



WEST DORSET SWIMMING CLUB

MEMBERS HANDBOOK

Introduction

Welcome to the West Dorset "Warriors" Swimming Club. We have produced this Handbook to provide you with information about how the Club is run. We hope that you find the information provided useful. We welcome feedback on the contents of the Handbook (whether good or bad). If you have any comments or suggestions of other information that you would find useful, please let the ladies on the Registration desk know.

Members of the Club can progress from non-swimmers through to national competitors. We compete in the Western Division of the Speedo League and the Southern Section of Junior League. Swimmers also have the opportunity to swim in local galas, open meetings and regional championships.

The Club has its own website (www.wdwarriors.org.uk). Updates to the information given in this handbook will be included on our website.

What we are about

Vision Statement

We are committed to excellence and dedicated to developing children who become great ambassadors to the club and the sport of swimming. This will help us develop top class athletes.

Mission Statement

West Dorset Swimming Club is a competitive club with the purpose and commitment to:

- Advance the sport of swimming;
- Recruit individuals who share our vision;
- Provide swimmers with the highest quality coaching;
- Create and maintain an enjoyable, safe and productive swimming environment;
- Recognize each individual and value his or her role in the success of our club;
- Encourage positive mental attitudes and mutual respect;
- Teach and develop life skills through our swimming programme;
- Provide swimmers with the opportunities to grow and succeed to their highest level.

Our Values

- Excellence- reach maximum potential individually as athletes and financially as a club.
- Strong Work – Goal relationships, balanced and realistic.
- To be educationally sound and ethical.
- To stand up to the element of time.
- Promoting equality and diversity.

Structure of Swimming

The national governing body for swimming is the Amateur Swimming Association (ASA). The ASA organises competitions throughout England and establishes the law of the sport. It also operates a comprehensive certification and education scheme for Teachers, Coaches and Officials as well as operating a swim awards scheme. WDSC is affiliated to the ASA and have adopted many of their policies. We are also affiliated to the Western Region ASA and Dorset ASA.

Club Rules

The Club is run by a committee of volunteers which is appointed each year at our Annual General Meeting (AGM). This is normally held in February/March each year. Advanced notice of the AGM is given on our website and on the Club notice board. Copies of the Club's rules can be found on our website. We also keep a copy at the Club's Registration desk.

Constitution

Our constitution sets out how we will operate as a Club and is based on the model produced by the ASA.

Child Protection

The Club takes seriously the protection of its swimmers and has adopted the ASA's Child Protection Policy. The Policy was written in conjunction with the NSPCC. Steve Rooks and Karen Knott have been appointed as the Club's Welfare Officers and they are responsible for the implementation of good practice and child protection policies within the Club. Posters on the Club notice board give more information about child protection and our Welfare Officers. A copy of our Child Protection Policy is included at appendix A.

Equity Policy

The Club is committed to treating all individuals equally and has adopted the ASA's Equity Policy. A copy of our Equity Policy is included at appendix B.

Code of Conduct

The Club believes that all members should ensure that their behaviour and personal conduct is at all times of a high standard and reflects favourably on the sport and the Club. The Club has adopted the ASA's Code of Conduct, which all members are required to sign. A copy of the Code of Conduct is included at appendix C.

Parents/Carers Code of Conduct

Parents and carers have an important role to play in ensuring that the behaviour and personal conduct of swimmers is always of a high standard. The Club has adopted the ASA's Parents/Carers Code of Conduct which sets out what is expected of parents and carers. A copy of this Code of Conduct is included at appendix D.

Code of Ethics

The Club has adopted the ASA's Code of Ethics. A copy of this is included at appendix E. The purpose of the Code of Ethics is to establish and maintain standards for Teachers and Coaches and to inform and protect those that use their services. All Teaching and Coaching staff of the Club have signed up to the ASA's Code of Ethics.

Medical conditions

Any swimmer that suffers from any chronic condition that requires prescription drugs (e.g. asthma, epilepsy, etc) must complete an annual medical declaration form and hand it into either Janet Hewitt (Head Coach), or the Club's Registration desk. If you suffer from Asthma you must have your inhaler with you at all times. On no account should you use another swimmer's inhaler.

Anti-doping

Individuals who take prohibited substances in order to improve performance are not tolerated in the sport of swimming. Swimmers are required to ensure that any medicines or prescription drugs they take are not on the prohibited list. Details of the latest list is on the Club's website and noticeboard. If you are required to take a prohibited drug due to medical reasons, you may be able to obtain a therapeutic exemption. Further information on therapeutic exemptions is available from the Head Coach.

Insurance

All members of the Club are covered by the Club's insurance via the ASA. A copy of the Club's Public Liability Certificate is displayed on the notice board. If you have any queries on insurance, please contact the Club's insurance representative, Colin Cracknell.

Club Sessions

Our Club sessions are as follows:-

Day	Session	Start	Finish	Venue	Pool
Monday	Top & A Squads	06.00	07.00	THLC	Main
	Top, A & B Squads*	16.00	17.30	THLC	Main
	Masters (by invitation)	20.30	22.00	THLC	Main
Tuesday	Top & A Squads	06.00	07.00	THLC	Main
	Top, A & B Squads*	16.00	17.30	THLC	Main
	A & B Squads	19.00	20.30	Bridport	Main
	Top Squad	19.30	21.30 (21.00 on 1 st Tuesday of month)	THLC	Main
Wednesday	Top, A & B Squads*	16.30	17.30	THLC	Main
	Top, & A Squads	18.30	20.30	Millfield	Main
Thursday	Top & Squads	06.00	07.30	THLC	Main
Thursday	Top, A & B Squads*	16.00	17.30	THLC	Main
	Masters(by invitation)	20.30	22.00	THLC	Main
Friday	Minnows	19.00	19.30	THLC	Small
	Beginners	19.30	20.15	THLC	Small
	Improvers	20.15	21.00	THLC	Small
	B Squad	19.00	19.45	THLC	Main
	A Squad	19.45	20.45	THLC	Main
	Top Squad	20.45	22.00	THLC	Main
Sunday	Minnows	17.00	17.30	THLC	Main
	Beginners	17.30	18.15	THLC	Main
	Improvers	18.15	19.00	THLC	Main
	B Squad	17.00	17.45	THLC	Main
	A Squad	17.00	17.40	THLC	Land Training
	Top Squad	17.45	18.40	THLC	Land Training
	A Squad	17.45	18.45	THLC	Main

	Top Squad	18.45	21.00	THLC	Main
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* These sessions are shared with Thomas Hardye School. Payment for these sessions is not included in Club fees. Pupils who do not attend Thomas Hardye School must pay at THLC Reception.

- After school sessions is normally unavailable during school holidays.
- All training is suspended during August – see notice board and website for applicable dates.
- The Millfield sessions are on the 1st and 3rd Wednesday of the month. Payment for these sessions is not included in Club fees.

The Club's Coaching/Teaching staff regularly monitor the progress of swimmers in each session. When a swimmer has developed the skills and techniques to move to a more advanced session, they will be given the opportunity to do so. If you would like more information on the criteria that is used to assess a swimmers progress, please speak to the Head Coach.

Club Fees

Our current Club fees are as follows:-

1 session per week	£14.00 per month
2 sessions per week	£20.00 per month
3+ sessions per week*	£28.00 per month
4+ sessions per week#	£30.00 per month

* Members of Junior Squad and A squad will be expected to undertake at least 3 sessions per week.

Members of Top Squad will be expected to undertake at least 4 sessions per week.

In order to keep administration to a minimum the Club asks that payment of Club fees be made by monthly standing order. If this will cause you problems, please see Ann Foad on the Registration Desk.

All members of the Club also have to be a member of the ASA. The Club is required to register all swimmers and make payment direct to the ASA. The ASA membership fee for non competitive swimmers is £4.75 per year and is included within the Club fees. The ASA membership fee for competitive swimmers is £18.00 per year, of which £4.75 is included in the Club fees. Competitive swimmers will be required to pay the balance of £13.25 per year to the Club.

The Club has a hardship fund which has been set up to help those that have genuine difficulties in paying the Club fees, gala entry fees, etc. If you are experiencing such difficulties, please speak to one of our Welfare Officers.

Equipment used in training

The following equipment may be used during training sessions.

Small Pool

Swimmers in the small pool may use floats, submersibles and other swimming training equipment. The equipment to be used in a session will normally be supplied by the Club.

Main Pool

Swimmers in the main pool may use floats, fins and pullbouys. It is recommended that swimmers purchase their own equipment. This can be done through the Club's swim shop.

It is also recommended that Top Squad and A Squad swimmers invest in handpaddles and recording boards. These items can also be purchased through the swim shop.

The Leisure Centre requires that, unless medical conditions prevent, all swimmers wear a swimming hat during swim sessions. If a swimmer has a medical condition which prevents them from training in a swim hat, they should discuss the matter with Janet Hewitt (Head Coach).

Swimming is an energetic sport and swimmers are recommended to bring a drink with them to training sessions, to prevent dehydration. This should either be water or diluted squash/juice. Swimmers should not drink fizzy drinks during training.

Galas

Swimmers will have the opportunity to compete at a variety of galas and competitions.

Steps Galas

This is an internal competition for the younger members of the Club. All races take place over 25m or 50m depending on ability. Swimmers are placed into 5 different 'steps' according to their normal training lane. This means that they will be competing against other swimmers of approximately the same ability, regardless of age. Top squad swimmers do not compete in these galas.

Club Championships

The Club Championships are held at the end of the year and are open to all Club swimmers.

ASA County Championships

These are held locally in the spring. Swimmers must be aged 10 or over and race distances start at 50m. Qualification is by achieving set entry times. Swimmers represent the Club and coaches/teachers attend to organise swimmers. Races are swum in heats and finals.

ASA National/Western Counties Champion

Swimmers qualify by swimming a qualifying time at any 'designated' ASA event/meeting.

Inter Club Galas

The Club competes in various inter-club competitions. These competitions are for various ages and distances and take place through-out the season.

Open Meetings

These are held during the year. Distances, qualifying times and entry fee vary at different meetings. Details of the open galas supported by the Club are given on the notice board and website.

League Competition

The Club competes in the following leagues.

- **Junior League.** This is a league for swimmers aged 9-12 years. Three rounds are competed in the summer term.
- **Speedo League.** This is a league for swimmers aged 11 years to adult. Three rounds are competed in the autumn term.

Details of swimming galas and meetings are given on the Club's website and notice board.

Swim Shop

We have a Swim shop which sells Club equipment, swimming costumes, goggles, floats, fins, etc. Many of the items stocked by the shop are available at less than high street prices. The shop is normally open during the Friday and Sunday swimming sessions and is situated by the changing rooms at the Leisure Centre.

Who's Who

Committee

Honorary President: Trevor Jones OBE
Chairman: Dave Hewitt
Vice Chairman: Steve Rooks
Secretary: Jane Rooks
Treasurer: David Element
Welfare Officers: Karen Knott and Steve Rooks
Workforce Co-ordinator: Tracey Roberts
Schools Co-ordinator: Janet Hewitt
Swim 21 Co-ordinator: Stuart Dawson
Other Committee Members: Ann Foad; Debbie Hewitt; Lisa Cracknell; Colin Cracknell; Tracey Drage; Lee Drage; Helen Civil; Camilla Thornton.

Coaching/Teaching staff

Head Coach Janet Hewitt
Top Squad Coach Colin Cracknell
A Squad Coach Stuart Dawson
B Squad Coaches Dave Hewitt/Alex Laurence
Teaching staff Geoff Galloway; Lynne Galloway; Debbie Hewitt; Jacqui Chick; Sue Hornyack; Steve Rooks; Caroline Taylor; Karen Knott; Jane Rooks; Sharon Kenny; Adam Fellingham; Emma Dawson; Susan Warden; Austin Slade.