

DEBEN SWIMMING CLUB

WOODBIDGE

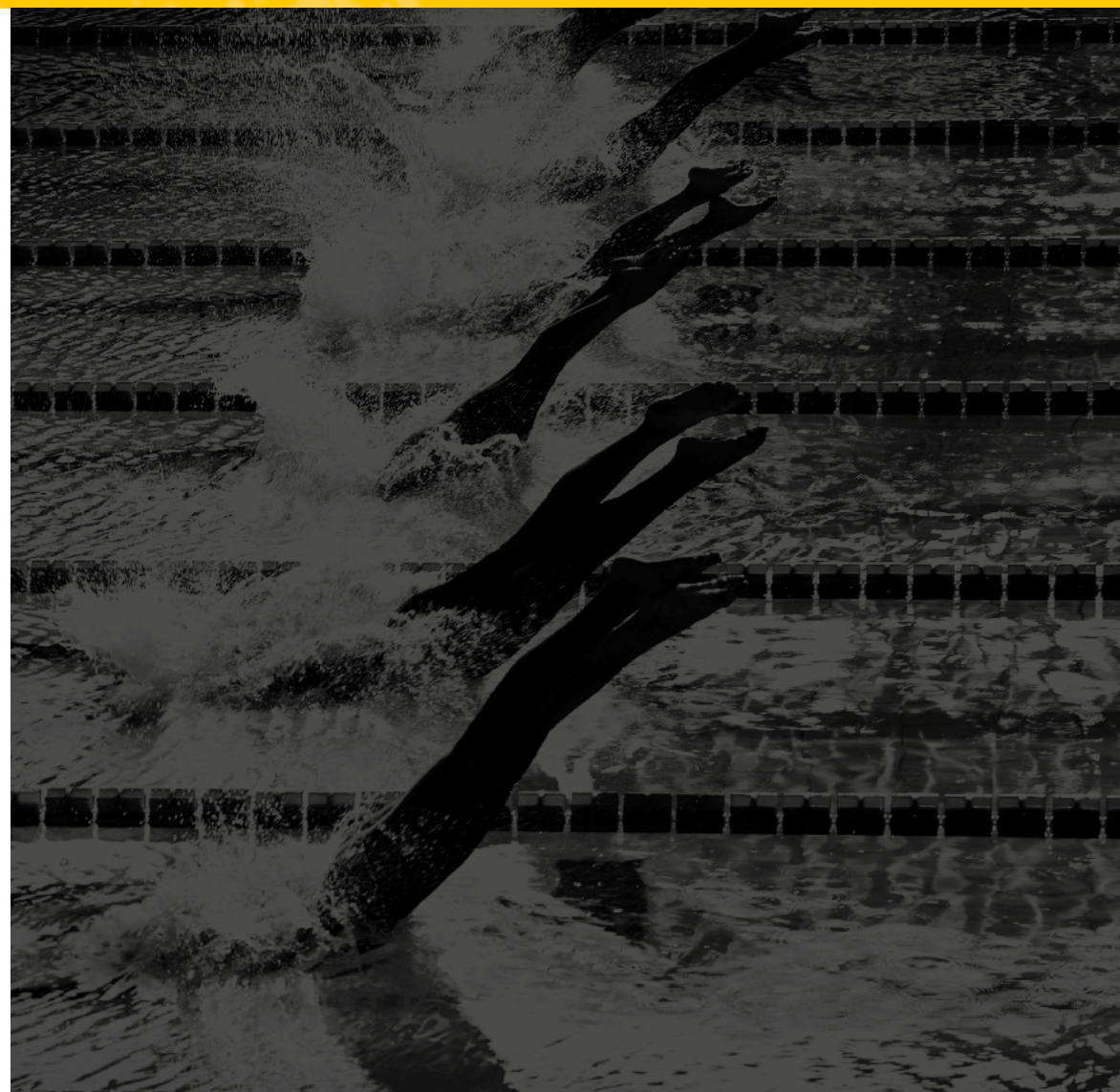


2023

WELCOME PACK

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WELCOME

This pack contains all the information you need to get yourself setup so that you have the information you need to make the most of what we have to offer.

We hope you find it useful.

This guide can also be viewed on our website.



ABOUT US

We are a grass roots swimming club that provides Learn to Swim, Fitness swimming, Competitive Swimming and Master's Swimming to the local community.

We are a volunteer run non-profit private members club which follows the rules set out through our SwimMark affiliation with Swim England, who are our governing body.

As with all clubs we have fees and rules which all members agree to abide by.

The Club started in 1973 and has been a mainstay in the local area for teaching children to swim and giving them the life skills that this sport has to offer.

We are a family orientated club and offer a safe inclusive environment for all.



Deben Swimming Club
Home Pool
Deben Leisure Centre
Station Road, Woodbridge,
Suffolk IP12 4AU

07979 421 138

WHO'S WHO IN YOUR CLUB

CLUB EXECUTIVE

CHAIR & SWIMMARK & WORKFORCE COORDINATOR

Stephen Bunclark
chair@debenswimmingclub.co.uk

SECRETARY

Nikki Hall
secretary@debenswimmingclub.co.uk

TREASURER

treasurer@debenswimmingclub.co.uk

COMMITTEE ROLES

CLUB PRESIDENT

Penny Collinson

MEMBERSHIP SECRETARY

Dawn Foskett
dawnfoskett@btconnect.com

WELFARE OFFICER

Karen Davies
welfare@debenswimmingclub.co.uk

Magdalene Snowden

welfare2@debenswimmingclub.co.uk

OFFICIALS' COORDINATOR

Neil Tolputt

MEET PROMOTORS

Tristan Gale Claire Gale
debenkit@gmail.com
meetpromoter@debenswimmingclub.co.uk

MEET COORDINATOR

Magdalene Snowden

POOL BOOKINGS

Jo and Andy Whiting

COMMITTEE MEMBERS

Sarah Tait
Louise Lamb
Elaine Cogdell
Keely McGill
Kat Farmer
Emma Howard

COACHES

Ryan Crouch P L2T2
Club Head Coach

Karen Davies V L2T2
Learn to Swim
Coordinator &
Transition Coach

Sarah Tait V T2
Learn to Swim Coach

Julie Taplin V T2
Learn to Swim Coach

Helena Hall P T2
Age Group
Development & Learn
to Swim Coach

Taryn Howard P L1T2
Swim Fit & Learn to
Swim Coach

Megan Bunclark V T2
Learn to Swim Coach

Ben Davies V L1
Coach mornings

Correy Abbott V L1
Swim Fit Coach

Nigel Abbott V L1
Swim Fit Coach

Elaine Cogdell P L2T2
Swim Fit Plus Coach

Alistair Howard V L2T2
Skill Development
Coach

Darren Welsford V L1
Skill Performance
Coach

Chris Finbow V L1
Performance, Age
Group Performance,
Age Group
Development Coach

Kevin Hall V L2T2
Performance, Age
Group Performance,
Age Group
Development Coach

Ryan Crouch Headcoach@debenswimmingclub.co.uk

P Paid V Volunteer

All Committee members are contactable via OnDeck or Web browser.

CLUB WELFARE OFFICERS & SAFEGUARDING

The Club operates with two welfare officers who act independently within the Club.

CLUB WELFARE OFFICERS

Karen welfare@debenswimmingclub.co.uk

Magda welfare2@debenswimmingclub.co.uk

Safeguarding

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

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

Preventing such behaviours is very important to us as an organisation and to achieve that we have a safeguarding manual called Wavepower.

If you want to have a look at Wavepower, the welfare officer will have a copy that you can read, or it can be viewed and downloaded from the organisations website or from www.swimming.org.

We know any bullying or poor behaviour to you would make you feel unhappy, so please do not feel you have to just put up with it. While we will do all we can to prevent anything happening, it is important if something or someone causes you to be unhappy that you tell someone. Tell your parents, your coach, the welfare officer or any other adult you feel happy to speak to. Any issues you raise will be dealt with.

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

- Contact your welfare officers
- The ASA also have a helpline called Swimline if you want to tell someone but not anyone in the organisation. The number is **0808100 4001**

You will be asked to leave a number at which you can be contacted in the next 48 hours. If you feel you cannot wait that long for someone to talk to, hang on and you will be put through to the NCPCC/ChildLine helpline number who will answer your call immediately.

- Child Power is an ASA section of the ASA web site just for your people like you. It has a message link, so you can send a concern in writing to the ASA Child Safeguarding team who will then help you with whatever issue you have raised

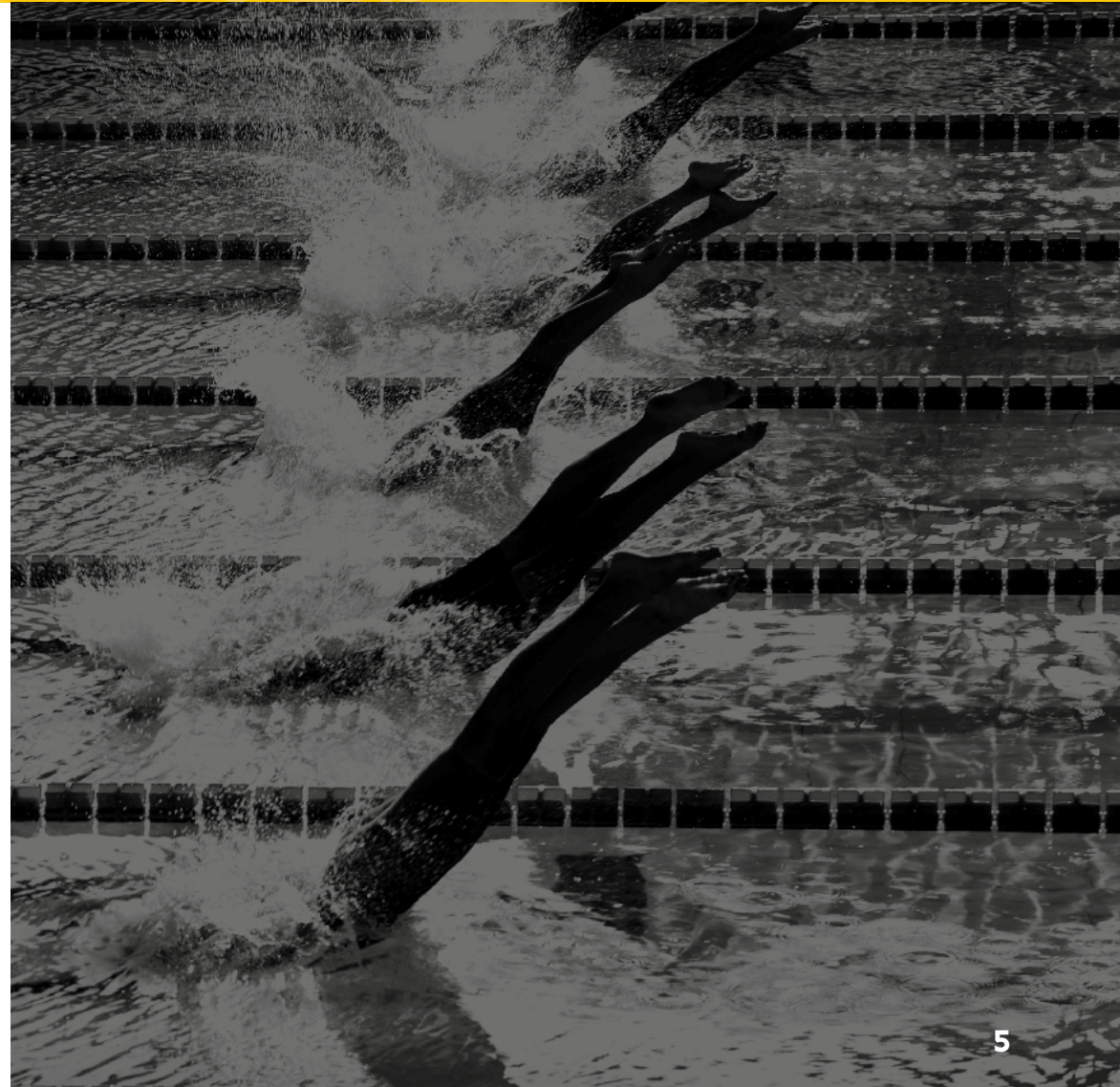
We hope that you enjoy a safe and happy time with us.

CONTACT INFORMATION

We recommend you choose the email of the person who will be involved the most in your swimmers' participation.

Please choose the email address that you use most regular. This address is used to keep you informed on all club activities and any urgent changes to schedules. It also becomes the master sign-in for all our computer systems which you will be given access to.

These systems not only keep you informed but also allow you to do a multitude of other things. Such as entering competitions, checking training schedules and keeping track of your swimmer's personal bests and more.



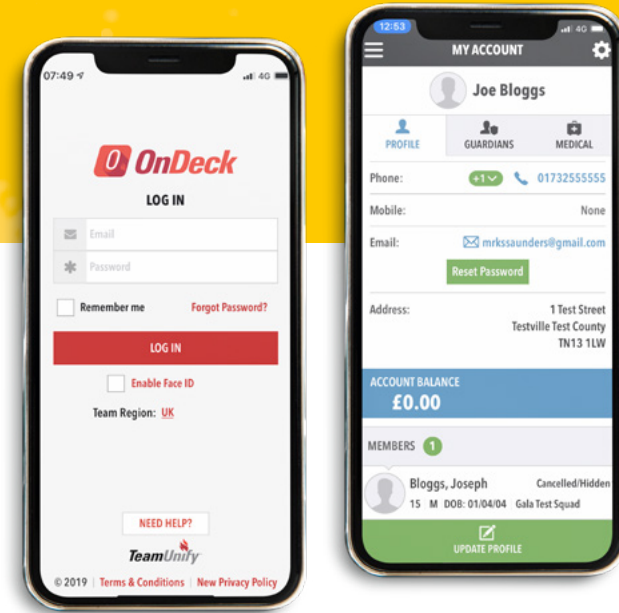
TEAMUNIFY & ONDECK

You've told us what email you want to use as the master contact.



TeamUnify (SportEngine) will send an email asking you to set-up an account.

Please respond as soon as you get it (check your spam). Once you've setup your login you can then enter your account direct via web browser on <https://uk.teamunify.com/team/dwsc/page/home> and clicking on sign in.



OnDeck is an App we recommend downloading from either Apple or Android store. This is our primary contact route to you.

You need to use the same sign-in details as above; you can share those login details with your family members so that all our team news gets to those that need it. Within this App you can check schedules, sign up for competitions and get all our Teamfeed updates.

It's a great App and has a help tab at the bottom which is useful if you get stuck and can't find anybody to ask straight away.

We will be expanding our use of OnDeck as time goes forward as it allows us to share detailed training information such as technique videos. So please download and start exploring.

PAYMENTS

As with all clubs there are things to pay for.
Payable items are listed here in three parts.

PART I MONTHLY TRAINING & MEMBERSHIP FEES

You will receive a letter from Dawn our Membership Secretary it will include your membership number and our Bank Account details for you to setup a standing order to. In addition, there will be an Application Form a Child Photography form and a Medical History form, All forms need to be completed and returned to Dawn so that our computer records are up to date.

Breakdown of the fees are as follows:

Mandatory Swim England yearly membership fee (your insurance).

CAT 1 = ½hr Teaching groups £16.50 p/yr

CAT 2 = All other Squads £38 p/yr

CAT 3 = Parent Fee if child under 16yrs - 1 per family £7.50 p/yr

Please calculate your family total amount due, by adding up your swimmers' fees, and add a single parent fee if any swimmer is under 16.

Payment can be made either directly to the club bank account (details below), or by cheque made payable to *Deben Swimming Club* and returned to treasurer@debenswimmingclub.co.uk.

Standing Order and Swim England Membership Fee Bank Account

Bank:	Barclays Bank
Account Name:	Deben Swimming Club
Sort Code:	20 98 07
Account Number:	50326992
Reference:	SENG followed by DSC family reference number (as issued on joining) or family name, e.g. "SENG DSC0001" or "SENG BLOGGS"

Monthly Training Fee to Deben Swimming club

Dawn's letter to you will state how much your monthly standing order will need to be.

This is based on the Squad that you are allocated to.
The current squad price breakdown is as follows:

This is subject to review at the next AGM.

FULL	PERF	AGP	SWIM +	SWIM	AGD	SP	SD	TRANS	TEACH
HOURS	10.0	8.5	3.5	2.0	7.0	4.5	3.5	2.0	0.5
MONTHLY	£80	£73	£42	£35	£65	£47	£42	£35	£25

MASTERS 1hr = £30 2hr = £35 3.5hr = £42

PART II COMPETITION ENTRY PAYMENT (GALA FEE)

This aims to ensure that all members are aware of the correct way for completing meet entries.

When you are completing your meet entries, please follow these instructions:

1. On Team Unify choose your events – before the closing date!
2. Make a note of the number of entries and calculate the entry fee payable (eg. 5 entries @ £5 each = £25) for **each swimmer**.
3. Add a **£2 entry fee for each swimmer** entered.
4. Transfer funds to the Deben Swimming Club meets account – separately for each swimmer

Sort Code: 20-98-07 **Account No.:** 33607674
5. Your payment reference should be
"MEET CHILD's NAME" eg. LEAP Bee Troot
6. Please complete payment as soon as you have made your entry selections on Team Unify.

Unfortunately, we are not able to subsidise swimmers so if entry payments are not made, your child will not be entered if the correct amount is not paid by the closing date specified.

If you have any questions, then please feel free to speak to a coach or committee member poolside. Alternatively, you can email debensc.meets@hotmail.co.uk or treasurer@debenswimmingclub.co.uk.

PART III KIT ORDERS & SIZING

Ordering

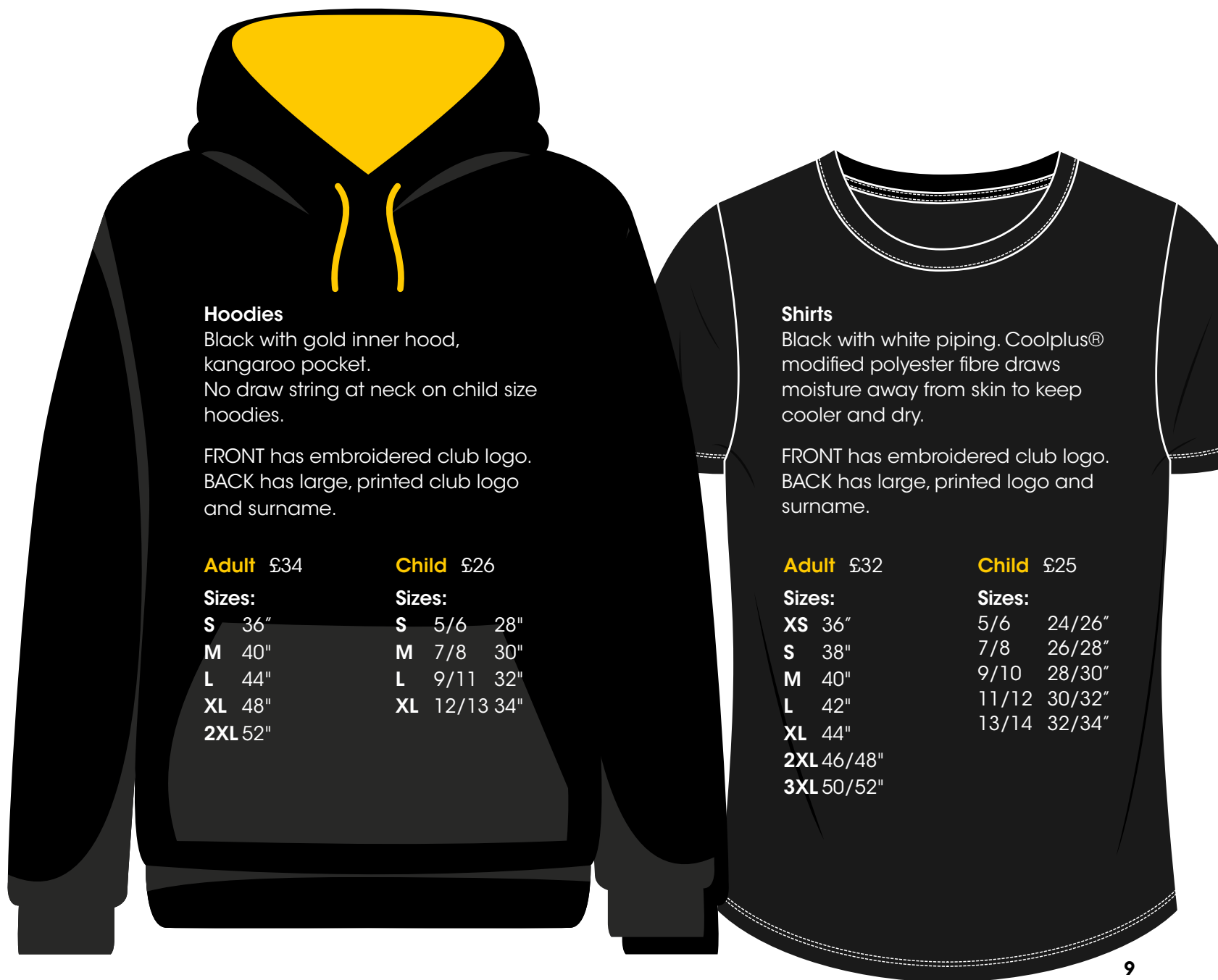
Please complete, print off and hand to Tristan Gale or your coach with cheque or cash. Alternatively complete and email to debenkit@gmail.com. Payment to follow straight afterwards to Tristan or coach.

Sizing

If you wish to try out itmes for sizing please contact Tristan who can arrange a small selection to try on at the pool.

Please check the sizes you order carefully as once printed or embroidered they cannot be returned unless an error by the suppliers. Prices opposite. ►

Please complete the order form on the next page and return with your total payment by cheque/cash, payable to Deben SC.



Hoodies

Black with gold inner hood, kangaroo pocket.
No draw string at neck on child size hoodies.

FRONT has embroidered club logo.
BACK has large, printed club logo and surname.

Adult £34

Sizes:

S 36"
M 40"
L 44"
XL 48"
2XL 52"

Child £26

Sizes:

S 5/6 28"
M 7/8 30"
L 9/11 32"
XL 12/13 34"

Shirts

Black with white piping. Coolplus® modified polyester fibre draws moisture away from skin to keep cooler and dry.

FRONT has embroidered club logo.
BACK has large, printed logo and surname.

Adult £32

Sizes:

XS 36"
S 38"
M 40"
L 42"
XL 44"
2XL 46/48"
3XL 50/52"

Child £25

Sizes:

5/6 24/26"
7/8 26/28"
9/10 28/30"
11/12 30/32"
13/14 32/34"

KIT ORDER FORM

SIZES			
Adult £34	Child £26	Adult £32	Child £25
Sizes:	Sizes:	Sizes:	Sizes:
S 36"	S 5/6 28"	XS 36"	5/6 24/26"
M 40"	M 7/8 30"	S 38"	7/8 26/28"
L 44"	L 9/11 32"	M 40"	9/10 28/30"
XL 48"	XL 12/13 34"	L 42"	11/12 30/32"
2XL 52"		XL 44"	13/14 32/34"
		2XL 46/48"	
		3XL 50/52"	

In person: hand your order and chq payment to your coach, Kit Coordinator, Tristan or

Bank payment to: Deben Swimming Club Please include your name and KIT in reference. Email new kit account debenkit@gmail.com and follow with cheque/cash payment/bank transfer straight after.

Bank:	Barclays Bank
Account Name:	Deben Swimming Club
Sort Code:	20 98 07
Account Number:	50326992
Reference:	Your name and KIT in reference

GARMENT	SIZE	SURNAME
HOODY TSHIRT	ADULT CHILD	FOR REVERSE

SIGNATURE: _____

TOTAL ORDER: £ _____

CONTACT EMAIL: _____

Kit Order Form and Competition Entry instructions can also be found on the website.

These prices are correct as at 02/12/2022 and will be subject to change prior to future orders.

TRAINING & COACHING SCHEDULE

The next section will cover the details of what squad and training time have been assigned.

Our Coaches are constantly reviewing Swimmer performance and ability throughout the year and will discuss with you as and when your swimmer is ready for the next group up.



COACHING SCHEDULE

This is the Basic Swimming club pool schedule – you will be allocated to a Squad or a Teaching time.

LANE ALLOCATIONS

DAY	TIME & LOCATION	1	2	3	4	5	6
MONDAY	18.30-20.00 D	Performance KH	Swim Fit Plus 7-8pm EC	AGD	HH		
	20.00-21.00 D		Swim Fit CA NA TH				
TUESDAY	06.00-07.00 D	Performance RC BD	AGP RC	Skill Performance RC			
	17.45-19.15 W	Performance KH CF RC	AGP KH CF RC	AGD KH CF RC			
WEDNESDAY	17.00-17.30 D	Learn to swim up to stage 4 widths					ST JT
	17.30-18.00 D	Learn to swim up to stage 4 & above lengths					ST JT
	18.00-19.00 D	Skill Development AH	Transition KD				
	19.00-20.00 D	Skill Performance DW	AGP KH CF	AGD RC			
	20.00-21.00 D	Perform RC	Swim Fit TH SB				
THURSDAY	06.00-07.00 D	Performance RC	AGP RC	AGD RC			
FRIDAY	17.30-18.30 D	Skill Development XX	Transition KD				
	18.30-19.30 D	Performance RC	AGP KH CF	Skill Performance DW			
	19.30-20.30 D	Performance RC	AGP KH CF	Swim Fit Plus EC			
SUNDAY	16.30-18.00 D	Skill Development XX	Skill Performance DW	Swim Fit Plus RC			
	17.00-18.00 F	Performance KH CF	AGP KH CF	AGD			
	18.00-19.00 F	Performance KH CF	AGP KH CF	AGD			

LOCATION

- D** Deben
- W** Woolverstone
- F** Felixstowe

SQUADS

- Learn to swim
- Transition
- Skill Development
- Skill Performance
- Swim Fit
- Swim Fit Plus
- Age Group Development
- Age Group Performance
- Performance

COACHES

- KH** Kevin Hall
- RC** Ryan Crouch
- BD** Ben Davies
- CF** Chris Finbow
- DW** Darren Welsford
- NA** Nigel Abbott
- EC** Elaine Cogdell
- KD** Karen Davies
- HH** Helena Hall
- ST** Sarah Tait
- JT** Julie Taplin
- AH** Alistair Howard
- TH** Taryn Howard
- CA** Correy Abbott
- MB** Megan Bunclark
- XX** to be appointed

TRAINING SQUADS & EQUIPMENT

DEVELOPMENT PATHWAY SQUADS

Learn to swim widths

CAT 1 Swim England Membership

WEDNESDAY 17:00 – 17:30

COORDINATOR KAREN DAVIES

COACHES SARAH TAIT JULIE TAPLIN TARYN HOWARD MEGAN BUNCLARK

Several coaches and in-pool helpers work with this group. Children will need suitable swimming costume, goggles and swim hat. All other training equipment will be supplied by the swimming club for these sessions.

Learn to Swim Lengths

CAT 1 Swim England Membership

WEDNESDAY 17:30 – 18.00

COORDINATOR KAREN DAVIES

COACHES SARAH TAIT JULIE TAPLIN TARYN HOWARD MEGAN BUNCLARK

There are multiple coaches with poolside helpers working with these groups. The swimmers only require suitable swimming costume, goggles and swim hat, all other equipment will be supplied by the swimming club.

These swimmers will progress forward into the teaching squads where they gain fitness, strength and greater technique in a staged progression moving towards either our fitness squads or competitive squads.

We start to introduce squad selection criteria in order to keep squad ability balanced, this gives each swimmer the opportunity to flourish.

Transition

CAT 2 Swim England Membership

WEDNESDAY 18:00 – 19:00

FRIDAY 17.30 – 18.30

COACH KAREN DAVIES

This is led by Karen Davies twice a week with swimming assistants from our older squads. Suitable swimming costume, goggles and swim hat are required. We recommend that you start getting the equipment needed for the next groups whilst in the Transition Squad. Kick boards and pool buoys will be supplied by the swimming club for these sessions. (Mesh pool bag, Kick Board, Pool Buoy, Short Fins, see p20 for what they are).

There will be multiple opportunities for your swimmer to attend their first competition (Gala), this is nothing to be scared about, their coach will prepare them from a what to do, how to do perspective and we try to keep it relaxed and enjoyable. See p19 for what it's all about.

We don't force any members to compete, but we will recommend what they enter, so that expectations are managed and the swimmer's confidence is supported in line with their ability.

Skill Development (SD)

CAT 2 Swim England Membership

WEDNESDAY 18:00 – 19:00	FRIDAY 17.30 – 18.30	SUNDAY 16.30 – 18.00
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COACHES TO BE APPOINTED ALISTAIR HOWARD

Skill Development is the next level up; your swimmer will have additional pool time training three days a week. This squad is taught by *Coach to be appointed* and Alistair Howard. It is now becoming more technical and the aim is to get the swimmers strokes prepared for the next group and to build up their stamina. They will be using equipment regularly so will need to have kick board, pool buoy and short fins for use during the session. Swimmers will get the opportunity to compete at multiple competitions throughout the season and should be thinking about attending County Development championships as a season goal.

Skill Performance (SP)

CAT 2 Swim England Membership

TUESDAY 06.00 – 07.00	WEDNESDAY 19:00 – 20:00	FRIDAY 18.30 – 19.30
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SUNDAY 16.30 – 18.00

COACH DARREN WELSFORD

Skill Performance has additional pool time allocated with the training level being higher as they will have developed the strength stamina and technique during their time in Skill Development. This squad is taught by Darren Welsford who builds on the technical and stamina training from Skill Development and takes the swimmers to the next level. They should be aiming for county developments competitions or full county competitions. Additional equipment – Snorkel may start to be introduced at this point.

This squad is where they decide if they want to take a Competition route or a more Fitness route.

Both options remain constantly available, and we do have swimmers swap between both routes during exams periods.

Fitness Route

The Fitness squads is a new thing we have brought in at the club, the aim is to give people the opportunity to remain within the sport when they have other commitments affecting their time, it has also allowed us to introduce some masters swimmers into the club. They can all still enter competitions and we are also hoping to offer opportunities with the local water polo club too.

Swim Fit

CAT 2 Swim England Membership

MONDAY 20:00 – 21:00 **WEDNESDAY 20.00 – 21.00**

COACHES TARYN HOWARD CORREY ABBOTT NIGEL ABBOTT ELAINE COGDELL

This squad is a fitness squad, where the swimmers will be pushed as hard as they need to be but also be given opportunity to have fun within the group during the session. The group is of mixed ability, swimmers ranging in age from 13 – 17 and we do encourage swimmers to still compete should they wish to.

Swim Fit Plus & Masters

CAT 2 Swim England Membership

MONDAY 19:00 – 20:00 **FRIDAY 19.30 – 20.30** **SUNDAY 16.30 – 18.00**

COACHES RYAN CROUCH ELAINE COGDELL

This squad trains three times a week and is made up of older swimmers who don't have the free time for the competitive routes, but still wish to train hard and compete. The squad has swimmers from 16 and includes masters' swimmers, it is of varied ability and fitness.

COMPETITIVE PATHWAY SQUADS

Age Group Development (AGD) CAT 2 Swim England Membership

MONDAY 18.30 – 20.00	TUESDAY 17.45 – 19.15	WEDNESDAY 19.00 – 20.00
THURSDAY 06.00 – 07.00	SUNDAY 17.00 – 19.00	

COACHES RYAN CROUCH HELENA HALL KEVIN HALL CHRIS FINBOW

Age Group Development is the start of the competitive pathway squads they are competition aimed squads focusing on attaining technique, strength and stamina in order to target County qualifying times and potential Regional qualifying times. The squad trains five times a week. Their sessions are split between all three locations Deben, Felixstowe and Woolverstone. This squad will require hand paddles in addition to Snorkel.

Age Group Performance (AGP) CAT 2 Swim England Membership

TUESDAY 06:00 – 07:00 & 17.45 – 19.15	WEDNESDAY 19.00 – 20.00
THURSDAY 06.00 – 07.00	FRIDAY 18.30 – 20.30 SUNDAY 17.00 – 19.00

COACHES RYAN CROUCH KEVIN HALL CHRIS FINBOW

Age Group Performance is the middle squad of the pathway, they combine in multiple sessions with performance so that each swimmer can work to their maximum. There is another rise in training hours with the squad training six times a week. Their sessions are split between all three locations Deben, Felixstowe and Woolverstone. The squad is expected to be competing for County, Regional times. This squad will require hand paddles in addition to Snorkel.

Performance (Perf) CAT 2 Swim England Membership

MONDAY 18.30 – 20.00	TUESDAY 06:00 – 07:00 & 17.45 – 19.15
WEDNESDAY 20.00 – 21.00	THURSDAY 06.00 – 07.00 FRIDAY 18.30 – 20.30
SUNDAY 17.00 – 19.00	

COACHES RYAN CROUCH KEVIN HALL CHRIS FINBOW

Performance is the top squad of the pathway they combine in multiple sessions with Age Group Performance so that each swimmer can work to their maximum. There is another rise in training hours with the squad training seven times over a week. Their sessions are split between all three locations Deben, Felixstowe and Woolverstone. The squad is expected to be competing for County, Regional, National times. This squad will require hand paddles in addition to Snorkel.

HOW TO... A COMPETITION GUIDE

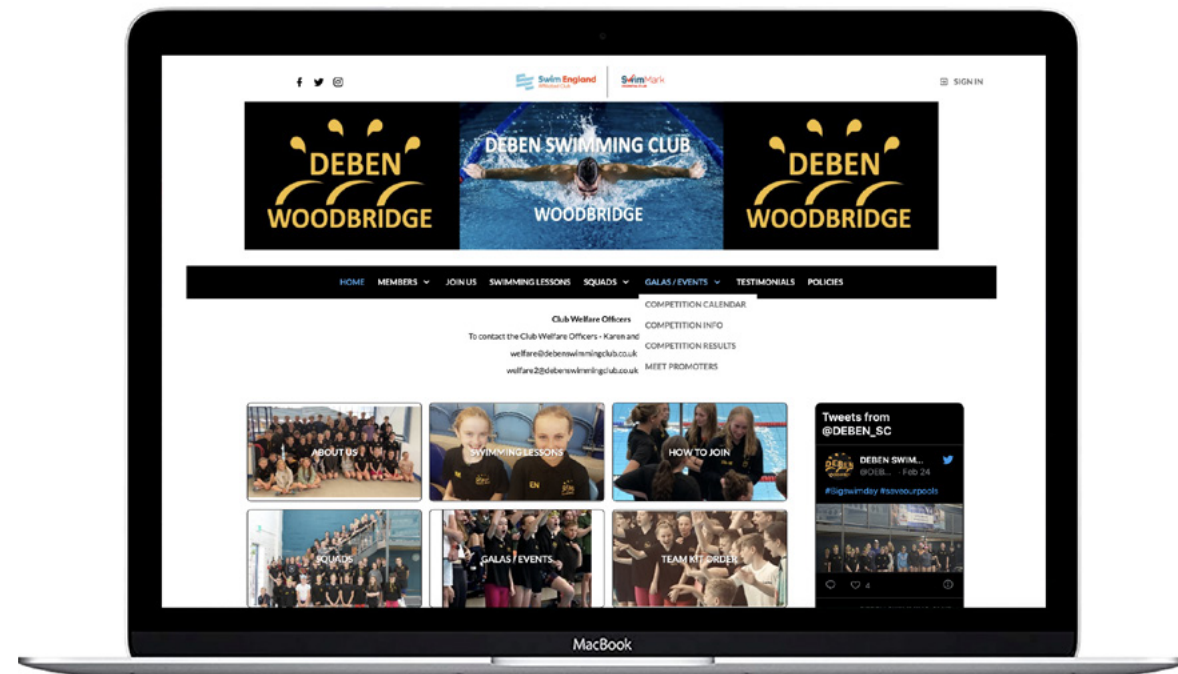
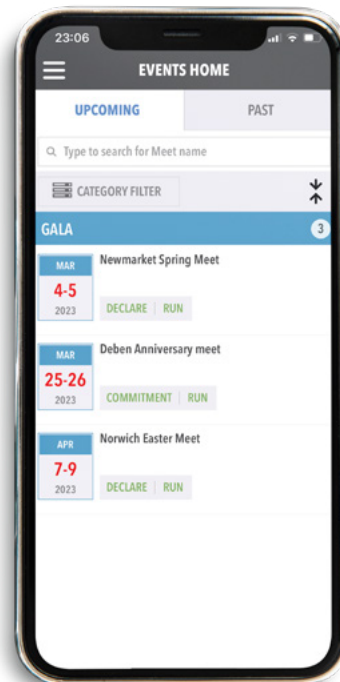
This guide will assist in how to view upcoming competitions, selecting competitions and races and how to pay for entry fees. There's also a summary what happens at Gala and what kit to bring along.

FIND OUT ABOUT A COMPETITION

Your Coach will speak to the swimmers about upcoming competitions in the first instance; an email will follow.

View via OnDeck Mobile App ►

Open OnDeck and select **Events** tab from the 3 Lines tab (top left) then select events and meets. This will then allow you to select which competition you want.



View in web browser ▲

Deben Swimming Club website (TeamUnify) has a **Galas/Events** tab that will show upcoming competitions displaying date, location and particular swimmers the Gala is targeted for. There are other Tabs showing the upcoming competition calendar and other information.

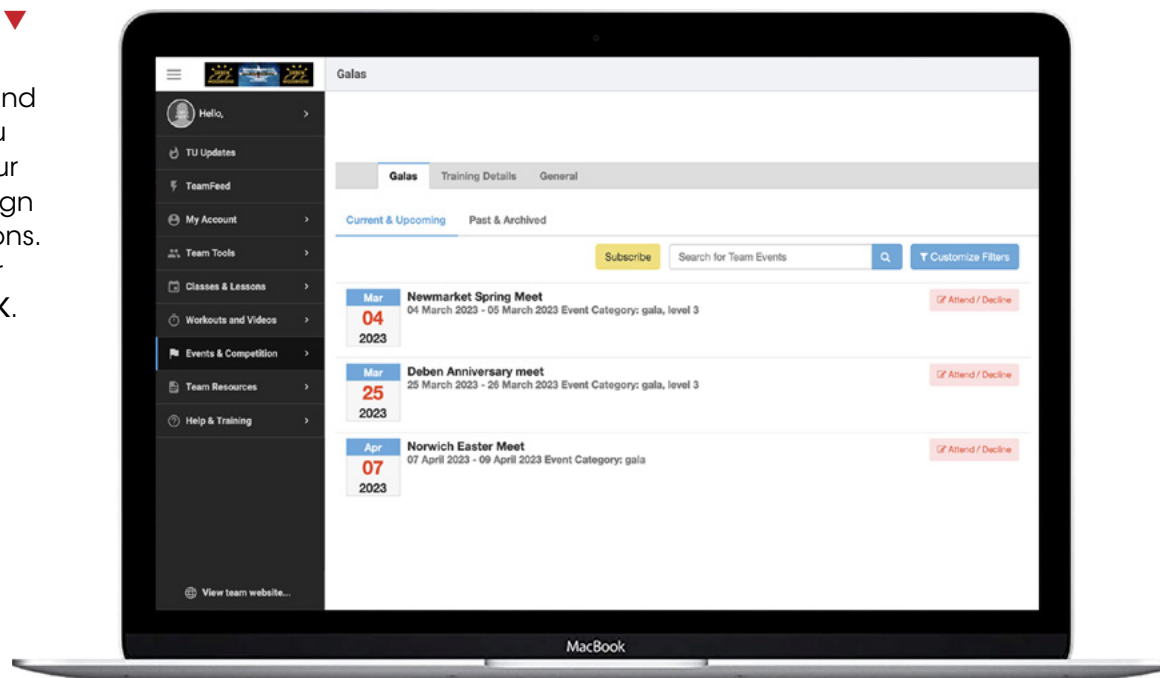
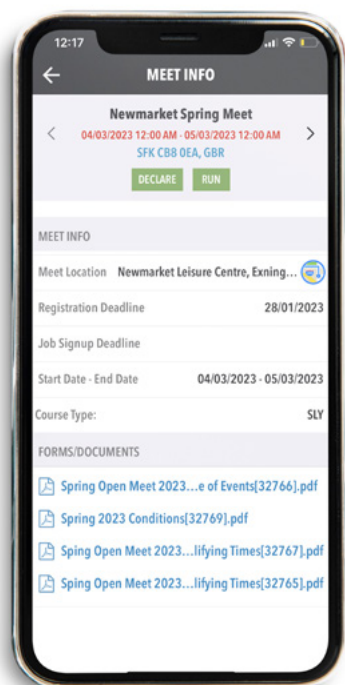
TO ENTER A COMPETITION

This can be done via On Deck mobile app or on Deben website once you've signed in and launched the Team Unify Dashboard.

Enter via OnDeck Mobile App ▼

This is easy!

Go through to the **Events** tab and can select the competition you desire. Click **Declare**. Select your swimmer. Select **YES** or **NO** to sign up. **YES** opens the race selections. Tick the races you wish to enter and click **APPLY**, followed by **OK**.

**Enter via Team Unify Dashboard ▲**

Select the Competition you want. Select **Accept/Decline** button (right hand side), this will open a new screen. Click on your swimmers name (again new screen appears). Select declaration **Sign me up/ Don't sign me up**. **Sign me up**, opens the screen up with the races. Select the races you want to do and save and close out.

PAYMENT FOR ENTRY

1. On Team Unify choose your events – before the closing date!

2. Make a note of the number of entries and calculate the entry fee payable (eg. 5 entries @ £5 each = £25) for **each swimmer**.

3. Add a **£2 entry fee** for **each swimmer** entered.

4. Transfer funds to the Deben Swimming Club meets account – separately for each swimmer

Sort Code: 20-98-07

Account No.: 33607674

5. Your payment reference should be "MEET CHILD's NAME" eg. LEAP Bee Troot

6. Please complete payment as soon as you have made your entry selections on Team Unify.

→ SELECTIONS

Making selections so you don't overdo it.

This is tricky, there may be multiple distances and strokes that you'd like to get times for. You need to be realistic on what is physically possible so that there is a chance of getting a satisfactory time. Take a look at the competition schedule and plan how you want to target strokes and distances. Speak with your coach for advice.

→ EXPECTATIONS

What swimmers do at the Gala.

This is easy, the only expectation we have, is that they give it their best and leave the water feeling they've tried their hardest. Every race is a learning opportunity, there will be disappointments along the way and we will work with each swimmer as needed to help them on that way.



→ WHAT DO I BRING?

The kit to pack for a Gala.

- ☐ Swim Bag
- ☐ Goggles*
- ☐ Race costume*
- ☐ Club swim hat*
- ☐ Club shirt / sensible T-shirt
- ☐ Towels x 2 (when queuing to race)
- ☐ Club hoody / suitable warm clothing
- ☐ Waterproof bag for wet kit (carrier bag)
- ☐ Poolside shoes (sliders are perfect)
- ☐ Minimum of 2 water / full drink bottles
- ☐ Snacks & lunch (if attending a full day)
- ☐ At certain venues, a folding chair
- ☐ Any medication, if required

*As swimmers attend more races, they will start to carry spares of these items.

→ ON THE DAY

What to expect on the day.

Meet up with the Team and stay with the Team at the specified time. The Team Managers and Coaches will take you through what is expected at the location. You'll do a team warm-up before doing an in-pool warm-up.

The Team managers will look at what events you are doing and when, they will then direct you to sign-in for each race when required. The Coach will prepare you for the race and upon completion of the race please go and speak with the coach who will give you some feedback.

→ WHAT'S THE WHISTLE FOR?

Short whistles, long whistles.. what do they all mean?

The Coach/Team manager will let you know the Race you are taking part in, the Heat and Lane number and then send you to the Whipping area (where swimmers line up in heats/ lanes for the race)

You will be sent down to the starting blocks just before your Heat. An official will ask your name to make sure you are the correct swimmer for the Lane.

The referee will blow **four** short whistles, you prepare to get on the blocks and then **one** long whistle, you get on the blocks (for back stroke you enter the water). **One** more whistle is blown, to prepare for the starter.

The starter then takes over from the referee and says "take your marks" and the beeper and strobe light will sound/flash and the race begins.

SWIMMING TALK FOR BEGINNERS

Common phrases used within the swimming community.

GALA Competition or Meet

PB
Personal best



FC
Front crawl

BR
Breaststroke

BK
Backstroke

FL
Fly (Butterfly)

IM
Individual Medley; swimming all strokes in a set sequence.

EVENT
Defined by age group, sex, distance, stroke, time. The number of events at a meet varies.

DQ
Disqualified

CUT
A time standard that a swimmer must meet.

HEAT
When there are more swimmers than lanes, you split them into heats so that swimmers with similar times race each other.

POOL BUOY
A float used between the legs, so you don't kick.



SNORKEL Speak with your coach for recommendations.

SHORT FINS
Like Duck feet. Speak with your coach for recommendations.

KICK BOARD
A float approx. A4 size that you use for just kicking.

WHIPPING AREA Where swimmers line up in heats/ lanes for your race.



MEMBERS CODE OF CONDUCT

We have several Codes of Conduct which covers the following Members, Swimmers, Parents, Coaches, Committee Members, Officials and Volunteers.

Within this section we have attached the Swimmers Code of Conduct and Parents Code of Conduct so that you can review please feel free to ask any questions that you have on the codes.

The Codes of Conduct are accessible on our website and by joining the Deben Swimming Club you agree to abide by those Codes of Conduct and those of the Governing body Swim England, we do not require a signed copy based on this acceptance.



Deben Swimming Club
www.debenswimmingclub.co.uk
 Chair: Stephen Bunclark
 Secretary: Nikki Hall

Developed from
 WavePower 2016-19
 by Deben SC 2019

Affiliated to Swim England East Region & Suffolk County

Member's Code of Conduct

General behaviour

1. I will treat all members of, and persons associated with the club, with due dignity and respect.
2. I will treat everyone equally and never discriminate against another person associated with the club on grounds including that of age, sexual orientation, faith, ethnic origin or nationality.
3. I understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence is not tolerated and could result in action being taken through the disciplinary or child welfare policies.
4. I will display a high standard of behaviour at all times.
5. I will always report any poor behaviour by others to an appropriate officer or member of staff.
6. I will recognise and celebrate the good performance of fellow club and team members.
7. I will respect the privacy of others, especially in changing facilities.

Training

1. I will treat my coach and fellow members with respect.
2. I will make my coach aware if I have difficulties in attending training sessions as per the rules laid down by my squad.
3. I will inform my coach before training of anything that may hinder my performance during session. Eg. Illness.
4. I will arrive in good time on the poolside before the training session starts to complete poolside warm-ups directed by my coach.
5. I understand that if I arrive late, I must report to my coach before entering the pool.
6. I will ensure that I have all my equipment with me (paddles, kick board, hats, goggles etc.).
7. If I need to leave the pool for any reason during training, I will inform my coach before doing so.
8. I will listen to what my coach is telling me at all times and obey any instructions given.
9. I will always swim to the wall as I would do in a race and practice turns as instructed.
10. I will not stop and stand in the lane or obstruct other members from completing their training.
11. I will not pull on the lane ropes as this may injure other members.
12. I will not skip lengths or sets – to do so means I am only cheating myself.



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Parent's Code of Conduct

1. I will complete and return the Medical Information Form as requested by the organisation and provide details of any health conditions/concerns relevant to my child on the consent form. I will report any changes in the state of my child's health to the coach prior to training sessions or events. I will ensure that the organisation has up-to-date contact details for me and for any alternative person(s) as required.
2. I understand that the club will only be responsible for my child when they are in the training venue and undergoing training. I will deliver and collect my child punctually to and from training sessions and events. I will inform a member of the committee or coaching staff if there is an unavoidable problem. If the organisation changes my child's lane and/or changing times, I will remember that the change is to provide appropriate levels of training and to enable my child to progress and should therefore support and encourage this at all times.
3. I will ensure my child is properly and adequately attired for the training session/events including all mandatory equipment e.g. hats, goggles, etc.
4. I will inform the coach/welfare officer before a session if my child is to be collected early from a training session/event and if so, by whom.
5. I will encourage my child to obey the rules and teach them that they can only do their best.
6. I will behave responsibly as a spectator during training/events and treat members, coaches, and committee members with respect.
7. I will support the coach and committee appropriately and raise any concerns I may have in an appropriate manner to the welfare officer.
8. I will not enter poolside unless requested to do so or in an emergency.
9. If I wish to have a discussion with the coach, I will check with the welfare officer as to how this can be arranged.
10. Most of all, I will help my child to enjoy the sport and to achieve to the best of their ability.

The organisation will:

1. Inform you at once if your child becomes ill and will ensure their wellbeing until you are able to collect him/her.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised/taught/coached and that consent is obtained for any activity outside that previously agreed.

You have a right to:

1. Make a complaint to the organisation if you feel the organisation or a member of the organisation is not acting appropriately or in accordance with the ASA/organisation rules and regulations. Details of how this can be done can be obtained from the



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General behaviour

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2. I will treat everyone equally and never discriminate against another person associated with the ASA on any grounds including that of age, sexual orientation, gender, faith, ethnic origin or nationality.
3. I understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the disciplinary or child welfare policies.
4. I will display a high standard of behaviour at all times.
5. I will always report any poor behaviour by others to an appropriate officer or member of staff.
6. I will recognise and celebrate the good performance and success of fellow club and team members.
7. I will respect the privacy of others, especially in the use of changing facilities.

Training

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

14. If I have any problems with the behaviour of fellow members, I will report them at the time to an appropriate adult.
15. I will not leave the training venue and run about outside in what may be a dangerous environment.

Competitions

1. At competitions, whether they be open meets, national events or club galas, I will always behave in a manner that shows respect to my coach, the officers, my team mates' and the members of competing organisations.
2. I understand that I will be required to attend events and galas that the Chief Coach has entered/selected me for, unless agreed otherwise by prior arrangement with the relevant official and coach.
3. I understand that I must wear appropriate swimwear, tracksuits, T-shirts/shorts and hats as per the rules laid down by the organisation.
4. I will report to my coach and/or team manager or arrival on the poolside.
5. I will warm up before the event as directed by the coach in charge on that day and ensure I fully prepare myself for the race.
6. I will be part of the team. This means I will stay with the team on the poolside.
7. If I have to leave the poolside for any reason, I will inform, and in some cases get the consent of the team manager/coach before doing so.
8. After my race, I will report to my coach for feedback.
9. I will support my team mates. Everyone likes to be supported and they will be supporting me in return.
10. I will swim down after a race if possible, as advised by my coach.
11. My behaviour in the swim down facility must be appropriate and respectful to others at all times.
12. I will never leave an event until either the gala is complete, or I have explicit agreement of the coach or team manager.

Signed:

Full Name: _____

Date: _____



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2. I understand that the club will only be responsible for my child when they are in the training venue and undergoing training. I will deliver and collect my child punctually to and from training sessions and events. I will inform a member of the committee or coaching staff if there is an unavoidable problem. If the organisation changes my child's lane and /or changing times, I will remember that the change is to provide appropriate levels of training and to enable my child to progress and should therefore support and encourage this at all times.
3. I will ensure my child is properly and adequately attired for the training session/events including all mandatory equipment e.g. hats, goggles, etc.
4. I will inform the coach/welfare officer before a session if my child is to be collected early from a training session/event and if so, by whom.
5. I will encourage my child to obey the rules and teach them that they can only do their best.
6. I will behave responsibly as a spectator during training/events and treat members, coaches, committee members and other parents of members of both my child's organisation and any other organisation with due respect, in accordance with the ASA commitment to equality and diversity.
7. I will not use inappropriate language within the organisational environment.
8. I will show appreciation and support for my child and all the team members.
9. I will ensure my child's needs are met in terms of nutrition and will listen to advice given from the coach/nutritionist.

10. I will support the coach and committee appropriately and raise any concerns I may have in an appropriate manner to the welfare officer.
11. I will not enter poolside unless requested to do so or in an emergency.
12. If I wish to have a discussion with the coach, I will check with the welfare officer as to how this can be arranged.
13. Most of all, I will help my child to enjoy the sport and to achieve to the best of their ability.

The organisation will:

1. Inform you at once if your child becomes ill and will ensure their wellbeing until you are able to collect him/her.
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3. Ensure all activities are properly supervised/taught/coached and that consent is obtained for any activity outside that previously agreed.

You have a right to:

1. Make a complaint to the organisation if you feel the organisation or a member of the organisation is not acting appropriately or in accordance with the ASA/organisation rules and regulations. Details of how this can be done can be obtained from the welfare officer.
2. Make a complaint on behalf of your child to the ASA Office of Judicial Administration.

Signed: _____

Date: _____

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