



Established 1973

HANDBOOK

April 2014 – December 2014

MEMBERS' NAME(S)

.....

ESSENTIAL INFORMATION FOR MEMBERS
(Issue 2 April 2014)



Affiliated to the ASA and Scarborough & District Swimming Association

Swim 21 accredited club

www.ryedaleswimmingclub.co.uk

Authors: Becky Wood/Heather Robson - to be reviewed Dec 2014

CONTENTS

Welcome to Ryedale Swimming Club	3
Objectives of the Club	3
Swim 21.....	4
Medical Information	4
Communication	4
Fees	5
Parents/Coaches responsibilities	5
Progression through the Club	6
Learn to Swim	6
Awards.....	7
Competition Section	7
Junior Masters	8
Adults	8
Galas	8
Friendly Galas	8
Ridings League.....	8
Club Championships	9
Open Meets	9
Yorkshire Championships	9
General gala health & safety procedures	9
Progression beyond Green Squad	10
Gala buses.....	10
Equipment.....	10
Clothing for training and galas	10
Club shop	11
Nutrition for the Competitive Swimmer	11
Assisting the Club	12
Social Events	12
Annual General Meeting	12
Club Officials and Coaches	13
List of Policies	14
Equal Opportunities Policy Statement.....	15
Swimmers Code of Conduct	16
Parents Code of Conduct.....	17

WELCOME TO RYEDALE SWIMMING CLUB

The purpose of this Handbook is to provide a comprehensive guide to Ryedale Swimming Club for new members as well as including various policies that affect all swimmers, year after year. It should be read by all families so that they become familiar with the running of the Club. A full set of rules can be found in the Club Constitution which is available on the website, or, alternatively please ask the Club Secretary for a copy.

You will find that we are a friendly, active and ambitious Club that has come a long way since its formation in 1973. Today the club is both a competitive and a teaching Club.

On the whole, the Club is run by parents of the swimmers, who you will see on the poolside teaching and coaching, or running the Club's day-to-day affairs. Because we are a large organisation we can always do with more help from parents, so whatever time you feel you can give it will always be welcomed.

Above all else, swimming should be fun, so enjoy yourselves, get in the swim, and we hope you have a long and successful association with the Club.

WHY SWIM?

The Amateur Swimming Association (ASA) age group swimming programme is the U.K.'s largest programme of guided fitness activity for children. Age group swimming builds a strong foundation for a lifetime of good health, and teaches healthy fitness habits.

OBJECTIVES OF THE CLUB

Within a happy friendly environment we are able to teach children to swim from the age of five and continue their development into competitive swimming right up to and beyond University years. Swimmers can enjoy being part of a team swimming in many of our competitions, from our less competitive friendly galas to representing the club in the Riding's league, Graded, or County competitions. We endeavour to provide every club member with the opportunity to realise his or her full potential. We are linked to two Performance Swimming Clubs for those swimmers who want to develop their swimming to Regional level and beyond.

The Club will undertake to:

- Inform you at once if your child is ill and ensure their well-being until you are able to collect him/her.
- Ensure good child protection guidelines are followed at all times to keep your child safe.
- Ensure all activities are properly supervised, taught and coached.

The Parent/Carer has a right to:

- Make a complaint to the club if they feel the club or a member of the club is not acting in accordance to the Club rules. Details of how to do this can be obtained from the Club Welfare Officer.
- Make a complaint on behalf of their child to the ASA.

SWIM 21

Swim 21 is the ASA's club development model, a planning tool based on the Long Term Athlete Development, enabling clubs to help swimmers, coaches and administrators achieve their full potential and to continually improve. It is centred around the needs of the swimmers - striving to provide them with the best possible support and environment. Ryedale SC has been Swim 21 accredited since 2010.

COMMUNICATION

When you are new to any organisation it can sometimes be very confusing not knowing who to ask about the things that established members take for granted. The people who run the Club are most busy whilst your children are swimming.

If you have any questions about any of the Club's activities, please make contact with the Teaching section coordinator or a member of the Coaching team.

Please check the club notice boards on a regular basis, teaching section is on the wall on your left going to the viewing gallery and the competition section above the heater on the opposite wall, this is how we communicate with each other most of the time and where you can find all contact details. **Our club mobile Number is 07514 529441** and this number is used primarily for general club information i.e. teaching section and for contact at galas.

Alternatively, visit the Club's website at **www.ryedaleswimmingclub.co.uk**

N.B. Cancellations: On the rare occasion it may be necessary to cancel a session. This can be due to weather, pool breakdowns or other situations outside of our control. The Club will attempt to let everyone know by telephone, however, it may not be possible to contact everyone at short notice. In circumstances where you suspect a session may be cancelled, such as adverse weather, it is advisable to try and contact the club mobile number or Ryedale Swimming Pool 01751 473351.

MEDICAL INFORMATION

It is very important that the Club should be informed if any member has a medical problem, e.g. asthma, diabetes, epilepsy, etc before they start to swim. In this way the teachers and lane coaches can be made aware of any potential problems and they will be able to keep a special watch on the situation, please make sure you fill in the medical details when completing your membership details and keep the Club informed of any changes.

PARENTS/COACHES RESPONSIBILITIES

The Club or coaches can only be responsible for swimmers during their training session and not either before or after this time. The Club is not responsible for your child away from poolside, this includes the changing rooms, other areas of the building and outside the pool. All members under the age of 10 must have a parent/guardian in the building. The conduct and behaviour of your child remains your responsibility at all times.

MOBILES/PHOTOGRAPHY

As part of the ASA Child Protection Policy the use of cameras/camera phones are not permitted without signing the Club's Video/ Photography Record Log; please speak to a poolside helper if you wish to register this use as well as signing Community Leisure's approved documents on the use of cameras.

FEES

The policy of the Club is to keep fees as low as possible.

Fees are payable quarterly by cash or cheque and are listed below. Payment by electronic means is currently under review. Club membership fees are paid with squad fees and this covers the insurance of you or your child to swim (the member). Prompt payment is requested to ensure adequate insurance cover and for this reason we ask that fees be paid directly to the club within the first 2 weeks of the each term.

Members are expected to pay the fee for the squad they belong to (squad allocation will be advised by your coach).

Physical injuries such as broken or fractured limbs etc. incurred outside the club will be a basis for a temporary reduction of fees but these will be strictly dealt with on a case by case basis.

2014 Fees per quarter

Squad	Fee	Membership	Total (£)
Teaching widths & lengths stage 7	27.00	10.00	37.00
Blue & White	29.50	10.00	39.50
Red, Black & Green	41.00	10.00	51.00
Junior Masters	30.00	10.00	40.00
Adults	22.00	10.00	32.00

Fees are due during the first two weeks of each quarter, ie, January, April, July and October. If fees are overdue, swimmers will not be allowed in the water until payment has been made.

PROGRESSION THROUGH THE CLUB

LEARN TO SWIM

The club follows the Amateur Swimming Association (ASA) Learn to Swim Framework (LTS). This is a world leading national syllabus in aquatics facilitating learn to swim providers with the tools and training to deliver a multi aquatic and multi skilled programme. The framework is made of up 10 stages. Stage 1 to 7 focuses on learning to swim, 8 to 10 are based on aquatic skills, at Ryedale we offer the competitive swimming skills framework.

By following the LTS framework, a swimmer's journey through aquatics will result in the development of a wide range of skills, increasing confidence and competence in the water, safe swimming and above all else, having fun.

At the end of each quarter, swimmers are assessed against the stage outcomes for their particular class. If the standards for that stage are achieved, the swimmer will progress to the next level.

At Ryedale SC, swimmers start at stage 3 in the shallow end through to stage 6 at the deep end. Progression to stage 7 will be the start of the swimmers' journey in the lengths section of teaching. Initially at the start of stage 7 the lengths lane will be divided into two at the half way point so swimmers will swim 12.5m. Once swimmers are fully confident they will complete stage 7 in the next lane, which will be in the 25m format.

Full details of the outcomes for each stage are available on the following website:

www.swimming.org

Click on the ASA, find the learn to swim pathway link and there is a full explanation of all the stages and outcomes on the parents page.

Lesson Times

Width swimming lessons take place on Wednesdays at the following times:

17.05 – 17.30 OR

17.30 – 17.55 OR

17.55 – 18.20

Stage 7 & 8 lessons take place on Wednesdays at the following times:

18.25 – 18.50 OR

18.50 – 19.15

Stage 9 – 10 Competitive Skills

From stage 9, swimmers will join a competitive squad. Progression through stages 8 to 10 is dependant on the LTS outcomes being met.

Stage 9	Blue Squad	Wednesday	18.50 – 19.40
	White Squad	Wednesday	18.50 – 19.40

White Squad is aimed at younger swimmers who wish to remain within the club environment. This will enable them to learn other aquatic skills such as lifesaving, water polo etc.

Swimmers in Blue and White squads will be invited to take part in the Friendly league galas, and are also encouraged to participate in the annual club championships.

Please note these times may be subject to change dependant on the number of swimmers in the teaching section.

Awards

For all members of the teaching section there is an option to attend our distance awards nights. Award badges start from 25m. Details of the awards nights are posted on the club notice board nearer the time. Certificates and badges can be purchased on awards night at cost price.

COMPETITION SECTION

Swimmers who show potential and wish to take their swimming to a higher level are invited into the competition section. There is a waiting list and places are limited. Swimmers are expected to compete in both individual and team galas on a regular basis.

Membership of, and progression through the competition section is reviewed on a quarterly basis by the coaching team and is dependant upon regular attendance for training, continuing significant improvement and competing for the club. Swimmers who do not meet this criteria will be offered an alternative session.

The competition section is made up of 3 squads:

Red Squad – stage 10 of the LTS framework. At this final stage swimmers learn skills such as relay takeovers, medley swimming and are introduced to training off specific timed sets guided by their coach.

Black Squad – competitive swimming technique is very much the focus in this squad and longer timed swims are introduced at this point.

Green Squad – members in this squad are experienced competitive swimmers, some of whom have achieved county qualifying times.

Training times are:

Tuesday 19.00 – 20.00

Wednesday Red & Black 19.15 – 20.15 Green 19.40 – 21.00

Friday 18.30 – 20.00

Sunday 15.00 – 16.00

JUNIOR MASTERS

This session takes place on Wednesday 20.15 – 21.05. This is a more informal coached session aimed at 11 yrs+, with a strong emphasis on stroke technique.

ADULTS

This session runs on Wednesdays 20.15 – 21.05 for adults who wish to swim in a club environment to keep fit.

GALAS

Ryedale SC participates in the Scarborough and District Swimming Association (SaDsa) Friendly galas and the Ridings League.

Friendly Galas

These galas are an excellent introduction for those with little or no competitive experience. Swimmers gain valuable gala experience in a less competitive atmosphere. The age groups for both boys and girls are:

8 & 9 yrs, 11 & under, 13 & under

Age for these galas is age on the day. The gala is made up of both relay and individual events. Most of the races are 25m (1 length) with the exception of the 13 & under freestyle, breaststroke and backstroke races which are 50m (2 lengths). Approximately 3 weeks before the day of the gala a team list is put on the club notice board for swimmers to indicate whether or not they are available to take part.

Ridings League

This is a very competitive and exciting gala for swimmers and parents alike. The Ridings League is made up of divisions with promotion and relegation, similar to the football league. Each division is made up of 4 galas spread through the year, usually between March and October. Participants will be selected from Green, Black and Red squads. A team sheet will appear on the club notice board 3 weeks prior to the gala for swimmers to indicate whether or not they are available. The age groups are:

9 & 10 yrs, 12 & under, 14 & under, open. Age is at 31st December

All swimmers who have participated in the friendly and Ridings league galas during the year are eligible to enter the annual SaDsa championships. These take place during November and details will be on the notice board.

Further details and results from each division galas are posted on the SaDSA website – www.sadsa.co.uk.

CLUB CHAMPIONSHIPS

We hold our annual club championships on Wednesday and Friday nights during the last week of November and first week in December. All Green, Black and Red squad members are expected to take part. Blue and White squad members will be invited to take part under the guidance of their coach as it is an excellent opportunity for inexperienced swimmers to take part in a gala amongst friends. Age groups are 8yrs & U, 9 & 10yrs, 11 & 12yrs, 13 & 14yrs and open.

OPEN MEETS

These licensed meets take place regularly throughout the year at venues such as Beverley, Harrogate, Hull, Leeds, Scarborough and Sheffield. Swimmers can choose to enter these meets and which events. Generally there are upper and lower time limits for each meet so swimmers will be competing against athletes from other clubs of a similar standard. Many meets are graded on times, ie,

“AA” grade is aimed at regional standard swimmers

“A” grade is aimed at county standard swimmers

“B” grade is aimed at good club swimmers

“C” grade is aimed at club swimmers beginning their competitive careers

Age is age on the day of the meet, with swimmers being ranked in their own age group, ie, 9yrs, 10yrs, 11 yrs, 12yrs, 13 yrs, 14yrs, 15 & over. Details of open meets, together with entry forms, are posted on the club notice board.

YORKSHIRE CHAMPIONSHIPS

Swimmers must achieve qualifying times at a licensed meet. Qualifying times will be posted on the notice board as soon as they are published. The long course (50m) championships take place at Leeds and Sheffield, usually January, February or March. The short course (25m) championships take place at Sheffield during October. The minimum age for these championships is 9 yrs.

GENERAL GALA HEALTH & SAFETY PROCEDURES

During any gala, swimmers should remain on the poolside until they have finished their last swim and even then they must report to the Team Manager prior to leaving. If there is a genuine need to leave the poolside they must let the Team Manager know. Swimmers must not wander off to visit family in the viewing area. If leaving the poolside area, suitable footwear must be worn when elsewhere in the building and no outdoor shoes are allowed on any poolside.

PROGRESSION BEYOND GREEN SQUAD

Once swimmers have achieved Yorkshire qualifying times and have the desire to undertake more challenging training, coaches will recommend additional training with one of our Swim 21 pathway clubs. Currently some of our members are undertaking additional training at Scarborough and York.

BUSES

These are provided by the Club to take swimmers to some of our galas at venues such as Bridlington, Beverley or Hull. Parents are requested to bring their child to the designated pick up point and be there to pick up their child when the bus returns. Swimmers aged 10 and under are required to have a parent on the bus. Parents are welcome to travel with swimmers over 10 years on the bus, subject to sufficient space being available, (seats available to swimmers first, then officials/helpers and any remaining seats for parents/guardians). The bus pick up time will be on the relevant team sheet located on the club notice board.

EQUIPMENT

Teaching Section & Stage 7 lengths

Goggles plus a spare pair

Hair band, long hair must be tied back

Hat – optional but preferable for those with long hair

Squads

Goggles plus a spare pair

Named drinks bottle – ideally filled with water and **NO** fizzy drinks. Generally many of the energy drinks do not hydrate swimmers enough during training.

Squad hat

CLOTHING FOR GALAS AND TRAINING

Training costumes are usually made from a heavier more durable fabric to last in the pool whereas a racing costume contains lycra resulting in a thinner, lighter suit and is only designed for competition use. Club hats and goggles are compulsory for both training and racing.

At galas it is necessary on the poolside to remain warm, ideally after warm up swimmers can change into a dry racing costume. If it is an all-day meet then take several costumes.

If muscles get cold they then don't function as well in the water so wearing the right poolside clothing to maintain this is crucial. Take plenty of towels to use on poolside so there is always a dry one (as wrapping a cold wet towel around a swimmer is not going to keep them warm). T-shirts, hoodies, surf shorts, flip flops and tracksuits will all do the job as long as they are dry.

When representing the club it is expected members will wear a club hat and tee shirt at galas.

CLUB SHOP

The Club operates a swim shop where club hats and club t-shirts are available to purchase at cost price. For full details please see the notice board.

NUTRITION FOR THE COMPETITIVE SWIMMER

Young competitive swimmers need to ensure they get enough energy to help them sustain better performance for longer, stay mentally alert and recover quickly from training and competitions. Swimmers who do not get enough energy tire easily and won't enjoy their swimming.

Eat a light meal 1.5hrs before a training session from foods that have a low glycaemic index (GI), eg, brown pasta, brown rice, brown bread, with a small amount of protein. After a swim session and ideally within 20 – 40 minutes, eat foods with a high GI with the addition of protein, to replace the exhausted glycogen stores, eg, jacket potato, jam sandwich with white bread, cereals, yoghurt, milk shake, biscuits or fruit.

A 2 to 3 hour gala will require nibbles such as banana, grapes, dried fruit and dry cereal. It is essential to stay hydrated, by the time you feel thirsty you are already dehydrated. Tap or spring water is adequate. Sweets and jelly cubes are inappropriate snacks for galas and should not be brought onto poolside.

For an all day competition ideally start the day with porridge. For lunch ideal foods are brown bread sandwiches, bananas and fruit yoghurts.

There are many websites providing more information on nutrition for athletes.

ASSISTING THE CLUB

At any one time the Club has between 150 and 250 swimming members. This makes us a very large organisation and, as you can probably imagine, to run a club of this size takes a lot of work by a lot of people.

When you swim or watch a gala you can get some idea of the help needed to make it all possible. To run a home four lane gala needs about 20 staff, consisting of timekeepers, runners, recorders, programme sellers, starter, referee, announcer, touch, stroke and turn judges, and also 3 team managers to get the swimmers in the right place at the right time so that races can start promptly.

As mentioned earlier, almost all of these people you see doing all these jobs are parents, doing it voluntarily, so if you feel that you can help us with any of this in whatever way you can, please make yourself known to one of the committee members. Even helping to put the ropes, floats, pull buoys and flippers out before and after a training session makes a huge difference to the coaches who would like to talk to the swimmers after their training sessions but can't as they are putting the equipment away. Apart from helping us, you will probably enjoy getting into the thick of it. Some of the jobs on offer may look complicated, but like most things they look harder than they really are. So please don't wait to be asked just offer your time and we will always say "Yes Please".

SOCIAL EVENTS

Every year in early January, Ryedale SC holds its Annual Presentation Evening and disco. Apart from being a fun occasion for the swimmers and their families it is also the time we present awards to those who have excelled at the recent Club Championships as well as those who have made significant improvement. During the year the Club committee also organises additional events, details of which will be posted on the club's notice board.

ANNUAL GENERAL MEETING

The A.G.M. is held in November each year. The actual date of the meeting will be published on the Club notice board. All parents and interested parties are welcome to attend. Voting members elect the Club committee at the A.G.M., as defined within the Club's Constitution.

CLUB OFFICERS & COACHES

President	Mrs Jean Ward
Vice President	Mrs Jan Laverick
Chairman	Mr David Roberts
Secretary	Mrs Janet Metcalf
Treasurer	Vacant
Membership Secretary	Mr Mike Henson
Teaching Section Co-ordinator	Mrs Becky Wood
Competition Section Co-ordinator	Mrs Heather Robson
Welfare Officer	Mr Matt Copley
Press Officer	Mrs Kate Gale
Ridings League Secretary	Mrs Penny Coldbeck
Friendly Gala Secretary	Mr David Roberts
Open Meets Secretary	Mrs Heather Robson
Swim 21 Co-ordinator	Mr David Roberts
Workforce Co-ordinator	Mrs Claudine Evans
Disability Officer	Mrs Heather Robson
Club Shop	Mrs Claude Evans
Coaching Team	Becky Wood, Claude Evans, David Roberts Heather Robson, Jan Laverick, Jo Clayton Noel Haywood, Paul Wright, Penny Coldbeck Richard Frank, Sarah Clapton, Steve Roberts

LIST OF POLICIES & PROCEDURES

Appendix A: Equal opportunities Policy Statement

Appendix B: Swimmers' Code of Conduct

Appendix C: Parents/Carers Code of Conduct

APPENDIX A

EQUAL OPPORTUNITIES POLICY STATEMENT

The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion.

The Club will ensure that equity as stated in the Club rules is incorporated in all aspects of its activities, and also recognises and adopts the Sport England definition of Sports Equity:

Sports Equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse.

All Club members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to the Club disciplinary procedures.

APPENDIX B

RYEDALE SWIMMING CLUB SWIMMERS CODE OF CONDUCT

TEACHING & COMPETITION SQUADS

Belongings must be placed in a locker on every occasion. The club cannot be held responsible if personal items go missing. The lockers take £1 which is refundable.

Please remember members of the public also use the changing rooms at the same time as the club, therefore keep voices down and get changed quickly and sensibly. Action will be taken if club members are found behaving inappropriately in the changing rooms.

It is important that swimmers arrive on poolside to start the training session. If they are more than 10 minutes late the swimmer will not be allowed to join in the session.

Attendance must be kept up to be fair to swimmers who are waiting for places.

The teacher/coach has a right to request a swimmer behaving inappropriately to leave the water.

Swimmers are expected to listen to the instructions given by the teacher/coach and should not be talking whilst listening.

To avoid stomach cramp, avoid eating a large meal for at least 2 hours before swimming.

ALL COMPETITION SQUADS

No stopping in the middle of the lane or turning before the end.

If the swimmer behind catches up and touches your feet, please move over quickly to allow them past and then rejoin the lane.

If goggles require adjustment, please climb out of the pool and adjust them on the poolside.

No pulling or sitting on the lane ropes.

Enter the pool either by the steps or sliding entry from the side. No jumping or diving in unless otherwise instructed by your coach.

Climb out of the pool from your lane, ie, do not cross other lanes, unless instructed to do so.

APPENDIX C

RYEDALE SWIMMING CLUB PARENT/CARERS CODE OF CONDUCT

- Ensure that the club has up to date contact (including emergency contact) numbers for you.
- Keep payments of Club, ASA registration and entry fees up to date.
- Encourage your child to swim, never force them.
- Ensure your child is on the poolside on time for lessons/training with the correct kit.
- Inform the coach before training of any illness/injury your child may have.
- Do not interrupt the coach whilst coaching unless asked to do so or in an emergency. If you wish to speak to the coach about your child, please speak to them at the start or end of a session to arrange a suitable time.
- In your dealings with your child and coach, treat the Coach with respect in the same manner as you would wish to be treated.
- Ensure that you, or any another adult nominated by you, are there on time at the end of the session to pick up your child.
- Parents/guardians of all children under the age of 10yrs old must stay on the premises at all times during lessons/training. The club accepts it has a duty of care to look after an unattended swimmer in unforeseen circumstances, on rare occasions.
- The club is unable to supervise the changing areas. Coaches often coach several squads in succession and cannot be responsible for your child once leaving poolside.
- Focus on your child's efforts rather than winning or losing.
- Provide positive verbal feedback after training and competition.
- Be realistic about your child's ability.
- Take an interest in your child's progress by watching training sessions and galas.
- Show appreciation of good swimming by all swimmers from all clubs.
- Respect decisions made by coaches and officials and encourage swimmers to do the same.
- Bullying in any form (whether emotional, physical, racist, sexual, homophobic or verbal, but not limited to these) will not be tolerated.
- Breaches of the Code for Parents, by parents will normally be reported to the Secretary of the Club's management committee and dealt with in accordance with ASA guidelines. Sanctions for breach of any Code may include verbal or written warning, or suspension from the club activities. The Club also has the right under its constitution to suspend or expel a swimmer for breaches by the relevant parent of the Code of Conduct for Parents.



PLEASE FILL IN, DETACH & RETURN

I accept the above code of conduct:

Name:.....Parent of:

Signed: Date: / /

