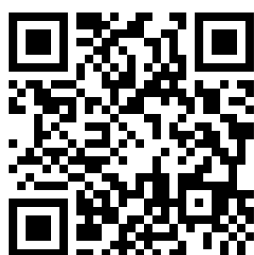




# Woodchurch Swimming Club

## Members Handbook



Finalist - Sports Club of the Year 2023  
Wirral Sports Forum

# Woodchurch Swimming Club

<b>Woodchurch Swimming Club</b> .....	2
<b>Introduction</b> .....	3
<b>Club History</b> .....	3
<b>New Members</b> .....	4
<b>Coaching Course</b> .....	5
<b>Development Squad</b> .....	5
<b>Senior Squad</b> .....	6
<b>Club Captains</b> .....	6
<b>Our Pools</b> .....	6
<b>Membership Fees</b> .....	8
<b>Club Kit</b> .....	8
<b>Personal Belongings</b> .....	9
<b>Behavior</b> .....	10
<b>Wellbeing</b> .....	10
<b>Important Information from Parents</b> .....	11
<b>Health and Safety</b> .....	11
<b>Competition</b> .....	12
<b>Communication</b> .....	13
<b>Safeguarding</b> .....	13
<b>Club Social Activities</b> .....	14
<b>Diversity and Inclusion Policy</b> .....	14
<b>Nutrition</b> .....	15
<b>Club Leadership Team / Volunteers</b> .....	17
<b>Confidentiality and Data Protection Policy</b> .....	18

## Introduction

As a club, we embrace the values of **Respect, Inclusivity, Positivity, and Teamwork**. Our goal is to ensure that your time with us is not only enjoyable but also productive. We are committed to helping you improve your strokes and fitness while encouraging your participation in competitive swimming. Our mission is to support each swimmer in reaching their fullest potential, striving to achieve the highest level of success possible within the time constraints available to the club.

## Club History

The club was founded 55 years ago in 1970 as the ladies' section of Birkenhead Swimming Club, originally called "Woodchurch Swimming Training Club." That same summer, it was officially recognized as **Woodchurch Swimming Club**, with Mr. Harry Lutas serving as the first chairman. The club's inaugural gala took place on November 28th, 1970, featuring 23 events focused on Breaststroke and Freestyle. Over the years, the club has been shaped by the dedication of numerous pivotal volunteers:

- **Harry Milsom** – Harry played a crucial role in the club's development, dedicating 25 years to its growth and shaping it into what it is today. To honour his lasting impact, we present the annual **Harry Milsom Achievement Award** to a Swimmer of the Year.
- **Lenny Taylor** – Lenny dedicated over 20 years to teaching at the club. To recognize his exceptional contribution, we present a Swimmer of the Year Award in his name.
- **Brian and Jean Taylor** – Brian volunteered at the club for more than 20 years, and Jean has been a dedicated volunteer for over 44 years. Jean continues to coach and remains a key member of the Woodchurch Swim Club coaching team today. In memory of Brian, Jean presents the Club Volunteer of the Year trophy each year.
- **Laurie and Brenda Thompson** – Laurie and Brenda joined the club as volunteers in the early 1990s and collectively contributed over 30 years of service. They were instrumental in supporting the club through the challenges of the COVID period and retired together in 2021

## New Members

All swimmers are welcome at the club, and we are proud to follow an Inclusivity Policy that ensures everyone with the required minimum level of ability can participate and thrive. The club trains at three locations: Calday Swimming Pool, Leasowe Sports Centre, and Oval Sports Centre. We offer three levels of coaching: **Coaching Course**, **Development Squad**, and **Senior Squad**.

Trials for new members are available upon request. To join, children must have the required ability to swim two lengths of each stroke to a standard set by the club. A coach will assess the swimmer's technique and stamina and assign them to the appropriate level—either the **Coaching Course**, **Development Squad**, or **Senior Squad**.

### Swimming Session Times:

#### Monday

Calday Swimming Pool     6:00pm to 7:00pm – Coaching Course and Development Squad

Leasowe Sports Centre     7:00pm to 8:45pm \*\* – Development Squad and Senior Squad

#### Wednesday

Leasowe Sports Centre     7:00pm to 8:45pm \*\* – Development Squad and Senior Squad

#### Friday

Oval Sports Centre     6:40pm to 7:45pm – Coaching Course

7:30pm to 9:00pm \*\* – Development Squad and Senior Squad

#### Saturday

Oval Sports Centre     4:00pm to 5:15pm – Coaching Course

5:00pm to 6:30pm \*\* – Development Squad and Senior Squad

These session times provide swimmers with the flexibility to participate and continue their development at the level best suited to them, based on their ability.

Sessions held at the Oval Sports Centre on Friday evenings and Saturday afternoons may be shortened during quieter periods, such as school holidays.

*\*\* These sessions are by invitation only, as they are becoming busier. Swimmers must demonstrate the ability to train at a good level to participate.*

## Coaching Course

This program is for children aged 7 and older who can already swim and have reached the required entry standard. We operate **Coaching Course Sessions** on Mondays (Calday Pool), Fridays, and Saturdays (Oval Sports Centre). Swimmers are divided into lanes based on their ability level.

The club has a dedicated coaching team that plans and manages the Coaching Course sessions, ensuring consistency and a structured approach to development. The coaching team is responsible for providing tailored instruction for swimmers at this level, and details of the Coaching Course team can be found in the Club's Leadership Team section.

Children are regularly assessed on their progress, effort, and attitude during each session. Time trial sessions are also held every few months to measure personal best (PB) times in each stroke and across various distances. These results are communicated to parents via email and are also available on the club's website for easy access.

## Development Squad

Once swimmers have mastered the techniques including starts, turns, and finishes in all strokes, and have built sufficient stamina, they progress into the Development Squad. Swimmers are again divided into lanes based on their ability and stamina.

The coaching team is responsible for planning structured training sessions to help swimmers continue progressing in all techniques. Like in the Coaching Course, swimmers are regularly assessed, with time trials conducted every few months to track improvements in personal bests (PBs). These results are communicated to parents via email and are also available on the club's website for easy access.

## Senior Squad

The Senior Squad is designed for advanced swimmers who have achieved a high level of technical proficiency and stamina. Swimmers in this group are expected to demonstrate a strong commitment to training and competition. Sessions are structured to focus on fine-tuning technique, enhancing endurance, and developing race strategies. The coaching team creates training plans to ensure swimmers continue to progress and reach their full potential. Swimmers in the Senior Squad are regularly assessed on their performance, with time trials conducted periodically to track improvements and set new goals. These results are communicated to parents via email and are also accessible on the club's website for convenience.

## Club Captains

Each year, two swimmers are selected to represent the club as **Club Captains**. These individuals are typically experienced swimmers who possess leadership qualities, exhibit good sportsmanship, and contribute to fostering a positive, inclusive team culture. As role models, they are responsible for maintaining team morale and supporting both their peers and younger swimmers.

## Our Pools

### Calday Pool

When attending Calday, please remember to remove your shoes before going down the steps to the seating area. Parking is not permitted in the small Calday Pool car park or along the Gourleys Lane approach road. We kindly ask that you refrain from driving down the lane to drop off or pick up your children. The best parking options are either on the main road, in the car park opposite Calday Grammar School (with a short footpath to the pool), or in Burlingham Avenue. Please ensure that you do not block anyone's access to their homes.

Calday Pool

Gourleys Lane

West Kirby

Wirral

CH48 8AS

## **Leasowe Sport Centre**

Swimmers will meet in the main foyer of the leisure centre. When training begins, the coaches will guide swimmers to the swimming pool changing area, which leads directly to the pool. Parents can watch the session from the viewing gallery on the first floor, which offers a clear view of the pool. At the end of the session, swimmers should be collected from the sports centre foyer. There is plenty of parking available in the centre's car park.

Leasowe Sports Centre

Twickenham Drive

Leasowe

Wirral

CH46 1PF

## **Bebington Oval Sports Centre**

Swimmers should proceed directly to the swimming pool changing village. The gate from the changing area to the pool will be opened at the start of the training session, where coaches will meet the swimmers on the poolside. Parents are welcome to watch the session from the poolside viewing gallery or the balcony, which can be accessed through the café and up the stairs. At the end of the session, swimmers should be collected from the changing village entrance. There is plenty of parking available at the centre.

Bebington Oval Sport Centre

Bebington Road

Bebington

Wirral

CH63 2JH

For safeguarding reasons, parents must ensure that their child are safely inside the building and not simply dropped off in the car park. All children should remain off the poolside until the teachers and lifeguards are present. Please also make sure to collect your child on time, as the pools may close immediately after our sessions. It is the parent's responsibility to ensure timely pick-up of their children from the sports centre.

## Membership Fees

Upon joining the club, all swimmers will be registered with Swim England and assigned a unique membership number. You will also receive regular communications and updates from Swim England. The current cost for Swim England 'Club Train' membership is a one-off fee of **£20.75**, which will be requested when you join the club.

The current monthly fee for club membership is **£35**.

If your swimmer meets the required standard and would like to enter Swim England-licensed individual galas, the 'Swim Compete' fee is **£23.20**. This fee is payable annually in January when Swim England memberships are renewed.

All fees should be paid via bank transfer to the following account:

- **Account Name: Woodchurch Swim Club**
- **Bank: HSBC**
- **Account Number: 71402978**
- **Sort Code: 40-10-26**

Please note, all fees are subject to change in line with any Swim England fee increases or changes to pool charges

The club is committed to providing support for its members. If you encounter any difficulty in paying the fees, please email in the strictest confidence to the Club Secretary or Club Treasurer. Contact details can be found in the Club Leadership Team section.

## Club Kit

Swimmers are expected to bring the correct kit to each training session, which includes:

- **Appropriate Swimwear**  
Boys must wear swimming trunks or the competition legging-style costume, not long baggy swimming shorts of any kind. These 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.



- **Water Bottle**

It is important to stay hydrated during exercise. Please encourage swimmers to bring water in a reusable, refillable water bottle (no glass bottles).

- **Goggles**

Swimmers should wear goggles to protect their eyes, which also helps them put their face in the water and improve their stroke.

- **Fins**

Fins should be training fins, which are shorter in length. Before purchasing any fins, please speak to the coaching staff, as we have a selection of fins donated by swimmers who have outgrown theirs.

- **Swim Cap**

Swimmers with long hair (boys and girls) should wear club swimming caps or use another method to keep their hair out of their face.

Any floats or other training aids will be provided by the club during the session.

The club also offers its own range of kit, including hoodies, t-shirts, jogging bottoms, and more. This kit is typically worn at galas. Our supplier is a local business in Hoyle, **I.D. Uniforms** – [www.iduniforms.co.uk/product-category/clubs-and-associations](http://www.iduniforms.co.uk/product-category/clubs-and-associations). You can view the full kit on their online shop or visit their store in person.

Swim caps can be purchased directly from the club for **£7.00** each, available in black or purple. Please speak directly to the coaching team to purchase one.

Swimmers are strongly encouraged to remove all jewelry and watches before swimming. The club cannot be held responsible for any damage or loss of property if items are not removed.

## **Personal Belongings**

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

Children often leave their fins, goggles, and drink bottles on the poolside or unintentionally pick up other children's equipment of a similar type. To avoid this,

personal belongings should have the owner's name clearly marked on them.

## Behavior

Everyone involved in the Club should:-

- Put the well-being, health, and safety of members above all considerations.
- Abide by the codes of conduct 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 in 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 coaches, team managers officials and poolside volunteers.
- 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.
- Arrive for training sessions on time and enter the pool promptly.
- Ensure they arrive for training with the appropriate kit.

## Wellbeing

Encourage your child to judge their own performance against only themselves and their previous Personal Best (PB) performances. Each swimmer in the club has their current PBs recorded, which are regularly updated. These can be found on our club website at [www.woodchurchsc.com](http://www.woodchurchsc.com) or on the notice boards at the leisure centres where we train.

It's important to remember that all children mature and develop at different rates, and swimmers who finish at a high level may not necessarily shine early.

## Important Information from Parents

Parents **must** notify the club of any medical conditions. These details will be stored confidentially within SCM for access during emergency situations. It is essential that poolside coaches are made aware of swimmers who may require the use of medications, an inhaler and those who carry an epi-pen. It is essential that these medicines/devices are clearly labelled and brought to every session including gala fixtures and social events.

We actively **encourage** parents to share details of any Special Educational Needs or general concerns with the Club. This enables us to work with each swimmer as an individual and tailor coaching styles to suit any additional needs as appropriate.

## Health and Safety

The club keeps a register of attendance in case of an emergency evacuation of the building. Please ensure that your child's attendance is recorded upon entry to each session. All swimmers are expected to be punctual on poolside and properly equipped for training sessions.

Trained lifeguards are on duty at all pools during our sessions and galas.

In the event of a fire alarm during a swimming session or gala, parents should make their way to the nearest fire exit (clearly marked) and proceed outside under the direction of pool staff and officials. Swimmers will be organised by coaches and pool staff, who will guide them to the nearest fire exit and marshal them outside. Fire drills are occasionally organised by the pool operators.

It is the responsibility of the Pool Management to always provide First Aid personnel. Any accidents are recorded in the accident book, detailing the nature of the accident, the date, time, and the action taken. Parents will be informed of any incident, and in the case of an emergency, contact will be attempted using the telephone numbers we have on file.

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

## Competition

As a competitive club participating in various leagues and competitions, members are expected to represent the club when requested. Swimmers are eligible to be selected for galas and competitions throughout Merseyside, with the club competing in the **Merseyside and District Junior Swimming League (MDJSL)** and the **Peninsular League**. The club has a team of coaches and volunteers who attend galas and remain poolside to support swimmers, along with team managers who oversee the selection of the Boys and Girls teams and are also present with the squad at the galas. If selected for a gala, we encourage swimmers to make every effort to attend.

If selected for the squad and it is impossible to attend due to a prior engagement or illness, please inform us as early as possible. This allows team managers to contact other swimmers (if necessary) to arrange a replacement to compete in the event. Late notice due to unforeseen circumstances may lead to last-minute preparations, and we may not be able to secure a swimmer for the event.

All club swimmers are invited to take part in the **Annual Club Gala**, which takes place in December. Although it is a competitive event, it is also enjoyable, with swimmers loving the opportunity to sit poolside and support their friends during the events. The competitions are split into three age groups: Junior (11 years and under), Intermediate (11 to 14 years), and Senior (15 years and older). It is an excellent opportunity for swimmers to better their own Personal Bests in a competitive environment. Awards are given for 1st, 2nd, and 3rd place. Swimmers' families are invited to come and support the swimmers – it is always a lovely afternoon.

The club also encourages entry into **organised licensed galas**, where swimmers represent the club while competing in individual races rather than as a team. These galas provide a great opportunity for swimmers to compete regularly and improve their personal best. A team manager and club representatives will be poolside to encourage and support the swimmers throughout the gala and their events selected.

When attending a gala, swimmers will be representing the club. It is encouraged that swimmers wear the club kit, with club swim caps and T-shirts being essential.

The Club recognises achievements through swimmers' Personal Best (PB) times across each stroke and distance. The ASA has designated times for Bronze, Silver, Gold, and

Platinum, in addition to our 'Club Challenge' time. These achievements are highlighted in the Swimmers' PB report, which showcases each swimmer's progress. This report is updated monthly and is available on the club website.

Each year, the club collects nominations from the coaching team to select two 'Swimmers of the Year'. This award not only reflects their swimming achievements over the year but also their attitude in training and support of fellow swimmers.

## Communication

The Club's website, [www.woodchurchsc.com](http://www.woodchurchsc.com), contains general information, including Club events, the Gala Programme, and details about Personal Best (PB) times, etc. We also have club notice boards located at the centres where we train. Information such as the club's public liability insurance, arranged through Swim England, is posted on the board, along with general club updates and current swimmers' PB times. The club website is an important source of information and should be checked regularly for updates, including notifications of session and gala cancellations, as well as details regarding upcoming events or holidays.

In addition to the website, the club communicates with parents through a WhatsApp group for urgent alerts, particularly if there are last-minute changes to sessions.

It's important to keep the club informed of any changes to your contact details. We use email and WhatsApp to communicate important updates, and sometimes we receive short notice about pool availability or session cancellations. We will always do our best to inform everyone affected to avoid unnecessary travel. To ensure you receive these updates, please notify us of any changes to your contact details, including mobile phone numbers, email addresses, or if you move house.

## Safeguarding

Woodchurch Swimming Club complies with the safeguarding procedures and guidelines set out by the Swim England

As a parent or guardian of a Woodchurch Swim Club and Swim England club member you can be assured that:

- your child is safeguarded during their time with us.

- all people with responsibility for your child will:
  - be suitable qualified and trained.
  - have been safely recruited by the club or organisation and that recruitment procedure includes a DBS check
  - attended a safeguarding course
- any concerns about your child's welfare will be listened to and responded to.

Any concerns should be brought to the attention of the Club Welfare Officer, details can be found in the **Club Leadership Structure**.

You also have a right to access the Swim England **Wavepower** child safeguarding policy manual [www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs](http://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs) manual, and to contact the Swim England safeguarding team should you need to.

## Club Social Activities

Woodchurch Swim Club recognises the importance of building friendships and encourages swimmers to enjoy social events together. The club has a dedicated Social Lead who organises fun group activities such as bowling, roller skating, and an annual awards evening. We invite all swimmers and their families to join in these events, creating an opportunity to celebrate achievements and enjoy time together outside of training.

## Diversity and Inclusion Policy

Woodchurch Swim Club is committed to fostering an inclusive and diverse environment where all individuals, regardless of background, identity, are welcomed, valued, and supported. We strive to ensure that everyone, swimmers, coaches, volunteers, and families has the opportunity to participate in swimming activities in a safe and respectful environment.

### Our Commitment to Diversity and Inclusion

We believe that diversity enhances the quality of our club and enriches the experience of every individual involved. We celebrate the diversity of our members, which

includes but is not limited to:

- Race and Ethnicity
- Gender and Gender Identity
- Sexual Orientation
- Age
- Disability
- Religion or Belief
- Socioeconomic Background
- Special Educational Needs
- Cultural and Linguistic Background

We are dedicated to breaking down any barriers to participation, ensuring equal opportunities for all, and fostering a community that values respect, understanding, and collaboration.

For full details of the clubs Diversity and Inclusion Policy please visit the club website.

## **Nutrition**

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

A balanced and varied diet is essential for swimmers to reach their full potential. Nutrition plays a key role in achieving peak performance and maintaining health. All swimmers need to ensure they:

- Get the correct amount of energy for growth and development.
- Consume the right foods to build and maintain strong bones.
- Stay fit and healthy, minimizing illness as much as possible.
- Recover as quickly as possible after training and competitions.

- Maintain an appropriate weight for their age and development.
- Focus on training and school/work by keeping energy levels high.

### **Nutrition and Hydration Tips**

Food and fluids affect swimmers on a daily basis and shouldn't be left to chance. Here's an easy way to remember the key components for good nutrition and hydration:

- **E** – Energy: Get your energy from carbohydrates.
- **A** – Attitude: A positive attitude towards food choices is essential.
- **T** – Tasty: Make food tasty and enjoyable.
- **W** – Water: It's essential for life and swimming.
- **E** – Enjoy: Enjoy your food, it puts you in a good mood.
- **L** – Little and Often: Eat small, frequent meals to stay energized.
- **L** – Lots of Fruits & Veggies: These benefit your immune system.
- **S** – Snacks & Drinks: Spend time planning and organizing.
- **W** – Water Bottle Care: Clean your water bottle regularly.
- **I** – Invest in Fresh Food: Choose fresh fruit and vegetables over convenience food.
- **M** – Make Breakfast: It's a vital part of your day and training prep.
- **W** – Water: Essential for training to hydrate
- **E** – Energize: Proper nutrition fuels the rigors of long training hours.
- **L** – Learn to Cook: Develop the skill to prepare quick, healthy meals.



- L – Treats: Enjoy the occasional treat—you've earned it!

## Club Leadership Team / Volunteers

Woodchurch Swim Club operates solely with volunteers. Without their commitment, the club could not run. Please remember that all officials, coaches, team managers, and poolside helpers within the club are volunteers, giving up their time to help run the club. Our aim is to make swimming enjoyable, and our reputation is built on being an inclusive, friendly, and fun club to be a member of. All volunteers are happy to answer any questions or direct you to the right person for any queries you may have.

We are always pleased to involve anyone who is interested in being associated with the club, whether it's on the poolside, training to become a coach, assisting with club administration, or learning about timekeeping and judging at galas.

Anyone interested in getting involved will be required to complete the necessary DBS check, the Swim England safeguarding course, and any enhanced checks prior to participation. For more information, please speak to a coach.

Committee			
<b>Chair</b> Sarah Jones <a href="mailto:woodchurchsc.chair@gmail.com">woodchurchsc.chair@gmail.com</a>	<b>Secretary</b> Alan Gately <a href="mailto:woodchurchsc.secretary@gmail.com">woodchurchsc.secretary@gmail.com</a>	<b>Treasurer</b> Andrea Thomas <a href="mailto:woodchurchsc.treasurer@gmail.com">woodchurchsc.treasurer@gmail.com</a>	<b>Head Coach</b> Carl Craig
<b>Club Promotion and Media Lead</b> Caroline Gavin	<b>Club Development Officer</b> Helen Milnes	<b>Vice-Chair</b> Jean Taylor	

Coaching Team	
<b>Coaching Course</b> Carl Craig (L2) Hazel Nicholls (L1) Jo Foggo (L1) Jean Taylor (L1)	<b>Development Squad</b> Caroline Gavin (L2) Gillian Brearton (L1)
<b>Senior Squad</b> Helen Milnes (L2) Andrea Thomas (L2) Lucy Smith (L2)	<b>Poolside Volunteers</b> Sarah Jones Richard Sowden Beth Hallsworth

<b>Welfare Officer</b> Darren Wallace <a href="mailto:woodchurchsc.welfare@gmail.com">woodchurchsc.welfare@gmail.com</a>
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## Confidentiality and Data Protection Policy

Woodchurch Swim Club is committed to ensuring that all personal data is treated with the utmost care and respect in compliance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). These laws protect your personal information and regulate how it is used, stored, and shared.

**Personal Information:** All personal data, including but not limited to, membership details, attendance records, accident logs, medical records, and any other personal information provided to the Club, will be treated confidentially. We are committed to ensuring this data is stored securely and used only for the purposes it was provided.

**Storage and Access:** All records, whether electronic or paper, are stored securely. Only authorised individuals, such as club committee members, coaches, helpers, and officials, will have access to this data, and they will use it solely for the purposes of swimming development, training, and club activities

For full information please see the clubs full Confidentiality and Data Protection Policy on the club website.