

# Contents

	Page
<b>Welcome</b>	<b>2</b>
<b>Mission Statement</b>	<b>3</b>
<hr/>	
<b>About us</b>	<b>3</b>
<b>Pathway to Success</b>	<b>3</b>
<b>Who's Who?</b>	<b>4</b>
<b>Contact us</b>	<b>5</b>
<b>Timetable</b>	<b>5</b>
<b>Venues</b>	<b>5</b>
<b>Club affiliation - Categories</b>	<b>6</b>
<b>How you can help</b>	<b>6</b>
<b>Account Details</b>	<b>7</b>
<b>Learn the Language /Glossary</b>	<b>8</b>
<hr/>	
<b>Keeping Track</b>	<b>9</b>
<b>RanX, Club Organiser, Corgi, The Ladder &amp; Club Records</b>	<b>9</b>
<hr/>	
<b>Year Planner</b>	<b>10</b>
<b>Our Sessions</b>	<b>11</b>
<b>Kit List</b>	<b>11</b>
<b>Shop</b>	<b>12</b>
<b>Social Events</b>	<b>13</b>
<b>Fundraising</b>	<b>13</b>
<hr/>	
<b>Sessions</b>	<b>14</b>
<b>Badge Skills / Teaching</b>	<b>14</b>
<b>Adults / Masters</b>	<b>15</b>
<b>Squads</b>	<b>16</b>
<b>Pre Development</b>	<b>16</b>
<b>Development</b>	<b>17</b>
<b>Squad.</b>	<b>18</b>
<hr/>	
<b>Events</b>	<b>19</b>
<b>Entry times for Competitions</b>	<b>19</b>
<b>How to enter guide</b>	<b>19</b>
9 Step Guide	<b>20</b>
<b>Colour Galas</b>	<b>21</b>
<b>Sprint Nights</b>	<b>21</b>
<b>Licensed Meets</b>	<b>22</b>
Age Group Club Championships	<b>23</b>
Dorset County Novice Trophy Gala	<b>23</b>
Dorset County Graded Meet	<b>24</b>
Dorset County Development Meet	<b>24</b>
Dorset County Championships	<b>25</b>
Open Meets	<b>25</b>
Regional Competitions	<b>26</b>
Inter County Competitions	<b>26</b>
<b>First Timer's Guide to Swimming events</b>	<b>26</b>
<b>Food and Drink for events</b>	<b>28</b>
<hr/>	
<b>Club Constitution &amp; Rules</b>	<b>29</b>
<b>Policies and Procedures</b>	<b>39</b>
Disciplinary Code	<b>39</b>
Data Protection Policy	<b>42</b>
Hardship	<b>42</b>
Handbook Disclaimer	<b>42</b>

# Welcome to Wareham and District Swimming Club.

## Chair's Welcome

As Chair of Wareham & District Swimming Club I would like to welcome all New Members and their families and hope you enjoy your time with us. We try to make it as varied and interesting as possible.

We have a great team assisting to run the club but are always looking for new people. Most of us are volunteers but of course our senior Coaches and Teachers are paid.

We are a Non-profit making club and try to keep our fees at an affordable price to our members. There are many Fund-raising events throughout the year run by our voluntary helpers which enables us to do this.

We encourage our older swimmers and any parents to help and support our qualified members. We also support them in any Teaching, Coaching and Official Qualifications they wish to take.

I recommend you find time to read this Handbook thoroughly as it has lots of useful information that will help you.

We hope that you find the handbook a useful guide to our club.

## Background

My daughter and three granddaughters are all very involved in the club and it seemed only right that I should support them. I have a business management background and have been involved in many sports clubs of all descriptions over the years. I certainly don't have the swimming experience of the vice-chair but have him to rely on whilst I build up on this.

Nick Salt

## Vice Chair



I got involved in helping the club originally as equipment officer when our son and daughter joined in September 1989. Since then I have held several posts as Secretary and Chairman of the club and also now am Swimming Secretary and Chairman of Dorset County ASA. Throughout the years, and being president of Dorset County for 18 months, I have had lots of opportunity to meet many people involved in the Sport and attend many events on all levels and the experience has been invaluable to me and the club. One of the best experiences was meeting Becky Adlington at the UK Schools Games when she had just arrived back from the Beijing Olympics after winning her Gold Medals.

*Ray Honeybun*

Sometimes joining a new club can be nerve wracking not just for the children but also the parents, some of the new language may be a little daunting, and whether you come from a swimming background or are being introduced to the sport for the first time, we are here to help guide you through the every aspect of our club and the world of swimming!

There are many ways that we will try to keep you updated on important information...

- 1.) The club notice board outside the changing rooms at Purbeck Sports Centre
- 2.) The club website, [www.swim4wareham.co.uk](http://www.swim4wareham.co.uk) bookmark it to ensure you have access quickly.
- 3.) Our members only Facebook Page, is updated regularly...  
<https://www.facebook.com/groups/wareahamswimmingclub/>
- 4.) Email our club secretary for updates – [secretary.swim4wareham@gmail.com](mailto:secretary.swim4wareham@gmail.com)

We have a great team of voluntary helpers in all aspects of running an efficient club but there are still many vacancies to be filled.

We would love to have anyone on board that is willing to help, if you are interested in helping, please contact any Committee Member.

## **Mission Statement**

**Dream. Believe. Achieve.**

## **About us**

The Wareham & District Swimming Club was originally formed as an all-male club before the war, however in 1957 the club was reformed and females were allowed to become members.

Originally the swimmers started swimming in the River Frome, when it was time for a gala, scaffold seating was erected on either side of the river bank for viewing purposes. The club is now based at the Purbeck Sports Centre. It exists to promote and improve swimming from ages 6 through to masters in an enjoyable and friendly Club environment.

Wareham & District swimming club was fundamentally formed as a teaching club, improving the technique and water skills and still is today, the teaching aspect of the club is to give a wider understanding and variety of swimming activities, water safety, lifesaving, diving, synchro, water polo and technique improving the knowledge basis of all members.

The competitive extension of the club is to provide competitive coaching for swimmers when they are ready as they progress from Pre-Development to Performance level.

The main organisers who ran the Club at the beginning were Joe Grounds and his wife. After his death Joy Grounds continued running the club until she retired in 1996 when Nadine Honeybun took over as Head Teacher and Bill Grounds (Joy's son) continued running the Competitive side of the club.

We have a Colour Gala (see page 21 for more info) once a year, where swimmers are put into Colour Groups according to their swimming ability:

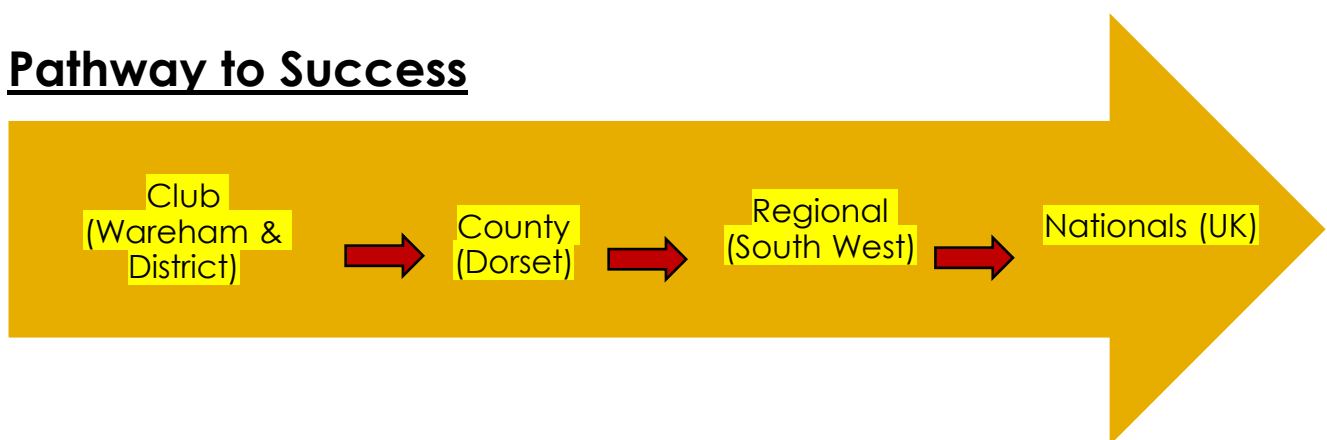
Green : Blue : Purple : Orange : Red : Bronze : Silver : Gold : Platinum : Elite : Super Elite

Once a year we have "Sprint Nights" (see page 21 for more info) which are 25 & 50 metre events of all strokes.

At the end of the year we have our Club Championships (see page 23 for more info) where the swimmers swim 25m, 50m, 100m and 200m in all strokes, 400m Freestyle and Individual Medley according to their age group, and receive medals for 1st, 2nd, and 3rd places and ribbons for 4th, 5th and 6th place for the races they enter. We also have Club Championship long distance races of Freestyle 800m and 1500m races.

There are many trophies, plus Senior, Intermediate and Junior Age Group cups to be won which are all presented at our Annual Presentation Evening in January/February. It is an opportunity to gain experience and times which could gain you a place in the County Championships in the coming year.

## **Pathway to Success**



## Who's Who?

Club Chair	Nick Salt	Nick has three children all of whom have swum to at least London Borough standard and who were members of a swimming club in North London. He and his wife moved from London to Dorset several years ago as did their eldest daughter, husband and three grandchildren. All three of his granddaughters are now members of the club. He has a management background and wants to do what he can to assist the club.
Vice Chair	Ray Honeybun	Ray knows pretty much everything there is to know about swimming in Dorset. He has been involved with the Wareham & District Swimming Club for around 35 years and has previously been president of the Dorset ASA along with many other roles.
Club Secretary	Jane Tillyard	Jane is the person to send all General enquiries to and will forward on to the appropriate person if she is unable to answer your enquiry.
Club Treasurer	Nadine Honeybun	Nadine Joined the Wareham club over 35 years ago and was Head Teacher for many years. Was DCASA President in 2016. Now has once again taken on the role of Treasurer and is the person to advise on any matters concerning payments.
Membership Secretary	Nicola Stuart	Nicola is responsible for all new members joining, advising of assessment nights and registering them with Swim England once accepted, and ensuring all relevant forms are completed. Also adding and updating any relevant details on Club organiser.
Head Teacher	Nadine Honeybun	Nadine can advise on any queries or problems concerning the Teaching Group and any badges they may be taking before and after training sessions Nadine has ASA qualifications in Advanced Level Teaching, Assistant Coaching, Diving, Synchro and Aqua-fit. Is now back as Head Teacher organising the badge courses for our teaching group and helping them to improve towards our Pre-Development group if they wish to join the competitive side of the club.
Assistant Teachers	David Tipple-Evans	Dave is an ASA Teaching Assistant working towards his Full Teachers. He also supports Danny with the Pre- Development Group. Is always available before and after Teaching sessions to answer any questions you may have.
Relief Teachers	Claire Short	Claire is an ASA Full Teacher, Assistant coach Is relief Teacher for when either Nadine or Dave is unavailable.
	Sarah Spurling	Sarah is An ASA FULL Teacher Is relief Teacher for when either Nadine or Dave is unavailable.
Head Coach	Danny Partridge	Danny has an ASA L2 Coach qualification and is responsible for the Training of the Pre-Development, Development and Squad Groups. Choosing and preparing the swimmers for the relevant competitions to suit their abilities. He is always available after training sessions to answer any questions you may have.
Assistant Coaches	Nicola Euripides	Nicola has an ASA L1 Coaches qualification and working towards her Level 2 Coaches. Nicola supports Danny in the Pre—Development, Development and Squad Training Groups

	Les Jessop	Les has an ASA Advanced Level teaching, ASA Assistant Coach Qualification and has been a member of Wareham club for many years. He still competes and trains as a Master swimmer Les supports Danny in the Pre--Development, Development and Squad Training Groups.
Competition Secretary	Ray Honeybun	If / when the time comes that your son / daughter is selected for one of the many gala's / meets that we participate in, Ray will be the one to contact you and answer any of your queries
Club Swim Shop Manager	Karen Richman	Karen is your go to person for all equipment / kit list / swim wear requirements, Karen will update our facebook page with info on the next available date the shop will be open. But normally this is alternate Sunday's of each month. Don't worry if you need something quicker, Karen and Rachel are always happy to help.
Assistant Shop Helper	Rachel Turrill	Rachel supports Karen with the running of the shop.
Welfare Officer	Paula Davies-Barton	Paula is the contact for any Welfare issues.

## Contact us



**Club Chair**  
Red Roof Barn,  
Coombe Keynes,  
Wareham,  
BH20 5HJ

Nick Salt



07885  
827069



[nick@saltnick.co.uk](mailto:nick@saltnick.co.uk)

**Vice Chair**

Ray Honeybun

[Swim4wareham@gmail.com](mailto:Swim4wareham@gmail.com)

**Secretary**

(for all general enquiries)

Jane Tillyard

[Secretary.swim4wareham@gmail.com](mailto:Secretary.swim4wareham@gmail.com)

**Membership Secretary**

Nicola Stuart

[Membership.swim4wareham@gmail.com](mailto:Membership.swim4wareham@gmail.com)

**Head Coach  
Head Teacher**

Danny Partridge  
Nadine Honeybun

**Shop Manager**

Karen Richman

[warehamswimshop@gmail.com](mailto:warehamswimshop@gmail.com)

**Welfare Officer**

Paula Davies-Barton

## Our timetable

Sunday	5 - 6pm	Purbeck Sports Centre, Wareham	Badge Skills (Teaching)
Sunday	6 - 7pm	Purbeck Sports Centre, Wareham	Pre Development (Competitive)
Sunday	7 - 8pm	Purbeck Sports Centre, Wareham	Development (Competitive)
Sunday	7 - 8pm	Purbeck Sports Centre, Wareham	Masters (Adult training)
Sunday	7 – 8.30pm	Purbeck Sports Centre, Wareham	Squad (Competitive)
Monday	6 - 7pm	Purbeck Sports Centre, Wareham	Pre Development (Competitive)
Monday	7 – 8.00pm	Purbeck Sports Centre, Wareham	Masters (Adult training)
Monday	7 – 8.30pm	Purbeck Sports Centre, Wareham	Development (Competitive)
Monday	7 – 9.00pm	Purbeck Sports Centre, Wareham	Squad (Competitive)
Saturday	7:15 - 8:45am	Purbeck Sports Centre, Wareham	Development (Competitive)
Saturday	7:15 – 8:45am	Purbeck Sports Centre, Wareham	Squad (Competitive)
Saturday	7:15 – 8:45am	Purbeck Sports Centre, Wareham	Masters (Adult training)

If you are unsure which sessions your son or daughter should attend please contact the head coach or head teacher.

## Venues

### **Main Venue**

Purbeck Sports Centre,  
Worgret Road,  
Wareham, Dorset  
BH20 4PH

## **Club Affiliation**

The Club, Wareham & District Swimming Club (W & D SC) is affiliated to Swim England asa (Amateur Swimming Association) which is SE ASA (Swim England), Swim England South West Region Ltd which is (SESW) and Dorset County ASA which is (DCASA)

All swimmers need to be registered with Swim England for Insurance purposes and to be eligible to enter competitions. There are 3 levels of affiliation.

On becoming a member once registered by the membership secretary you will receive lots of offers, competitions and information from SE.

### **Category 1 Swimmer (Cat 1-Club Train)**

***Non-competitive or can enter lower level competitions i.e.-***

Club Colour Galas, Home Galas, Club Championships, Inter-club galas, Jurassic League, County Novice Gala and County Graded Meet.

### **Category 2 Swimmer (Cat 2-Club Compete)**

***Competitive swimmer***

Once to the level of the Development Squad swimmers are registered as Cat 2.

This allows the swimmer to enter higher levels of competition i.e.-

County Development Meet, County Championships, Arena League, and any Open Meets the Coach wishes to target.

Most of these competitions are licensed with Swim England and any times achieved at these meets will be recorded on the Swim England's ranking list. This is available to look up on the Swim England website by entering your Swim England number or family name. You are able to look up all times achieved in the last 12 months or individual times at specific meets.

### **Category 3 (Cat 3 Club Support)**

***Non Swimmer***

All persons registered with the SE ASA for this Category are individuals involved in swimming in either a Teaching / Coaching, Official or Volunteer capacity.

## **Charges**

These fees are from the 1<sup>st</sup> January to 31<sup>st</sup> December.

Please see the club website for up to date club membership fees, session charges and affiliation costs.

## **How you can help?**

Most of us started off, as many do, as just parents of swimmers hoping that they would fit in and not really thinking about the social aspect of the club for us. We all spend hours sat at the pool watching our children, and as we all have a common denominator it is inevitable that we all begin to talk. The social side to the club is very important not only for the swimmers but for the parents too. Some of our parents will admit to seeing fellow swim parents more than friends and even family members.

Getting involved in the running of the club and helping out on poolside during one of our busy events is so easy and will allow you the opportunity to understand more and more.

Whether you are from a swimming background or not there are many ways you can help the club by becoming one of our Timekeepers, Judges, Marshalls, Team Managers, Parent helpers on poolside, Assistant Teachers the list is endless.

We are always on the lookout for more parents to join us. There are many roles that need filling, and we really are a friendly bunch!!



## **Account Details**

Any payments made to the club can be made directly into the club's bank accounts, whether this is kit, club membership or anything else.

We have several bank accounts depending on whether you are paying Membership, monthly Swim Fees or purchasing from the club shop. Full account details can be found in the version of the Handbook which is in the Members Section of the website.

# Learn the Language/Glossary

You may see or hear from time to time various abbreviations or words that need a little more explaining please see a few common examples below.

- 50m** **m** is the length in metres which an event is swam or length required in a training schedule.
- Age as at** Some events will categorise swimmers by their age as at the last day of the meet, More often than not swimmers are categorized as age as at 31<sup>st</sup> December of that year of the competition.
- ASA** **Amateur Swimming Association (Swim England)**  
The ASA has become SE asa (Swim England), which is the national governing body for swimming in England. "We help people learn how to swim, enjoy the water safely, and compete in all our sports."
- CBT** **Competition best time.** Recorded best time for each event in the history of that competition.
- CR** **Club Records** These are club times that have been collated during the entirety of the club's existence.
- CT** **Consideration Time**  
Consideration times are a little lower than the qualifying times and are times that are often accepted unless the competition is over subscribed.
- QT** **Qualifying Time** Qualifying times are the times that are required to enter a specific competition event.
- DQ** **DQ** aka disqualification is when you have not completed the stroke/event correctly, there are many reasons for a DQ and it can sometimes be heart-breaking for a swimmer to get DQ'd but it happens to everyone and we learn from our mistakes.
- F/S** **Freestyle**  
Any type of Stroke (except in an Individual Medley when it cannot be any stroke that has already been swam). Swimmers swimming a Freestyle race may change strokes at any time in the race.
- ILSP** **International Learn to Swim Programme.** Badge Programme recommended by the STA.
- I.M.** An **I.M.** Individual Medley is an event completed in order - Butterfly, Backstroke, Breaststroke, Freestyle
- Kick** Swimmers will do various kick sets during training sessions, these can be completed using Kick boards, Alignment boards, Snorkels and without any equipment at all.
- SC** **Short Course.** Competitions held in a 25m pool. Times are converted to long course times for entries to long course events.
- LC** **Long Course.** Competitions held in a 50m pool. Times are converted down to short course times for entries to short course events
- Medley Relay**  
Not to be confused with the I.M. the medley relay is undertaken by four swimmers and each swimmer does one stroke – in order - Backstroke, Breaststroke, Butterfly and Freestyle.
- PB's** A **PB** personal best is the current best time you hold for an event and is often the time to beat and yes that 0.01 of a second does count.
- Pull** This refers to adding any type of equipment that emphasizes the arm pull and minimizes the leg/kicking action. Pull buoys are the basic addition for a "pull" set. Paddles can be added once swimmer has built up sufficient strength.
- Speeding Ticket** can be achieved in the DCASA Novice Trophy Gala  
Not dissimilar to the qualifying time, If events are not swum within the parameter of the time limits for the specific event, then a PB is achieved and speeding tickets will be issued and presented to the swimmer, all swimmers love having these!! But we do lose points if they are issued.
- STA** **Swimming Teachers Association.** All our Badge sessions follow the STA programme (ILSP).
- Stroke Abbreviations** **F/C** - Front Crawl **B/C or BK** - Back Stroke **BR/s or BRST** - Breaststroke **FLY** - Butterfly

## **Keeping Track**

### **RANX**

Computer programme database.

Holds all swimmers details in a secure and password protected environment

Records the Date, Venue and times of all swimmers achievements.

Can produce many reports i.e.-

List swimmers in Category, Age Group, Swimming Groups etc.

Swimmers times complete history or an individual achievement.

Produce the best team on times recorded for individual and relay events for competitions.

### **CLUB ORGANISER**

Club Website Database programme, has most the functions of RanX easily accessible through the members Login.

Produces electronic invites to Competitions.

### **CORGI**

Computer programme used to run competitions.

On entry of all swimmers will produce Event sheets putting swimmers in Heats and Lanes to swim according to their times. It is important to register before the set time otherwise the start of the gala will be delayed, or you will not be included on the event sheets.

Will produce result sheets and Disqualification results throughout the running of a gala.

### **THE LADDER**

Please look on the Notice Board to see our Ladder or in this Members section on the website.

All swimmers are entered on the ladder according to times they have achieved.

Any swimmer not yet had the chance to achieve a time will be entered into Green Group.

Colour Groups are Green, Blue, Purple, Red, Orange, Bronze, Silver, Gold, Elite & Super Elite.

As swimmers move up the ladder the competition strokes get harder. All highlighted times in yellow for each Colour group are the races the swimmer will swim at Colour Galas, all these highlighted times are then added together, and the total is on the right hand side. If the time of the swimmer is less than the collated time alongside the Colour Group on the right hand side this means the swimmer is faster and will then move up to the next Colour group. A swimmer can move up at any time as all times achieved from any races are added to the ladder. Achievements are rewarded by presentation of promotion ribbons by your teacher or coach at training sessions, when you move up a colour group, if you have not won a medal in the Colour Gala.

### **CLUB RECORDS**

All club records can be found in Club Organiser

# Year Planner

We have a year planner that is displayed on the notice board outside the changing rooms at Purbeck Sports Centre, It is available to view and download on the Club Website and can be sent to you upon request at any time.

All training sessions (pool time and land training), Galas/Meets, Social Events are listed. Checking the Year planner is crucial for all upcoming events.

## Example of the year planner (September – December 2024)

Saturday				Sunday				Monday			
<b>September</b>				01-Sep	17.00	20.30		02-Sep	18.00	20.30	
07-Sep	7.15	8.45		08-Sep	17.00	20.30		09-Sep	18.00	20.30	
14-Sep	7.15	8.45		15-Sep	17.00	20.30	Assessment	16-Sep	18.00	20.30	
21-Sep	7.15	8.45		22-Sep	17.00	20.30		23-Sep	18.00	20.30	
28-Sep	7.15	8.45	WD OM L3	29-Sep	17.00	20.30	WD OM L3	30-Sep	18.00	20.30	
<b>October</b>				06-Oct	17.00	20.30		07-Oct	18.00	20.30	
05-Oct	7.15	8.45		13-Oct	17.00	18.30	Lions Swim for Charity	14-Oct	18.00	20.30	
12-Oct	7.15	8.45					SESWR Masters OM				
				13-Oct	18.30	20.30	Training				
19-Oct	7.15	8.45	Poole OM L3	20-Oct	17.00	20.30	Poole OM L3	21-Oct	18.00	20.30	
26-Oct	7.15	8.45		27-Oct	17.00	20.30		28-Oct	18.00	20.30	Half Term
<b>November</b>				03-Nov	17.00	20.30		04-Nov	18.00	20.30	
02-Nov	7.15	8.45		10-Nov	17.00	20.30	Club Champs L4	11-Nov	18.00	20.30	
09-Nov	7.15	8.45					SW Masters inter-county				
09-Nov	17.00	20.00	Club Champs L4	17-Nov	17.00	20.30	SB OM L2?	18-Nov	18.00	20.30	
16-Nov	7.15	8.45	SB OM L2?	24-Nov	17.00	20.30	Club Champs L4	25-Nov	18.00	20.30	
23-Nov	7.15	8.45									
23-Nov	17.00	20.00	Club Champs L4								
30-Nov	7.15	8.45									
<b>December</b>				01-Dec	17.00	20.30		02-Dec	18.00	20.30	
07-Dec	7.15	8.45	WD OM L3	08-Dec	17.00	20.30	WD OM L3	09-Dec	18.00	20.30	Badge Testing
							Badge Testing				
14-Dec	7.15	8.45		15-Dec	17.00	20.30	Badge Testing	16-Dec	18.00	20.30	Badge Testing
21-Dec	7.15	8.45		22-Dec	17.00	20.30		23-Dec	No Training		
28-Dec	No Training			29-Dec	No Training			30-Dec	No Training		
School Holidays											
<b>2025 Sessions Start</b>											
School Start	4th January 2025										

## Our sessions

	About	Features
<b>Badge Skills (Teaching)</b>  <b>Page 15</b>	Swimmers work towards achieving the STA badge awards including Angelfish and Shark series, bronze, silver and gold water skills and advanced swimmer. The ultimate badge is the Platinum badge which covers water safety, personal survival, competitive timed swims, diving, synchro & water polo.	<ul style="list-style-type: none"> <li>○ Stroke Improvement</li> <li>○ Personal Survival Skills</li> <li>○ Water Safety</li> <li>○ Diving</li> <li>○ Synchro</li> <li>○ Water Polo</li> </ul>
<b>Pre-Development</b>  <b>Page 16</b>	The starting point for competitive swimming, encouraged to compete (although not mandatory) via Time Trials, Sprint Night, Colour Galas, Club Championships, Jurassic League, DCASA Novice Trophy Gala, and Graded Meet. Typically aged 9-12	<ul style="list-style-type: none"> <li>○ Sprint Night</li> <li>○ Club Colour Galas</li> <li>○ Club Champs</li> <li>○ Jurassic League</li> <li>○ Novice Trophy Gala</li> </ul>
<b>Development</b>  <b>Page 17</b>	The next step for swimmers learning to train and compete. Swimmers will begin to enter Open Meets + County Championships while being considered for selection for Club Teams. Typically aged 10-14	<ul style="list-style-type: none"> <li>○ Novice Trophy Gala (if under 14yrs old)</li> <li>○ Colour Galas</li> <li>○ Jurassic League</li> <li>○ Open Meets</li> <li>○ County Championships</li> </ul>
<b>Squad</b>  <b>Page 18</b>	Swimmers will train through seasonal programs, taking training and competition more seriously and building a strong team ethos with their Squad mates. They will aim for qualification and success at County Level and above while continuing to build experience through Open Meets and Team competitions. Typically aged 14-18.	<ul style="list-style-type: none"> <li>○ Jurassic League</li> <li>○ Colour Galas</li> <li>○ Open Meets</li> <li>○ County Championships</li> <li>○ SESW Regional Championships</li> </ul>

## Kit Lists

Badge Skills	Pre-Development	Development	Squad
Goggles Club Hat Water bottle	Goggles Club Hat Water bottle Kick Board Pull Buoy Short Blade Training Fins	Goggles Club Hat Water bottle Kick Board Pull Buoy Short Blade Training Fins Hand Paddles Centre Snorkel	Goggles Club Hat Water bottle Kick Board Pull Buoy Short Blade Training Fins Hand Paddles Centre Snorkel

All items on the kit list are available from our swim shop

## Club Shop

Our shop is held alternate Sundays of the month at Purbeck sports centre from 6-7pm. The shop is located within the area outside of the changing rooms. If there is something that you require outside of the shops open time, please contact the Shop Manager for details (warehamswimshop@gmail.com). Shop dates are advertised on the notice board and club Facebook page.

To order, contact Shop Manager: [warehamswimshop@gmail.com](mailto:warehamswimshop@gmail.com)

If for any reason you are unable to get the items from the swim shop use the ProSwimwear link on the club



website.

You can get everything you will ever need and earn the club loyalty points too.

## **Social Events**

Throughout the year we have various social events where the club members, parents, committee, helpers and anyone else that wants to be involved all get together for the cause of the club. Any ideas and volunteers' welcome.

### **January / February**

Annual Presentation Evening

### **Easter**

Easter Raffle

### **July / September**

Waterpark or other activity

### **October**

#### **Wareham Lions Swim for Charity**

Halloween Evening

### **December**

Splashdown or other activity

We are always looking for new ways to be social, if you have any further suggestions, please contact one of our committee members.

## **Fund Raising**

Helping fundraise for the club is easy. The more funds we raise the less likely the swim fees will be increased.

**Easy Fundraising** - Join easy fundraising and you can earn free donations for us every time you buy something online. Log in to see the hundreds of shops to choose from Tesco, Asda, Sainsbury's, M&S, Next, Argos, Ebay, Amazon, PC World, BT, Sky, Apple, Tui, Travelodge, AA, Vodafone to name but a few. It won't cost you a penny extra and you still receive your card points so please help us to raise funds.

**Proswimwear** – Visit the swim4wareham website and go to the Proswimwear link, be redirected to their shopping site and earn the club money when you shop with them.

**Swim for Charity** – Wareham Lions Club Annual Swim for charity is a fantastic event for all members of the club held during October. We book the entire 6 lanes for the hour and previously have managed to fill it to get as many swimmers in the water as we can. The aim is to swim as many lengths as possible in one hour in a team. Sponsorship money we raise is split between the Lions Club 25% and W&DSC 75%

# Sessions

## Badge Skills / Teaching

Not everyone likes to compete and, that is ok. It does take time to get used to how everything works and competing can be daunting. We understand that it is not for everyone and therefore have a teaching side to the club.

Badge skills are held on Sunday evenings and covers everything from improving stroke technique to life saving skills.

Following the STA International learn to swim programme (ILSP). We are able to take swimmers from Angelfish through to Platinum swimmer.

From Age 14+ they can be invited on to poolside, help Teachers, work towards the Young Volunteer Award and the club may support them in taking any Teaching Qualifications.

### Angelfish Series



Prepares swimmers to swim 25m without aid, perform butterfly stroke as well as mastering sculling techniques and entries to the water.



### Shark Series

This series educates swimmers in basic water rescue and survival techniques as well as starts and turns for each of the strokes.

### Advanced Swimmer Series



Consisting of three levels, this series develops swimming technique, speed, stamina and water polo or synchronised swimming skills.



### Platinum Award

The pinnacle of the ILSP, combining survival and rescue skills with advanced swimming skills, water polo and synchronised swimming.

We hold an annual distance swim and this is the time to test yourself and see how far you can swim. The Distance Series comprises a range of 20 awards that reward distance and stamina over distances from 5 metres to 5,000 metres and can be used as additional incentives throughout the International Learn to Swim Programme

## Times

Sunday	5 - 6pm	Purbeck Sports Centre, Wareham	Badge Skills (Teaching)
--------	---------	--------------------------------	-------------------------



## Poolside Teachers/Coaches/Volunteers

### Teachers – Sunday (5pm – 6pm)

Nadine Honeybun	ASA Advanced Teacher, Coach Level 1, Diving Level 1, Synchro Teacher
David Tipple-Evans	ASA Level 1 Teacher

### Relief Teachers

Claire Short	ASA Level 2 Teacher Level 1 Coach
Sarah Spurling	ASA Level 2 Coach

## Kit List (Teaching)

### Essential

Club Hat  
Water Bottle  
Goggles

### Optional

Kick Board  
Poolside T-Shirt  
Club Hoody

## Example of Competitions Available **See Events section for information**

Colour Galas  
Sprint Nights  
Club Championships  
Novice Trophy Gala (the Head Coach may invite some Swimmers to take part in this Team Event)

## Future Non-Competitive

Some junior Swimmers go onto to be swim helpers, swim assistants and even teachers. The Club offers sessions for non-competitive swimmers such as swim fit or masters.

## PRE-DEVELOPMENT

**Pre-Requisites:** 50m FC, BK, BRST (Legal) + dolphin body movement / basic fly.

The focus of the squad will be on learning how to perform the strokes to a competitive level, with the majority of time spent working on technique, starts and turns in a friendly, fun atmosphere. Opportunities will regularly be available to practice competing through in-house club events such as Colour Galas or Sprint Nights. When prepared, swimmers will be able to try out their skills against teams from other clubs too!

## Session Times

Sunday	6 – 7pm	Purbeck Sports Centre, Wareham	Pre-Development (Competitive)
Monday	7 – 8pm	Purbeck Sports Centre, Wareham	Pre-Development (Competitive)

## Poolside Coaches/Volunteers

## Coaches

### HEAD COACH

Danny Partridge

ASA Level 2 Coach

### Assistant Coaches

Nicola Euripides

ASA Level 1 Coach

Julia Major (Mondays only)

ASA Level 2 Coach

### Relief Coach

Les Jessop

ASA Level 1 Coach,  
ASA advanced Teacher

## Kit List

### Essential

Goggles

Club Hat

Water bottle

Kick Board

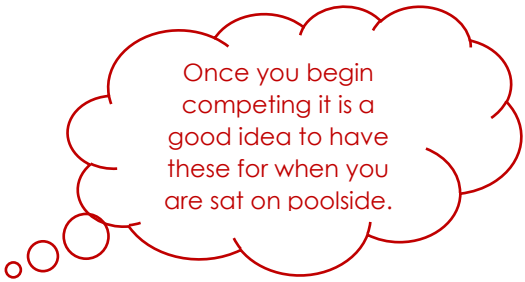
Pull Buoy

Short Blade Training Fins

### Optional

Poolside T-Shirt

Club Hoody



Once you begin competing it is a good idea to have these for when you are sat on poolside.

## Example of Competitions Available [See Events section for information](#)

Colour Galas

Sprint Nights

Club Championships

Novice Trophy Gala (Some Swimmers may be invited by the Head Coach to take part in this Team Event).

## DEVELOPMENT

**Pre-Requisites:** 200m FC, BK, BRST (Legal) + 50m Fly (Legal) + 100m IM.

The focus of the squad will be on learning to train effectively while continuing to develop competitive stroke technique + race skills in a fun environment conducive to taking onboard and applying new information. Opportunities to compete will be more readily available via Open Meets, County competitions and Team Galas.

## Session Times

Sunday	7 - 8pm	Purbeck Sports Centre, Wareham	Development (Competitive)
Monday	7 – 8.30pm	Purbeck Sports Centre, Wareham	Development (Competitive & Fitness)
Saturday	7:15- 8:45am	Purbeck Sports Centre, Wareham	Development, Squad (Competitive)

# Poolside Coaches/Volunteers

## Coaches

### HEAD COACH

Danny Partridge ASA Level 2 Coach

### Assistant Coaches

Nicola Euripides ASA Level 1 Coach

### Relief Coach

Les Jessop ASA Level 1 Coach  
ASA Advanced Teacher

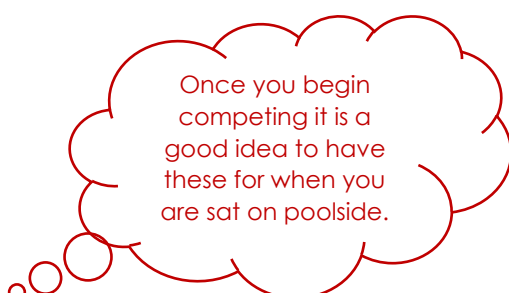
## Kit List

### Essential

Goggles  
Club Hat  
Water bottle  
Kick Board  
Pull Buoy  
Short Blade Training Fins  
Hand Paddles  
Centre Snorkel

### Optional

Poolside T-Shirt  
Club Hoody



Once you begin competing it is a good idea to have these for when you are sat on poolside.

## Example of Competitions Available **See Events section for information**

Colour Galas  
Sprint Nights  
Club Championships  
Novice Trophy Gala (Some Swimmers may be invited by the Head Coach to take part in this team Event).  
Open Meets  
County Championships

## SQUAD

**Pre-Requisites:** 200m IM, 100m Fly (Legal), County Qualification Times

Squad members will train through seasonal programs taking training and competition more seriously and building a strong team ethos with their Squad mates. They will aim for qualification and success at County Level and above in multiple events while continuing to build experience through Open Meets and Team competitions.  
Target events to include SE South West Regional Champs,

Minimum Sessions per week: 3

## Session Times

Sunday	7 – 8.30pm	Purbeck Sports Centre, Wareham	Squad (Competitive)
--------	------------	-----------------------------------	------------------------

Monday	7 – 9.00pm	Purbeck Sports Centre, Wareham	Squad (Competitive)
Saturday	7.15 – 8.45am	Purbeck Sports Centre, Wareham	Squad (Competitive)

## Poolside Coaches/Volunteers

### Coaches

#### HEAD COACH

Danny Partridge ASA Level 2 Coach

#### Assistant Coaches

Nicola Euripides ASA Level 1 Coach

#### Relief Coach

Les Jessop  
ASA Level 1 Coach  
ASA Advanced Teacher

### Kit List

#### Essential

Goggles  
Club Hat  
Water bottle – 1 Litre  
Kick Board  
Pull Buoy

Short Blade Training Fins  
Hand Paddles  
Centre Snorkel

#### Optional

Poolside T-Shirt  
Club Hoody

## Example of Competitions Available [See Events section for information](#)

Colour Galas  
Sprint Nights  
Club Championships  
Novice Trophy Gala (Some Swimmers may be invited by the Head Coach to take part in this league, if under 14 years).  
Jurassic League  
Open Meets  
County Championships  
SE South West Regional Championships

## Adults/Master

Masters training takes place on Saturday mornings, Sunday and Monday evenings. They train to their own programmes but a coach is available for advice if required. This training is suitable for ex-club swimmers, triathletes and other swimmers generally capable of swimming 1000m plus in a session. There are opportunities for adults, if fast enough, to swim for the club in the open category at several events during the year and represent Wareham in the DCASA Masters Competition and Masters Open Meets

## Events

Throughout the swimming season, you will see that there are multiple opportunities to compete and show off what you have been working hard for....

Here you will discover what each event is all about and what to expect during the event, next to each event you will see a clock symbol and the **approximate** time expected for the event.

At Wareham & District Swimming Club we are affiliated members of Dorset County ASA. The events below are available.

Novice Trophy Gala | Graded Meet | Development Meet | County Championships | Relay Gala

If you are still not sure, see the section for our: - [First timers guide to swimming galas! PG 31.](#)

We have also added a handy shopping list for keeping your son / daughter and you energized throughout events – see our handy advisory on [food and drink for events! PG 33](#)

## Entry Times For Competitions

Entry times are required to enter all County and Open Meet Competitions. There is a different criteria set out for each meet in the competition conditions so it is very important to read the meet pack when sent to you with your invite. These cover swimmers age as at, qualifying/consideration times for each event, achieved at a licensed or unlicensed competitions and in some cases, there is a period the times have to be achieved within approximately 12 months.

Some meets have a Qualifying time and a Consideration cut off time.

A Consideration time is set slower than a qualifying time to give swimmers an opportunity to enter but will not necessarily guarantee they will be accepted depending on the number of places allocated.

A Qualifying time is if the swimmers time, is that time or faster they will automatically qualify for that event if places are available.

## How to Enter

Events that have been organised by our club and are limited to entrants from Wareham & District Swimming Club only and are held at our home pool, are published at the beginning of the Calendar year. These include Colour Galas, Sprint Nights, and Club Championship events. Registration is on the evening of most event.

Events that are team events/leagues, such as Jurassic League, the Head Coach will announce the team before the event and will normally ask the open meet secretary to contact you with an invitation to the event advising of dates, times and location.

All open meets entries are done via the club **Open Meet secretary**, you will receive an automated email from the club with a meet invitation (Check your spam as these do not always go straight to your inbox).

## Please follow the guidelines on the email and Club Organiser

If you have not entered before follow our 9 step guide.

### 9 step guide.

1. When you receive an email from W&DSC with an invite advising you of details of a meet including closing date and payment, please read the Meet Pack attached.
2. Login to Club Organiser via the Club Organiser link at the bottom of the email  
Click on the 3 lines at the top of the page on the right-hand side. Click on "Login"  
  
Or  
  
Via [www.swim4wareham.co.uk](http://www.swim4wareham.co.uk) members login / club organiser, Click on "Login".
3. Log in - Enter your username and password.
4. Click "Enter now" at the bottom of the page,  
or  
Under payments drop down menu Click on "Fixtures / Gala payment"
5. Under Fixture, Select Fixture from drop down menu. You will then see the events the swimmer can enter. (Please note cost shown per event does not include the clubs non-refundable Levy)
6. Under the select column choose and tick only the events you wish to enter.
7. Click "Next" for Credit card payment. (Please note you will not be entered unless payment by credit card is completed)  
A summary will be shown listing the events entered and Total cost.
8. Click "email entry form"
9. You will receive an email once the entries have been accepted. Please check entries.

**N.B. Please pay by the CLUB CLOSING DATE giving the Open Meet Secretary time to ensure all payments have been received and the correct paperwork is completed to send in before the Meet closing date. Any delay may result in jeopardising other swimmers entries if the meet is on a first come first serve basis.**

## COLOUR GALA

No Entry Fee. Cost for Programme & Raffle



**2 – 3 Hours**

**W&DSC** 22

If you cannot find what you are looking for please emails us.  
Swim4wareham@gmail.com

We have 3 Terms per year and on one of these we have a Colour Gala which is held approximately 1 month from the start of the Term. Dates for these will be on the Calendar on the website.

It is for all swimmers in the club from all sessions (Teaching, & Squads, & Masters). These galas for new swimmers are an introduction into competition for those that have never entered a competition before, and practise for these are from the start of a new term.

If members wish to swim they come along on the night and report ½ hour before the start of the warm up for the gala to ensure their name is entered into the meet management programme on the computer, which prints out the lane and heat they will be swimming in for each event. All swimmers will be swimming against swimmers of their own ability and times. There will be volunteers advising the swimmers when to go up for their races. There is always a demonstration at the start of the gala by our older swimmers for all new swimmers who are not sure what to do. Our Team Captains and Vice Captains will also be around to help any of our swimmers new and old.

The gala is split over 2 nights, a Saturday (Start 5.30pm) and Sunday(Start 5.30pm) or Monday (Start 6.30pm) to give our swimmers the best opportunity to achieve a personal best (PB) time for each event.

Saturday is for all Colour groups, Green/Blue, Purple & Orange groups swim all their races on this night. All other Colour groups swim on Sunday or Monday as well to complete their races.

**All swimmers are expected to stay on poolside to the end of the colour gala for the presentation of medals.**

Medals for the colour groups are worked out on the points they score for the races swam. The computer takes the 6 fastest from all heats for each stroke swam awarding points, 6 points for 1<sup>st</sup> place 5 points for 2<sup>nd</sup> place etc. Once the points for all strokes swam in their Colour group are added up, the top three are presented with medals. Swimmer must enter all the events in their colour group to be eligible for a medal.

Please note that swimmers who win their race in a heat may not necessarily have been the fastest in that event.

**SPRINT NIGHT**

No Entry Fee. Cost for Programme & Raffle



**2 – 3 Hours**

These two events (Saturday, Sunday or Monday) are most important for you to attend and participate in as many swims as possible, as many of these times are used for choosing our Club Team for future Galas throughout the coming year, especially the Jurassic League Team event and other competitions.

Please see the Calendar for dates for this year.

This is aimed for all swimmers in the club from all sessions (Teaching, Squads, & Master swimmers) to come and enjoy themselves and have the chance to achieve their best times at 25m & 50m in all strokes depending on age and aim to receive a promotion ribbon. Any Personal Best times (PB's) will be entered on the computer, which could change a swimmers position on the Colour Group Ladder and may be considered for Pre-Development / Squad training.

# **LICENSED MEETS**

Licensed Meets are competitions registered with Swim England and run to a set standard depending on the level of competition.

Most licensed meets are County Championships and Open Meets Level 1-4.

## **Level 4**

Events meeting Swim England licence criteria for low level competition which are Club Championships and Open meets.

Purpose: For the development of inexperienced swimmers and those seeking to compete outside of their own Club environment. Times recorded are suitable for entry into County Championships when acceptable to the County concerned and Level 3 meets.

## **Level 3**

Purpose: To enable athletes to achieve times suitable for entry into Regional and County Championships and other meets at Level 1 or Level 2. Pool length, Long course or Short course.

## **Level 2**

Meets at this Level include Short Course (25metre pool), National, Regional and County Competitions.

Purpose: To enable swimmers to achieve qualifying Times suitable for entry into National, Regional and County competitions.

Entry Criteria: A minimum Qualifying time is required. Swimmers submitted entry time can be verified in Swim England rankings and must be from a Level 1 or 2 for National events and 1, 2 or 3 for Regional and County Championships.

County Championships and Open meets may choose also to accept entry times from Level 4 meets.

## **Level 1**

Meets at this Level include Long Course (50 metre Pool), National, Regional and County competitions.

Purpose: To enable swimmers to achieve qualifying Times suitable for entry into National, Regional and County competitions.



## AGE GROUP CLUB CHAMPIONSHIPS

No Entry Fee. Cost for Programme & Raffle



2 – 3 Hours

Our club championships is a very important club event in the year for all swimmers. Please come and support these events to enable them to be enjoyable and productive evenings. There are medals for each event in age groups and many trophies to be won. Many for individual events, for example there are trophies for a boy & girl, 8 & under, for all strokes & many more.

Our Age Group Club Championships are held over several evenings from September to December. Dates for these will be on the website Calendar and on the Notice Board.

It is for all swimmers in the club from all sessions (Teaching and Squads & Master swimmers). **All Pre-Development, Development and Performance Squad are expected to enter all events invited, with exceptions agreed with the coach.** Swimmers age is as at 31st December of the year of competition.

Under new rulings by Swim England all times to enter a County Championships need to be achieved at a licensed meet therefore many clubs now are licensing their Club Championships.

We are now licensing our Club Championships as a L4 but still need more officials as reserves.

If anyone could offer their support for this by taking their Timekeepers or Judge 1 qualification, please contact a committee member. If you are interested but not sure, you are welcome to come on poolside at one of our Colour galas and work alongside our officials to see if you like it.

## DORSET COUNTY NOVICE TROPHY GALA



2 – 3 Hours

This Gala is run by Dorset County Amateur Swimming Association (DCASA). It is an Introductory competition preparing our younger up and coming swimmers for the County Graded meet in April, Development Meet held in July and eventually their County Championships held at the beginning of the following year.

This is a Club Team event. The competition is swam in Age Groups of 14 & under, 12 & under, 11 & under, and 10 & under, age as at 31st December in the year of competition. All younger swimmers must be 9yrs old on the day of competition. This then gives the opportunity of some of our younger swimmers to be eligible to enter the Development meet in July as 9yr olds giving them an insight into the competition.

The Novice Trophy Gala is made up of most swimming clubs in Dorset and sometimes there is a guest club from another County who compete against one another held in March. To make the gala more evenly matched there has been Time Limits set on all races and relays. If any swimmer swims in the race faster than the time set they will have achieved a personal best time (PB) and will receive a speeding ticket, but the club will score no points for that event. It is a fun gala and anyone can win.

As each race has a Time Limit it will require specific swimmers and therefore it is very important that all swimmers' times are up to date, and you commit to the dates of the galas as it is very difficult to amend the Team sheet once it has been set up. Obviously there will be special circumstances and illness when a swimmer will not be able to attend

Please look on the Notice Board and the Website [www.swim4wareham.co.uk](http://www.swim4wareham.co.uk) for future

information on team selection.

## **DORSET COUNTY GRADED MEET**



### **Multiple Sessions - all day event**

This is classed as a licensed Level 4 Open Meet. (Dorset Club swimmers only)

This competition allows any swimmer of Category club Train or Club Compete to enter if they have a time below the upper cut off limit set by the County for this level (these times do not have to be achieved at a licensed meet). Faster swimmers are not eligible, for example those with a regional consideration time may not normally enter any events, and those with a county qualification time may not enter that event – for full details see the Dorset County ASA Website.

This is the next level of County competition after the Novice Trophy Gala. It is a one day event and a charge is made for each event the swimmer enters.

Swimmers will receive an automated email advising them of the swims they are eligible to enter and payment details. Please see how to enter via our website (P24) They may choose a select few or all to swim, but their Coach / Teacher is there to advise them which are the best swims for them to target.

To ensure you are considered for the events you wish to swim it is very important to reply by the W&DSC closing date.

All times achieved at this meet will be entered on the Swim England ranking list and can be considered for any future meets requiring licensed meet times.

## **DORSET COUNTY DEVELOPMENT MEET**



### **Multiple Sessions - all day event**

This is classed as a licensed Level 3 Development Meet (Dorset Club swimmers only). This is held in July please see the Calendar for the date for this year.

This is held over a period of 2 days (Saturday & Sunday). It is a licensed 3 meet and restricted to Category Club Compete swimmers only who have Consideration and Qualifying times, and there is a charge for each event. These times do not have to be licensed.

Swimmers will receive an automated email advising them of the swims they are eligible to enter and payment details. Please see how to enter via our website (P24) They may choose a select few or all to swim, but their Coach / Teacher is there to advise them which are the best swims for them to target.

To ensure you are considered for the events you wish to swim it is very important to reply by the W&DSC closing date.

All times achieved at this meet will be entered on the Swim England rankings list and can be considered for any future meets requiring licensed meet times.



## **DORSET COUNTY CHAMPIONSHIPS**

**Multiple Sessions - all day event**

This is classed as a licensed Level 2 Championships. (Dorset Club swimmers only)

This is held at the beginning of the year, please see the Calendar for the date for this year. It is held over a period of 4 days (Saturdays & Sundays) for two weekends. There are separate dates for the long-distance events of 800m & 1500m. All County Championships are licensed meets and restricted to Category Club Compete swimmers only, who have Consideration and Qualifying times achieved at a licensed meet, and there is a charge for each event.

Swimmers will receive an automated email advising them of the swims they are eligible to enter and payment details. Please see how to enter via our website (P24) They may choose a select few or all to swim, but their Coach / Teacher is there to advise them which are the best swims for them to target.

To ensure you are considered for the events you wish to swim it is very important to reply by the W&DSC closing date.

All times achieved at this meet will be entered on the Swim England ranking list and can be considered for any future meets requiring licensed meet times.

## **OPEN MEETS**



**Multiple Sessions - all day event**

All Open Meets are graded to certain levels from Level 1 to Level 4. Level 1 being of the highest standard (National/Regional). Most Open meets are licensed.

Open Meets are held in all Counties usually over 1 to 2 days (Saturday & Sunday). It is a licensed meet and restricted to Category Club Compete swimmers only. Anyone can enter any of these competitions, it is the swimmers choice as long as they have a consideration or qualifying time set out on the information for that meet (meet entry conditions). There is a charge for every race entered.

During the training year the Coach will target several Open Meets for our swimmers to take part, usually swimmers from our Development and Squad Groups.

Swimmers are selected by the Coach with the help of Club Organiser, for the swimmers with eligible times for that particular meet. These targeted meets are organised by the Competition secretary and an automated email will be sent to the swimmers.

Swimmers will receive an automated email advising them of the swims they are eligible to enter and payment details. Please see how to enter via our website (P24) They may choose a select few or all to swim, but their Coach / Teacher is there to advise them which are the best swims for them to target.

To ensure you are considered for the events you wish to swim it is very important to reply by the W&DSC closing date.

## REGIONAL COMPETITIONS



### Multiple Sessions - all day event

SE ASA South West Ltd - Region Competitions – Level 1 & 2

Anyone achieving a Regional Consideration or Qualifying time may enter any Regional Competitions as long as they meet the Competition criteria.

Regional times must be achieved at a licensed L1, L2 & L3 meet. There will be a charge for all of these competitions.

Please check on [www.swimwest.org.uk](http://www.swimwest.org.uk) for regional time tables.

Please discuss any entries to these competitions with your Coach.

## INTER COUNTY COMPETITIONS



### Multiple Sessions - all day event

This Competition is held in October at Sheffield.  
(Weekend away if selected with the County Team)

The County selects a team using Dorset Club swimmers. Swimmers selected will represent the County in an Inter-County competition held at Ponds Forge in Sheffield. All Counties in the UK enter this competition. There are 2 divisions in this competition and both swim on the same day.

All first time swimmers receive a County pin badge and if selected three times will receive an award.

## First Timer's Guide to Swimming Events.

Both parents and children may be very nervous at the prospect of swimming for the first time at a home or away gala, most likely because they do not know what to expect. With luck, this quick guide may help to answer some of the most common questions and settle some of the nerves.

### Swimming kit to bring on the day

- Two towels - one for poolside & one to get changed with.
- Goggles that do not leak (a spare pair is good in case of emergency).
- W&DSC hat and W&DSC Pool side top (Don't worry if you don't have one of these yet a loose fitting t-shirt to wear between races will do).
- At least one drink for poolside. Please remind your swimmer to keep hydrated and a packed lunch/snacks for in-between sessions at an away gala, See our food and drink guide for ideas.

### Arrival

For most galas, swimmers need to let their coach or team manager know that they have arrived.

Please allow plenty of time for arrival as it is very stressful for a child to arrive late and worry about missing their race and their important warmup.

There is often a spectator entry fee and programmes are usually sold. There is generally a raffle table at most galas, the proceeds of which are often used to host future galas, fees vary in price.

### **Warm-Up**

Coaches or officials will inform the swimmers if there is a warm up and when it is time for their allocated warm-up and which lane to swim in. The children are normally split into gender and age groups.

The time allowed for warm-up varies between galas so please tell your swimmer to listen for instructions.

### **Race time**

The swimmers will be called to a marshalling area by a steward for each individual race; they are often called up a few races in advance to ensure continuity between races. They are placed into order based on the lane they will be swimming in. As each race is run, the swimmers move round getting closer to the blocks to start.

Once they reach the starting blocks, they are ready for the Referees whistles and the starter to sound the start signal. All other swimmers must stand still, and silence is requested to ensure that the swimmers can clearly hear instructions and the starter's signal.

They are off and the results of all the hours of hard work and training can be seen in the pool. Feel free to cheer all the swimmers on and create a fun environment.

During the race, judges are watching for correct stroke technique, correctly executed turns and false starts. Incorrect technique or a mistake in any of these areas may result in disqualification. Should this happen to your child, it is not the end of the world and is a very normal part of learning to race. Even the best swimmers in the world can be disqualified.

The results will show the swimmer has been disqualified, also the announcer should announce any disqualifications. The best way to learn and move forward though, is to ask a coach. They will be very supportive and explain what to do next time.

### **Race over.**

Once the race is over there is some time to wait before the results are issued. Your child may have performed well in one heat but some of his or her age group may have raced in another heat. For this reason, times are compared to identify the results for each age category. The timekeepers stationed at the end of the pool diligently record the times for each swimmer and these are checked by the chief timekeeper and passed to the referee. Electronic timing may also be used to ensure fair results.

When the results are printed and displayed on the wall poolside, there may be a medal, ribbon or badge to be collected from the medal table by the swimmer. Results are usually announced.

Parents can record the gala name, date, stroke, and distance with the all-important time achieved by the swimmer. Results and times are usually live via the organisers website or an app, sometimes printouts are displayed near the spectator area as soon as possible.

When entering future galas, the organisers are likely to request the swimmer's personal best (PB) time for that stroke so that they can put swimmers with similar times into the same heat.

A big thank you is required for all the officials, helpers, and coaches who volunteer their time generously to put on the event.

Most of all, both parents and swimmers must remember to enjoy the day and look out for dates of future galas to do it all again!

## Food and Drink for events.

Depending on the length of the event there are various items that you can take along to keep your child energized / hydrated before, during and after the event.

Some events have early start and can be some distance from home, so having time for a protein packed breakfast just sometimes is not possible.

### Before.

Try to encourage them to have a good night's rest before the event and a nutritious meal. Eat breakfast, at least one hour before and keep hydrated.

### During.

For some of the shorter galas just plenty of water will do, there is no need to pack them off with a ton of food if they have eaten well before hand.

For longer events little and often is key, plenty of water, there really is no need for sugar laced energy drinks. Small plastic containers are great for storing dried fruit, grapes, strawberries, cereal bars, Carrot sticks and more.

### After.

They will be tired and hungry at the end of any event, so a good meal is needed for them and you.... sometimes it is late by the time they actually leave the building so plan ahead.

**Some go to snack ideas from some of our swim parents...items they often have on their shopping list!**



**Take litter home with you, take a carrier bag to pick up any wrappers.**

# WAREHAM & DISTRICT SWIMMING CLUB



## CONSTITUTION

6<sup>th</sup> October 2024



## **RULES of Wareham & District Swimming Club (“the Club”) as at 6<sup>th</sup> October 2024**

### **1. Name**

- 1.1 The name of the Club shall be Wareham & District Swimming Club.

### **2. Objects**

- 2.1 The objects of the Club shall be the teaching, development and practice of swimming, for its members and shall, where appropriate, be to compete. In the furtherance of these objects:

- 2.1.1 The Club is committed to treating everyone equally within the context of its activity and with due respect to the differences of individuals. It shall not apply nor endorse unlawful or unjustified discrimination and shall act in compliance with the protections afforded by the Equality Act 2010.

- 2.1.2 The Club shall implement the Swim England Equality Policy (as may be amended from time to time).

- 2.2 The Club shall be affiliated to Swim England South West Ltd Region, and shall adopt and conform to the rules of Swim England South West Ltd Region, and to such other bodies as the Club may determine from time to time.

- 2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Articles, Regulations and Technical Rules of Swim England (“Swim England Regulations”) and in particular:

- 2.3.1 all competing members shall be eligible competitors as defined in Swim England Regulations; and

- 2.3.2 the Club shall in accordance with Swim England Regulations adopt the current Swim England’s Child Safeguarding Policy and Procedures (“Wavepower”); and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.

- 2.3.3 members of the Club shall in accordance with Swim England Regulations comply with Wavepower.

- 2.4 By virtue of the affiliation of the Club to Swim England South West Ltd Region, the Club and all members of the Club acknowledge that they are subject to the regulations, rules and constitutions of:

- 2.4.1 Dorset County Amateur Swimming Association; and

- 2.4.2 Swim England South West Ltd Region; and

- 2.4.3 Swim England (to include the Code of Ethics); and

- 2.4.4 British Swimming (in particular it’s Anti-Doping Rules and Judicial Code); and

- 2.4.5 LEN, the European governing body for the aquatic sports; and

- 2.4.6 World Aquatics, the World governing body for the aquatic sports.

(hereinafter defined as “Rules of a Governing Body”).

- 2.5 In the event that there shall be any conflict between any rule or by-law of the Club and the Rules of the Governing Body then the relevant Rule of the Governing Body shall prevail.

### **3. Membership**

- 3.1 The total membership of the Club shall not normally be limited. If however, the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club.
- 3.2 Club membership consists of four parts all or some of which may have annual fees. The four parts with applicable fees to be paid by the due date are Club, County, Region and Swim England membership.
- 3.3 All persons who assist in any way with the Club's activities shall become members of the Club and hence Swim England and the relevant Swim England membership fee shall be paid.
- 3.4 Paid individuals who are not members of the Club must be members of a body which accepts that its members are bound by Swim England's Code of Ethics, Swim England Regulations relating to Wavepower, those parts of the Judicial Regulations and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations.
- 3.5 Any person who wishes to become a member of the Club must submit an application by the Club's stated process to the Club Membership Secretary (and in the case of a child under 18 years of age the application must be submitted by the applicant's parent or guardian). The Club application process should be able to view either online or via a paper format.
- 3.6 Admission to membership shall be determined by the Club's agreed process. In its consideration of applications for membership, the Club shall not act in a discriminatory manner and in particular, shall adhere to the Equality Act 2010 (as may be amended). Accordingly, (unless the Club chooses to restrict its membership to only people who share the same Protected Characteristic) the Club shall not refuse membership on the basis of a Protected Characteristic within the Equality Act 2010. Neither may refusal be made on the grounds of political persuasion.
- 3.7 The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, or, in the case of a swimmer, being unable to achieve the entry standards as laid down and provided by the Club to the applicant for membership. The Club shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a Review Panel.
- 3.8 Membership is not transferable. This includes the transfer of membership rights from a child under 18 years of age to a parent or guardian.

#### **4. Membership and Other Fees**

- 4.1 The annual membership fee and all other fees payable to the Club shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for different classes of membership as it shall determine.
- 4.2 The annual Swim England, Region and County fees (if any) shall be due on joining the Club and thereafter on the 1<sup>st</sup> of January each year.
- 4.3 The Club shall inform all members of the fees payment structure and whether annual fees are paid in full or via an appointed scheme. Any member whose fees are unpaid by the date falling 30 days after the due date for payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made.
- 4.4 The Committee shall, from time to time, have the power to determine the Clubs annual membership and other fees. This shall include the power to make such a change in the fees as shall, where the Club pays the relevant affiliation fees to Swim England on behalf of members, be consequential upon a change of such fees. Any increase in fees shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.
- 4.5 The Executive Officers (or the Committee) shall have the power in special circumstances to remit the whole or part of the Club fees, to address issues of social inclusion. The club may also make suitable arrangements for the required payment of Swim England, Regional and County fees (where applicable).

#### **5. Resignation**

- 5.1 A member wishing to resign membership of the Club must give to the Club Secretary written notice of their resignation via post or electronic means.
- 5.2 A member whose fees are more than two months in arrears shall be deemed to have resigned from the Club and their membership terminated. Where membership has been terminated in this way the member shall be informed in writing either via post to the last known address or by electronic means.
- 5.3 A member who resigns from the Club or whose membership is terminated shall not be entitled to have any part of the annual Club, Swim England, Region, or County membership fee refunded and must immediately return any Club or external body's property.
- 5.4 The Swim England Membership Department and the relevant Swim England Region shall be informed by the Club should a member resign or have their membership terminated when still owing money or property to the Club.

## **6. Expulsion and Other Disciplinary Action**

- 6.1 The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for the individual to remain a member. The Club in exercising this power shall comply with the provisions of Rules 6.3 and 6.4 below.
- 6.2 Upon expulsion the former member shall not be entitled to have any part of the annual Club membership fee refunded and must immediately return any Club or external body's property held.
- 6.3 The Club shall comply with the relevant Judicial Regulations for handling Internal Club Disputes as the same may be revised from time to time.
- 6.4 A member may not be expelled or (subject to Rule 6.5 below) be made the subject of any other penalty unless the panel hearing the complaint shall by a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the member.
- 6.5 The Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider Club activities, when in their opinion or following, such action is in the interests of the Club. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate Judicial Regulations.
- 6.6 Swim England shall have power to temporarily suspend members or suspend members for a specified term in accordance with Judicial Regulations and Child Safeguarding Regulations as the same may be revised from time to time.

## **7. Committee**

- 7.1 The Committee shall consist of the Chairperson, Secretary, Treasurer (together "the Executive Officers of the Club") and a minimum of 5 elected members all of whom must be members of the Club. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.
- 7.2 In accordance with Wavepower the Committee shall appoint a member of the Club as Welfare Officer who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with Wavepower. The Welfare Officer shall not be related to or in a relationship with any one of the 'Executive Officers of the Club' or the Club's Coaches or Teachers.
- 7.3 The Welfare Officer will have a right to attend Committee meetings without a power to vote. Attendance at meetings will be for the purpose of sharing or addressing matters relating to Welfare.
- 7.4 The Executive Officers and Committee members shall be proposed seconded and elected at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting and take office when the Chairperson has closed the meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring Executive Officers and members of the Committee shall be eligible for re-election.
- 7.5 Committee meetings shall be held at regular intervals and the quorum of that meeting shall be 50% of the number entitled to vote with at least one executive officer present. The Chairperson

and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than 7 days oral, written notice or by electronic email of a meeting. Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the Chairperson (or the acting Chairperson of that meeting) shall have a casting or additional vote.) The Secretary, or in their absence a member of the Committee, shall take minutes.

- 7.6 In the event that a quorum is not present within 30 minutes of the stated start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairperson. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 10.2 shall not apply.
- 7.7 In addition to the members so elected the Committee may co-opt up to 4 further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Committee and shall be counted in establishing whether a quorum is present
- 7.8 The Committee may from time to time appoint such sub-committees and roles as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 7.9 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner to be appointed by the members in a General Meeting.
- 7.10 The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- 7.11 The Committee shall maintain a log of Accidents/Incidents at Club related activities. Details of such shall be reported to the insurers in accordance with the Accident/Incident Notification guidelines. The Club shall make an annual return to the Swim England Membership Department indicating whether or not an entry has been made in the prescribed online form. A copy of entries should be kept for a period of six years or in respect of an injury to a child they should be kept for six years after they attain 18 years of age.
- 7.12 The Committee shall retain all financial records relating to the Club and copies of minutes of all meetings for a minimum period of six years.

## **8. Ceremonial Positions and Honorary Members/Life Members**

- 8.1 The Annual General Meeting of the Club, if it thinks fit, may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the Club on election but

shall, *ex officio*, be an honorary member of the Club and must be included in the Club's Annual Return of Members to Swim England.

- 8.2 The Committee may nominate any person as an honorary member of the Club for a specified period of time, or as a life member, and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as Officers or on the Committee unless any such person shall also be a fee paying member of the Club in accordance with Rule 3. Life members must be elected at the Annual General Meeting confirmed annually and be included in the Club's annual return as to membership.
- 8.3 Honorary and/or life memberships may only be removed at an Annual General Meeting of the Club, when it shall be properly proposed in accordance with these Rules.
- 8.4 A minimum of **21** days in advance of the Annual General Meeting, the Committee shall write to all holders of honorary and/or life membership affected by the above proposal drawing the proposal to their attention and inviting them to attend the Annual General Meeting Reasons for the proposal will be circulated with the agenda.
- 8.5 Where the effected holder or holders of the honorary and/or life membership do not attend or are unable to attend the Annual General Meeting, the Chairperson may allow the matter in so far as it relates to the absent person(s) to proceed directly to vote, which shall be by a show of hands OR secret ballot (to be at the discretion of the Chairperson).

## **9. Annual General Meeting**

- 9.1 The Annual General Meeting of the Club shall be held each year on a date in September or October. The date, time and venue/online option for the Annual General Meeting shall be fixed by the Committee.
- 9.2 For the purpose of participation in voting at an Annual General Meeting of the Club, all persons shall have been a member as at the membership deadline day which is the date of closure of nominations and submission of proposals.
- 9.3 The purpose of the Annual General Meeting is to transact the following business:
  - 9.3.1 to receive the Chairperson's report of the activities of the Club during the previous year.
  - 9.3.2 to receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;
  - 9.3.3 to remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that they remain in office.
  - 9.3.4 to elect the Executive Officers and other members of the Committee.
  - 9.3.5 to decide on the dissolution of existing honorary and/or Life membership categories.
  - 9.3.6 to decide on any resolution which may be duly submitted in accordance with Rule 9.6.
  - 9.3.7 to elect or reaffirm the Custodians of the Club.
- 9.4 For the Annual General Meeting the Secretary shall be responsible for sending to each member at their last known postal or electronic address a written agenda giving notice of the date, time and venue of the General Meeting no later than **28** days prior to the published date. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.

- 9.5 Nominations for election of members to any office or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary not later than **21** days prior to the published date of the meeting. Both proposer and seconder must be a fully paid member of the Club and Swim England at the time of nomination. The nominee shall be required to indicate in writing on the nomination form their willingness to stand for election.
- 9.6 Any member shall be entitled to put any proposal for consideration at an Annual General Meeting provided the proposal in writing is received by Secretary not later than **21** days prior to the published date of the meeting.
- 9.7 No less than **14** days before the published meeting date, together with the resolutions to be proposed, a list of the nominees for the Committee posts and a copy of the examined accounts will be circulated to all Club members.

## **10. Special General Meeting**

- 10.1 A Special General Meeting may be called at any time by the Committee at a committee meeting.
- 10.2 A Special General Meeting shall be called by the Committee and held within **28** days of receipt by the Secretary of a requisition in writing signed by not less than seven members entitled to vote at a General Meeting or, if greater, such number as represents one-tenth in number of such members, stating the purposes for which the meeting is required and the resolutions proposed.
- 10.3 For the purpose of participation in voting at a Special General Meeting of the Club, all persons shall have been a member as at the membership deadline day which is the date that the requisition for the meeting was made by the Committee or members.
- 10.4 In the case of a Special General Meeting the Secretary shall be responsible for sending to each member at their last known postal or electronic address a written agenda giving notice of the date, time and venue no later than **21** days prior to the date agreed by the Committee following the requisition submitted stating the purposes for which the meeting is required, and the resolutions proposed.

## **11. Procedure at the Annual and Special General Meetings**

- 11.1 The Committee can decide to hold the Annual or Special General Meeting virtually, using such electronic and video technology as it sees fit.
- 11.2 The quorum for the Annual and Special General Meetings shall be seven members entitled to vote at the Meeting or, if greater, such number as represents one-tenth in number of such members.
- 11.3 The Chairperson, or in the Chairperson's absence a member appointed by the Committee shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson shall have a casting or additional vote.
- 11.4 Only paid up members who have reached their 16<sup>th</sup> birthday shall be entitled to be heard and to vote on all matters.

- 11.5 The Secretary, or in their absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 11.6 The appointed Chairperson of the meeting shall have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

## **12. Alteration of the Rules and Other Resolutions**

- 12.1 The Rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least (two-thirds) of members present and entitled to vote at the General Meeting. No amendment(s) to the Rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorised to do so by Swim England South West Ltd Region.

## **13. By-Laws**

- 13.1 The Committee shall have power to make, repeal and amend regulations and by-laws as they may from time to time consider necessary for the wellbeing of the Club. Such regulations, by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting. The Committee shall have power to settle disputed points not otherwise provided for in this Constitution.

## **14. Finance**

- 14.1 All monies payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club.
- 14.2 No sum shall be drawn from that account except by the method agreed by the Committee which includes a minimum of two authorisations. Any monies not required for immediate use may be invested as the Committee in its discretion think fit.
- 14.3 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club, (save as set out in Rule 17.3).
- 14.4 The Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member or employee of the Club and to any other person or persons for services rendered to the Club.
- 14.5 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.
- 14.6 The financial year of the Club shall be the period commencing on 1<sup>st</sup> April and ending on 31<sup>st</sup> March. Any change to the financial year shall require the approval of the members in a General Meeting.



## 15. Borrowing

- 15.1 The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion up to such limits on borrowing as may be laid down from time to time by the General Meeting for the general upkeep of the Club or with the (prior) approval of a General Meeting for any other expenditure, additions or improvements.
- 15.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.
- 15.3 The Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.

## 16. Property

- 16.1 The property of the Club, other than cash at the bank, shall be vested in not less than two but not more than four Custodians who shall be members of the Club over 18 years of age. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 16.2 The Custodians shall be elected and reaffirmed at an Annual General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- 16.3 The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

## 17. Dissolution

- 17.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three - quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.
- 17.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 17.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to a charity or charities (or other non-profit making organisation having objects similar to those of the Club for the furtherance of such objects) nominated by the last Committee.

## 18. Acknowledgement

- 18.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.
- 18.2 This constitution must be readily available to all club members. This may be via posting on the Club website or shared with members annually at time of membership renewal.
- 18.3 The following statement **must** appear on Club membership renewal forms and is to be signed by the member. It must also be countersigned by the parent, or a person having parental responsibility for the member, if under 18 years of age:

***“I acknowledge receipt of the rules of Wareham & District Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules.”***

# **Policies and Procedures**

## **Disciplinary Code**

### **Definitions:**

Executive Officers: Chairman, Secretary and Treasurer

Officers: Head Coach, Head Teacher, Membership Sec. Welfare Officer, Open Meet Sec, Gala Organiser and Trophy Coordinator.

Committee Members: Elected/Co-opted members of the club.

Official: A person from any club that is on the poolside in an official capacity as a technical or non-technical officials.

Adult Members: Any other paid up member of Wareham & District Swimming Club over the age of 18 years.

Junior Members: Any other paid up member of Wareham & District Swimming Club under the age of 18 years.

### **Gross Misconduct:**

1. Any behaviour, which is a serious threat to the health or safety of any other person.
2. Bullying.
3. Theft.
4. Flagrant disregard for an instruction from an Officer, Committee Member, Official, Teacher and Coach or his/her assistant, such as to undermine the authority of the same.

### **Serious Misconduct:**

1. Behaviour not included in the above, which could put any other person at risk including the offender.
2. Failure to obey an instruction from a Committee Member, Official, Teacher and Coach or his/her assistant.
3. Any other act of dishonesty.
4. Swearing.
5. Three or more incidents of misconduct.

### **Misconduct:**

Any other behaviour which in the opinion of the Committee is likely to cause offence to other persons or bring the Club or the sport into disrepute including but not limited to: swearing in the presence of others, spitting, running on poolside (save where the same may cause a serious threat to the safety of other persons).

### **Disciplinary Book:**

A Book retained by the Secretary which records all incidents where behaviour has been referred to The Committee by reason of any of the above.

### **Appeal Hearing:**

A hearing arranged by the Secretary at the request of any member. The hearing shall be held within 7 days and the matter shall be determined by the Chairman together with 2 other members as the member calling the Appeal hearing shall request.

## **Disciplinary Hearing:**

A hearing arranged by the Secretary to consider any allegation as set out herein. The member may attend the hearing together with any other person of the Member's choice. The hearing shall be before the Club's Chairman and Secretary to answer the allegations made. Before attending the meeting the member shall in writing be made fully aware of the allegations made and provided with as much information as the Secretary considers enables the member to fully answer the allegations made. At the meeting the member shall be given every opportunity to answer the allegations made, and shall be made aware of possible and probable sanctions. The Secretary shall keep a full record of the meeting and shall as soon as possible thereafter prepare a report to the Committee.

### **1. Gross Misconduct.**

1.1 An officer of the Club may, in his discretion, upon being advised of or witnessing an incident of what he/her consider Gross Misconduct within the meaning set out above immediately:

1.1.1 Suspend a member from swim sessions

1.1.2 Ask a member to leave a swim session or gala as appropriate.

1.2 Where an Officer either in circumstances set out in 1.1 above or in any other circumstance becomes aware of an incident of Gross Misconduct on the part of any member he shall as soon as practicable notify at least one of the Executive Members of the Club. He/she shall then prepare a written report of the incident in strictest confidence to the Club Chairman or Secretary within 3 days of the event in question. The Executive Committee shall meet to discuss the matter within a further 3 days. The Executive Committee may either dismiss the allegation and reinstate the member without any record in the Disciplinary Record or may decide to action the matter. In the event of the latter the Executive Committee shall appoint one of its members to investigate the matter as swiftly as possible and in any event to prepare a full report in writing to the Committee within 7 days. The Offending member shall be kept advised by the Secretary of all action being taken. The Secretary shall within 5 days of the report above invite the member to attend a Disciplinary Hearing. The Committee shall meet within 7 days of the Disciplinary Hearing and receive a full report of the Secretary and shall by a majority vote decide the sanction to be imposed. Such sanction shall include:

1.2.1 The Expulsion of the member

1.2.2 The suspension of the member

1.2.3 The exclusion of swimming member from team selection

1.2.4 Giving of a written warning for any of the above

1.2.5 Any other formal reprimand of the member

1.2.6 The reinstatement of the member

1.3 In all cases a summary of the matter and outcome shall be recorded in the club's Disciplinary Book.

1.4 The member shall be notified of the decision in writing forthwith by the Secretary. The member shall further be advised of his right to appeal the decision within 7 days of such notification by writing to the secretary where upon the Secretary shall set up an Appeal Hearing.

1.5 If the member is dissatisfied following the Appeal Hearing the member shall be advised of his right to appeal to the DJT

1.6 No decision to exclude a member shall be deemed passed unless supported by 75% of the Committee members attending the relevant Committee meeting

### **2. Serious Misconduct:**

In the event that a member or officer becomes aware of an incidence of Serious Misconduct the member or Officer shall as soon as possible and preferably in writing notify an Executive Member giving as much information as possible. The Executive Member shall within 5 days if he considers the same appropriate call the offending member to a Disciplinary Hearing as soon as possible. There shall be no immediate sanction until after such hearing has been held. Following the Disciplinary Hearing the Executive Members may either dismiss the allegations in which case no record shall go into the Disciplinary Book or they may report back to the Executive Committee who shall in their discretion decide on the sanction to be imposed which may include:

2.1. Suspension for a period of time not exceeding one month.

2.2 Suspension from the club team for a period not exceeding one month

2.3 A formal reprimand.

2.4 A written warning of the above sanctions giving a clear opportunity for improvement.

2.5 A financial penalty

### **3. Misconduct:**

Any member of the committee or any assistant coach or poolside assistant who has been given authority by the coach may discipline any member who appears to be guilty of misconduct without consulting any other the sanctions that may be imposed are as follows:

3.1 a request that a swimmer leaves the swim session

3.2 a formal reprimand

3.3. reporting the matter to a parent of a swimmer under the age of 18 years

3.4 entering the offence in the Discipline Book and giving of a written warning which shall warn of the consequence of further such incidences

4. If these rules shall be invoked in the case of a swimmer under the age of 18 years then in each such case the matter shall be reported to and discussed with the child's parent/guardian at the earliest possible opportunity and in the event that the parent considers that the matter has been handled inappropriately the parent shall have the right to refer the matter to the Executive Committee who shall consider the same as an appeal.

5. In the interpretation of these rules all Committee Members shall act impartially and having respect for the dignity and privacy of all individuals concerned. Further that the punishments are commensurate with the crime and applied consistently throughout the club.

6. Any party who is dissatisfied with the interpretation of these rules may apply to the District Judicial Tribunal (DJT) of the ASA for guidance.

7. Any warning given shall be expunged from the record after 12 months without further offence.

**RH 2-2007**

# Data Protection Policy

## Background

Every member of Wareham & District Swimming Club is required to complete a club membership form. The details you provide to us are used solely for the purposes of your club membership and the clubs governing bodies. This information will not be used for commercial or marketing purposes. Your details are securely held by the committee and the clubs governing bodies in both hardcopy and electronic form which places a responsibility upon them in relation to the Data Protection Act 2018

## Data Protection Act Principles

The Data Protection Act 2018 puts in place 8 principles to make sure that the information you provide to us is handled properly. These state that data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in line with your rights
- Secure
- Not transferred to countries without adequate protection

Club membership records are regularly reviewed by the Membership Officer to ensure compliance with these principles (e.g. when a swimmer ceases to be a member of the club, their membership details are destroyed).

## Medical Details

The safety of club members is of prime concern to us. Given the nature of swimming, it is essential that club Teachers, Coaches and Committee are aware of any health issues that could impact a member's safety, particularly when poolside.

The club membership form therefore requires each member to provide us with detail relating to any health issues that in your judgement you feel the club should be made aware of. In addition, we ask that you provide detail of any medication that might be required in relation to the health issue.

Any such medical information you provide to us is also held by us in both hardcopy and electronic form. Under the data protection act we require your explicit consent to hold such information and your signature on the membership form is our means of discharging our responsibility.

The current act also states that parental consent is required for the collection of data for children aged below 12 years of age. Swim England feel that 12 years of age is too low and have decided that it would be better to obtain parental consent for the collection of data for anyone below 18 years of age. Changes to membership details (including medical details)

**Under the Data Protection Act we have an obligation to ensure the membership details that we hold are accurate – we can only do this if you let us know of relevant changes. Please use the change of membership details form to notify us of any changes (available on any club night from the front desk or download a copy from the club's website**

**([www.swim4wareham.co.uk](http://www.swim4wareham.co.uk))**

For a Swim England Data Protection policy. Go to [swimming.org](http://swimming.org), search option, Privacy policy

## Hardship

Please Contact the club Head Teacher, Head Coach or Club Treasurer for further information.

## Handbook Disclaimer

All facts and figures referenced or referred to within this handbook were correct at time of printing