



Dear Member,

Welcome to Havant and Waterlooville Swimming Club. In this pack, you will find information designed to introduce you to the world of competitive swimming. Also included are guidelines on conduct together with a copy of the Club Rules.

Formed in 1991 Havant and Waterlooville Swimming Club is a competitive swimming club with a growing history of success at various levels within the sport. In its short existence it has already provided champions at national, regional and county levels from within its numbers whilst some have gone on to represent England in international events. It is the Club's intention to maintain this record of success through the various leagues and events in which it competes and to provide the atmosphere and environment to allow all to reach their personal goals.

The Club aims to provide competition for everyone and although this ideal is not easy to achieve, all coaching is designed with this aim in mind. An explanation of each type of competition is contained in this pack under 'General Information on Galas, Open Meets and Swimming Leagues', whilst details of the leagues in which the Club is represented will be found in the 'Swimming Leagues' section.

In the early days of membership in particular, parents are encouraged to take an interest in their child's involvement in the Club. This may be achieved by being present at the sessions, talking to other parents and swimmers and especially by reading the notice boards in order to understand and help their children understand the organisation.

Swimming is a healthy lifestyle sport. It demands self-discipline, commitment and determination. It can be tough, but for those who persevere and are prepared to work hard, it is also extremely rewarding, and will undoubtedly provide lifelong friends and lasting memories.

Congratulations on joining us and enjoy your swimming.

A Message from the Head Coach

On behalf of the coaching staff at Havant and Waterlooville Swimming Club, welcome. As Head Coach I would like to take this opportunity to explain a little about what we are trying to achieve at our swimming club and the organisation we have in place to achieve it. Firstly I would like to explain a little about our expectations of you as a potential competitive swimmer and what you can expect from us.

Throughout any swimming career regular **attendance**, use of **correct technique** and the application of **self-discipline** are most important. A swimmer needs to commit in order to improve and maintain improvement. The coaching staff are very committed to *YOU* the swimmer and if you show commitment in return, you will reach your full potential within the Club.

My philosophy is that coaches should not concern themselves with producing great athletes, but that they create the **ENVIRONMENT** that can produce great athletes. At Havant and Waterlooville Swimming Club we strive to provide you with the environment and the opportunity to succeed. ***The rest is up to you.***

The Club attends and hosts galas throughout the swimming season, which lasts from September to July each year. These galas are an essential part of the development of a swimmer and will provide the fun and reward for all your hard work. However, if (when) you are selected for a gala, please remember that you are a representative of the Club and that as a representative, there are certain standards of behaviour to meet. Briefly here are some "do's and don'ts":

- Do always set a good example of behaviour on poolside.
- Do listen to the marshals and do as they ask without question.
- Do find out for yourself the events or races that you have been entered for and be ready to swim when you are called for by the marshals.
- Do keep yourself warm when not swimming.
- Do not leave poolside unless you have been given permission by the coach or marshals to do so. After a gala you are expected to wait on poolside until after the final results have been announced and any trophy presentation has been made.
- Do not eat on poolside. Any food you have brought with you must be eaten after the gala. No glass items are permitted on poolside and any drinks taken on poolside must be in plastic containers.

Graham Pople
Head Coach

PAYMENT OF FEES

On applying to join the Club you will have been given an application form to complete. This form contains the personal details required of a new member. The completed form is passed to the Membership Secretary for processing and updating of the membership records. The following gives a breakdown of the costs related to joining the Club and swimming activity:

- **The Joining Fee:** This is a one off, non-returnable administrative payment.
- **The Membership Fee:** This fee must be paid for the member to enjoy the full benefits of the Club and its facilities; it includes insurance cover for the swimmer and is paid annually on the 1st January each year. If a member joins later in the year then a reduced membership fee is charged on a scale set by the Committee.
- **The Squad Fee:** This is a monthly fee, preferably paid by Standing Order, which pays for the swimming activity of the Club. In particular, pool hire and coaching. The amount of the fee will vary according to which squad the swimmer is in and will consist of 12 equal monthly payments. **Squad fees must be paid each month.** If you are unable to pay by standing order then fees must be paid by cash or cheque at the Club desk. **Failure to pay the appropriate fee may result in a member being prevented from swimming in club sessions.** You will be notified when a swimmer changes squad so that the squad fee can be amended accordingly.
- **ASA Registration Fee:** All swimmers need to be registered with the Amateur Swimming Association for insurance purposes. If a swimmer of 9 years of age or over wishes to compete in open competitions, then they must register as a competitive swimmer. Registration forms are available from the desk. The Club collects the fee with the form and sends the registration to the ASA who will then provide an individual registration card and membership number. The registration fee is an annual fee, which falls due in January.
- **Leaving the Club:** Members leaving the Club, for any reason, are asked to inform the Membership Secretary in **writing** so that records can be amended and payments stopped thus avoiding the inconvenience of being chased for non-payment of squad fees.

The Club does not run to make a profit. All fees collected go into the cost of running the Club, with the aim of providing the best swimming and coaching facilities possible for all our swimmers. Prompt payment of fees is necessary as it ensures that our monthly income is sufficient to cover our monthly costs. If the bills are not paid, we have no pool time and no coaches!

Above all the Club runs for the benefit and enjoyment of the swimmers

CLUB GUIDELINES ON CONDUCT

- Swimmers should always be on time for their sessions and on poolside for warm up as directed by the coach.
- **Parents/Guardians** If children are to be left unaccompanied i.e. dropped off for the session, **please ensure that the coach for the session has arrived at the pool and that the pool is open before you leave your child. This is your responsibility.** Children should also be collected promptly following the session. **The Club only has responsibility for your child/children while they are on poolside and cannot take responsibility for unaccompanied children outside of session times.**
- Please ensure that the Club has your most up to date telephone number where you can be contacted.
- Swimmers arriving for a session are expected to swim unless the coach deems them unfit to do so.
- Bullying in any form, verbal or physical, is unacceptable and will not be tolerated.
- Unruly behaviour will not be tolerated either in the pool, on poolside, in the changing rooms or outside the pool area where it may interfere with other leisure centre/school users.
- Swimmers must not interfere with other member's bags or clothing.
- Once swimmers are changed after a session, they should wait to be collected in the foyer or spectator area.
- On Friday night there is a member of the Committee available at the Club information desk who will always attempt to answer any queries. If parents have particular concerns about the behaviour or conduct of swimmers then please bring it to the attention of the Chairman or a member of the Committee.
- Should there be any reason to consider registering a formal complaint, please in the first instance speak to a Committee member and then conform to the procedure described under rule 14.

Equipment

As swimmers progress through the Club, they will require various pieces of equipment to help them train and compete. Basic equipment required for new starters at training sessions includes costume, goggles and swimming cap (optional), a float and a pullbuoy. Also a reusable sports bottle containing water or juice/squash to help stay hydrated during training. Please note fizzy drinks are strictly prohibited as are any other drinks containers including plastic bottles with removable caps and glass! Should a swimmer require any medication (eg inhaler), either routinely or in case of an emergency, please make sure this is brought to every training session and that the coach has been made aware of any medical conditions.

There are various types of more advanced equipment which may be used as swimmers move through the squads including, but not limited to, fins, hand paddles, ankle bands, boards and diaries, and snorkels. These will be brought to your attention at the relevant time, but feel free to ask your coach if you are unsure about whether you need a certain piece of equipment.

For competition, swimmers will need at a minimum a t-shirt and shorts and suitable footwear (eg flip flops) to keep themselves warm. The Club provide various forms of Club kit which we request all swimmers to wear at competitions. This serves the purpose described above, as well as helping the Club look more professional and giving our swimmers the feeling of belonging to a team. The Club currently sell tracksuits, t-bag shirts, bags, rucksacks and swimming hats – please enquire at the Club desk for more information. You can also order Club kit from our website.

Swimmers will also need a drink as described above and you may wish to pack an extra towel as they will need to dry themselves off after the warm up and each race.

The Squad System and Development Structure

The squad system operating in the Club has been set up with specific development goals in mind for the individual swimmer and the swimmer's aim should be to gain promotion through the squads with both effort and commitment. **The coaching staff will decide when you are ready to move squads.** There are nine squads in the Club, each with a varied yet specific training programme.

Foundation and Intermediate

The Foundation and Intermediate squads aim to offer a smooth transition from lessons or other backgrounds and an introduction to competitive swimming. The programmes are set around improving swimming technique in all four swimming strokes, starts and turns, as well as developing stamina. Swimmers are eligible and encouraged to enter the Club Championships and if aged nine or over, the Peter Bull Development Competition and Spring Open Meet (see next section for more information on competitions). Swimmers may be selected for novice or B team galas, and they will also be encouraged to participate in time trials, which are run every few months to allow swimmers to gauge their progress.

Swimmers are encouraged to attend as many sessions as possible. It is recommended that swimmers and parents take an active interest in the notice boards and website in order to learn about the sport and things that are happening at the Club, and to get involved in any social activities or special events. Promotion through the squads is based on the coach's assessment of progress. Attendance, attitude and ability will all be considered before a coach recommends promotion.

Higher and Advanced

The Higher and Advanced squads aim to further improve technique and strength in all areas ready for racing. Aerobic fitness and speed will also be developed. While in these squads you may be picked for various team galas, and encouraged to enter various Open Meets including those run by the Club. The key to progress at this stage is consistency and a high level of attendance. The aim of Advanced squad is to ensure swimmers are ready for a career in competitive swimming. From here you can advance to the performance squads, once the coach decides you are ready to cope with a higher level of training.

Junior Performance

The Junior Performance squad programme aims to equip swimmers with the skills to compete at a county and regional level. There is a higher emphasis on technique, speed and strength. There are minimum requirements in terms of attendance, commitment and attitude which must be met before swimmers are invited to join the Junior Performance squad, and throughout their time in the squad. While in this squad swimmers will be expected to attend team galas and to enter various selected Open Meets, including those run by the Club. In time you will come under consideration for promotion to the Performance squad.

Performance

Performance squad is set around a full physiological programme with emphasis on biomechanics, speed, pacing, power and the psychology of swimming performance. Minimum attendance requirements must be met and there is a strong emphasis on self-discipline and commitment. Swimmers in the squad are expected to attend team galas and to enter various selected Open Meets, including those run by the Club, as directed by the coach. Performance squad swimmers are expected to aspire to achieving the standards for entry to regional and national championships.

Club Squad

The Club and Senior squads exist for those swimmers who are unable to maintain full attendance to satisfy the requirements of one of the performance squads due to educational or other commitments, but who wish to continue training and competing. They have a reduced training programme but may continue to compete in team galas and open competitions.

Masters

The Master squads are for swimmers aged 18 and over. It includes those who still enjoy swimming and wish to continue competing at up to national and international level, and also 'late starters' - including parents - who may swim to compete, keep fit, improve their technique, or for social reasons. Masters swimming is very popular and growing rapidly as it allows swimmers to compete in five year age bands with no maximum age! Havant & Waterlooville boast one of the largest Masters groups in Hampshire and the training programme is specially designed to meet the broad requirements of all individuals.

General Information on Galas, Open Meets and Swimming Leagues

As part of the swimming programme, the Club enters individual swimmers or teams into the galas and league competitions which the club supports. These events are designed to contribute to your development and enjoyment of swimming, as well as being the vehicle to improve your performance and generate that most essential ingredient, team spirit. All information on team selection is to be found on the main notice boards, or for open competitions, at the Club desk. It is important to read the notices on the boards in conjunction with the fixtures list in order to keep in touch with what events are happening and when to swim. Selection for team galas can be highly competitive, so if selected, please swim.

The Club also holds three major competitions each year and all suitably qualified swimmers are encouraged to take part. These are the **Club Championships** (held in January), the **Peter Bull Development Competition** (held in December) and the **Spring Open Meet**. If you are a novice swimmer, then the Club Championships will provide an ideal opportunity to swim in a friendly competition environment before your first gala event. Older or more experienced swimmers can use these events to improve their performances and identify areas for improvement.

Galas

These are events which usually take place on a Saturday evening, either at our home pool or away hosted by other clubs. Galas may form part of the various leagues the Club supports or be invitation events which the Club has decided to attend. Notices for the galas are posted on the notice board. Please check each time you attend Waterlooville pool for a training session.

The coaching staff select swimmers for galas after careful consideration. Team lists will be posted on the notice board 2-3 weeks before the event, but you can also look at the fixture list to identify dates when you might be required to swim. If you are selected and are available to swim, please initial against your name on the list as soon as possible. If you cannot swim, please let the coach know as soon as possible.

Transport is provided for away team galas which are further than a short journey. If a coach is provided, the team are expected to travel on it and there is room for some spectators. Please support the use of the transport as it is subsidised by the Club.

Open Meets

These are larger swimming events, independent of any league system, which are held by individual clubs all over the country. Swimmers normally enter these events as individuals, representing the Club, rather than as part of a team. There are however, certain open meets that the Club particularly supports and will aim to send a group of swimmers and a member of the coaching staff to the event. These will be highlighted on the fixture list. Application forms for these events may be found on the notice board, at the Club desk, or possibly via your coach.

There is a fee payable for entry into these events. If your application to enter is successful, you will be notified of this and if you are not successful then you will receive a refund of your entry fees. Transport to open meets is your own responsibility.

Swimming Leagues

Speedo League (www.speedoleague.org.uk)

This is the premier national swimming league, founded in 1965, from which the standard of the swimming club is measured. Age groups are 11/U, 13/U, 15/U and Open (as of 31st December that year). There are three rounds, held on the second Saturdays of October, November and December. The first two rounds decide if the club competes in a promotion or relegation gala in round three. In 2006 and 2007 Havant and Waterlooville enjoyed their best ever finish in Speedo League, coming third in Division 1 West of the South region.

Hants & South Coast Leagues (www.swimleagues.org.uk)

A series of leagues and one off galas founded in 1977 to provide a variety of competition to clubs in and around Hampshire and the south coast, detailed below:

- **Gemini Trophy** This is a one off gala usually the first Saturday in February where two teams from each club compete in the same gala. It is a good opportunity for the Club to field a large number of swimmers. Ages are U11, U12, U14, U16 and Open (on day of competition).
- **Premier League** This competition helps to introduce younger swimmers to league competition, and the Club tends to field a 'B' team. Consisting of two rounds held in April and July, age groups are 9, U11, U12 and U13 (on day of second round).
- **Junior Cup** A two round junior league in September and October for U11, U12, U13 and U14 (on day of second round). The Club fields an 'A' team for this league.
- **Minor League** This is a two round competition. Ages are U11, U13, U15 and Open. The Club has decided not to compete in the Minor League this season, but may return in the future.
- **Rother League** This is a four round, 'A' competition. Age groups are U12, U14, U16 and Open for rounds 1, 3 and 4. Round 2 is U11, U13, U15 and Open. Round 3 is all relays. The Club has not participated in this league in recent years but may consider returning in future years.
- **Hants & South Coast Junior Meet** This is a junior open meet organised by the Hants & South Coast leagues held in January of each year. Ages are 9, 10 and 11 on the day of competition. Entry is limited to twelve swimmers per club and there are upper and lower time restrictions to ensure a level playing field.

For more information on competitions, including up to date fixtures, results, records and rankings, please see the notice boards and website.

