



# Woodchurch Swimming Club

## Welcome Pack

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## Members Information Guide



**SwimMark**  
ESSENTIAL CLUB



Affiliated Club



# Welcome to Woodchurch Swimming Club

We hope that your time with us will be happy and productive. We will do our best to try to improve your strokes and fitness and encourage you to participate in competitive swimming. It is our aim to enable swimmers to reach the highest level of achievement of which they are capable, within the constraints of the water time available to the club.

## HISTORY OF WOODCHURCH SWIMMING CLUB

The Club started life over 45 years ago as the ladies section of Birkenhead Swimming Club and was known as “Woodchurch Swimming Training Club”. In the summer of 1970 it then became “Woodchurch Swimming Club” and the first chairman was Mr Harry Lutas. The first gala was held on November 28<sup>th</sup> 1970 and consisted of just 23 events in only Breaststroke and Freestyle. One of the original founders of the club was Harry Milsom, who did more than anyone, over a period of 25 years, to build up the club to what it is today. We present an achievement award in his name each year, to the female swimmer of the year. Another award, to the male swimmer of the year, is presented in the name of Lenny Taylor who taught at the club for over 20 years.

## NEW ADMISSIONS

All swimmers are welcome and the club has an equity policy. Trials for new members are held every Saturday from 1:00 pm. Children must be able to swim two lengths of each stroke to a standard set by the Club. A coach will assess the strokes and stamina of the new swimmer and assign them to a lane/group or the Coaching Course.

## SWIMMING SESSION TIMES

Any variation to session times will per posted on the club website:-[www.woodchurchsc.com](http://www.woodchurchsc.com)

<b><u>MONDAY</u></b>	<b><u>Calday</u></b> Swimming Pool	One session	6 – 7.30 PM
	3 lanes for Coaching Course and club members		
	1 lane for pre-coaching course		
	<b><u>Leasowe</u></b> Swimming Pool	One session	7 – 8.30 PM
	6 lanes for Club swimmers by invitation		
<b><u>WEDNESDAY</u></b>	<b><u>Leasowe</u></b> Swimming Pool	One session	7 – 8.00 PM
	6 lanes for Club swimmers by invitation		
<b><u>FRIDAY</u></b>	<b><u>Woodchurch</u></b> Swimming Pool	Two Sessions	7 – 9.00 PM
	4 Lanes for Club Swimmers and Coaching Course		
<b><u>SATURDAY</u></b>	<b><u>Woodchurch</u></b> Swimming Pool	Various sessions	1 – 4.00 PM
	4 Lanes for Club Swimmers and Coaching Course		



## **COACHING COURSE**

This is usually for children aged 7 years or more who can already swim and have reached the required entry standard. We operate the main coaching course sessions on a Saturday and Monday. The children are graded according to their ability. After 12 weeks they are tested on their progress and their behaviour during those lessons is also taken into account. Many children require further time to reach the club standard of swimming. After the initial “taster” sessions, swimmers will be required to join the club paying a monthly subscription by standing order.

## **CALDAY POOL SESSIONS**

These are for pre-coaching, coaching course and club swimmers who are not ready to progress to Leasowe where the session is of a higher level. When swimmers reach the standard required at Leasowe they will be asked to attend there. All swimmers should attend Woodchurch on a Saturday and the sessions at Calday and Leasowe are additional.

If attending Calday, you have to remove your shoes **before** going down the steps to the seating area. Parking is not allowed in the small Calday Pool car park or in the Gourleys Lane approach road. Please refrain from driving down the lane to drop your children off. Parking is best either on the main road, in the Calday School car park or in Burlingham Avenue.

## **CLUB MEMBERSHIP**

This is offered to those who have reached a sufficiently high standard of technique and stamina in most aspects of their swimming. Membership subscription charges are £20.00 per month, payable by Bank Standing Order. Club swimmers are mainly aged from 7 to 18 years of age. As a competitive club, participating in various leagues and competitions, members are expected to represent the club as requested. Club members are eligible to be selected for galas and competitions throughout Merseyside and those who have reached the required standard are eligible, in addition, to join Wirral Metro. If selected for a gala, we ask that swimmers do their utmost to attend. All club swimmers take part in the Annual Club Gala. The club “uniform” should be worn at galas and Club hats and t-bag shirts are available from the desk on Saturday sessions and polo shirts (which can be personalised) are available to order as required.

The club is committed to providing support for its members and in the event that there is difficulty in paying the fees or finding the cost of providing equipment please speak in the strictest confidence to Chief Coach Laurie Thompson on 0151 677 4798

## **CLUB PROGRESSION**

A progressive swimming structure operates within the club and the club has adopted the ASA National Plan for Teaching. Coaching course members will be tested after 12 sessions to assess their progress and fitness. On attaining the required level, they will be offered full junior membership. Thereafter, progression through the various groups/lanes is by individual assessment by the coaches/teachers in consultation and having regard to the times and fitness levels in each lane. These times and fitness level criteria may be revised from time to time.



## **NOTES FOR PARENTS**

Encourage your child to judge their own performance against only themselves and their previous Personal Best performances. We call these PB's and each swimmer in the club has their current PB times recorded. These can be found on the notice board in the foyer or on our website [www.woodchurchsc.com](http://www.woodchurchsc.com). All children mature and develop at different rates and the swimmers who finish at a high level do not necessarily shine early.

It is essential that all swimmers book in at the desk to register their attendance. We have to keep a register of attendance in case of emergency evacuation of the building. All swimmers are expected to be punctual on poolside and properly equipped for training sessions.

Parents must notify the club (through the reception desk) if a child has any medical, co-ordination or behavioural problems and of any medication that might be needed during the child's attendance at the club. Swimmers who need inhalers must have them readily available on the poolside with their name clearly marked. Parents should see that their child / children are safely in the building and not dropped off in the car park. Our first session on a Saturday does not start until 1 pm so please do not arrive too early. All children must keep off the poolside until the teachers and the lifeguard are in attendance. Please ensure that your child / children are collected on time as Pools sometimes close immediately after our sessions and your child/children will not be able to wait inside the building. It is your responsibility to pick up your children on time.

Please remember that all the officials, coaches and helpers within the club are volunteers and are giving up their time to help run the club - our aim is to make swimming enjoyable and our reputation is built on being a friendly and fun club to be a member of. They are quite happy to answer questions or advise you who is best placed to answer any queries you may have.

## **SAFETY**

All pools have trained lifeguards on duty during our sessions and galas.

If the fire alarm goes during any of the swimming sessions or during a gala, parents should make their way to the nearest fire exit (these are clearly marked) and make their way outside under the direction of pool staff and officials. Swimmers will be organised by teachers and pool staff and taken to the nearest fire exit to be marshalled outside. Fire drills are organised by the pool operators from time to time.

It is the responsibility of the Pool Management to provide First Aid personnel at all times. Any accident is recorded in the accident book – giving the nature of the accident, date, time and action taken. Parents will be informed of any incident and in the case of an emergency, contact will be attempted using telephone numbers from our records.



## **PERSONAL BELONGINGS**

On Friday/Saturday sessions at Woodchurch, it is requested that all swimmers take their belongings onto the poolside after getting changed and not to leave them in the changing rooms. This is for security reasons as there is no restriction on public access to the building.

Children regularly leave their fins, goggles and drinks bottles on the poolside or unintentionally pick up other children's equipment of similar type. Personal belongings should therefore have the owner's name on.

## **CLOTHING AND EQUIPMENT**

Please note that boys must wear swimming trunks or the new legging type costume and not long baggy swimming shorts of any kind. Shorts hinder progress and make swimming more difficult due to the excess material around the legs. It is also strongly recommended that girls do not wear bikinis. Those with long hair should wear club swimming caps or use some other means to keep hair off their face. It is recommended that swimmers wear goggles to protect their eyes as this also helps the swimmers to put their face in the water and so improve their stroke. Swimmers must not wear jewellery of any kind and earrings must be removed, preferably before attending the pool. If it is not possible to remove small stud type earrings, these should be made secure.

## **GALA SELECTION**

If your child has been chosen for a gala they will be given a selection slip giving full details of time, place etc. We expect swimmers to make every endeavour to attend galas when selected as this shows commitment to the club and is a chance to show the improvement that has been made by training. If it is impossible to attend, due to a previous engagement or illness, please always advise us at the earliest opportunity. This is because team managers will have to contact other swimmers (if this is possible) to arrange a replacement. If we are advised late due to unforeseen circumstances, then this will probably involve last minute telephone calls and we may not be able to replace the missing child. We do fully appreciate the support of those parents and children who do turn out at the last minute to help us with this problem.

## **COMMUNICATION**

The Club's notice board and website [www.woodchurchsc.com](http://www.woodchurchsc.com) contains general information including Club events, Gala Programme and information about Personal Best times etc., Details of the club's public liability insurance, arranged through the ASA, are posted on the club notice board. The notice board is an important source of information and should be checked regularly for notification of any cancellation of sessions and galas and information regarding forthcoming events or holidays.

Occasionally we may receive short notice that a pool is not available for a session and we will do our utmost to inform everyone affected, usually by telephone, to save wasted journeys. Because of the huge number of phone calls that are required, if there is sufficient time to notify the problem by email, we would prefer to do this. If you do have an email address, can you give the details to the Saturday desk. **Also, if you move house, change your telephone number or email address, please keep us updated.**



## **BEHAVIOUR**

The Club has a policy on behaviour whilst at the club and at Galas. Any swimmer who disrupts or distracts other swimmers or behaves badly will be warned and ultimately told to leave the session. If disruptive behaviour continues then appropriate further action will be taken and a record of significant incidents will be kept. This will be done in consultation with parents / guardians and can lead to expulsion from the Club.

For hygiene reasons, parents and swimmers are requested not to walk on the poolside in outdoor shoes because any dirt ends up on swimmers feet and in the swimming pool. For safety reasons, swimmers must not walk along the poolside wearing fins.

## **CHILD PROTECTION**

Woodchurch Swimming Club complies with child protection procedures and guidelines set out by the ASA. (For detailed information see: [www.britishswimming.org](http://www.britishswimming.org))

Our teachers, team managers, poolside helpers and officials have undergone enhanced CRB checks through the ASA.

The club believes in the importance of child welfare and protecting children and that everyone associated with the club is aware of all required procedures and guidelines. We are committed to being constantly aware of the need to be vigilant in respect of protection issues.

Any problems should be made known to the Club welfare officers: –

Brenda Thompson [www.brendathompson@woodchurchsc.co.uk](mailto:www.brendathompson@woodchurchsc.co.uk)

## **SWIMLINE**

This service is provided for anyone involved in swimming, including children and young people who believe that the welfare of a child is at risk. This could be neglect or abuse, bullying or fear of someone, or anything that is worrying you or you don't know who to discuss this with.

When you call the ASA SwimLine you will hear a message. This will explain how to speak to someone urgently and enable you to be transferred straight away to the NSPCC Child Protection Helpline or, if more convenient, arrange for someone to call you back. The person who calls you back will be a trained member of the ASA Child Protection Group. You can call the ASA Swimline (a free call) on 0808 100 4001.

SwimLine calls are free and do not appear on itemised bills (unless the call is made from a mobile phone.) SwimLine does not use the 1471 code or any other return call or call display facilities. You can call the NSPCC Child Protection Helpline direct on 0808 800 5000. If you have a textphone you can call the NSPCC Textphone on 0800 056 0566



## NUTRITION

### General Information for Age, Youth and Performance Levels

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

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

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

E – Energy – get yours from carbohydrates

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

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

W – Water is essential for life and for swimming

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

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

L – Lots of fruits and vegetables benefits your immune system

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

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

I – Invest in good quality food not cheap convenient food

M – Make breakfast an essential part of your preparations

W – Water bottles need cleaning regularly

E – Energise to survive the rigours of long hours training

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

L – Lastly enjoy the occasional treat – you deserve it

If you would like more detailed information on nutrition, please ask at the Club's Saturday desk for a leaflet



## **EQUITY POLICY STATEMENT**

Woodchurch Swimming Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion. The Club will ensure that equity as stated in the club rules is incorporated in all aspects of it's activities and also recognises and adopts the Sport England definition of Sports Equity:

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

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse. All Club members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity. The Club will deal with any incidence of discriminatory behaviour seriously, according to the club disciplinary procedures.

## **CODE OF ETHICS AND CONDUCT**

Everyone involved in the Club should:-

- Put the well-being, health and safety of members above all considerations.
- Abide with the codes and rules set out by the club
- Not discriminate on the grounds of race, colour, language, religion, birth or social status and respect other people's rights and dignity.
- Not become involved with any bullying of other people.
- Not encourage other members to violate the rules of the club or the sport.
- Observe the requests and decisions of all teachers, coaches and officials.
- Abide by the spirit of the rules and laws both in and out of the pool.
- Treat other competitors and teams with respect, in victory and defeat.
- Treat all personal information about individual members as confidential.

## **VOLUNTEERS**

The club is run by volunteers and we are always pleased to involve anyone who might be interested in helping, either on the poolside to assist our qualified teachers, or to learn about timekeeping and judging at galas. Anyone interested will be required to fill in the necessary CRB form and complete the enhanced checks prior to involvement. For further information, ask at the desk on Saturday or speak to a coach

## **ACHIEVEMENT AWARDS**

The Club recognises achievements through various awards such as: Sprint awards and Distance Badges and Certificates. Training Logs should be used by swimmers to monitor their progress and badges are available at the Saturday desk. An achievement trophy for best male & best female swimmer is awarded annually.





## **CLUB ORGANISATION & COMMITTEE**

The committee is elected each year at the AGM which is normally held in November.

### **Committee officers:-**

Chairman:	Carl Craig
Secretary:	Helen Pryce
Treasurer	Brian Taylor
Welfare Officer:	Brenda Thompson
Membership Secretary:	Jean Taylor
Chief Coach:	Laurie Thompson
Team Manager (Female):	Jean Taylor
Team Manager (Male):	Iain Begbie
Public Relations:	Brenda Thompson

<b>Poolside Teachers/Helpers:</b>	Iain Begbie
	Carl Craig
	Pam Crammond
	Dave Harris
	Neil Harrison
	Sharon Hunter
	Ted Powell
	Harry Rylance
	Jean Taylor
	Andrea Thomas
	Brenda Thompson
	Laurie Thompson
	Hannah Ainswoth
	Aisling Evans
	Yardenne Frenkel
	Abbie Oldfield
	Tom Portbury
	Alice Smith

### **Officials:-**

Starter/Judge/Timekeeper:	Caroline Hunt
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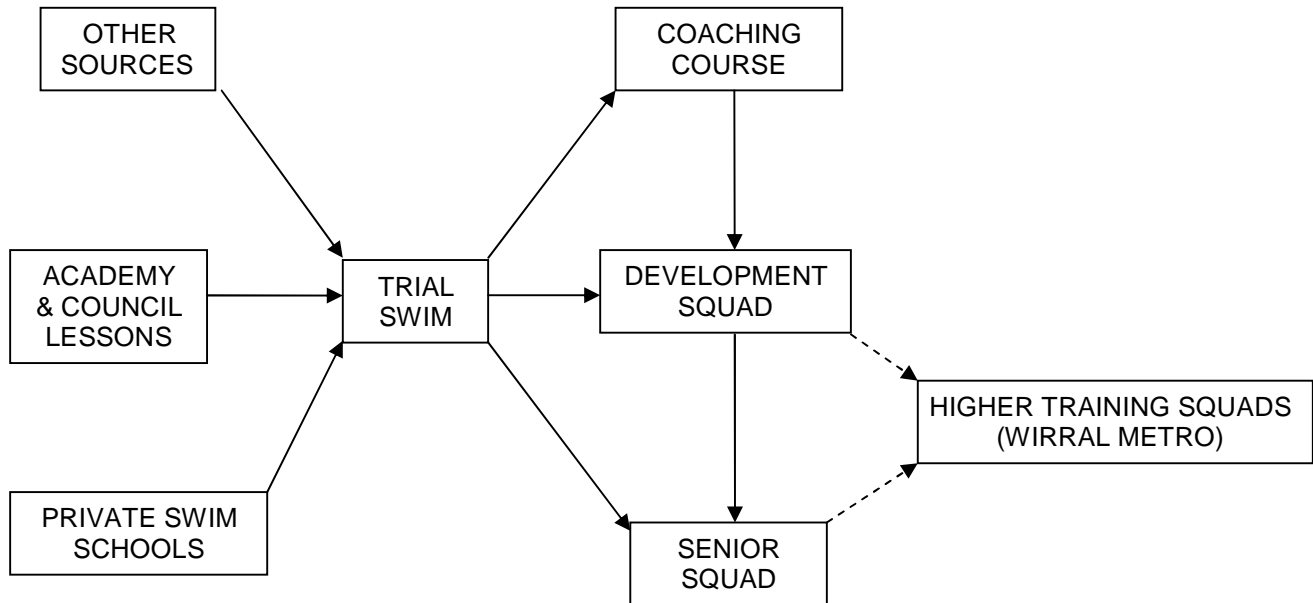
### **Club Representatives:-**

Peninsular League:	Jean Taylor, Brian Taylor
M & D League:	Jean Taylor, Brian Taylor



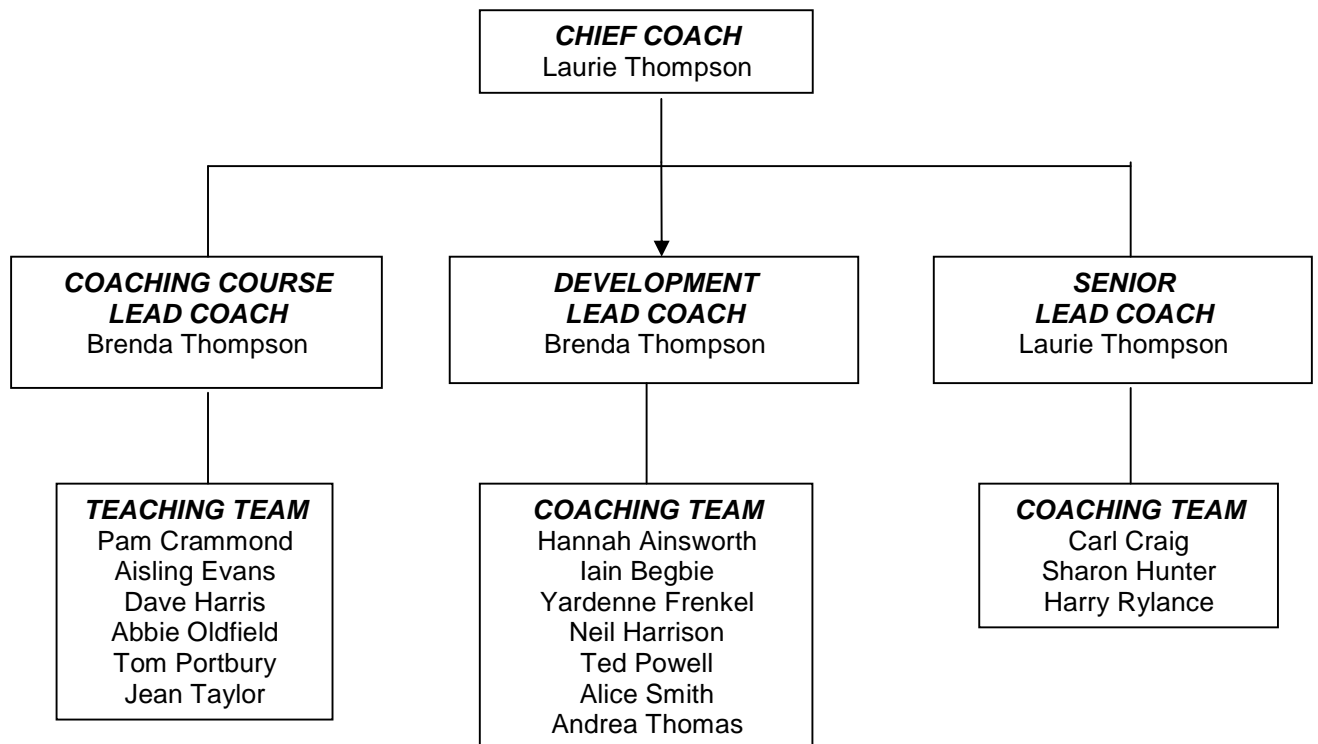
# STRUCTURE OF WOODCHURCH SWIMMING CLUB

## TRAINING STRUCTURE



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## COACHING STRUCTURE





## **LEAGUES & COMPETITIONS**

The Club competes each year in a number of Leagues consisting of various galas. These are at different levels of competition and require swimmers of different abilities.

### **Peninsular Development League:**

This is, as the name implies, a league for developing swimmers in the earlier stages of ability. We try to involve as many Club members as possible, particularly those who have recently joined. This is a good starting point for learning gala skills. The events in these galas are time limited to exclude the fastest swimmers and provide a chance to swim strokes or distances that the swimmers have not yet participated in. It is also a good opportunity to get PB's (personal bests) on a large number of swimmers.

### **Peninsular League:**

This is normally swum by our strongest team and involves longer swims. We compete against five other teams: - Bebington, Birkenhead, Ellesmere Port, Hoylake and Wallasey. These galas are held in three rounds, with the teams rotating so that each gala we swim against different teams.

### **Merseyside & District Junior Swimming League:**

For 2017/2018 this will be a three division competition and for this coming season we will be competing in Division 2 against: - Connah's Quay, Crosby and Formby swimming clubs. We will swim Four galas against the 3 other clubs. The season for this league is September to June, which means that the swimmers will be a slightly different age mix to that of the Peninsular League. At the end of the season the winning team in each division is promoted to the next division up and the team with the lowest number of points is relegated to the division below. Details of fixtures can be found on the club website [www.Woodchurchsc.com](http://www.Woodchurchsc.com)

### **Peninsular Group Galas:**

We encourage Club members to compete in these larger licenced events. They consist of: **Age Group Championships**; usually held in May / June. We also hold five **Championship Meets** covering a variety of distances and these are usually in November each year. An **All Clubs Gala** and a **Development All Clubs Gala**; are usually held towards the end of the year. Details of fixtures can be found on the club website [www.Woodchurchsc.com](http://www.Woodchurchsc.com)

### **Championship Meets:**

More able swimmers may enter the Wirral Metro Open Meets, Cheshire Championships and the Liverpool and District Championships.

### **Woodchurch Annual Club Gala:**

All full members of the club are expected to enter this gala which is held towards the end of the year. Details of fixtures can be found on the club website [www.Woodchurchsc.com](http://www.Woodchurchsc.com)



## **GALA NOTES**

### **Before the Gala:**

- Check the time and place of the gala and arrange to arrive in good time
- If coach transport is being provided you must inform your Team Manager if you do **not** intend travelling on it. This is important and will save time looking for swimmers who are not going to turn up.

### **Items you will need to take to the Gala:**

- Swimming costume (Obvious really but they have been forgotten)
- Goggles (if worn)
- Club Swimming Cap (a must for long hair)
- Towel
- Pool shoes (if worn)
- Club T shirt
- Drink (plastic bottle only) and snack (only for after the gala)

### **On arrival at the Gala:**

- Get changed and either take your belongings onto the poolside or use a secure locker.
- Report to your Team Manager as soon as you arrive on poolside.
- Check the team sheet for events you will be competing in.
- Take part in the warm up.
- Never leave the poolside without informing your Team Manager.
- Do not drop wrappers or other rubbish on the poolside

### **After the Gala:**

- Clear away all belongings and put rubbish and empty bottles in waste bins.
- Get changed and make sure you have all your belongings with you when leaving the changing area
- If you arrived with the team by coach and have made different arrangements to return home, let your Team Manager know so that you can be accounted for.
- Detailed gala results (timings, PB's etc.) will be available in due course at the Saturday desk

## **GALA ETIQUETTE**

- Once the whistle has sounded for the start of a race, there must be silence and swimmers at the starting end of the pool must stand still.
- Do not walk in front of the referee or any judge during a race, this will block their view of the swimmers and may affect their ability to properly observe the race.
- Make your way to the starting blocks in good time following instructions from the Team Manager.
- Stand well back from the starting blocks (or the edge of the pool at the shallow end in a relay race), whilst waiting your turn to swim. Do not crowd the swimmers in the previous event.
- Obey any instructions from the referee or judges promptly.
- Be supportive of your own team but **never** be derogatory about another team or swimmer – always treat everyone with respect, in true sporting spirit.



## **WIRRAL METRO TRAINING**

In addition to swimming with Woodchurch Swimming Club, swimmers who display talent or potential talent in their swimming, may be eligible to join the Wirral Metro advanced training squads. There are a number of squads that train in various pools around the Wirral and swimmers are expected to attend these sessions in addition to at least one weekly Woodchurch Club session. Wirral Metro competes at a higher level of competition to that of other local clubs.

For more information, please speak to a teacher / coach

## **DOPING CONTROL**

Swimmers who reach a high level and compete in open competitions need to be aware of doping control rules and the use of banned substances. Notification must be given on medical conditions that require the use of banned substances, where there is no other substitute. FINA and the IOC ban some asthma medications because they contain anabolic agents and/or stimulants, it is important that a swimmer is taking an approved medication for a legitimate purpose. Swimmers at this level are required to complete a form each year, if taking asthma medication.

For more information, please see the ASA website [www.britishswimming.org](http://www.britishswimming.org)

## **CONFIDENTIALITY**

The Data Protection Act 1998 sets out certain requirements for the protection of your personal information (i.e. information about you) against unauthorised use or disclosure.

All administration, attendance registers, accident books, membership forms, medication records, etc. are treated confidentially. All written records are confidential and are kept securely. All committee members, coaches, helpers and officials are aware of the policy on confidentiality.

Coaches/Teachers will only discuss individual children for the purpose of swimming development, progress, behaviour relating to swimming and Club matters. Parents have the right to access information about their own child without seeing that of other children. Parental permission will be sought before any contact is made with any outside professionals. Information given by parents/carers to Teachers/Officials may be discussed within the Club if appropriate.