis and shouldn't be left to chance.

E - Energy – get yours from carbohydrates

A - Attitude – a positive attitude towards food choice is essential

T - Tasty – taste is important, always try to make food tasty

W - Water is essential for life and for swimming

E - Enjoy your food it puts you in a good mood when you enjoy it

L – Little and often is the best way too stay energised

L – Lots of fruits and vegetables benefits your immune system

S – Spend some time planning and organising your snacks and drinks

W – Worrying about food at competitions should be a thing of the past

I – Invest in good quality food not cheap convenient food

M – Make breakfast an essential part of your preparations

W – Water bottles need cleaning regularly

E – Energise to survive the rigours of long hours training

L – Learn to rustle up some quick, tasty meals on your own

L – Lastly enjoy the occasional treat – you deserve it

Training Diet

Your main challenges are:

- Need to recover as quickly as possible;
- To have variety in your diet;
- Eat at least 5 portions of fruit and vegetables per day (best combination is 3 vegetables and 2 fruit);
- Base meals around starchy, wholegrain (preferably) carbohydrates;
- Eat 2-3 portions of meat or alternatives daily;
- Eat 2-3 portions of milk and dairy products daily.

Have a low saturated fat intake but include essential fats like the oils in fish.

To eat suitable snacks around training sessions.

To keep as hydrated as possible.

Water, weak squash/cordial or an isotonic sports drink (Make sure you like the flavour and remember to keep on topping up!).

Set simple nutrition and hydration goals and to self monitor. These could include:

- Eating a good breakfast every day
- Counting up how many portions from each food group you have eaten
- Monitoring your “pee” If you are hydrated it should be pale in colour and lots of it. If it is bright yellow and a small amount you are probably dehydrated and need to drink more
- Planning your snacks and always having the right ones in your bag

Suitable Snacks

Need to recover as quickly as possible;

- Bananas
- Milkshakes
- Yoghurts
- Chicken sandwich
- Ham roll
- Raisins
- Sultanas
- Teacake
- Currant Bun

8 Fixtures

Fixtures are planned with great care to cater for the needs of all club members. Trophies currently held by the Club are in the display cabinet outside the entrance to the pool. Club Fixtures are made up of the following types of competition:

8.1 County Championships²

County A Championships held in March - lower i.e. more challenging, qualifying times apply.

Novice Gala held in the June - upper qualifying times apply.

Intermediate Gala held in November - upper and lower qualifying times apply.

Entry forms for these events will be handed out indicating which events swimmers are eligible to enter based on whether they have achieved the qualifying times. They must be returned completed and with correct entry fees before the SISC closing date. (This will be earlier than the Cambridgeshire ASA date to enable entries to be processed.)

8.2 League Matches

League matches give the club a chance to compete against other clubs and is a useful indicator of our squad progress.

St. Ives SC belongs to three leagues:

- The National Swimming League- East Midlands (age 11u, 13u, 15u, Open)
- Milton Keynes & District Junior Swimming League (ages 9, 10, 11, and 12)
- Anglian League (ages 13u, 15u, Open)

The teams selected for these league fixtures will be the best possible to gain maximum points.

8.3 Open Meets

Many swimming clubs host Open Meets. These are licensed at different levels depending on the standard of swimming, (sometimes cut off times apply). An Open meet can be entered by any eligible swimmer and swimmers can decide which of their eligible events to enter.

Competing in Open Meets provides useful race experience and helps to update swimmer's times.

Competing in licensed Open Meets is necessary to qualify for Regional and National Championships, the qualifying times for which are posted on the notice board.

Details of Open Meets are placed on the notice board; the club determines which Open Meet the club will support as part of the fixture list consideration. Entrance fees are payable to the club and will include an administration fee to cover Coach passes and expenses. The club then pays the Open Meet fee to the venue club concerned.

Swimmers may enter any other Open Meet independently, but the club are not obliged to send a club coach as support.

8.4 Trophy and team galas

Trophy galas are inter-club competitions in which club teams compete for a trophy or shield. The selection of the team depends upon the grade and rules of each individual gala.

- For A grade galas, a full A team is selected in order to achieve maximum points.
- B/C/Novice galas are aimed at giving experience to swimmers who do not necessarily swim in A-grade teams. Team selection may be influenced by cut off times in which case A-grade swimmers may be selected.

8.5 Regional and National Championships

These are top class events with demanding qualifying times which must be obtained at licensed meets. Swimmers who qualify will be notified.

8.6 BAGCATS

At some competitive events, BAGCAT points are awarded. This points system has been introduced so that swimmers can be rewarded for swimming a range of events. BAGCAT is a multi-stroke approach with both distance and stroke events included.

Please see ASA leaflet 'The Changing Face of Swimming'

8.7 ASA Competitive Start Award

Before swimmers are able to dive into shallow water, they are taken through this by the coaching staff.

² Details correct at time of print; please keep an eye on the club notice board and website for up to date information
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9 Records

A list of current records is posted on the notice board and the website. These consist of

- **Club Age Group Records (age at 31 December)**

These can be broken at any competitions.

- **Club Championship records (age at 31 December)**

These can only be broken at club championship events only.

- **County Records**

These can be found on the Cambs. ASA website (www.cambs-swimming.org.uk). When a swimmer sets a new record, the proof and form are sent to the County records Secretary by the Team Manager.

- **Individual (personal bests)**

The team manager keeps a record of every swimmer's individual swims and personal bests. (Personal bests are the best time swum for each stroke/distance)

This information includes date of swim, venue, distance, stroke and time achieved.

Club Organisation

St. Ives Swimming Club employs a number of qualified teachers and coaches who are supported by qualified assistant teachers and lane coaches, and parent helpers. Between them they have a wealth of knowledge and experience and will always be happy to discuss any queries or problems that swimmers or parents have.

10.1 Coaching staff

▪ **Head Coach**

At the top of the organisation is our part-time Head Coach, Andy Hunter. Andy has considerable experience of coaching, both in the UK and overseas. He is also employed by the RAF, based at Henlow.

The duties of the Head Coach include squad coaching, preparing coaching and training strategy and training sessions, supervising and training coaching staff and long term development of the club's competitive performance. Our Head Coach works closely with the Club Committee and his coaching colleagues. He reports directly to the Club Chairman.

▪ **Assistant Coach/Team Manager**

The Squad coach/Team manager's duties include coaching all squads and co-ordinating competition squads in consultation with the Head Coach. The Team manager attends away galas and maintains club records and personal bests

▪ **Assistant Coach**

Assistant Coaches are qualified to level 2 and above and take teaching and coaching sessions to a timetable and providing cover for absences.

Assistant coaches are also involved with supporting the junior end of the club, up to and including Dolphins. Duties include teaching and coaching, implementation of the National Teaching Plan and co-ordination of volunteer teachers.

We currently employ 4 part-time salaried coaches, most other coaching resource is voluntary.

▪ **Coach**

Other qualified swimming coaches provide regular coaching or occasional/emergency cover. These coaches provide welcome variety for swimmers and ensure that the club is able to cover absences due to away galas, training, holidays and sickness.

▪ **Poolside Assistants**

In order to provide high standards of supervision and instruction, the club requires the support of ASA qualified teachers, assistant teachers, lane coaches and coaches. These volunteers are an important resource on poolside as they ensure that younger swimmers receive personal feedback during training and are closely supervised.

The club's policy is to provide ASA training to such volunteers in return for a commitment to use their training for the benefit of the club. Several of our more mature swimmers help the club by closely supervising Flounders in the pool. This is an extremely valuable role, as it promotes confidence as new swimmers acquire water skills.

Under our affiliation with the ASA, it is policy that Criminal Record Checks (CRB) checks are undertaken for people that help poolside. This is a simple administrative process that involves volunteers completing a form.

10.2 Management Committee

St Ives Swimming Club has a formal Constitution and is run by an elected management committee in accordance with ASA Law.

The management positions include:

- Chair
- Secretary
- Treasurer
- Club Championship Secretary
- Membership Secretary
- + Committee members (without portfolio)

The management committee usually meets every month at the St Ivo Recreation Centre, but it or its sub-committees may also meet on other occasions (finance, disciplinary).

Although committee meetings are the place to make key decisions, much of the real work of a committee member is done at home in spare time. Out of pocket expenses may be claimed on production of receipts.

10.3 Complaining

The right to ask questions and express concerns directly with committee members is important. However members are asked to be sensitive in the way in which this is approached. The club relies on the good will of its volunteer committee members and many problems arise from simple misunderstandings. Confrontational complaining is totally unacceptable.

If you are unable to resolve a problem to your satisfaction, please use the formal complaints system. A formal complaint may only be considered if submitted in writing to the Club Secretary. The complaint will be raised in the next full committee meeting, dates of which are published in advance. Acknowledgement of the complaint made with the details of the action being taken will be made to the complainant.

10.4 Openness

In most circumstances the committee is able to operate in an open and democratic way - keeping members fully informed of what is going on. However serious disputes and disciplinary offences occur from time to time and these have to be handled with diplomacy and discretion.

Additionally protocol sometimes requires other committee's decisions to be communicated first to those directly affected. Committee members are asked to co-operate to ensure that information is communicated correctly through the appropriate channels.

10.5 Elections

Management committee members are elected annually at the Club's AGM. Nomination forms are distributed approximately 4 weeks before the AGM and all those wishing to stand for election must be proposed and seconded by club members.

10.6 Getting involved

Ever noticed how little jobs at home just seem to get done by themselves? Well apparently this is the work of fairies. St Ives Swimming Club is supported by its very own fairies who discreetly get things done whilst nobody is looking.

There are many ways in which these fairies help out from time to time, whether it is polishing trophies, taking split times at gala or assisting at one of our social events. If there is a way in which to ease the load on others, they always seem to offer their help. We would like to thank them for what they do, but they invariably disappear before we've had a chance.

The Club often finds that parents have special skills or access to resources that are of value to the club. In recent years this has included catering, printing, web design, bookkeeping, accountancy - even an airline pilot!

Although key teaching and coaching staff occupy salaried positions, St Ives Swimming Club is largely dependent on the dedication and hard work of its many volunteers. Actively participating in the club can be a very rewarding experience. There are many opportunities for parents and older swimmers to participate. Maintaining levels of voluntary support is a constant challenge for the club. If you are able to give a little of your time on a regular basis, please let the Head Coach or a committee member know.

10.7 Gala officials

Every one of our home galas requires a poolside team of officials and support staff.

- Ideally 8 timekeepers (2 per lane)
- 1 chief timekeeper
- 1 starter
- 1 referee
- 2 judges of style
- 2 judges of turn
- 1 announcer
- 2 results collators
- 2 stewards
- 1 refreshment organiser

Parents of swimmers are encouraged to get involved in any way possible with the running of the club. This may involve undergoing training to become an official (Judge Level 1, Judge Level 2(S) or referee) or helping with refreshments, chaperoning swimmers or recording results. Full free training to ASA standards will be given for officials involving classroom sessions leading to a short exam and practical session's poolside at Club Champs events. These qualifications can then be used at club events but can also be used at Open Meet and county/regional/national events where desired and it whiles away the time (in a very practical way) spent waiting for your swimmer's event to come up. Details of courses will be posted on the notice board. Gala officials are asked to wear whites and suitable footwear when poolside.

10.8 Open Meet Organisers

This position is a voluntary but important role ensuring communications are made to publicise Open Meets the club attends and to ensure appropriate entry forms are distributed and filled out to the appropriate timetable. A 10% admin fee is added to the event entry fee to cover St Ives coach's poolside passes and legitimate expenses.

11 Club Rules

1. All members of SISC squads must be members of St Ives swimming Club. They must sign up to the Code of Conduct on joining (see below)
2. All new membership is by invitation based on the selection and assessment by the coaching staff. Renewal of membership will be by invitation.
3. Progression through squads and through lanes within the squads will be decided by continuous assessment by the coaching staff. The assessment will have regard for the following:
 - Flexibility across strokes
 - Training skills (i.e. ability to perform drills, starts, turns)
 - Poolside behaviour
 - Availability of lane/squad space
 - Attendance and commitment
 - ConfidenceMovement between squads is to be made on the recommendation of the coaches. Temporary lane movements may be made at the discretion of the coach in charge of the session, having regard for lane numbers, stroke and pace, behaviour and individual training needs.
A swimmer parent or guardian may request an individual review by the Head Coach if they are not satisfied with lane/squad progress.
4. Squad training sessions will be held at the St Ivo Recreation centre and the Hinchingsbrooke School Pool. If through circumstances beyond the club's control these pools become unavailable, alternative venues will be sought.
5. Spectators may observe training from the balcony (St Ivo pool only); however the Committee reserves the right to prohibit access to the balcony during Training Sessions. Photography of any description is not allowed from the balcony.
6. The Committee may exclude members from participating in swim squads either temporarily or permanently if their behaviour is disruptive or is deemed to be unacceptable or to be such that it brings the club into disrepute. The decision of the Committee shall be final in this respect.
7. In order to maintain necessary levels of control and discipline, coaching staff have the authority to summarily remove a swimmer from the pool or suspend a swimmer from training for a period of up to one week. Serious disciplinary matters will be considered by the Committee or a sub-committee thereof.
8. If parents/guardians wish to discuss any aspect of their child's training with the Head Coach or the Assistant Coaches/teachers they should do so by arrangement and at a time other than when the Training Sessions are in progress.
9. Squad fees are calculated on a yearly basis and are payable in advance by 12 monthly payments by standing order. Failure to pay squad fees may result in the respective swimmer being suspended or disallowed. Squad fees are determined, usually annually, by the Committee.
10. An annual St. Ives Swimming Club membership registration fee is payable in January of each year and is collected along with the completion of the annual club membership form.
11. Should a member wish to leave the club before the 12 month membership period is concluded they will be expected to give one month's notice to the Membership Secretary.
12. Swimmers remain the responsibility of parents until such time that they are required on poolside and following the end of the Training session.
13. Swimmers are not allowed to enter the water until instructed to do so by the Head Coach or their assistants.
14. Any details not covered in these conditions which are insisted upon by the Huntingdonshire District Council or the ASA will be implemented immediately.
15. The Committee will decide upon matters not covered herein.
16. All ASA laws will be applied.

12 Code of Conduct

This document outlines the responsibilities and behaviour of both staff and swimmers who are members of St Ives Swimming Club. Whilst it is specifically aimed at "away" trips where travel and accommodation are required, it is expected that the principles of the Code of Conduct should be followed at all events and training sessions.

Behaviour and Personal Conduct must at all times be of a high standard and reflect favourably on the sport, and the Club. Language in public or relevant group situations must always be appropriate and socially acceptable. Bullying and showing disrespect to others is unacceptable.

Consumption of Alcohol is totally forbidden for athletes under age as defined by UK law. It must not be consumed by swimmers or staff members whilst en route, prior to, or following a competition event, training camp or team activities, without specific consent of the Team Manager. During competition alcohol is strictly forbidden to all swimmers and staff.

Smoking: is prohibited by swimmers and staff whilst en route to or during a competition event, training session or team activities.

Personal Appearance: shall be appropriate to the circumstances and as indicated by the Team Manager. Team kit and equipment shall be worn as directed by the Team Manager when competing and training, when assembling or travelling, at official team functions or on other occasions as notified.

Attendance at all activities is expected unless agreed by the Team Manager. Throughout the duration of the trip swimmers should inform staff of their whereabouts. Punctuality on all occasions is essential and any curfew must be observed.

Illegal and Performance Enhancing Drugs and Substances are strictly forbidden. Swimmers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. The use of Illegal Drugs and Substances, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.

Accommodation at hotels or equivalent must be as directed by the club staff and at no times must anyone extra be accommodated in swimmers' rooms.

Medication: It is important that information on all medication being currently taken should be reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must be reported to the Team Manager.

Sanctions: Breaches of the Code of Conduct shall be dealt with in the first instance by the Team Manager or Coach. He/she shall report the incident to the Secretary of the club who shall take such further action as is deemed necessary.

In addition it is expected that all members and representatives of St Ives Swimming Club, when attending any event or training session shall:

- Comply with the codes, rules and laws within the guidelines set out by the ASA
- Behave 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.
- Not encourage swimmers, volunteers, officials or parents to violate the rules of the club/sport.
- Observe the authority and the decisions of all officials.
- Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
- Treat other competitors and teams with respect, in victory and defeat.

I agree to abide by the above Code of Conduct

Signed

(Swimmer)(Parent).....Date.....

January 2010