



NORTHGATE SWIMMING CLUB HANDBOOK

ISSUE 2 – FEBRUARY 2010



Northgate Bridgnorth Swimming Club Handbook

www.northgateswimming.co.uk

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1 Club Overview

1.1 Introduction

Northgate is a competitive and friendly club, catering for all abilities from beginner through County and Midlands Regional standards right up to national standard swimmers who compete in a variety of open galas and league competitions. We welcome everyone to swim.

Northgate's home is at Bridgnorth Leisure Centre, close to the Northgate in Bridgnorth's high town

So - Why is it called Northgate rather than Bridgnorth Swimming Club? Because years ago there was club called Bridgnorth Swimming Club based at an outdoor pool at nearby Oldbury Wells. This club closed and a few years later, when Bridgnorth Leisure Centre was being built in 1977, a new club was launched.

The club was not allowed by the ASA to swim under the name of Bridgnorth Swimming Club, due to the previous club, so Northgate Swimming Club was proposed and agreed.

The club is divided into 4 sections:

1.1.1 Teaching Group

The club follows the National Teaching Plan and the swimmers are assessed regularly and can earn certificates. All our swimming teachers are fully qualified and the children move quickly from beginners to competent swimmers.

1.1.2 Juniors

This squad is for swimmers typically aged from 8 - 12 years old. When swimmers reach 9 years they are eligible for competition swimming and may be selected for our teams to compete in galas. The main league for our Junior Squad is the Nuneaton Diddy League. They are also old enough to compete in Open Meets. We encourage our swimmers to compete so they can gain times and to see that they are progressing and for the thrill of the competition. It's a great achievement for a 9 year old to take part in a race! All the coaches are qualified and the training sessions are planned to suit the children's ages and abilities.

1.1.3 Senior Squad

From the age of about 9 depending on the swimmers ability they will move to our Senior Squad. They will be expected to compete in Open Meets to gain times and if selected to swim for the Northgate team in League events. The main leagues for the Senior Squad are the National Arena League and Mercian League.

1.1.4 Masters

This group offers swimming training for our older members, whether they be parents or ex senior squad members or indeed any other adult swimmer who wants to attend swim training sessions.



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1.1.5 Coaches and Swimming Training Team

Northgate is very proud of our coaching and swimming training team. Without them we simply wouldn't exist. All Northgate coaches and swimming teachers are fully qualified by the ASA and as a club we remain committed to supporting those who volunteer to take on such roles by sponsoring their training as required.

1.1.6 Lifeguards

Although it is expensive Northgate has consciously decided to pay for professional lifeguards at all of our sessions rather than ask someone to try and coach and lifeguard at the same time. The safety of our swimmers is our number one priority and it gives peace of mind to our coaching and teaching team. That allows them to devote 100% of their concentration on coaching and teaching and that there is an additional set of eyes who concentrate separately on safeguarding the swimmers in the pool.

2 Mission Statement

To provide every member of Northgate Swimming Club with the opportunity to achieve their potential

3 Objectives of Northgate Swimming Club

To offer an excellent depth of coaching at all levels

To improve swimmers technique and stamina

To successfully compete in the top junior and senior leagues

To have a good strong "B" Squad

To offer swimmers the opportunity to compete in club standard swimming competitions

To be well disciplined, well run, friendly, family club that is well perceived in the community

To be financially sound

4 The Amateur Swimming Association (ASA)

In the British Isles, each of the four Countries has its own governing body for swimming. The ASA is by far the largest and oldest governing body for swimming in the world having been established since 1869.

The objects of the ASA are to:

- Promote the teaching and practice of swimming, diving, synchronised swimming and water polo, and stimulates public opinion in favour of providing proper accommodation and facilities for them.
- Draw up, publish and enforce uniform laws for the control and regulation of amateur swimming, diving, synchronised swimming and water polo championships and competitions in England and deal with any infringements.

The ASA comprises of various committees to help run and finance the ASA and its membership.



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The English ASA is split into eight regions. These are: - North East Region, North West Region, West Midlands Region, East Midlands Region, Eastern Region, London Region, South East Region, South West Region. Each of these is autonomous for a large part of the work involving swimming.

Northgate is in the West Midlands region which covers the following counties: - Shropshire, Staffordshire, Worcestershire, Warwickshire and the West Midlands

5 Swim 21

Northgate is proud to have achieved Swim 21 accreditation. Swim 21 is the ASA's club development model. It is a planning tool, enabling clubs to help swimmers, coaches and administrators achieve their full potential. It is centred on the needs of the swimmers - Striving to provide them with the best possible environment. It is regarded as the back-bone of the ASA's development programme.

Northgate was first accredited in 2006.

Further information can be obtained from the ASA's website or from the Swim 21 Co-ordinator.

6 Swimming Times

BLC = Bridgnorth Leisure Centre

| Day | Time | Venue | Group |
|--------------------------------|---------------|--------|-----------------------------|
| Monday | 18:30 – 19:30 | BLC | Over 10s Land Training |
| Tuesday / Wednesday / Thursday | 07:15 - 08:15 | BLC | Seniors and Masters |
| Tuesday | 19:30 – 20:30 | BLC | Juniors |
| Tuesday | 19:30 – 21:30 | Wrekin | Seniors |
| Wednesday | 20:00 – 21:30 | BLC | Seniors |
| Thursday | 18:00 – 19:00 | BLC | Juniors |
| Thursday | 19:30 – 21:30 | Wrekin | Seniors and invited Juniors |
| Saturday | 07:15 – 09:15 | BLC | Seniors |
| Saturday | 09:15 – 10:45 | BLC | Juniors |
| Saturday | 10:45 – 11:30 | BLC | Teaching - lengths |
| Saturday | 11:30 – 12:00 | BLC | Teaching - widths |
| Sunday | 07:15 - 09:00 | BLC | Juniors and Seniors |
| Sunday | 18:15 – 18:45 | BLC | Teaching - widths |
| Sunday | 18:45 – 20:00 | BLC | Juniors |
| Sunday | 20:00 – 21:00 | BLC | Seniors |
| Sunday | 21:00 – 22:00 | BLC | Masters |

7 Swimming Venues

Bridgnorth Leisure Centre (BLC)

Address: Bridgnorth Sports & Leisure Centre,
Northgate,
Bridgnorth,
Shropshire
WV16 4ER

Tel: 01746 764351

Wrekin College

Address: Wrekin College
Wellington
Shropshire
TF1 3BH

Tel: 01952 2265649

8 Club Membership

8.1 Membership Categories

| | Membership Categories | | | |
|--|-----------------------|------|-----------------------|--------------------------|
| Qualification Criteria | Full | Life | Student | Prestige |
| Accepted into the club by the committee | √ | √ | √ | √ |
| Obey club rules | √ | √ | √ | √ |
| Pay fees on time | √ | √ | √ | √ |
| Previous member of Northgate | | √ | √ | √ |
| Student union member or equivalent | | | √ | |
| Selected for special training regime and required to swim at another club | | | | √ |
| Achieved a level of excellence where it is an honour for Northgate to have this swimmer as a member – typically national level | | | | √ |
| Entitlement | | | | |
| May train with the Juniors, Seniors or Masters as appropriate | √ | √ | √ Only in holidays | √ ~ 12 times per year |
| May be selected to swim competitively for Northgate | √ | √ | √ | √ |
| May swim for Northgate in counties | √ | √ | √ | √ |
| May compete in the Northgate Annual Championships | √ | √ | √ | √ Time only |
| Can qualify for club and annual championship records | √ | √ | √ | X |
| Fees | Full | Free | Reduced | Reduced |

8.2 Competition Eligibility

All full, student and prestige members are equally eligible to be selected on merit to represent Northgate in the County Age Group Competition and any leagues or other competitive events that the club enters.

9 Training Programs

Training Cycles can be 4 to 6 weeks and sometimes 8 weeks depending on the time span between various Gala events in the swimming calendar. It is suggested that swimmers train 3 times per week at the swimming age of 10 years increasing to a minimum of 4 times per week at 12 years if they wish to do well in the sport. Parents please take note that the young swimmer should not be over trained otherwise they may well "burn out".

The aim of the junior cycle is to develop sound technique, endurance and speed. Technique is the key to future success. Once technique has been mastered then endurance and speed can be brought to the fore. Development of technique is best achieved whilst the swimmer is young and this will be rewarded in the future.

The senior cycle develops endurance and speed endurance.

The training cycle has been developed to ensure that every swimmer gets maximum benefit from their swimming training. Regular attendance during the training cycle is necessary to gain the maximum benefit for you the swimmer and the Club.

If any parents are concerned about the swimming their child is doing (for whatever reason) they should speak to the appropriate coach. They are always available immediately after any training session and who will be happy to discuss any concerns or issues.

10 Competition Fixtures

Northgate is proud of all our swimmers and it's just as important for us that a swimmer is selected for one of our B gala teams, swims hard, achieves a personal best and enjoys themselves as it is that another swimmer achieves a Midlands District or even National Qualifying time.

A calendar showing the fixtures for the year can be viewed on the club site.

For the parent of a new swimmer joining the club, competitions can appear a little bewildering if not confusing. The club is involved in the following key swimming events:

- National Arena League (West Midlands Division) Sep / Dec
- Nuneaton Diddy League Apr / Jun
- Mercian League Apr / Jun
- Shropshire County Age Group Feb / March

10.1 Qualifying Age

The swimming year is based on a calendar year rather than school year. Some galas that swimmers compete in use 'age at end of year' to determine age groups for races etc. However, it is increasingly common for 'age at gala' or 'age on last day of competition' to be used, and this means that swimmers may compete in different age group categories in a single calendar year, depending when their birthday falls. This particularly applies to Open Meets and County/Regional competitions.

10.2 The National Arena League

The National League consists of 3 rounds and is held between September and December of each year. There are a number of divisions within the West Midlands area with the top 4 of each division competing for promotion to the next division. Finalists of Division 1 go forward to compete against Division One finalist from other areas at National level. The age groups of this competition are 11 and under, 13 and under, 15 and under and Open (any age group).

Northgate will send their best swimmers to this event.

The senior squad coach will pick the team. Any swimmer (or parent / guardian of a swimmer) who thinks the swimmer has been wrongly selected to swim or overlooked should raise this with the senior squad coach.

10.3 The Nuneaton Diddy League

The Nuneaton Diddy league is similar to the National Arena League, however as the name implies the age groups consist of 9 years, 10 years, 11 years and 12 years. The league currently consists of 4 divisions throughout the East and West Midlands. 3 events are held between April and June with the top six of each division competing in a 'promotion' finale in September.

Northgate will send their best swimmers to this competition.

The junior squad coach will pick the team. Any swimmer (or parent / guardian of a swimmer) who thinks the swimmer has been wrongly selected to swim or overlooked should raise this with the junior squad coach.

10.4 Mercian League

The Mercian League caters for all swimmers who are not at Midland District or National Level. The Mercian League provides an opportunity for swimmers who have not been selected for the Arena or Nuneaton Diddy League to compete in a league swimming environment.

The senior squad coach will pick the team. Any swimmer (or parent / guardian of a swimmer) who thinks the swimmer has been wrongly selected to swim or overlooked should raise this with the senior squad coach.

10.5 Shropshire County Age Group (CAG)

Qualifying times for the CAG are published in October. Any club members who can achieve the qualifying times are encouraged to enter, representing Northgate. The competitions are currently held over 3 weekends at Market Drayton.

The CAG is the event that determines who the county champions are each year.

10.6 Midlands Regional Championship

Some of our better swimmers in each age group will strive to achieve the Midlands Regional Qualifying times. The Midlands Regional Championships are held in late spring of each year and always in 50m pool.

10.7 National Championships

The best swimmers in our club will strive to achieve National Qualifying Times. This will allow them to compete at a national level (usually at the 50m pool in Sheffield).

To have swimmers reach this standard is an outstanding achievement for the swimmer and for Northgate. Northgate is proud to say that we have had consistent representation at national level for a number of years.

11 Club Galas and Events

11.1 Northgate Annual Gala

Held in September each year for Northgate club members only.

| Gender | Distance | Event | Age Group | | | | | | |
|---------------|----------|--------|-------------|---------|----------|----------|-------------|-------------|------|
| | | | 8 and under | 9 years | 10 years | 11 years | 12/13 years | 14/15 years | Open |
| Male & Female | 25m | Free | X | | | | | | |
| Male & Female | 25m | Breast | X | | | | | | |
| Male & Female | 25m | Back | X | | | | | | |
| Male & Female | 50m | Free | | X | X | X | | | |
| Male & Female | 50m | Breast | | X | X | X | | | |
| Male & Female | 50m | Back | | X | X | X | | | |
| Male & Female | 50m | Fly | | X | X | X | | | |
| Male & Female | 100m | Free | | | | | X | X | X |
| Male & Female | 100m | Breast | | | | | X | X | X |
| Male & Female | 100m | Back | | | | | X | X | X |
| Male & Female | 100m | Fly | | | | | X | X | X |
| Male & Female | 100m | IM | X | X | X | X | | | |
| Male & Female | 200m | IM | | | | | X | X | X |
| Male & Female | 200m | Free | | X | X | X | X | X | X |
| Male & Female | 400m | Free | | X | X | X | X | X | X |

11.2 Northgate Diddy Gala

Held in February each year for Northgate club members only.

| Gender | Distance | Event | 7 & under | 8 years | 9 years | 10 years | 11 years |
|---------------|----------|--------|-----------|---------|---------|----------|----------|
| Male & Female | 25m | Free | X | X | | | |
| Male & Female | 25m | Breast | X | X | | | |
| Male & Female | 25m | Back | X | X | | | |
| Male & Female | 50m | Free | | | X | X | X |
| Male & Female | 50m | Breast | | | X | X | X |
| Male & Female | 50m | Back | | | X | X | X |
| Male & Female | 50m | Fly | | | X | X | X |

11.3 Northgate team galas

Northgate may organise or enter team galas throughout the year. A team manager will be appointed. The senior or junior coach will pick the team (as appropriate). Any swimmer (or parent / guardian of a swimmer) who thinks the swimmer has been wrongly selected to swim or overlooked should raise this with the team manager.

11.4 Open galas

Northgate may organise open galas and swimmers will see that open galas are organised by other swimming clubs.

Individuals may enter open galas as long as they meet the qualification times. Entry forms must be approved by a club official – usually the senior coach.

Northgate swimmers who enter these galas should recognise that they are representing the club and act accordingly.

Northgate will identify some open galas as “targeted galas” where it is hoped that there will be a significant presence from club members. For all targeted galas Northgate will identify a team manager to provide poolside help and guidance for the swimmers.

11.5 50 - 100s and 100 - 100s

In January each year Northgate organises an endurance challenge. Older swimmers are challenged to swim 100 x 100m on 1min 30 sec per 100m – a total swim of 10km. Younger swimmers are challenged to swim 50 x 100, on 1min 45 sec per 100m – a total swim of 5km. Swimmers are not permitted to stop or drop below the pace during the swim.

12 Northgate Calendar

Typical calendar of events.

| Northgate Swimming Calendar | | | | | | | | | | | | |
|------------------------------------|--------------------------------|---|-----------------------------|--|-------------------------|------------------|-------------------------|----------------------|---------------------|----------------------|----------------|------------------------------|
| | Jan | Feb | March | April | May | June | July | August | Sept | Oct | Nov | Dec |
| Club Gala | 100*100 | Diddy Gala | | | | | | | Annual Gala | | | |
| County, District & National Events | | Counties 1&2 | Counties 3&4 | | Midlands District Youth | Midlands Bagcats | Counties 5&6 | National Youth | | | | |
| | | | UK Long Course | | | | National Bagcats | National long course | | | | |
| Leagues | | | | Nuneaton 1 | Nuneaton 2 | Nuneaton 3 | | | | National Div 1 | National Div 2 | National Div 3 |
| | | | | | Mercian 1 | Mercian 2 | Mercian 3 | | | | | |
| Targeted Open Meets | Crystal CD Brierley Hill CD | 800/1500 Time Trial Coventry Boldmere Invitation Nuneaton | | City of Birmingham Hereford Level 3 | | | Boldmere Water Carnival | | | | Boldmere | Stafford Apex Nuneaton |
| Interclub B Galas | | | March Hare | | | Summer Solstice | | | | | | Xmas Relay |
| Northgate Open | | | | | | | Wenlock Olympian Gala | | | | Northgate Open | |
| Masters | 9th Shrewsbury | | | | | | | | | | | |
| Open Water | | | | | | | | | 2 Piers Bournemouth | | | |
| Committee | Committee mtg | Committee mtg | Committee mtg Set Budget | Committee mtg | AGM Committee mtg | Committee mtg | Committee mtg | | Committee mtg | Committee mtg | Committee mtg | Committee mtg |
| Social | | | | | Bridgnorth Walk | | Club Barbecue | | Apley Walk | Presentation Evening | | Xmas Bag Pack Xmas Cinema |

13 Tips for Parents of new young swimmers

All young swimmers will be encouraged to take part in two closed galas, the Junior Gala in the spring and the Annual Gala in the autumn.

These galas are swum in age groups and are over various distances i.e. 25, 50, 100 or 400 metres. No young swimmer is forced to take part. However it is of great help to the club if they do, as we can monitor progress and select teams from the results.

Swimmers aged 9 and above may be asked to swim for the club in Inter-club Galas at home or away. All such teams will be listed on the club notice board and web site, giving as much notice as possible.

The Shropshire County Age Group Championships are held during the spring and include the full Olympic programme plus age group relays. The County charges a fee for individual entries which must be paid by swimmers in advance and is non refundable if the swimmer withdraws.

An annual programme is on the notice board and web site, giving advance notice of all fixtures.

Open events may come later; see coach before entering any event.

If you require further information ask a member of the coaching staff. All galas, age group championships and so on entered by the club are swum to A.S.A. rules. The same rules apply all over the country so that we all know where we are, and swimmers from different clubs can compete against each other. From time to time when swimming in a gala, swimmers – particularly the younger ones in their first events, get disqualified. This can be for a wide variety of reasons, from not performing the stroke correctly to a faulty turn or start. Sometimes parent don't think it is fair when their youngster, having struggled to complete a race, find they have been disqualified for something which, to them, seems quite trivial.

Unfortunately we have to be quite hard in applying the rules, even in galas involving just our own club, for a number of reasons:

1. It is very difficult to relax the rules because the swimmer was very young and 'nearly doing it right!' How do you compare this with the swimmer in the next race who was doing something else not quite right? The only fair way is to ensure everyone is correct.
2. Bad habits are difficult to get rid of. Eventually swimmers, if they are to continue in swimming, will have to swim to the rules so they may as well start correctly. They may get the occasional disqualification to begin with, but they soon learn the correct way of doing things.
3. It obviously isn't fair to a swimmer who has learnt to swim to the rules, to see someone else in their race not swimming correctly and getting away with it.

If a swimmer is disqualified, the reason for the disqualification is always written on their time card by the referee, so that, if they ask, they can be told the reason. Members of the poolside staff or the referee are always willing to discuss with the swimmer after the gala, just exactly what was wrong. Indeed, on most occasions, a member of the teaching or coaching staff will have noted the disqualification and will discuss the reason with the swimmer later.

DO'S and DO NOTs for Galas, Open Meets and League Events

| | | | |
|----|--|--------|---|
| DO | Arrive before time of transport or warm up | DO NOT | BE LATE |
| DO | Bring: costume(s), towels, warm clothing i.e. Tracksuit and footwear for the poolside, hats and goggles. (All clothing should be named) Food if required Drink (not in glass bottles) Game or book. | DO NOT | Eat inappropriate food on poolside – see the following section on Swimmer's Diet and Nutrition |
| DO | Place clothing in a basket or locker to avoid loss or damage | DO NOT | EAT 1 HOUR BEFORE Gala, 2 hours before important swims* (*see coach) Last food ideals: jam sandwiches, pasta, jacked spud |
| DO | Change quickly and find the team 'camp' on the poolside. | DO NOT | Start warm up until told |
| DO | Report to the team manager | DO NOT | Leave the poolside without permission |
| DO | Tell the team coach and team manager if you are travelling separately from the coach provided in either direction (we don't want to leave anyone behind) | DO NOT | Pester the team managers, they are busy people and will come and get you in time for your race. |
| DO | Wear the Northgate swimming cap if you are going to wear a cap | DO NOT | Pester officials at galas; they are there to perform a duty. Please make sure your child asks the team manager if they have any queries |
| | | DO NOT | Walk between the officials and the pool edge, it may be your race they miss next time! |

14 Swimmer's Diet and Nutrition

A swimmers diet must contain sufficient nutrients to support the requirements of training and competition.

This does not mean that a young age group swimmer needs to follow a specific diet. A well balanced diet – bearing in mind the demands of daily training sessions – can be a great help in preventing fatigue – when performance and motivation will deteriorate.

A diet high in carbohydrates is recommended thus replacing essential stores of muscle glycogen after training.

Examples of the best foods to provide starch based forms of carbohydrates are:-

| | | |
|-----------------------|------------------|-------|
| Vegetables – potatoes | green vegetables | Fruit |
| Cereals | Pasta | Rice |
| Bread | Milk | |

These are preferable to sugar forms of carbohydrates such as

| | | |
|-----------|--------------|----------|
| Cake | Sweets | Biscuits |
| Milkshake | Puddings etc | |

A starch based carbohydrate diet will enable swimmers to maintain a higher work rate for a longer period without feeling hungry.

Fats are required in small amounts in the diet. However, unsaturated and polyunsaturated are preferable to the saturated forms – therefore the intake of foods so beloved of many young people needs to be kept low, perhaps as a treat.

| | |
|--------|--------------|
| Chips | Beef Burgers |
| Crisps | Ice cream |

It is important to maintain body fluids and we actively encourage swimmers to drink sensibly at training sessions and galas.

However, the high carbohydrate drinks on the market are not suitable for this purpose, they are expensive, and a 5% fruit juice solution is preferable.

There are a number of high carbohydrate drinks on the market and whilst they have their place, they should not be considered a substitute for a proper diet.

They are ideal for consumption at open events when there may not be time to take solid food between swims. They should be drunk no later than 30 minutes before a swim or after the event.

| | |
|---------------------|--------------------------|
| Protein takes | 6 hours to clear stomach |
| Solid carbohydrate | 3 hours to clear stomach |
| Liquid carbohydrate | 1 hour to clear stomach |

Therefore, it is important that food is taken at the right time.

This can become very difficult in a busy day or when a swimmer has a number of events during a day. As a general rule solid food should not be taken within an hour of any swimming and $\frac{3}{4}$ hours before competition

A pre competition meal should be light and high in carbohydrate e.g. Jacket potato, jam sandwich etc. – a Mars bar or similar is not a good idea, it can only have detrimental effects. Spicy foods such as curry should also be avoided as it may unsettle the stomach.

Dietary supplements are not essential given a balanced diet, with the possible exception of iron tablets for teenage girls.

Any swimmer or parent requiring advice should not hesitate to talk to the Chief Coach.

Swimmers needing special diets for medical reasons should seek professional advice.

15 Personal Bests and Club Records

Northgate is using the RANX computer software to keep a record of all swims that our members compete in. This data is stored on the RANX database and enables PB's, records and ranking lists to be easily obtained. The data is very useful for our coaches when selecting teams etc. and also enables the following lists to be produced.

Data is available on the club's web site member's page under password protection.

15.1 Personal Bests

This list records the personal best times for each swimmer in the club for both long and short course pools. The list is automatically updated following targeted gala and championship events and can also be updated with validated personal information.

15.2 Club Records

This list records the fastest time ever swam in an event for each age group. Records can be set at anytime at club championships or recognized meetings or galas.

15.3 Annual Championship Records

This list record the fastest times ever swam in each event and in each age group at the Annual Championship.

16 Fund Raising

Northgate engages actively in fund raising activities to subsidise the club expenses and to make donations to local charities. Swimmers are encouraged to participate. Typical events during the year are:

- Sponsored Bridgnorth Walk
- Sponsored Apley Walk
- Christmas Bag Packing
- Sponsored 50 - 100s, 100 – 100s
- 100 Club
- Shopping web sites

17 Web site

There is a Northgate website which holds a lot of useful information about the club and club events.

<http://www.northgateswimming.co.uk>

18 Social Events

We are a sociable club and organize a number of events to maintain the camaraderie of the club.

18.1 Christmas

The club will organize a Christmas treat for the swimmers, often a visit to Bridgnorth cinema

18.2 Summer Barbecue

The club will often organize a Summer Barbecue at the Severn Centre at Highley.

18.3 Leisure Centre Fun Hour

Fun on the inflatables for our younger members.

18.4 Presentation Evening

The club organises a presentation evening to recognise the achievements of the club's swimmers during the year. There will be speeches, presentations of cups and plaques, refreshments and usually a disco and raffle.

19 CLUB EXPECTATIONS

19.1 Code of Ethics

Northgate is committed to treating all members equally, irrespective of gender, racial origin, religious belief, disability or political persuasion and adheres to the ASA Equity policy (ASA Code of Ethics, see website). In particular, the Club will ensure that all children have an equal right to protection and we expect that all members and adults associated with the club will treat all children with dignity, fairness, sensitivity and respect.

Discrimination, offensive or violent behaviour is not acceptable and complaints will be dealt with promptly ensuring that all parties are treated fairly.

19.2 Child Protection and Anti-Bullying

Like the ASA, Northgate believes that the welfare of children is everyone's responsibility and that all children and young people have the right to enjoy sport, have fun, be safe and be protected from harm.

We have a Child Protection/Welfare Officer who is a member of the Organising Committee. All coaching staff and those with significant poolside duties undergo a CRB check. The Club is committed to providing a caring, safe and friendly environment for all our swimmers. Bullying of any kind is not acceptable. If bullying does occur, all swimmers or parents should feel that they can tell a member of the coaching staff, welfare officer or any member of the organising committee, and know that incidents will be dealt with promptly and effectively.

One other important aspect of Child Protection is the use of cameras, video recorders and mobile phones with camera facility on poolside. The ASA has issued guidelines on photography/filming at galas and Northgate ensures compliance with these requirements

19.3 Expectations of Swimmers

- Swimmers are expected to place the utmost emphasis on their training sessions. They are expected to be respectful and pay attention to poolside staff at all times.
- Swimmers are expected to be polite and respectful to their fellow swimmers at all times.
- Swimmers are expected to arrive at the poolside ready to swim 5 minutes before the start of training, having performed their poolside warm up exercises, e.g. stretches.
- Swimmers are NOT to enter the water without supervision from the Coach or Poolside staff.
- If a swimmer is disruptive or does not obey the instructions of the Poolside staff they will receive 2 warnings. After the 2nd warning they can expect to receive instructions to leave the water either for a temporary time period or for the rest of the session. In this latter case, the swimmer is expected to wrap them selves up with a towel or 'T' shirt until the end of the session; they may then leave with the rest of the group. The parents of the swimmer will be told why they have been expelled from the water.
- Swimmers who are not training must not disrupt the training session by having informal discussions with swimmers or Poolside staff. Please wait until the end of the session.
- Swimmers are to respect the pool and equipment. DO NOT sit on the lane ropes and DO NOT throw floats, as someone could get injured.
- If a swimmer has any problems or questions then please talk to the Coach or Poolside staff. If the swimmer feels that they are unfairly treated then please discuss this with the Senior Coach at the session. If a matter still remains unresolved then please discuss the problem with a Committee Member.
- Should the need arise to evacuate the pool all swimmers must obey the instructions given by the Poolside staff.

- Swimmers are expected to be available for team selection unless prior notice has been agreed with Team Managers! Failure to be available for team selection may result in swimmers not being chosen in future.

19.3.1 Pool and Lane Discipline

To help all swimmers obtain the maximum benefit from each training session, we ask you to comply with the following simple rules.

19.3.1.1 BEFORE ENTERING THE POOL

- Swimmers should arrive in plenty of time to be on the poolside five minutes before their sessions commences.
- Lockers are available for clothing and personal possessions. Swimmers should not wear jewellery during training sessions.
- Swimmers with long hair are asked to wear a swim hat, both for their own safety and to improve their performance.
- No horseplay or fooling around in the changing rooms.
- Do not interfere with clothing belonging to someone else.
- Swimmers should go to the toilet before the start of each swimming session.

19.3.1.2 IN THE POOL

- No throwing or pushing people into the pool.
- No running.
- At the start of each session do not enter the water until instructed by the coach or teacher.
- The Lane Coach or Class Teacher is in immediate charge of their group.
- The Lane coach/Class Teacher is responsible for discipline in their lane or group, and will take such action as is deemed necessary.
- Swimmers leaving lane/class should first ask permission of coach/teacher, and inform coach/teacher on returning.
- Be careful when diving at the shallow end of the pool.
- All swimming in lanes must comply with clockwise and anti-clockwise rules as defined by the coach responsible for the session.

19.4 Expectations of Coaches

- Coaches will pay attention to the swimmers in the water during their respective training sessions, at all times.
- Coaches must inform the swimmers of the type of training and the reason for doing such training.
- Swimmers will be treated as individuals where possible during training sessions. Individual coaching to improve stroke technique, starts, turns and take-overs will be given to the swimmer as appropriate.
- Coaches can expect the full co-operation and respect of each swimmer in their charge. This trust and respect must not be abused.
- If any swimmer is disruptive during the session the coach is entitled to issue 2 verbal warnings. If the swimmer does not respond to this action, the Coach is at liberty to
 - Remove the swimmer from the water for a temporary period.
 - Remove the swimmer from the water for the remainder of the session.
- Swimmers who are removed from the water must remain on poolside at all times. In this instance the coach must ensure that the swimmer has an opportunity to wrap themselves up with towels or 'T' shirts etc.

- The Coach must inform the parent of the reason why their swimmer has been removed from the water. If the parent is not on poolside then the Coach must ensure that the swimmer has adult supervision until the parent arrives.
- Coaches must minimise any informal discussions with other people during the training session.
- Coaches are expected to remain on poolside throughout the session and remain attentive of swimmers actions at all times. In exceptional instances where the coach must leave the pool temporarily, they are expected to request another coach to maintain supervision of the session or lanes.
- Coaches are not expected to have any form of physical contact with their swimmers.
- Coaches are expected to give positive and constructive feedback to swimmers as required.

19.5 Expectations of Parents

- Parents can expect the best training in Shropshire.
- Volunteer parents will be actively encouraged to pass and proceed to the next level of ASA teaching qualification.
- Parents are expected to give maximum support to the swimmer, Coaches, Poolside staff and the Club.
- Parents are expected to be aware of the club fixture list and ensure that they or their swimmer gives maximum notice to Team Managers of non- availability for Team Selection. Team Managers will endeavour to give as much notice of team selections as possible. However, parents should recognise that, sometimes, Team Managers are not given the full details of events until the last moment.
- Northgate Swimming Club endeavours to maintain the highest level of standards at all times. However, the club cannot take over the role of parental responsibility. Parents are requested to remain at or close to the poolside area (in case of emergencies). The club recognises that there are instances whereby, to maintain the number of training sessions that each swimmer should attend, parents cannot be in attendance at all times. When a parent is unable to be in attendance at a swimming session the club does expect that the parent will nominate another adult to fulfil the role of parent / guardian.
- Parents are expected to read club notices to ensure their swimmers are aware of team selections and other important notices, e.g. change of pool session times.
- The success of Northgate Swimming Club lies in the hands of its parents. No parent will be forced to help the club, but they are actively encouraged to help in some shape or form. 'Out of pocket' expenses will be considered by the club's committee, for those parents wishing to gain some recognised teaching or ASA qualification.
- Parents are encouraged to ask questions about their swimmers training after the session. Please, do not leave the pool with a question unanswered.
- Parents should ensure that their and the swimmers personal details (particularly contact telephone numbers) are kept up to date at all times.

The Bottom Line

The club functions purely on the time given by volunteers. We ask you to respect the fact that the committee and coaches are all volunteers.

Any offers of help are always extremely welcome.

20 Appendix A: Club Organisation and Committee

| Northgate Swimming Club Committee 2009 / 2010 | | |
|--|--|------------------------------------|
| Name | Position | Contact by E-mail |
| Sally Themans | Chairman Finance sub-committee Primary schools co-ordinator Communications & PR Recruitment sub-committee | Email Sally |
| Richard Hawthorn | Vice chairman Gala co-ordinator 5 year plan/club constitution Finance sub-committee | Email Richard |
| John Sanders | Treasurer Communications & PR Finance sub-committee | Email John Sanders |
| Jo Bowdler | Secretary | Email Jo |
| D Davidson | Senior coach Northgate in Shropshire Swimming | Email D |
| Paul Hatton | Junior coach Recruitment sub-committee Leisure centre liaison officer Coaching & officials training & accreditation | Email Paul |
| James Lyle | Teaching co-ordinator and coach Recruitment sub-committee | Email James |
| Lin Greves | Membership secretary Recruitment sub-committee | Email Lin |
| John Humphries | Swim 21 5 year plan/club constitution | Email John |
| Ian Ross | Child protection officer | Email Ian |
| Jo Berrow | Child protection officer Social/pastoral/fundraising | Email Jo |
| Jane Davies | Social/pastoral/fundraising | Email Jane |
| Mark Smith | Social/pastoral/fundraising | Email Mark |
| Judi Pace | Social/pastoral/fundraising | Email Judi |

Northgate Swimming Club Committee 2009 / 2010

| Name | Position | Contact by E-mail |
|----------------|---|--|
| Dave Lewis | Open gala secretary Club records | |
| Louise Barnes | Finance sub-committee Trophies & Medals 5 year plan/club constitution | Email Louise |
| Phil Hudson | 5 year plan/club constitution Club handbook Finance sub-committee | Email Phil |
| Jean Childs | Coaching & officials training & accreditation | Email Jean |
| Paul Breese | Masters Representative & Equipment officer | Email Paul |
| Bethan Redshaw | County Representative Booking courses | Email Bethan |
| Ann Clarkson | Communications & PR League Secretary | david.ballinger@sky.com |

Northgate Swimming Club

Non - Committee Members 2009 / 2010

| | | |
|--------------|---------------------------------------|-----------------------------|
| Karen Davies | Club shop | Email Karen |
| Gary Barnes | Web-site and swimmers records manager | |

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Appendix B - Fees

21.1 ASA Membership Fees

Cat 1: £11.25 / yr - is for the teaching group and juniors who do not compete outside Northgate - but they are allowed to compete in "Northgate only" competitions.

Cat 2: £26.50 / yr - is for competitive swimmers, i.e. league, open galas, county, district etc.

Cat 3: £8.50 / yr - is for anyone associated with the club in a non swimming capacity, e.g. coaches, officials, committee members.

21.2 Club membership Fee

Swimming club membership fee: £24 / yr - to be incorporated into fees shown below

21.3 Teaching Group Fees

Teaching Group ½ hour session: £12 / month standing order - inclusive of club membership

Teaching Group ¾ hour session: £18 / month standing order - inclusive of club membership

21.4 Swimming Fees

Juniors & Masters: £28 / month - inclusive of club membership and free land training

Seniors: £40 / month - inclusive of club membership and free land training

Land Training: Free - for 1 hour each Monday for swimmers > 10 years old.

21.5 Fee Discounts

21.5.1 Family Discount

Junior and Senior Fees: The monthly fee is valid for the 1st 2 members of a family, the 3rd member is ½ price and any additional members are free.

Note: the family discount is only applicable to children in who are junior or senior members, not masters or teaching group swimmers

NB: Children who hold Student or Prestige membership will not be taken into account when considering the multi child family discount

21.5.2 Masters Discount

Weekend Masters Swimmers (For Masters who only swim at the weekend): £15 / month.

Masters who help with the running of the club, e.g. on the committee or helping at poolside may be offered a 50% discount at the discretion of the committee executive.

21.5.3 Student Discount

Student Fees: £5 / month – For Senior swimmers who are holders of a student union card and living away from home so that they cannot swim regularly.

21.6 Fee Payment

Fees should be paid by standing order payable on the 1st of each month

A member whose subscription is more than 2 [two] months in arrears shall be deemed to have resigned. In these circumstances the member will be informed in writing that he / she is no longer a member by written notice handed to him or sent by post to his last known address.