



# Woodchurch Swimming Club

Welcome Pack

&

Members Information Guide



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 40 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 at Woodchurch Leisure Centre. 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 the Coaching Course or either Development or Senior Squads.

## SWIMMING SESSION TIMES

<b><u>MONDAY</u></b>	<b><u>Calday Swimming Pool</u></b> Development Squad and Coaching course	6–7.30 PM
	<b><u>Leasowe Swimming Pool</u></b> Development and Senior Squad swimmers	7–8.30 PM
<b><u>WEDNESDAY</u></b>	<b><u>Leasowe Swimming Pool</u></b> 6 lanes for Development and Senior Squad swimmers	7–8.00 PM
<b><u>FRIDAY</u></b>	<b><u>Woodchurch Swimming Pool</u></b> Coaching Course and Development Squad Development and Senior Squad	7–8.00 PM 8–9.00 PM
<b><u>SATURDAY</u></b>	<b><u>Woodchurch Swimming Pool</u></b> Coaching Course and Development Squad Development and Senior Squad	1 – 2.30 PM 2.30–4.00 PM



## **COACHING COURSE**

This is for children aged 7 + who can already swim and have reached the required entry standard. We operate the main coaching course sessions on a Saturday, the first starting at 1:00pm until 1:45pm and then a second session from 1:45pm until 2:30pm. Additional sessions are on Monday and Friday. The children are graded according to their ability. They are regularly assessed on their progress and their behaviour during all sessions.

## **CALDAY POOL SESSIONS**

These are for 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 may be asked to attend there if spaces are available. 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 off and pick up your children. Parking is best either on the main road, in the car park opposite Calday Grammar School from which you take the short foot path to the pool or in Burlingham Avenue. Please do not block anyone's access to their homes.

## **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 charges for 2018 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 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 which takes place in December. The club "uniform" should be worn at galas and Club hats and t-bag shirts are available from the desk on Saturday sessions.

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 Chairman Carl Craig or Chief Coach Laurie Thompson on 0151 677 4798

## **CLUB PROGRESSION**

A progressive swimming structure operates within the club. Coaching course members are assessed on a regular basis for their progress and fitness. On attaining the required level, they will be offered full 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's 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.

We have to keep a register of attendance in case of emergency evacuation of the building. Please ensure that your children's attendance is recorded on entry to the session. 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. 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 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 competition legging style of 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. Girls should wear standard one piece swimsuits or competition swimwear. Those with long hair (boys and girls) should wear club swimming caps or use some other means to keep hair off their face. Swimmers should 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. Watches of any kind are not allowed during training.

## **GALA SELECTION**

If your child has been chosen for a gala they will be given a selection slip or email 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. Failure to show up at a gala is a nightmare for the Team Manager who has to re-organise the paperwork on poolside and is unfair to other swimmers. Please do not do it!

## **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 also posted on the 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, to save wasted journeys. To do this we need up to date email and telephone numbers, so, 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 Swim England.

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 officer: –

Brenda Thompson (677 4798) or email, [bren.thompson@btopenworld.com](mailto:bren.thompson@btopenworld.com)

## **ASA 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 Swim Line 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 Text phone 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





## **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 its 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 DBS 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. Sprint Award badges are available from Helen Pryce 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	0151 625 4633
Secretary:	Helen Pryce	0151 678 4166
Treasurer	Andrea Thomas	0151 648 2376
Gala Secretary	Andrea Thomas	0151 648 2376
Welfare Officer	Brenda Thompson	0151 677 4798
Membership Secretary:	Jean Taylor	0151 678 0281
Chief Coach:	Laurie Thompson	0151 677 4798
Team Manager (Female):	Jean Taylor	0151 678 0281
Team Manager (Male):	Iain Begbie	0151 604 1568
Public Relations:	Brenda Thompson	0151 677 4798

### **Coaches:**

Hannah Ainsworth  
Iain Begbie  
Carl Craig  
Pam Crammond  
Aisling Evans  
Yardenne Frenkel  
David Harris  
Neil Harrison  
Sharon Hunter  
Abbie Oldfield  
Tom Portbury  
Ted Powell  
Harry Rylance  
Alice Smith  
Jean Taylor  
Andrea Thomas  
Brenda Thompson  
Laurie Thompson

### **Officials:-**

Starter/Judge/Timekeeper:	Caroline Hunt
Judge	
Timekeepers:	Carl Craig, Tom Portbury, Abbie Oldfield, Yardenne Frenkel, Alice Smith, Aisling Evans. Hannah Ainsworth

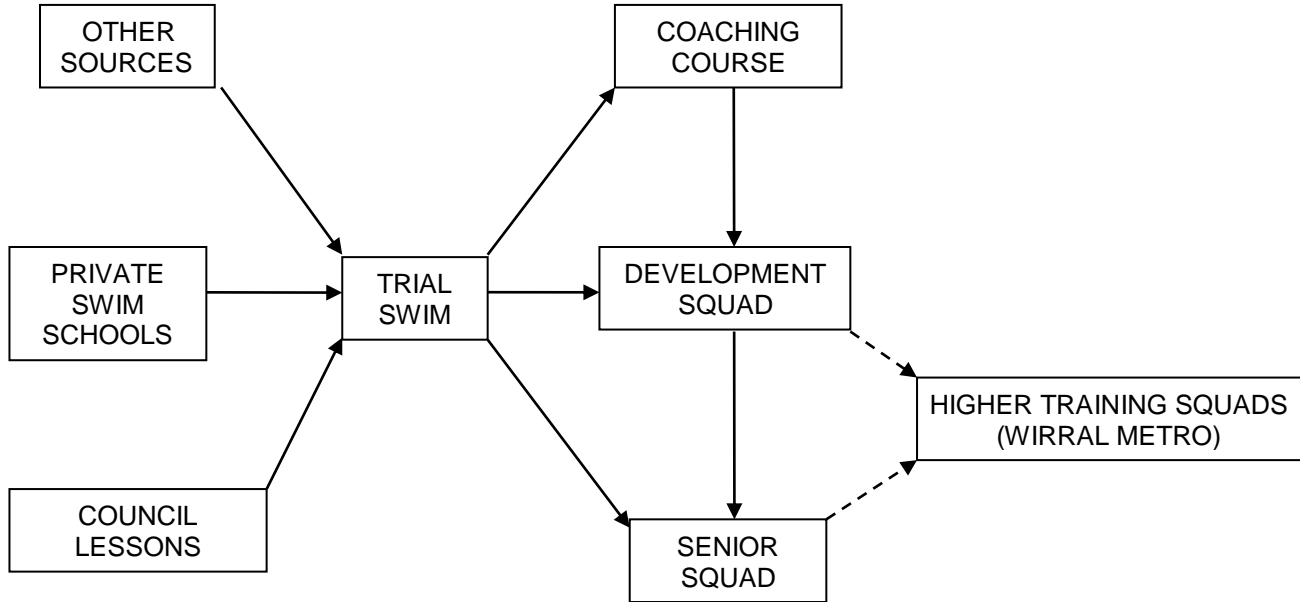
### **Club Representatives:-**

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



# **STRUCTURE OF WOODCHURCH SWIMMING CLUB**

## **TRAINING STRUCTURE**





## **LEAGUES & COMPETITIONS**

### **The Peninsula Group of Swimming Clubs**

The Swimming Clubs in and about Wirral have banded together as a co-operative unit for the organisation of competitions, courses and for contact with the governing body, Swim England. These Clubs are Bebington, Birkenhead, Ellesmere Port, Neston, Wallasey, Hoylake and Woodchurch. Just as all of the individual Clubs have achieved Swim Mark recognition, the Group has achieved Swim Mark as a cooperative entity.

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. Two of these Leagues are organised by the Peninsula Group, as are a series of Open Entry Galas which are in a format where times achieved can be used for entry into high level County and Regional Championships.

### **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. 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. Age for this Competition is the swimmer's age at 31<sup>st</sup> December. We compete against seven other teams: - Bebington A and B teams, Birkenhead, Ellesmere Port, Hoylake A and B teams and Wallasey. These galas are held in three rounds, with the teams rotating so that each gala we swim against two different teams. An "All Clubs" Gala is held when the League season is finished.

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

For 2018/2019 the season for this league is September 2018 to June 2019, with age as that at 1<sup>st</sup> June 2018, 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. We will be swimming against swimming clubs in Merseyside.

### **Peninsular Group Galas:**

We encourage Club members to compete in these Open Entry events. They consist of: **Age Group Championships**; usually held at various times of the year. We also hold four licensed **Championship Meets** covering a variety of distances and these are spread across the rest of the year.

### **Championship Meets:**

More able swimmers may enter the Cheshire Championships and the Liverpool and District Championships provided that they have achieved the entry times in appropriate licensed



meets such as the above Peninsula events. Swimmers who have competed in the M & D League may enter the M & D Individual Championships.

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

All full members of the club are expected to enter this gala which is held in December. Swimmers can choose only 3 events out of 5 events in their age group. Entries are free but there is a charge for spectators. Medals will be awarded for the fastest 3 in each age group and Trophies are awarded also to the winners in their age group.

### **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.

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

- Swimming costume (Obvious really but they have been forgotten)
- Goggles
- 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 litter 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 on the website.

### **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 training squads. There are a number of squads that train at Europa Pool 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 coach at our Club.

### **PROHIBITED MEDICINES 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 Swim England 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, medical conditions 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.