



Borough of
Barnsley
Swimming Club

ESTABLISHED 1990

CLUB INFORMATION PACK

Dear Parent,

Borough of Barnsley Swimming Club (BOBSC) and Barnsley Premier Leisure welcomes you and your child(ren) to our Club.

We hope your child(ren) will enjoy the experience of being a member including the training, competitions and the social interaction with all of their fellow members. This pack will provide you with information that may be of assistance to new members. Please do ask me, the welfare officer, or any committee member or coach if you have other questions not covered in this letter.

Borough of Barnsley Swim Club is run by 2 entities working in partnership. The daily training and coaching program is provided by Barnsley Premier Leisure (BPL) through fully qualified swim coaches. The committee is responsible for the competition outlet of the training programme as well as Swim Mark accreditation, along with the Swim England membership of each of our swimmers which allows them to compete on a local, county, regional or national level.

A full list of the officers, committee members and coaches can be found on the notice board at Dearneside Leisure Centre. Below are the contact details of some of those officers for your information.

Chairman: chair@bobsc.co.uk
Secretary : secretary@bobsc.co.uk
Welfare Officer: bobscwo@hotmail.com
Head Coach: carlyherbert@bpl.org.uk
Parent Mentor: mentor@bobsc.co.uk

If, after a couple of weeks, you are not receiving emails regarding BOBSC, please email emaillist@bobsc.co.uk, so you can be added to our email listing.

We are a Swim Mark accredited club and follow the guidance in Wavepower for child safeguarding, the Swim England Code of Ethics and codes of conduct, along with the BPL code of conduct during training. While we hope your child will be happy and content at the organisation, sometimes questions, concerns or issues may arise.

If you have a question or concern regarding child welfare during training, please contact the Head Coach. For any issues outside of training, please contact the welfare officer. Alternatively, there is a dedicated helpline for anyone wishing to raise a safeguarding or welfare concern directly to the Swim England called Swimline 0808 100 4001.

Our organisation is committed to providing good child safeguarding practice for all our young members and we have adopted the Swim England Child Safeguarding Policies and Procedures manual – Wavepower, a copy of which can be viewed and downloaded from www.swimming.org. Our organisation is one where we accept that good safeguarding and fair play is paramount for all our young members.

Your child(ren) has already been / will be assessed as to what level they are currently achieving to place them in the appropriate training lane within the BPL Training Programme and competition level which is outlined in the booklet with other helpful information.

BOBSC are always looking for parental help to run the organisation. You may offer to help or a member of the committee may approach you to see if you are able to assist. The club is a totally a volunteer-run organisation and we appreciate all the help parents can give us, however small. Please be aware that the training program only is run by BPL.

The website www.bobsc.co.uk is regularly updated with current events and information.

Lastly, we have Swim England Parents & Swimmers Codes of Conduct which goes alongside similar codes for the coaches, officers and members. Please read these, which are contained at the end of this Welcome Pack and sign the Parents Code of Conduct and countersign that of your child/children. Please return these forms, along with the Photo Consent Form to a committee member.

We hope you and your child/children enjoy being a member of the Borough of Barnsley Swimming Club.

Kind regards,
Welfare Officer
BOBSC

Dear Swimmer,

Welcome to BOBSC and BPL performance training programme. We hope you will have an enjoyable and happy time as a member of our organisation and that you make many new friends and enjoy training and competing with us. Your parents have been given a letter which includes details of your training times and lane allocation.

This letter is to give you some additional information you may find helpful now or in the future

Coaching

Your coaching is conducted in the BPL performance training programme who are committed to helping you swim, to enjoy your training, learn to train hard and to your reach your potential. The coaches and teachers are here to help you do that, and have been trained to do so in a safe and proper manner. You should soon get to know your coach and if you have any concerns about training do talk things over with your coach and your parents.

Safeguarding

You may wonder what we mean by safeguarding. Essentially, alongside our wish for you to enjoy and succeed at your sport, we want to ensure that you are safe and happy at the organisation and that we act upon anything that prevents that. That is what we call 'safeguarding our members'. You may ask what you are being safeguarded from. So, for example, we want to make sure you are not being:

- Bullied.
- Treated differently to others.
- Hurt by another person on purpose.
- Not being listened to.

Preventing such behaviour is very important to us as an organisation, and to achieve that we have a safeguarding manual called Wavepower. If you want to have a look at Wavepower, it can be found on the club website www.bobsc.co.uk or downloaded from www.swimming.org We know any bullying or poor behaviour towards you would make you feel unhappy, so please do not feel you have to just put up with it. While we will do all we can to prevent anything from happening, it is important that if something or someone causes you to be unhappy, you tell someone. Tell your parent, your coach, the welfare officer or any other adult you feel happy to speak to. Any issues you raise will be dealt with.

To assist you here are some helpful details of how you can raise concerns:

- Your Head Coach: email: carly.herbert@bpl.org.uk and welfare officer is Sally Warren bobscwo@gmail.com.
- Swim England also have a helpline called Swimline if you want to tell someone but not anyone in the organisation. The number is 0808 100 4001. You will be asked to leave a number at which you can be contacted in the next 48 hours. If you feel you cannot wait that long for someone to talk to you, hang on and you will be put through to the NCPCC/ChildLine helpline number who will answer your call immediately.
- Child Power is an Swim England section of the Swim England website just for young people like you. It has a message link so that you can send a concern in writing to the Swim England Child Safeguarding Team who will then help you with whatever issue you have raised.

Codes of Conduct

Just as we expect others to behave properly to you, we expect all our members to behave in an appropriate manner to each other as well as towards the coaches, all helpers, and all adults and young people you have contact with in competitions. We have a Code of Conduct that you and your parents will be asked to sign and return. There is separate code of conducts for the training programme and Swim England ones for club activities including competitions. If you are unsure about any aspect of the Code of Conduct, please feel free to ask. We hope you will have a very happy and successful time while a member of BOBSC.

Kind regards,
Welfare Officer
BOBSC

Index

1. Membership Agreement	5
2. Useful Information	6
3. Club Events.....	7
4. Barnsley Minors League.....	7
5. Strokes & Turns	8
6. Swimmers and Athletes Session Expectations	9
7. BOBSC & BPL Lane etiquette	9
8. Squad Expectations	10
a. Junior Squad	11
b. Junior Development Squad.....	12
c. Intermediate Squad	13
d. Youth Squad.....	14
e. A2 Squad.....	15
f. A Squad.....	16
9. Swimming Galas	17
a. Gala Communication	17
b. Expected Gala Attendance	18
c. Competition Entries – What to enter at Competitions.....	19
d. Training for Competition.....	19
e. Advice for everyone at Competitions.....	19
f. Advice for Parents at Competitions.....	20
g. Swimming Gala Checklist	20
h. Gala Jargon Buster.....	20
10. The benefits of Long course training!.....	23
11. BRITISH SWIMMING Child Safeguarding Policy Statement	Error! Bookmark not defined.
12. Medical Information Form	Error! Bookmark not defined.
13. Child Photography Parental Consent Form.....	Error! Bookmark not defined.
14. Member’s Code of Conduct	Error! Bookmark not defined.
15. Parent’s Code of Conduct.....	Error! Bookmark not defined.

Borough of Barnsley Swimming Club

1. Membership Agreement

Introduction

All members of the Borough of Barnsley Swimming Club (BOBSC) will be required to be a member of the BPL Training Program (BPL). This agreement sets out the terms relating specifically to BOBSC.

Fees

In order to swim under the BPL Training Program, all **swimming participants must be a Member of BOBSC**, which will incorporate:

- Annual Membership to the Swim England
- Annual Membership to BOBSC

Training monies will be paid directly to BPL via monthly Direct Debit for the amount relating to the squad in which you swim.

BOBSC / BPL will exchange information on a periodic basis, as required, and in line with the Data Protection Act 1998. This can be set up at any BPL reception.

Membership Requirements

Members of BOBSC will be expected to participate in club activities and competitive galas as outlined in the squad expectations, as updated from time to time on the club website. www.bobsc.co.uk

As a Member of BOBSC you will be expected to follow the Code of Conduct and any accompanying adult is expected to follow the Parent Code of Conduct as attached within this document.

Galas

BOBSC will, as the Swim England body, run galas for the club and will be responsible for the swimmers at the galas they enter, in line with the competition calendar. The competitions calendar is published by the Club and will show which squads should attend.

Long Course Training

Will be provided where feasible and available, either at an additional cost or subsidised where possible, by fund raising undertaken by the club and its members during the year. Whilst this sits outside the routine training program, long course training is an opportunity for your child to swim in a 50m pool and support their training for competitions.

Concerns & Complaints

For concerns or complaints in relation to the training element of swimming, these should be directed to BPL via the Head Coach. For concerns or complaints in respect of galas these should be directed to the BOBSC committee, as outlined on the BOBSC website www.bobsc.co.uk

Cancellations

Cancellations of membership should be notified in writing to both BOBSC, to membership@bobsc.co.uk and BPL to carly.herbert@bpl.co.uk, with the swimmer also advising their coach where possible.

2. Useful Information

Communication & Information

You will receive regular emails from BOBSC Communications. These will include details of any club events, galas or changes to training. If you have not received any emails after 2 weeks, please email membership@bobsc.co.uk to make us aware..

The club has a Facebook page (Borough of Barnsley Swimming Club) and a Twitter page @BoBSC_UK

The website www.bobsc.co.uk is kept up to date with any Galas and Club events. For the published calendar, please see the events page.

Training Sessions

Please aim to be at the training sessions 5 - 10 minutes before start time. ****Please refer to changes in policies during the COVID_19 pandemic****

What you need to train

When you start with the club, we have some spare kit to lend to Juniors during the first few weeks whilst they get used to the training. ****Please note that we are unable to lend out equipment during the COVID-19 pandemic****

Girls are required to wear costumes and boys jammers. From time to time the A squad may be requested to train in 2 costumes / jammers to increase resistance.

In each squad there are different equipment needs, which are driven by the strength and experience your child gains. Please note that some children may not be strong enough to use items such as hand paddles, until they are around 10 years of age.

Junior Junior Development	Float (kick board), Pull Buoy, Fins (longer ones to help build up stamina)
Intermediate Youth	Float, Pull Buoy, Fins (shorter ones for building up strength), Finger Paddles Catch-up Stick (circa 15cm piece of broom handle smoothed at the ends), Swim snorkel (note this goes over the forehead not side)
A2 A Squad	Kick Board Short Fins Finger paddles Snorkel Sponge and Rope (rope should be tied around the waist and reach just past their toes with the sponge on, age 11 = 1 sponge, 12/ 13 = 2 sponges 14+ = 3 sponges), Pull Buoy Hand Paddles (age 11 & over) Catch-up stick

3. Club Events

Each year the club hosts 2 galas at Ponds Forge or John Charles Centre for Sport: one early July—Summer Sizzler on a Sunday, one early December—Christmas Sprints, on a Saturday, There may be no training on the same day as these galas. Children must be aged 9 on the day of the event to compete in these. We are always looking for volunteers to support us at these events; please do speak to a member of the committee if you are interested in areas such as time keeping, helping on pool side, supporting raffles or the medals table.

Club Champs is a series of 3 – 4 home gala's covering a wide variety of events, dependent on experience and squad. All swimmers at BOBSC can enter club champs with awards being given from age 8/under through to 17/over. All children are encouraged to attend club champs as it is a great experience for competitions (age 6+), especially those who are not yet old enough to compete. Again, these events often occur on a Saturday. Where they do, training is cancelled, but we require volunteers to help on the door, or time keep for such events.

Christmas Fun Night—each year in the last week of training before Christmas, we have a fun session for all club members. This is a series of pool-based games where the squads are mixed to really help everyone to get to know others, and is an enjoyable night for all swimmers. Part of this is a 'Coin Drop' where we ask parents to throw coins into the pool for the younger members to collect.

Presentation Night—an annual presentation night occurs around the festive period, either late December or early January dependent on where Christmas falls.

Other social events are put on as fun for all members of the club, but also to help us generate funds for the longevity of the club. We are a self-funding organisation and your help and support, along with the support of businesses around Barnsley, is needed.

4. Barnsley Minors League

Each year the club enters the Barnsley Minors League which is a series of 4 – 5 mini galas incorporating both individual and relay events. The BOBSC team is selected from all squads based on age group and quickest swim times. Age groups for the event are 9/10, 11/12, 13/14, 15 o/v. Children under the age of 9 are able to swim if their times are appropriate for the event. There is a girls and boys team in each age group comprising of 4 swimmers, but some swimmers may compete in 2 age groups.

5. Strokes & Turns

The swim sessions are structured to ensure that all swimmers develop their strokes and skills appropriately, different sessions will cover different skills, it could be drills, stroke specific or stamina.

Important things to note:

- ✓ Children can be given different things to do in the session in order to enhance their stroke
- ✓ Children may have their stroke changed completely, which will make them go slower initially but stronger and quicker in the long term
- ✓ Each child will have different skills and abilities, it is important that they are encouraged to follow the lane discipline guidelines as often you will be fast at some strokes and slower at others, please ensure your child knows to let others past so they work as a team.
- ✓ Naturally some children may have more stamina and be better at 200 than 50 meter drills and sets, again children should be mindful of this and allow others past
- ✓ Breaststroke is limited to circa 25% in the program to minimise damage to children's hip and knee joints.
- ✓ Whilst in the majority of cases swimmers need to leave 5 seconds between each other pushing off the wall, there are some sets in the upper squads where they have to leave X amount of time from finishing which can mean people catch-up.

The club prides itself on technique, please be supportive of coaches and explain to children that even into A squad coaches will try to enhance their strokes, speed will come naturally when the stroke is right and will often be the last thing to come through. Training is about long term athlete development. Whilst some swimmers win lot of medals and competitions at a younger age, we have also seen some swimmers excel when they reach the age of 14.

Please also be mindful that as you child's body grows and changes, this does impact them in the water through a changing body shape or increased fatigue. You may see, particularly between the age of 12 – 15 that your child(ren) does not achieve a person best for a few months at a time, this is normal and the coaches will encourage them through this spell.

If your child has an injury it is important to let the coach know, there are circumstances where they may be able to kick or pull and maintain stamina in the water.

6. Swimmers and Athletes Session Expectations

During a training session:

1. Be aware of others in your lane and in the lane next to you.
2. Be aware of lane order and position yourself appropriately for that set and continually re-assess.
3. Over taking the person in front: Tap the person you are passing, *once*, on the foot when you catch up to them to warn them that you are there. Pass quickly and carry on swimming. If you feel a tap or are aware of someone overtaking, do not stop, just pull to the side.
4. Do not stop and stand in the lane, you may get injured.
5. Always swim to the wall as you do in a race, and practice turns as instructed like you would in a race
6. Do not pull on the ropes as this may injure other swimmers.
7. Do not cling to or sit on the lane ropes.
8. No pulling on kick sets and only one stroke into turns
9. On stroke sets - do that designated stroke (BK, no FR push off's / finishes) (No.1) (No Fly kick on BR)
10. Know your Stroke Count in 50's (A2 / A squads)
11. Do not skip lengths or sets, you are only cheating yourself.
12. Speak to fellow team mates how you would be expected to be spoken to. If there are any issues within the lane please speak with your coach.
13. Swimmers caught being rude to members of staff or not adhering to the codes of conduct will be issued with a 3 strike rule. 2 verbal warnings will be given and a 3rd will result in being removed from the session.
14. Don't be afraid of getting things wrong.

Failure to comply: Any misdemeanours and breach of the code of conducts will be dealt with by BPL.

7. BOBSC & BPL Lane etiquette

There are specific rules that should be followed when swimming in a competitive club setting. These rules can be change depending upon how many other people are sharing your lane with you, your coach will tell you if you can do anything differently. These simple rules of lane etiquette can make it much easier for everybody to get their sets in and to keep everybody moving and safe.

Any time that you are in the pool:

- Stay in the lane allocated by your coach. Do not move because you feel like it or want to chat to your friends.
- Only dive if you have been told by your Coach that it is safe to do so.
- Enter feet first at the shallow end; Never dive in the shallow end unless you have been told to do so by your Coach and it is safe to do so.
- Be aware of others in your lane and in the lane next to you.
- Stay on one side of the lane in both directions; do not double up and chat to your friend.
- Swimming should be undertaken in adjacent lanes in a clockwise / anti-clockwise rotation when circle swimming.
- Over taking the person in front: Tap the person you are passing's foot when you catch up to them to warn them that you are there. Pass quickly and carry on swimming.
- Do your turns and underwater work at each end of the pool (practise makes perfect)
- Do not cling to or sit on the lane ropes.
- Do not stop and skip lengths or part of lengths for a chat or a quick rest. If you are unwell or have an issue, please tell your coach and sit on the side.
- Don't go to the front of the lane if you're not the quickest swimmer. By doing so you are hindering your own training as well as that of other swimmers.
- If you need to swim at constant max speed to stay at the front of the lane then you need to let others pass. Remember training is the time to build strength, stamina and technique not to race, swim according to the set.

Those who do not adhere to the lane etiquette rules will be given 3 warnings before being asked to leave the pool.

8. Squad Expectations

The following requirements are based on the LTAD document now known as the Athlete Development Support Pathway published by British Swimming.

Swimmer appraisal

The squad coaches meet at monthly meetings and monitor the extent to which swimmers fulfil the squad performance and expectations for all squads. The coaches will also take into account the commitment, performance, effort and attitude shown by a swimmer both in training (land & pool) and in competitions.

Where a swimmer is considered not to be performing in accordance with the expectations set out above the areas on concern will be discussed with the swimmer and his/her parent/guardian; where appropriate an agreed plan for improvement will be put in place and a timescale for improvement will be agreed.

Squad movements

Squad movements will be made solely at the discretion of the coaches and the Head Coach.

The coaches will take into account the swimmer appraisals and, where appropriate, a swimmer's response to areas of concern. The coaches will also take into account each individual swimmer's reasons for absence from training, time trials, club championships and meets.

A swimmer who, in the opinion of the coaches and taking all individual circumstances into account, does not meet the performance expectations set for the A / A2 Squad, will be offered a place in the Youth Squad.

The Tuesday morning session is open to all swimmers from Junior Development upwards but they must be aged 10+ to attend morning sessions.

a. **Junior Squad**

The Juniors are the youngest or less experienced swimmers in the squad. The time spent in the Junior Squad is primarily aimed at developing technique, but includes an introduction to stamina and speed training. Juniors currently have three training sessions during the week.

An introduction to competitive swimming is made during this time with the Juniors, usually by an invitation to compete for the club in a novice competition, termed B or C grade or Level 3 or 4. These galas are designed especially for swimmers entering the competitive world and are usually for swimmers up to and including age 12. Novice galas are great fun, and a valuable introduction to the rules and regulations governing competitive swimming. At the poolside the children will be organised by a "Team Manager" who will guide them through the gala, and you will find the more experienced swimmers always help the younger, less confident children. "Team Spirit" begins here!

As part of continuing with a swimmer's progress attendance is a key factor to every athlete's development as an elite swimmer. Trying to attend as many sessions as possible will ensure a swimmer attains the full potential they are already showing.

The junior squad train at the FUNdamentals and swim skills stage of LTAD which requires commitment from the swimmer, parents or guardian towards training and attendance.

The squad performance and expectations are as follows:

Age Range: 7yrs – 11yrs.

Once a swimmer is 11yrs of age they must earn a place in the intermediate squad to stay within the club programme. Swimmers not meeting the squad criteria will be automatically moved to one of our link squads. There is a 6 month grace period on age for new swimmers to the club.

Squad commitment

Swimmers must attend all swim sessions in order to progress to the next level.

Swimmers that show the potential to trial for a place in the Intermediate Squad may be offered a morning session for a period of 3 months by coach's invitation.

Training expectations & commitment:

- Attend 2-3 sessions per week, including an early morning session aged 9yrs+ at the coach's discretion.
- Arrive 10 minutes early for all sessions
- Swimmers must achieve good technique on all four strokes with strong kick support
- Swimmers must not attend external swim camps/clinics without permission from the Head Coach.
- All Swimmers must sign and adhere to the swimmers code of conduct both during training and at attended meets. Any swimmer not doing so will be asked to leave the session and parents will be contacted immediately and a report sent to the welfare officer.

b. **Junior Development Squad**

As part of continuing with a swimmer's progress attendance is a key factor to every athlete's development as an elite swimmer. Trying to attend as many sessions as possible will ensure a swimmer attains the full potential they are already showing.

The Junior & Junior Development squads train at the FUNdamentals and Learning to Train stages of the LTAD which requires commitment from the swimmer, parents or guardian towards training and attendance.

The squad performance and expectations are as follows:

Age Range: 8yrs – 12yrs.

Once a swimmer is 12yrs of age they must earn a place in the intermediate squad to stay within the club programme. Swimmers not meeting the squad criteria will be automatically moved to one of our link squads.

Squad commitment

Swimmers must attend all swim sessions in order to progress to the next level.

Swimmers that show the potential to trial for a place in the Intermediate Squad may be offered a morning session for a period of 3 months by coach's invitation.

Training expectations & commitment:

- Attend 2-3 sessions per week, with option of an early morning session from the age 10yrs+ at the coach's discretion.
- Arrive 10 minutes early for all sessions
- Swimmers must achieve good technique on all four strokes with strong kick support
- Swimmers must not attend external swim camps/clinics without permission from the Head Coach.
- All Swimmers must sign and adhere to the swimmers code of conduct both during training and at attended meets. Any swimmer not doing so will be asked to leave the session and parents will be contacted immediately and a report sent to the welfare officer.

c. **Intermediate Squad**

Age Range: 9yrs – 13yrs.

Squad commitment

Swimmers should attend all evening sessions. Swimmers should attend an additional morning session in order to progress to the A2 Squad and hold at least 4 County qualifying times in 50m and 100m events. Swimmers not meeting the criteria by their 14th birthday will automatically be moved to the Youth Squad.

Swimmers not meeting the A2 squad criteria by 14 years of age will automatically be moved in to the Youth squad

Training expectations & commitment:

- Attend 3-4 sessions per week and 1 land based training session including an early morning session aged 10yrs+.
- Arrive 10 minutes early for all sessions.
- Swimmers must achieve good technique on all four strokes with strong kick support.
- Swimmers must be able to read the clock without assistance of the coach (unless reasons have been discussed with the coach).
- Swimmers must practise feet past flags off every turn.
- Swimmers must not attend external swim camps/clinics without permission from the Head Coach.
- All Swimmers must sign and adhere to the swimmers code of conduct both during training and at attended meets. Any swimmer not doing so will be asked to leave the session and parents will be contacted immediately and a report sent to the welfare officer.

Hard work brings its own reward, but as the swimmer improves there are now “open” competitions to enter, as well as chances to be asked to swim for the club. Eventually swimmers in the Intermediates will be looking to move into the Youth Squad or the A2 Squad.

d. Youth Squad

This squad will provide competitive training for those members who are unable to make the criteria set for the various other squads or feel they are unable to apply the required level of commitment, for whatever reason (eg. school work, other clubs/sports). The swimmer, however, must maintain a positive view towards personal achievement and participation in the BoBSC set-up. Should a swimmer find they are able to increase their ambitions or commitment, then a move to the A2/A Squad and above is always possible, as long as the swimmer achieves the necessary criteria.

Age Range 14yrs +

Squad commitment:

- 3 swim sessions per week & 1 land based session on appointment.

Absence from training, time trials and meets

Separate arrangements can be made in agreement with the head coach for exam periods.

Otherwise if for any reason a swimmer is unable to attend a training session, time trial or meet the squad coach should be advised by email (in advance whenever possible) with a brief explanation of circumstances. Such circumstances could include school commitments, injury, illness, family events and holidays but this list is not exhaustive.

All Swimmers must sign and adhere to the swimmers code of conduct both during training and at attended meets. Any swimmer not doing so will be asked to leave the session and parents will be contacted immediately and a report sent to the welfare officer.

Competition Expectations & Commitment:

- Minimum of 4 meets per season.
- Compete at all team galas or league meets invited to by the coaching staff.
- Athletes must not enter open meets that are not on the BOBSC Competition Calendar. Any athlete wishing to do so must seek permission from the head coach.
- Athletes should compete in events discussed or requested to enter with the Head Coach/Coach.
- Competing at Club Championships & time trials is essential for swimmers to improve racing skills
- Ensure that you arrive to all meets 20 minutes early for pre-pool stretches.
- Where and when possible fulfil the full pre-race warm ups & post-race swim downs. Should swim down facilities be unavailable stretching must be completed.
- A swimmer wishing to withdraw from events on the day of a meet will only be allowed to do so with the permission of the Head Coach/coach on pool side and only in extreme cases.

e. **A2 Squad**

It has been learned by past experience that a young swimmer who is producing excellent times and working very well in the Juniors and Intermediate Squad, if promoted too early, as well as causing possible damage to a developing body, can sometimes find the level of training in the A2 & A Squads too strenuous. This can obviously discourage good swimmers, damage self-confidence, sometimes beyond repair, and lead to the swimmer deciding to leave competitive swimming altogether.

Age Range 10-14yrs

Squad commitment:

- 4 swim sessions per week & 1 land based sessions on appointment to the squad for the first 3 months trial including 1 early morning aged 10+.
- Then 5-6 sessions and 2 land based sessions with 1-2 early mornings.

Younger swimmers achieving Regional times may be asked to attend sessions with the A squad.

Swimmers that show the potential to trial for a place in the A squad may be offered a 2 session trial per week for a period of 3 months at the coach's discretion. Age-group swimmers with the desire to move in to A squad must show a continuity in their training in order to be eligible for a trial.

Swimmers not meeting the A2 squad performance and expectations or A squad performance and expectations by their 15th birthday will automatically be moved up to the Youth Squad.

Absence from training, time trials and meets

If for any reason a swimmer is unable to attend a training session, time trial or meet the squad coach should be advised by email (in advance whenever possible) with a brief explanation of circumstances. Such circumstances could include school commitments, injury, illness, family events and holidays but this list is not exhaustive.

Competition Expectations & Commitment:

- Compete at all Squad target meets set by the Squad Coach, designated level one, two and three meets that an athlete may qualify for and National, Regional and County events qualified for in individual or relay events. Minimum of 8 meets a season.
- Compete at all team galas or league meets invited to by the coaching staff.
- Athletes must not enter open meets that are not on the BOBSC Competition Calendar. Any athlete wishing to do so must seek permission from the head coach.
- Athletes should compete in events discussed or requested to enter with the Head Coach/Coach.
- Competing at Club Championships & time trials is essential for swimmers to improve racing skills.
- Ensure that you arrive to all meets 20 minutes early to complete the pre-pool stretch.
- Maintain an average of 80% attendance rate.
- Ensure that you arrive to all sessions 15mins early on pool side. (see training times below)
- Where and when possible fulfil the full pre-race warm ups & post-race swim downs. Should swim down facilities be unavailable stretching must be completed.
- A swimmer wishing to withdraw from events on the day of a meet will only be allowed to do so with the permission of the Head Coach/coach on pool side and only in extreme cases.
- All Swimmers must sign and adhere to the swimmers code of conduct both during training and at attended meets. Any swimmer not doing so will be asked to leave the session and parents will be contacted immediately and a report sent to the welfare officer.

All swimmers in the A2 squads are expected to train to a standard that will enable them to compete at County meets and 'A' grade galas. It is vital then, that the move up to the A or A2 squads is made only when the swimmer is fully ready. No-one expects the new squad member to perform immediately at the level set for the more experienced members of the squad, but hard work and commitment are essential for promotion into these squads. However, because of the level of training the coaches need to be convinced of the degree of both physical maturity, and mental attitude of the swimmer.

f. **A Squad**

The main objective of A Squad is to train to compete at the highest achievable level. This requires commitment from the swimmer, parents or guardian, the coach towards training, attendance and land based exercises.

The squad performance and expectations are as follows:

Age Range: 11yrs cross training- 12yrs +Female/Male

Squad commitment:

- For the first 3 months trial - 5 swim sessions per week & 2 land based sessions on appointment to the squad including 1 early morning.
- Then 6-7 sessions and 2 land based sessions with 1-2 early mornings.
- Maintaining an average of 80% attendance rate.

Absence from training, time trials and meets

Separate arrangements can be made in agreement with the head coach for any exam periods or personal situations. Otherwise if for any reason a swimmer is unable to attend a training session, time trial or meet the squad coach should be advised by email (in advance whenever possible) with a brief explanation of circumstances. Such circumstances could include school commitments, injury, illness, family events and holidays but this list is not exhaustive.

Competition Expectations & Commitment:

- Compete at the Squad Target meets selected by the Head Coach.
- Athlete's must attend meets qualified for at National, Regional and County events in an individual or relay event.
- A minimum of 10 meets per season.
- Compete at all team galas or league meets invited to by the coaching staff.
- Athletes must not enter open meets that are not on the BOBSC Competition Calendar. Any athlete wishing to do so must seek permission from the head coach.
- Athletes should compete in events discussed or requested to enter with the Head Coach.
- Competing at Club championships & time trials is essential for swimmers to improve racing skills.
- Ensure that you arrive to all meets 20 minutes early to run through pre-pool stretch.
- Ensure you maintain an average 80% attendance rate.
- Where and when possible fulfil the full pre-race warm ups & post-race swim downs. Should swim down facilities be unavailable stretching must be completed.
- A swimmer wishing to withdraw from events on the day of a meet will only be allowed to do so with the permission of the Head Coach/coach on pool side and only in extreme cases.
- All Swimmers must sign and adhere to the swimmers code of conduct both during training and at attended meets. Any swimmer not doing so will be asked to leave the session and parents will be contacted immediately and a report sent to the welfare officer.

9. Swimming Galas

a. Gala Communication

All gala notifications are issued from our central email, competitions@bobsc.co.uk. Each email will state where the gala is; typically Ponds Forge (Sheffield) or John Charles (Leeds), although we also have an annual competition in Scarborough on our calendar. Galas will show LC Long Course 50m pool, or SC Short Course 25m pool.

- Level 4 Meet – this is an entry level event, club time trials, club champs and some open meets will be level 4.
- Level 3 Meet—most swimmers will be able to compete in these meets. Occasionally there will be upper cut-off times, whereby if the swimmer has achieved times quicker than these, they will not be able to swim the specific events but can compete in other events on the day.
- Level 1 Meet— will be directed at the more experienced swimmers who have achieved qualifying times. Grade A and B—at some meets you will find that there are 2 sets of cut off times giving swimmers 2 potential opportunities for medals.

Speeding Tickets—this is a great achievement as a swimmer, as it means you have swam quicker than the cut-off times. Entry times are based on the fastest time the swimmer has achieved in the last 12 months, at the point of gala submission.

As the swimmer gains experience and times, they may be able to swim in the Yorkshire, Regional or National Competitions. All of these will be shared via email, advising what the qualifying times are for the relevant event and who has achieved these.

Competition emails will show the closing date and how to make payments. If you are unsure as to which events to enter, please speak with your coach.

b. Expected Gala Attendance

How Many Competitions A Year?

The Borough of Barnsley Swimming Club's Competition and Training Programme runs from September to July (August is where swimmers rest), although membership runs from January to December.

All swimmers should compete in the recommended number of meets that is required through their squad criteria. Each squad has its own Competition Focus which will aid in the competition development of each swimmer. These can be found highlighted on the meet calendar and are the main target meet for that squad with details shown in the table below:

Squad	A	A2	Youth	Inters	Junior Dev	Juniors
Number of meets per season	10	8	4	6	4	4
	Level 1/2/3 comps, County and Regional Champs, National and British Championships	Level 1/2/3 comps, County and Regional Championships	Level 2/3 comps, County Champs		Level 2/3/4 comps or maybe known as B/C Grade meets	

- Please note that Counties and Regionals, although take place over more than one weekend still count as one meet. Our own meets ARE included but Club Championships are NOT!
- The entries are recorded by the Competition Secretary and coaches in order to monitor the number of meets entered per season by each swimmer to establish who is hitting the requirements for their squad.
- Children can only compete at open meets after their 9th birthday, but any swimmers under 9 years can compete at the Club Championships.

The following should be considered when entering meets targeted for your squad:

- Own Performance level – Focus on being highly competitive and perfection in main events.
- Below own performance level - Focus on trying to win and experimenting in performing the races in different ways.
- Above their own performance level – Focus on swimming as best as you can.



c. **Competition Entries – What to enter at Competitions**

Aim to enter a minimum of 2 events during each session ensuring a good variety of strokes and distances 100/200m. Ensure you always enter a 200IM. Older Age Groupers and Youth Swimmers give the 400IM a go: we do this in training so it should not be a big deal!

Enter a distance event: 400m freestyle. Older Age Groupers and Youth Swimmers have a bash at the 800m or 1500m freestyle!

Enter events over the whole competition (2 or 3 days), not just selected sessions. This is essential for your personal development as a swimmer.

Always see 50m events as additional FUN events! Never just enter a 50m event during one session, always enter something else as well!

PLEASE NOTE: Some competitions have QUALIFYING TIMES/STANDARDS which the swimmer must have achieved in competition. Please ensure that the times you enter are your swimmers 'REAL' times (see jargon buster below). Some level 3 or B/C grade meets will except times made up from your coach if you are new to swimming and have never competed. This is why our club championships are so important for any new club swimmers to achieve times and get on the British Rankings to enter outside meets.

d. **Training for Competition**

Age Group Swimmers (Boys 9-13yrs & Girls 9-13 yrs): Training focuses on the 200 Individual Medley as this develops four strong strokes and a good endurance base.

Youth Swimmers (Boys 14+ & Girls 14+): The training focus changes to meet the individual. Some swimmers at this stage may also develop into sprint event specialists.

Please note: this may change depending on level of meet.

e. **Advice for everyone at Competitions**

Always be on time for warm-ups! This includes pre-pool stretches!! – They are an essential part of competition. All swimmers should arrive a minimum of 20 minutes early to register with the team manager and begin preparing for the warm up. Failure to do so may result in the swimmer being withdrawn from the meet.

Please ensure if you are going to be late that a message is passed on to the coach/team manager on the day.

Don't go for the same events all the time at all competitions – change the focus, don't put too much pressure on one or two events! Keep your options open, you don't need to specialise until you're 15 or even 20!

Don't compare your performance against others! Compare your performance against your own.

f. Advice for Parents at Competitions

Be aware of what your child's goals are for that competition. This is to ensure you don't interpret the final outcome the wrong way.

Ensure the targets for the competition are set by the swimmer and not you as a parent!

You are not swimming the race, they are! Don't set times, scores or opposition for them to beat.

There is only one question to ask your child after practise or competition....."Did you enjoy it?" If the swimmers are not having fun, and are not enjoying themselves then they should not be forced to participate.

g. Swimming Gala Checklist

Listed below are the items that your swimmer should have with you when you attend any gala representing Borough of Barnsley Swimming Club

- ✓ Club T-Shirt & hoody to keep warm between events
- ✓ Club Cap x 2 (club caps are available from membership or treasurer at a cost of £5. From time to time we order named hats, so keep your eye out on the notices for this)
- ✓ Goggles x 2

- ✓ Swimsuit / Trunks x2 (Many swimmers have warm-up swimwear and racing swimwear)
- ✓ Pool Shoes (flip flops or light clean trainers)
- ✓ Towels x 2—one for poolside, one for drying after
- ✓ Healthy Snacks / fruit and energy snacks jelly babies, popcorn / choco-milk
- ✓ Water Bottle

Activities such as reading, colouring, puzzles to keep them occupied on pool side. Electronic devices such as ipads, tablets and phones must have the camera facility obscured.

But the most important thing of all you'll need is.....

A relaxed, positive attitude: This least tangible item is probably the most important thing you can bring to a meet!

Please ensure your swimmer is ready on poolside at least 20 minutes prior to the start of the warm up

h. Gala Jargon Buster

Sadly, swimmers cannot compete in gala's until the age of 9. They can however compete at BOBSC club champs or time trials. Some swimmers age 8 may from time to time be selected to swim at the Barnsley Minors League.

Gala's will often be sent out with acronyms of LC (Long Course 50m pool) or SC (Short Course 25m pool), with upper cut off times and/or lower cut off times. As a new parent this can be very daunting, whilst we try and explain it below please do not hesitate to speak to a member of the committee or a coach for greater clarity.

Gala's stated as B / C or Level 3 are great for inexperienced swimmers to get a handle on competition

Upper Cut-Off times - the cut of times quoted within the instructions are where your child's personal best cannot be quicker than the times quoted. So from the extract below, a 9 year old girl must have a personal best of 40.01 seconds or slower.

Age	50m Freestyle	50m Backstroke
9 Yrs	40.00	48.00
10 Yrs	38.00	46.00
11 Yrs	36.00	43.50
12 Yrs	33.50	41.50

Upper & Lower Cut off times For most galas outside the top Level 1 meets, there are upper cut off times, but for the occasional galas there are lower and upper times, so taking the extract below, a 9 year old girl must have a personal best time between 58 seconds and 36.01 seconds.

GIRLS		
	9	10
50 Freestyle	36.0	35.0
	58.0	55.0
100 Freestyle	1:13.0	1:09.0
	1:45.0	1:43.0

Upper cut off times are there to give all swimmers opportunity to compete on a level playing field. You will have seen some A and B or A,B and C galas. These are where there are 3 sets of times and thus 3 sets of medals.

Personal Bests and Conversions

If you are unsure as to your child's personal best time, these can be obtained from the Swim England Site

<https://www.swimmingresults.org/individualbest/>

If you insert your child's surname and then select from the list you can then see all the events they have competed in, and by clicking on the blue event you can see their progress.

50 Breaststroke	38.81	434	14/12/19	BOBSC Christmas Sprint
100 Breaststroke	1:27.34	395	03/02/19	Yorkshire County Championships
200 Breaststroke	3:10.27	390	01/12/19	City of Sheffield Swim Squad Snow Frills
50 Butterfly	40.37	221	14/12/19	BOBSC Christmas Sprint
50 Backstroke	38.44	345	08/09/19	Sheffield & District ASA Championships
100 Backstroke	1:24.82	319	21/04/18	Stocksbridge Spring Open
200 Backstroke	2:53.75	364	01/12/19	City of Sheffield Swim Squad Snow Frills
200 Individual Medley	2:49.29	413	14/12/19	BOBSC Christmas Sprint

As was highlighted in the parents meetings and is emphasised to the children, they do have good and bad days, and good and bad spells particularly during growth or periods of stress. The below up and down performance is not unusual for many swimmers at somepoint in their career.



Impact of Long Course on Personal Bests (PBs)

Swimming long course is typically slower than short course, the converted times, particularly for events over 100m can often be out of reach for swimmers initially, we always focus on their last PB at long course on poolside. You can convert your child's short course times using Pull Buoy converter found here:

<http://www.pullbuoy.co.uk/times/>

Enter your swimmer times, event and gender then select ASA tables to return the converted time.

If you have any questions please do not hesitate to contact a coach or our Parent Mentor on mentor@bobsc.co.uk

10. The benefits of Long course training!

The biggie: long course swimming is straight-up tougher. You don't need anyone to tell you that.

For swimmers going from short course (25m) to long course (50m), the difference is even more profound. Without the walls to save you every dozen or so strokes it forces you to maintain the rhythm, stroke length and stroke rate over more than double the distance.

Trains you for big races!

At some point during the year you will be racing in the long pool, the majority of meets from November – May are in the 50m pool.

This is unavoidable. Although training long course certainly isn't a prerequisite of fast swimming. Training long course can give you the confidence to swim fast for the whole length and also for the children to not panic about the 50m pool.

Here's another way to think about long course swimming, the 50m pool is also the same one that the Olympics are competed at. If you want to swim against the Atkinson's, Peaty's, and the Ledesky's, eventually you are going to have to step into the same pool they race in.

Exposes weaknesses in your techniques!

Short course swimming can help paper over technique flaws. When you have strong walls and underwater kicks you can hide the soft spots in your swimming with long under waters.

Consider that short course races can be performed up to 60% using under water kicks, and you realize that the importance of swimming technique is diminished in the small pool compared to the long pool where only up to 30% of the race can be swum underwater. This is why swimmers should always listen to tech sets!

Butterfly races in particular get a whole lot tougher when the amount of arm-saving turns gets cut in half.

Finallyit's a new challenge!

For most swim programs the long course training can be sporadic due to availability and racing season for long course comes after six months of short course swimming. Switching to the big pool is an easy way to switch things up. Always remember that racing long course is different, and requires different strategy!



Swim England Child Safeguarding Policy Statement

Borough of Barnsley Swimming Club is committed to providing an environment in which all children and young people participating in its activities have a safe and positive experience.

In order to achieve this, the organisation agrees to:

- Adopt and implement the policies and procedures in Wavepower in full.
- Recognise that all children participating in the organisation (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in aquatics in a safe environment and be protected from harm.
- Ensure that all individuals who work with children in the organisation, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
- Appoint a welfare officer with the necessary skills and training as outlined by Swim England who will take the lead in dealing with all child safeguarding matters raised within the organisation.
- Ensure that the welfare officer's name and contact details are known to all staff, members and parents of members.
- Ensure the welfare officer is available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower.
- Ensure that all individuals who work with children in the organisation have undertaken the appropriate training, have had the relevant DBS checks, and adhere to the required practices for safeguarding children as outlined in Wavepower.
- Ensure that all individuals who will be working or will work with children in the organisation have been recruited in accordance with the Swim England Safe Recruitment Policy.
- Ensure that all individuals who work with children in the organisation have the appropriate training, code of conduct and good practice to follow in line with the guidance in Wavepower.
- Provide all members of the organisation and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's welfare.
- Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower.
- Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
- Ensure all papers relating to child safeguarding matters are held in a safe and secure manner



Swim
England



Medical Information Form

To be completed by members aged 18 years or over, or by parents/carers of members under 18 years. Please delete 'Yes' or 'No' as appropriate and complete further details as necessary.

Name of member	Date of birth

The Equality Act 2010 defines a disabled person as anyone with a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his or her ability to carry out normal daily activities.

Do you consider this child to have an impairment?

Yes

No

If yes, what is the nature of their disability? Please circle

Visual impairment

Learning disability

Physical disability

Multiple disability

Hearing impairment

Other (please specify)

Medical information

Please detail below any important medical information that our organisation needs to know. Such as allergies, medical conditions e.g. asthma, epilepsy, orthopaedic problems, any current medication, special dietary requirements and/or any injuries.

Name of child's doctor and surgery

Doctor's phone number

I understand that, in compliance with the Data Protection Act 1998, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the organisation. Information will not be kept once a person is no longer a member of the organisation. The information will be disclosed only to those members of the organisation for whom it is appropriate and relevant officers of the Amateur Swimming Association or Swim England.

Signed (parent/carer):

Print name:

_____ Date: _____



Swim
England



Child Photography Parental Consent Form

Note: this form must be read and completed after reading the Swim England /Borough of Barnsley Swimming Club/BPL Photography Guidance.

The organisation may wish to take photographs of individual and/ or groups of members under the age of 18 that may include your child during their membership of the organisation. All photographs will be taken and published in line with the Swim England Photography Guidance. The organisation requires parental consent to take and use all photographs. Parents have a right to refuse agreement to their child being photographed.

As the parent or carer of _____ please complete the form below in respect of your child or children. Please note you can withdraw your consent in writing to the welfare officer at any time should you wish to.

- Take photographs to use on the organisation’s secure website: Consent given/Consent refused* Take photographs to use on the club’s social networking sites: Consent given/Consent refused* Take photographs to include with newspaper articles: Consent given/Consent refused*
- Take photographs to use on the organisation’s notice boards: Consent given/Consent refused* Filming for training purposes only: Consent given/Consent refused*
- Employ a professional photographer (approved by the organisation) who will take photographs in competitions/galas/meets/events: Consent given/Consent refused*

*Delete as appropriate.

Signed (parent/carer): _____

Print name: _____

Date: _____

—



Swim
England



wave
power

Child Photography Refusal of Consent Form

Name of child: _____

Date of birth: _____

I refuse permission for the taking and/or publication of any images of my child by the organisation's appointed photographer(s) in respect of _____ (activity).

Signed
(parent/carer): _____

Print
name: _____

Date: _____



Swim
England



Code of Conduct for Children

Swimmers Name _____

As a member of our club, we understand you have the right to:

- Enjoy the time you spend with us and know that you are safe.
- Be told who you can talk to if something is not right.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.
- Be respected by us and other team members and be treated fairly.
- Feel welcomed, valued, and not judged based on your race, gender, sexuality, faith or ability.
- Be encouraged and develop your swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming skills with our help and support.
- Be looked after if there's an accident or injury and have your parents/guardians informed, where appropriate.

As a member of our club or activity we expect you to:

Essentials

- Keep yourself safe by listening to your coach or teacher, behave responsibly and speak out when something isn't right.
- Take care of our equipment and premises as if they were your own.
- Make it to training and competitions on time and if you're running late, let a member of the club know.
- Make your coach or teacher aware if you have any difficulties attending training or competitions.
- Not wander off, or leave training or a competition without telling your coach, teacher or team manager.
- Bring the right kit to training and competitions.
- Follow the rules of the club, squad or activity at all times.
- Respect the privacy of others especially in the changing rooms.

General behaviour

- Make our club and activity a fun, happy, friendly and welcoming place to be.
- Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith or ability.
- Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- Not use any device to take photographs or footage of others in the changing rooms or cubicles.
- Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
- Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.
- Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.
- Treat other children with respect and appreciate that everyone has a different level of skill or talent.
- Support and encourage your teammates, tell them when they've done well and be there for them when they are struggling.
- Respect the children and adults competing for other teams at competitions.
- Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- Get involved in club decisions, it's your sport too.

Training

- I will treat my coach and fellow members with respect.
- I will make my coach aware if I have difficulties in attending training sessions as per the rules laid down for my squad.
- I will arrive in good time on poolside before the training session starts to complete poolside warm up as directed by my coach.
- I understand that if I arrive late, I must report to my coach before entering the pool.
- I will ensure that I have all my equipment with me, e.g. paddles, kick boards, hats, goggles, etc.
- If I need to leave the pool for any reason during training, I will inform my coach before doing so.
- I will always listen to what my coach is telling me and obey any instructions given.
- I will always swim to the wall as I would do in a race, and I will practice turns as instructed.
- I will not stop and stand in the lane or obstruct others from completing their training.
- I will not pull on the ropes as this may injure other members.
- I will not skip lengths or sets – to do so means I would only be cheating myself.
- I will think about what I am doing during training, and if I have any problems, I will discuss them with my coach at an appropriate time.
- If I have any problems with the behaviour of fellow members, I will report them at the time to an appropriate adult.

Competitions

- At competitions, whether they be open meets, national events or club galas, I will always behave in a manner that shows respect to my coach, the officers, my teammates and the members of all competing organisations.
- I understand that I will be required to attend events and galas that the Chief Coach has entered/selected me for, unless agreed otherwise by prior arrangement with the relevant official and coach.
- I understand that I must wear appropriate swimwear, tracksuits, T-shirts/shorts, and hats as per the rules laid down by the organisation.
- I will report to my coach and/or team manager on arrival on poolside.
- I will warm up before the event as directed by the coach in charge on that day and ensure I fully prepare myself for the race.
- I will be part of the team. This means I will stay with the team on poolside.
- If I have to leave poolside for any reason, I will inform, and in some cases, get the consent of the team manager/coach before doing so.
- After my race, I will report to my coach for feedback.
- I will support my teammates. Everyone likes to be supported and they will be supporting me in return.
- I will swim down after the race if possible, as advised by my coach.
- My behaviour in the swim down facility must always be appropriate and respectful to other users.
- I will never leave an event until either the gala is complete, or I have the explicit agreement of the coach or team manager.

Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee.

Signature of the child _____

Signature of parent/guardian _____

Date _____



Swim
England



Code of Conduct for parents/Guardians

Swimmers Name _____

As a parent/guardian of a club member we understand you have the right to:

- Be assured that your child is safeguarded during their time with us.
- Know how to access our club policies, rules and procedures.
- Know who the Welfare Officer is and how to contact them.
- Know that any concerns about your child's welfare will be listened to and responded to.
- Know what qualifications and training those with responsibility for your child have.
- Be informed of problems or concerns relating to your child, where appropriate.
- Know the procedure should your child be involved in an accident or become injured.
- Provide your consent or otherwise for photography and trips away.
- Make a complaint to the club committee or Welfare Officer (as appropriate).

As a parent/guardian of a club member we expect you to:

Essentials

- Make sure your child has the right kit for training and competitions as well as enough food and drink.
- Ensure your child arrives to sessions on time and is picked up promptly.
- Inform us if you're running late to collect your child or if your child is going home with someone else.
- Complete all consent, contact and medical forms and update us straight away if anything changes.
- Maintain a good relationship with your child's coach or teacher.
- Tell us if you wish to talk to us about any concerns regarding your child. We will arrange a mutually convenient time so you can talk to us.
- Not enter poolside or interrupt training or competitions unless in an emergency situation.

You have a right to:

- Make a complaint to the organisation if you feel the organisation or a member of the organisation is not acting appropriately or in accordance with Swim England /organisation rules and regulations.

Details of how to do this can be obtained from the welfare officer.

- Make a complaint on behalf of your child to the Swim England Office of Judicial Administration.

Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee. Continued issues and repeated breaches may result in parents/ guardians being asked not to attend the club, something we never want to do.

Parent/Guardian signature: _____

Additional accompanying person signatures: _____

Date: _____

Print Name(s):-



Code of Conduct for coaches and teachers

As a coach or teacher, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Have access to ongoing training and CPD in all aspects of your role.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

As a coach or teacher at the club we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions for teaching and coaching under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Respect your position of trust and maintain appropriate boundaries and relationships with children as set out on page 112 of Wavepower.
- Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse.
- Not use your position to obtain personal benefit, reward or to pursue an inappropriate or sexual relationship with a child.
- Respect children's trust and rights whilst being honest and open with them.
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary.
- Lead by example promoting positive behaviour, good sportsmanship and encourage children to behave in a positive manner and follow the rules of the club and sport.
- Ensure team/squad selection is clear and transparent and be fair and equal when making decisions.
- Keep your coaching and/or teaching qualifications and CPD up to date.
- Complete Swim England approved child safeguarding training every three years.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years).
- Use positive and constructive methods when teaching and coaching and ensure programmes are appropriate for the age, ability and experience of the child.
- Always put the wellbeing, health and safety of the child before all other considerations including the development of performance.
- Keep children safe in your sessions with appropriate staffing ratios, using safe methods of instruction and techniques and by putting their safety first.
- Ensure any equipment used is fit for purpose, safe to use and accessible.
- Follow the club procedures should a child have an accident or suffer an injury.

- Develop positive relationships with parents/guardians and where possible provide them with regular information and updates regarding their child’s development in swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming.
- Listen to any concerns the parent/guardian or child may have and seek advice (where appropriate) to resolve any concerns.
- Treat all personal information about children or their families on a confidential “need-to-know” basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all children to respect all competitors and teams from other organisations in victory or defeat.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations or if you are employed under your contract of employment. Continued issues and repeated breaches may result in your dismissal from the club.

Signature of the coach/teacher

Printed name _____

Position in the club _____

Date _____



Swim
England



Code of Conduct for committee members, officials and volunteers

As a volunteer at the club, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

As a volunteer at the club we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions stipulated under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Ensure all complaints are referred under the internal club complaints process.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Adhere to your role responsibilities.
- Make our club a happy, friendly and welcoming place for all members.
- Attend child safeguarding training every three years if applicable for your role.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) if applicable to your role.
- Keep any qualifications or CPD up to date if applicable to your role.
- Lead by example by promoting positive behaviour and good sportsmanship. Encourage all members to behave in a positive manner and follow the rules of the club and sport.
- Never encourage or condone members of the club to breach the rules of the sport.
- Treat all personal information about members or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from the club.

Signature of the volunteer _____

Printed name _____

Position in the club _____

Date _____