

Fflint ASC

Welcome/ Information Pack



Welcome to
Fflint Amateur Swimming Club



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1 What is Fflint Swimming Club?

Fflint Amateur Swimming Club is a competitive club which has been running for over 30 years. We are a non profit making organisation, run solely by volunteers. The club competes in the East Clwyd Senior & Junior Leagues. The club also competes in a wide range of both Long and Short Course meets the length and breadth of Great Britain. Our Committee provides delegates to the East Clwyd League and Nofio Clwyd. All Fflint members follow a National Long-term Athlete Development programme which helps develop their skills in swimming from basic/general skills (inc. the FUNdamentals) to more aerobic/competitive development. Through this programme being in place, Fflint ASC is a Welsh Dragon Mark Accredited Club. We also support swimmers with both their PE GCSE's/GCE's and Duke of Edinburgh awards.

2 Where Does it all happen?

Fflint ASC is based at the Jade Jones Pavilion Leisure Centre in Flint, Flintshire, North Wales. We have various squads from Water Dragons to our Skills and Performance Squads (all aiming to attain Welsh National Youth/Regional Times) and finally moving onto the Nofio Clwyd Squads. See appendix for training times. If the pool is closed for any reason we will communicate this via our website twitter and facebook.

3 Mission Statement

'To provide great opportunities for your child to compete at levels appropriate to their development and maximise their potential as a competitive swimmer.'

By providing qualified coaching staff and developing an appropriate training programme Fflint ASC will do their best to encourage your child to improve their strokes and fitness. The programme provided in all our squads will attempt to bring the best from your child, and will work most effectively if attendance is in line with squad recommendations! We will seek to encourage your child to take part in competitive galas, of which we have a number at different levels. This will begin with time trials within the club leading to team selection for development galas and further progress in galas appropriate to your child's development. From a coaching point of view you cannot hurry a child's development, each child's individual maturity both physical and mental affect their performance.

4 Structure of the club

Chair/Coach:	Suzanne Roberts	Head Coach:	Suni Patel
Vice Chair:	Jim Selley	Coach/Team Manager:	Edna Hall
Treasurer:	Adele Morris	Coach/Team Manager:	Jo Griffiths
Secretary/Membership Registrar:	Suzanne Price	Coach:	Chris Camplejohn
Welfare Officers:	Anya Davies	Coach:	Rachel Roberts
East Clwyd League (E.C.L.) Rep:	Jim Selley / David Williams	Coach:	Sara Price
Publicity:	Jim Selley	Coach::	Rowena Lang
Nofio Clwyd Rep:	David Williams / Sam Winn	Team Manager:	Hannah Skinner
Gala Secretary:	Hannah Skinner	Pool booking:	Siobhan Lightfoot
Swim Shop:	Anne Tovey	Fund Raising:	Edna Hall
Web Admin:	Ben Hodson	Fund Raising Committee:	Natalie Carroll / Jo Griffiths / Bren Carroll All Welcome
Publicity:	Helen Selley	Event Organisers:	Hannah Skinner / Edna Hall / Suni Patel

If you have not met the members of the committee above, ask someone to introduce you!

5 Coaching

Entry is at pre-competition level 7 which is the logical progression from the LINK training sessions or from a Trial session. The swimmer will initially consolidate their existing skills and develop their efficiency of the four competitive strokes. They will then, through the use of a range of drills and practices, progress towards the more demanding aspects of training development in preparation for taking part in competitive swimming.

The rate at which swimmers develop varies, and our coaches will ensure the necessary skills, strokes and confidence are in place at each stage of their progression. The main difference between swimming lessons and club is that each child is coached as an individual, which may mean that they are doing something different to others in the same group. The swimmer will be placed in the lane most suited to them; this may change on occasion in accordance with your child's individual needs. They will progress through the groups as they develop.

6 Data Protection

Data is held electronically about each child. The following roles will hold information electronically on your child; some will hold more information than others:

• Head Coach • Membership Registrar • Welfare Officer • Chair • Meet Secretary • Treasurer

7 First Day

On your child's first attendance at the club they may be asked to swim a few lengths in three different strokes. They will then be assigned to a lane for the rest of the session and we will gauge their current levels of fitness. Your child should bring with them a drink (not fizzy), goggles and preferably a swimming cap or have hair tied back if long and of course a towel and shampoo. You may also find a spare towel useful as the swimmers may spend time out of the water e.g. time trials. Other equipment e.g. kick boards, pull buoys and fins are available to lend from the club.

8 Membership

Your child may attend three weeks of sessions including their first and just pay the training fee. On your fourth week of attendance or before, you must pay the current membership fee. The rates for this can be obtained from the Treasurer or the Membership Registrar. Membership covers your child's membership to Fflint ASC, Nofio Clwyd and Swim Wales. The club forwards part of the membership fee you pay to Swim Wales, which covers insurance and enables your child to enter galas as an individual.

You will be asked to complete a number of forms –

1. Swim Wales Registration form.

2. Club membership form.
3. Standing order form – payment of monthly subscriptions (for you to give to your bank).

The club is committed to providing support for its members and in the event that you have any difficulties with fees or the provision of necessary equipment please speak, in strictest confidence, to either the Chair: chair@flintswimmingclub.co.uk or Treasurer: treasurer@flintswimmingclub.co.uk

What can you do as a parent?

Firstly and most importantly, always find a way to encourage your child rather than criticise. Try to ensure they judge their own performance against only themselves and their previous personal best (PB) performances. We have PB's because all children mature and develop at different rates and the swimmers who finish at a high level do not necessarily shine early!

Secondly, watch the notice board(s) for new information or to see if your child has been chosen for a gala. This board is located at the back of the spectator area by the door and is updated regularly. Please always advise availability for galas at the earliest opportunity and let one of the Team Managers know of any problems as we need to confirm team selection a number of days before the event. Please tick (yes)/cross (no) on the team sheet EARLY, if we are advised late then this will probably involve a telephone call to seek other swimmers for the team. We fully appreciate the support of all parents and swimmers!

Lastly, if you have any queries at all please ask. We can't promise to give the answer you may expect but hopefully we should be able to explain why and what we do. Please remember that all the officials, coaches and helpers within the club are volunteers. They are there to do their best for ALL the children in the club. They are quite happy to answer any question or advise you who is best placed to answer. We may not always get it right but we are trying our best!

9 The Dragon Mark



This accreditation means that Flint ASC has a variety of policies in place from Health, Safety and Insurance to Coaching and Child Protection.

Volunteers - Policy

To succeed in achieving its Mission the Club is totally reliant on the commitment of the volunteers who provide all the skills necessary to enable the club to operate. To ensure sustainability, the club is committed to actively encouraging the recruitment of new volunteers and to providing funding for training and ongoing development. If you are interested in getting involved with poolside, officiating or administrative roles and would like further information please speak to any of the committee members.

Volunteers - Poolside helpers

If you are interested in becoming involved as a poolside helper you will be required to complete the necessary Disclosure and Barring Service (DBS) checks, after which you can come on the poolside to assist our qualified teachers and coaches. The club also provides financial support for those wishing to become further involved through taking teaching and coaching qualifications. For further information please speak to any of the coaching staff.

Volunteers - Officiating

If you are interested in becoming involved in helping at galas you will be required to complete the necessary DBS checks after which you can come on the poolside to assist. Again, if you choose, there are examinations to qualify for timekeeping, judging and starting. Please see a member of the committee for more information.

10 Committee & Club Organisation

The committee is elected each year at the AGM, watch out for the notices. The AGM is normally held in January. Offers of help however are welcome at any time of year and we will always be pleased to find you a job. We would especially be pleased to receive any help with fund raising or the arrangement of social events. Please speak to Edna, our Fundraising officer or any committee member.

11 ClubShop

This is open on Monday and Friday nights. You can find out more details from Anne or any other member of the committee. She has a folder containing the latest brochures from SwimRite Supplies Ltd along with a price list, which you can borrow. You only pay Club price (including VAT) plus a small contribution, which is a fantastic discount on normal shop prices. All proceeds go to the club and subsidise other activities for your children. Anne will let you know how much you owe when the goods arrive.

12 Code of Ethics and Conduct

Code of Conduct for children & young people

All children and young people who are members of the club must abide by the codes and rules set out by the club, and must read and agree to the following:

- If for any reason you are dismissed from a training session, you will not be allowed back into any aspects of club training until -
 - A. an apology has been made to the member of coaching staff concerned and this apology has been accepted.
 - B. If appropriate a meeting is called to discuss issue further, with all parties attending. Appointments will be arranged with through the welfare officers.
- Do not become involved with any bullying of other people.
- Do not discriminate on the grounds of race, colour, language, religion, birth or social status as set out in the equal opportunities policy.
- Respect other people's rights, and dignity. Do not use abusive language or act in an aggressive manner.
- Ask permission from a member of the coaching staff before going to the toilet, or if you wish to leave the poolside for any other reason
- Listen to and follow all instructions from the coaching staff and officials.
- Treat other competitors and teams with respect, in victory and defeat.
- Behave in a safe and responsible manner whilst in the changing area, on poolside and in the water, both at home pool and whilst attending galas.
- Look after your own property and respect the property of other swimmers and the leisure centres.
- Arrive on time for every training session, gala or event.

Any reported incidents will be dealt with by the committee and may result in disciplinary action.

Code of Conduct for parents/carers

All parents/carers of children and young people who are members of the club must read and agree to the following:

- Encourage your child to learn the rules and adhere to them.
- Discourage unfair play and arguing with coaches or officials. If you need to discuss any issues that you may have then seek to book an appointment (through the welfare officers).
- Help your child to recognise good performance, not just results.
- Never force your child to take part in this sport. Support your child's involvement and help them to enjoy their sport. Support and encourage your child and their team mates during all galas/competitions.
- You should try and actively support the club in its fundraising events and in encouraging your child to participate in galas.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- You should inform the coaching staff or a committee member of any problems or concerns you might have, so that they can be dealt with appropriately. If you wish to speak with a member of the coaching staff an appointment can be made to suit all concerned (through the welfare officers).
- You should aim to be at the centre at least 5 minutes before the end of each session. When a swimmer leaves the water / swim area they then become your responsibility.

Code of conduct for club officials and volunteers

All club officials and volunteers must read and agree to the following:

The essence of good ethical conduct and practice is summarised below.

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with swimmers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the club.

13 Internal Disputes

The Club shall comply with the requirements and procedures of Swim Wales for handling all Internal Club Disputes as may be revised from time to time. For further information contact the Chair, Welfare Officer or any Coach or Committee member. A serious infringement or persistent minor infringements of any of the above will result in disciplinary action being taken.

14 Gala rules

a. Entering galas

Enter on time and pay in full. The deadlines are given so that no one misses out on entering as there is quite a bit to do before we send off the entries. Finding PB's - The PB book is available at each session where every child's best times are listed from any galas or time trials entered. Please enter the quickest time listed for each event from within the last 12 months - this may not be the latest time.

b. At galas

No parents/guardians are allowed in the changing rooms or on poolside. Please trust the coach/team manager on poolside to look after your child, we will hand them back to you at the end of the session. No mobile phones or electronic gadgets allowed on poolside. Swimmers report to their coach before their swim to get their race plan and after their swims for feedback on their race. Swimmers may leave the poolside once their races are complete only with the agreement of the Coach or Team Manager as they may be required for a swim off.

15 Contact Us

For further information, updates on the club and competitions, you can visit our website: www.flintswimmingclub.co.uk

You can also get in contact with members of the committee by email:

General queries: contact@flintswimmingclub.co.uk

Chairperson: chair@flintswimmingclub.co.uk

Welfare Officer: welfare@flintswimmingclub.co.uk

Head Coach: coach@flintswimmingclub.co.uk

Treasurer: treasurer@flintswimmingclub.co.uk

We are always looking for help and support at the club and wherever your skills and expertise lie we will have a role for you. If you have a skill or expertise that you think will benefit the club please let us know, we welcome all ideas!

16 Your First Gala

Before the Gala:

- Remember to check the notice board for your name on team sheets or any up and coming individual galas.
- Always indicate on the team sheet if you are available to swim. (✓ for yes or x for no). If you need any times for events please let a member of the coaching staff know at least 7 days before entries are due in.
- Before the day of the competition make sure that you know how to get to the swimming pool and what time warm up is.
- Make sure you know what events you will be swimming and what sessions these are in – all these details will be on the programme which will have been given to you with your entry form (individual galas only).
- You should attend training as normal, unless advised otherwise by the Head Coach.
- Make sure your bag is packed before you go to bed the night before.

Things to take:

- Warm up/racing costume for each session. Sometimes if there is a long time between warm up and racing it is advisable to change into a dry costume.
- 2 pairs of goggles (in case one pair snaps).
- Flint swimming cap (available from Anne).
- Poolside shoes – these must be clean and shouldn't be worn outside on the day of competition.
- Flint shirt/t-shirt/tracksuit top with tracksuit bottoms or shorts to wear when not swimming.
- Towels for each session, you will need to dry off after warm-up and your swims as well as when you get changed at the end of the session.
- Food (see below).
- Drinks – water or weak squash – NO milk / fizzy drinks please. If bought drinks have plastic caps, please can these be removed before you leave home as they can be a choking hazard if they fall in the water.
- Something to do while you are waiting for your race – puzzle books / games are good. Please remember that you are responsible for your own property.
- Change for a locker.

Food:

- You will need snacks for poolside and something for lunch. Good poolside snacks include fresh fruit / dried fruit / jelly cubes / jaffa cakes / popcorn. You will not need lots of snacks – just enough to refuel after warm up and races.
- Although nuts are a good source of protein and are therefore a good snack, they are **not** allowed on poolside due to potential nut allergies.
- Remember to make sure you have plenty of drinks with you and drink throughout the session.
- Lunch should consist of high carbohydrate foods with no fat. Pasta / noodles / sandwiches are good. Do not eat chocolate or crisps – especially if you still have races to complete.
- When you swim it is important that you replace the energy quickly – that is why you have snacks such as fruit / jelly. Once you have finished all your swimming you should try to eat a good well balanced meal within two hours.

On the Day:

- Allow enough time to get to the competition and aim to arrive 20 – 30 minutes before warm up.
- Your parents will not be allowed into the changing rooms with you so it is important that you know where everything you need for the session is kept.
- When you get to the pool, get changed into your warm up costume and tracksuit or T-shirt and tracksuit bottoms / shorts. Put anything you don't need on poolside such as your towel for the end of the session, clothes and possibly lunch in a locker.
- Go onto poolside and find your coach and other members of the team.
- Before your warm up, you will do a series of stretches to loosen up your muscles and prepare you for swimming. The more experienced squad members will lead the stretches.
- When it is time for your warm up, take off your T-shirt and tracksuit bottoms and go to the lane that your coach tells you to.

Warm Up:

- Warm up can be very busy and you may be swimming with other swimmers from other clubs and of different abilities.
- You should make sure that you know what to do for warm up – your coach will let you know what warm up is required if you are unsure.
- Enter the pool from a sitting position or jump in – DO NOT DIVE. You must start swimming straight away in the correct direction (either clockwise or anticlockwise) as directed by your coach.
- Please try not to stop, the lanes can be very busy and swimmers stopping can cause accidents and chaos.
- Complete your warm up, making sure all your turns and finishes are done correctly and then you may have the opportunity to practice diving in a sprint lane.
- After warm up, wrap yourself in a towel and go and get changed into a costume for your first race (if necessary) and put on your tracksuit / shorts and top. Have a drink and a piece of fruit or a jelly sweet.

Races:

- You should stay with your squad until your race is called, your coach will let you know when you need to go to the marshalling area. If you need to leave the squad for any reason (such as going to the toilet) you must ask permission from your coach. Do not leave poolside without the coach or team manager knowing where you are.
- It is important to be quiet at the start of each race so, once the referee blows his whistle to indicate the start of a race, keep quiet until the competitors start swimming – then you can cheer your team mates on as loud as you can.

- You need to keep the side of the pool clear as there will be judges walking up and down – never walk in front of a judge or near the blocks at the start of a race. Once the whistle blows you need to stand still and keep quiet until the competitors start swimming.
- When it is time to go to the marshalling area, leave on your top layers and remember to take your cap and 2 pairs of goggles with you.
- The marshalling area is where all the swimmers go before a race. When you get there, you need to tell the marshals your name and the race you are going to swim. The marshals will then arrange you into race and heat order which you must stay in until after you get to the blocks.
- Keep warm until it is time to stand by the blocks. Then you can take off your warm clothes and put your goggles on – check they are on before you get on the blocks. If you are feeling nervous, take a couple of deep breaths and stretch your arms while you are waiting.
- If you have your Competitive Start award you can dive from the blocks, otherwise you MUST start in the water.
- When the referee blows his whistle it is time to start your race – this is what you have been training for. Do your best and remember your training.
- After your race you must stay in the water until directed by an official to leave the pool. Sometimes the next race may start before you leave the pool – if this happens you must hold on to one of the ropes and stay as near the wall as possible – do not move or distract the next swimmer. Once they have started swimming you may leave the pool by the sides – do not climb over the touch pads.
- Collect your clothes and spare goggles and go back to the squad. Wrap yourself in a dry towel and your coach may then wish to speak to you about the race. After this, get changed if necessary and put your t-shirt / shorts back on to keep warm. Do not leave poolside unless your coach has said that this is ok. You should not go to the viewing gallery unless you are fully clothed and have shoes on.

The most important thing about the day is that you do your best and enjoy yourself – if things don't go the way they are planned, nobody will shout at you.

Notes for Parents / Carers:

Please don't be nervous – the reason for these notes is to prepare you and your child for the competition in order that the day is enjoyable and can go as smoothly as possible.

It is really important that a swimmer's first competition is enjoyable for them so it makes sense for them to be prepared and not feel under any pressure.

Discuss what your child is taking with them, where it will be and why it is there. I find a good idea is to pack small carrier bags for each event and label them. Each bag will include a costume and a towel and can be swapped for wet towels and costumes at each changing time. This way, spare costumes and towels are kept safe and dry in a locker and do not take up room on poolside. It is not necessary to have fancy racing costumes, but it is advisable to have at least one for each session – more if possible so that they are not sitting around in wet costumes all day.

You will not be allowed in the changing rooms and you are not allowed on poolside at galas. They will be well looked after by the coach and team manager and you will be contacted if you are needed. Encourage your child to go to the coach if they need anything rather than them trying to attract your attention in the viewing gallery. If your child knows what they need and where it is then they will be much more confident than a child who can't find what they need and has no immediate access to a parent.

It is likely to be very hot in the viewing gallery – the poolside needs to be warm for swimmers and heat rises. Dress accordingly, If you come in your warmest polo-neck jumper you're likely to be fainting by lunchtime.

Some venues allow photography, in which case you must register your camera / phone at the entrance. Others allow no photography whatsoever and you must keep your camera switched off. Also, remember to switch off your phone / switch it to silent before the start of racing.

Please be aware that most swimmers will be a little nervous – especially the ones standing on the blocks about to start a race. It is therefore extremely important that everybody – swimmers and viewers alike, keep quiet for the start of each race.

If your child is racing in more than one session on a day, I would recommend that once their coach allows them to leave poolside for lunch, you feed them immediately. This allows them time to digest their food before the next session. Be aware that if there are medal ceremonies in which your child is involved, time constraints may make it necessary to get their lunch to them on poolside!!! Hopefully, there will be time between sessions for the swimmers to eat, relax and unwind. Often this is also a time when they mix and establish new friendships with each other.

As a final note – try to enjoy yourself and make sure that your child is aware of how proud you are of them no matter how they do on the day– positive feedback for a swimmer is a wonderful thing.

APPENDIX 1. Training Timetable