



## Sheffield City Swimming Club

### Club Handbook

Welcome to Sheffield City Swimming Club (SCSC). We are a competitive swimming club, formed in 1962, catering for swimmers from age six upwards, with a current membership of around 160. We have a club website ([www.sheffieldswimming.org.uk](http://www.sheffieldswimming.org.uk)) where full details of the Club can be found.

The club is affiliated to the Amateur Swimming Association (ASA) and has Swim21 and Sport England Clubmark status. These kitemarks indicate that the club follows best practice in terms in club administration and coach/swimmer development.

The ethos of our club is of friendship and team spirit, providing an aquatic service to each swimmer to help them reach their highest potential in swimming as a sport.

### Club Structure

The club has four squads, A, B, C and Club/Masters

#### C squad

This is a development level where most children would join, having learned to swim at their local swimming pool. Entry into the C squad of the club will normally follow successful completion of a swimming trial. These trials are held throughout the year and are advertised on the club's website.

The main emphases are on

- Good stroke technique
- Racing starts
- Turns, including tumble turns
- Competing at an appropriate standard

#### B Squad

Once the required level of swimming ability, commitment to training and attendance have been demonstrated, a swimmer will be offered the opportunity to progress to this squad. The time taken to achieve this can be different for every swimmer.

#### A Squad

A swimmer will have proved commitment and attendance, as well as strong standards of performance and technique to reach this level.



## Club/Masters

Master offers training for adults and children over 13, whose primary aim is health and fitness. Club is for younger swimmers who wish to train and compete, but not at the levels of A and B squads, or for swimmers who are still developing the capacity for intensive training.

## Squad Movement / Progression

Attendances and training standards are monitored on a regular basis and the squads are continually under review.

The general criteria for progression are:

- Numbers in the squads
- Coaches' recommendations
- Swimmer's appropriate ability (after trial)
- Attendance (2 in every 3 sessions, as a general rule)
- Commitment

When the Head Coach or squad coach feels that a move between squads is appropriate, he will discuss the situation with the swimmer and parents before setting a starting date. In general, swimmers are given a trial period in a suitable squad for a couple of sessions per week before a permanent move is made.

Swimmers in the 'C' squad or Club Masters squad and students coming to the city can have a trial in the A and B squads at any time. After a period (normally 1 – 2 months) a decision will be made.

The Head Coach reserves the right to move swimmers at any time from any squad. However, if at any time you feel you want to talk to the Head Coach about the squad you/your child is in, please do so.

All swimmers have the opportunity to swim in galas and team competitions at the appropriate level.

## Commitment

On joining SCSC, parents and swimmers should consider their commitment to competitive swimming, as it can be demanding, but the rewards are numerous and can last a lifetime.

We have high expectations of our swimmers at SCSC and have six golden rules for success

1. Be on time for training
2. Attend at least 2 in 3 of the training sessions



3. Self discipline
4. Respect the other swimmers
5. Respect the coaches
6. Aim to get the most out of your swimming and try your best

## Training

Our training is structured over a weekly basis (Monday to Sunday). This includes a wide range of skills, techniques and conditioning programmes (such as aerobic stamina training, kicking, pulling, drills, starts and turns, sprints and relays, as well as stroke development and speed work). We aim to keep the training progressive, interesting and fun.

## Progress Assessment

All individual times swum in galas will be recorded in a database. This serves two purposes: i) to help in the selection of teams by providing an up to date record of all swimmers PB's and, (ii) to produce 'rankings' of all swimmers in the club. For new swimmers to the club, or swimmers who have not had a time for a particular stroke/distance for a while, the club arranges time trials/development galas.

## Communication with swimmers and parents

The club believes communication with swimmers and parents is important. We regularly publish a newsletter, have a club website with a members' forum ([www.sheffieldswimming.org.uk](http://www.sheffieldswimming.org.uk)) and place notices on our Notice Board at Heeley. The first port of call should be the website, which should be referred to regularly for details of changes to training, upcoming galas etc. Parents are encouraged to talk to any member of the Management Committee if they have any concerns or questions. To join the forum, please email; [webmanager@sheffieldswimming.org.uk](mailto:webmanager@sheffieldswimming.org.uk)

## When and where do we train?

Our two main training bases are at Heeley Swimming Pool and Ponds Forge, but we also train at Graves Leisure Centre and Springs Leisure Centre. The current pool time and squad training sessions are available on our website.



The sessions you attend will depend on the squad you are in – please speak to a Coach if you are unsure which sessions to attend. We will review pool time throughout the year and changes to this timetable will be posted on our website. Some of our sessions are preceded with or followed by land training sessions – again please check the website for details.

## What are the fees?

For 2011, the swim fees have been set at:

### Club membership:

£40 - For swimmers aged under 9 and swimmers not competing in 'Open' galas.

£55 - For competing swimmers aged 9 and over (includes additional ASA competition fee).

£12 associate membership. This applies to all non-swimming members who wish to be able to vote at club meetings.

(Where necessary the club will pay the ASA membership fee for volunteers -ASA Category 3.)

### Monthly Swim Fees:

£40 for first child in A squad

£39 for first child in B squad

£34 for first child in Club Masters or C squad

(£4 reduction for subsequent child(ren) in all squads)

£5.00 per swim for Masters/16 yrs+students electing to pay per swim.

A reduction in monthly fees is given to members experiencing economic hardship. Details are available on request. We strongly encourage monthly fees to be paid by standing order & we reserve the right to review swim fees through the year.

## Club Rules

The Club Rules are adopted from the ASA recommended constitution. We also have in place Codes of Conduct for swimmers, coaches and parents. Copies of all are available on the website. You must agree to abide by the Club Rules and Codes of Conduct when you join the Club.



## Child Protection and Anti-Bullying

SCSC strongly believes in child protection and has a Child Protection Policy and a Child Protection Officer in place. All of our coaches, and other volunteers who have contact with children, have attended approved Child Protection training and have in place an enhanced Criminal Records Bureau check. The policy, together with the Club's Anti-Bullying Policy can be viewed on our website. If you wish to see a hard copy, or have any other questions, please speak to our Welfare Officer, Tracy Glossop, or our deputy Welfare Officer, Sandra Deal.

Swimline - a confidential service for anyone involved in swimming - is available - 0808 100 4001

## Equity Policy

SCSC embraces the equity policy of Sport England. The Club is committed to treat everyone equally within the context of their activity, regardless of age, gender, ethnicity, religious belief, disability, sexuality or social/economic status. A full copy of the Club's Equity Policy and Disability Policy Statement can be viewed on the website.

## Where and when do we compete?

As a competitive swimming club all our members are encouraged to compete at the appropriate level. The club enters two basic types of gala - team galas and open meets.

### Team Galas

Throughout the year we enter galas, where we compete as a team against other swimming clubs. These galas usually consist of some individual races and some relays, all of which are competed in age groups. These age groups vary according to the gala and teams are selected accordingly. This year we are competing in the Barnsley Minors League (BML), where we will compete against four other clubs in four galas throughout the year (the age groups for BML are 10, 12, 14, Open).

### Open Galas

At Open Meets you swim individually against many other swimmers, although you will still be representing SCSC. Again, these Meets are divided into age groups which are usually determined by age on the date of the Meet.



We also organise our own Open Meets which take place at Ponds Forge on August Bank Holiday weekend and on the last Saturday in November. For further details see the Open Meets page of our website.

Swimmers should note that they are only able to swim in Open Meets if they have registered with the ASA as a competitive swimmer.

What is the standard of these galas?

The BML is probably the highest standard of team gala we enter. Anyone can swim in this provided they have not reached a top 8 finish in a County, Regional or National final in the stroke they are swimming.

For Open Meets, the club targets 'A', 'B', and 'C' grade galas. These galas are designed for swimmers of varying standards and will have 'cut-off' times in most cases. Swims faster than the 'cut-off' time don't receive a trophy or medal but instead receive a 'speeding ticket' as a record of achievement.

Swimmers of the appropriate level will also be encouraged to enter Level 1 Open Meets & the Yorkshire and North East Championships. In order to swim at the Yorkshire and North East Championships you need to have achieved the qualifying time for your age, stroke & distance.

SCSC also holds internal galas, which are restricted to our own club swimmers.

How do you enter galas and what does it cost?

A competition calendar is drawn up at the start of each year and is available to view on the website. It will be updated throughout the year & should be checked regularly. For team galas, the team selection will be posted by the Coach on the website. Alternatively, you may be asked in person by a Coach. If selected, please make every effort to attend. If you are unavailable for any reason, please inform the Head Coach at once. There is no entry fee for team galas.

Details of Open Meets are posted in the 'Open Meet' forum of the website and are also available from the Gala Secretary. It is up to the individual to make their wish to enter known to the Gala Secretary. There is a charge for entry to Open Meets which averages about £4.50 per swim (this does vary). Once your entry has been accepted, your fee cannot be refunded. Please be aware the Open Meets we tend to enter become 'full' very quickly, often well before the advertised closing date – so please make sure you check when completed entry forms need to be returned to the Gala Secretary. Swimmers and parents usually make their own way to Open Meets.



## Club Uniform

It is preferable that swimmers wear the correct costumes, club caps and shirts for all team galas. The club costume at present is plain black. These can all be obtained from the club swimshop, costumes can also be purchased elsewhere.

## Swimshop

The club swimshop should be your first stop for swimming equipment needs. We have specifically designed club swimcaps, poolside shirts, tshirts, hoodies and tracksuit tops. As well as club uniform items, many other swim aids are kept in stock or available to order (kickboards, goggles etc.). All prices are competitive, with profits going straight back to the club. Please check out the Clubshop forum on the website for details.

## The Management Committee

The Management Committee comprises elected volunteers who manage the club on a day to day basis. New members and officers are elected at the club AGM. Details of the current Management Committee and full 'job' descriptions can be viewed on our website forum.

## Parental involvement

Why do we need volunteers?

We rely on volunteers to enable the club to run smoothly and successfully. We work to ensure that we always have a sufficient number of qualified volunteers working within the Club.

What do we do?

There are many different roles within the Club:

- Committee posts (for example, Gala Secretary, Newsletter Editor, etc).

- Coaching, poolside assistants

- Team managing at galas

- Officials – timekeepers, judges, referees, stewards

- Helping run our Galas – on the door, raffle/tombola, announcing, etc.



If you would like to know more about the above jobs, please contact our Workforce Co-ordinator or any other member of the Committee.

The Club's full Volunteer Recruitment Policy can be viewed on the website. We encourage all parents to become Associate members of the Club - associate membership entitles you to serve on the Management Committee and to vote at the AGM or on any other matters brought to an EGM through the year.

Swimming members aged 16 and over already have this entitlement, but it should be noted that swimmers under 16 do not. Please use the section on the annual Membership form to join as an Associate Member.

### Outside Swimming

The club organises social events through the year. A presentation evening and disco is held following the Annual Club Gala. Look on the website for details of events. If you have any ideas, please see a committee member.