

Newport Pagnell Swimming Club



Founded 1890

WELCOME PACK



NEWPORT PAGNELL SWIMMING CLUB

First of all, welcome to Newport Pagnell Swimming Club, one of the oldest swimming clubs in England. The club has been in existence for over 100 years with swimmers originally swimming in the river Ouse.

Today the need for a swimming club is as great as ever with so much water around us - rivers, lakes and canals but most of the swimming now takes place in Middleton pool in Newport Pagnell.

This is an information package that has been put together by the committee; it is designed to help parents learn about the club and some of the swimming activities so the transition into it can be as easy as possible. It is intended that it will answer as many queries as possible and explain club rules, regulations and policies. If you have any further queries, please do not hesitate to ask any member of the committee or indeed any other parents within the club.

WHO ARE THE COMMITTEE?

The committee is made up of 14 people, who are in general parents of swimmers or ex-swimmers. The committee is elected annually at the June A.G.M. The date will be advised to all members. All the committee members are voluntary and have their own jobs to do within the club. The list of current committee members and their roles is displayed on the notice board on the wall by the learner pool at Middleton pool.

If you would like to join the committee please have a word with one of us and we will give you more details.

WHERE DO I TRAIN?

"Home" is Middleton pool in Newport Pagnell and this is where the majority of the training sessions take place. (See Appendix A for times). Training sessions also take place at Leon School pool in Bletchley on Fridays, for the development squad and the younger squad members. Additional sessions are also held at Bedford High School on Thursday evenings and sometimes when Middleton pool is closed during holidays or

for cleaning. These sessions tend to be more for the squad swimmers. Special sessions are also held at Bedford for diving practice, watch the board for notices!

As the Middleton pool is a 33.3 metre pool it is unsuitable for galas. The pool used for home galas is at Stantonbury campus in Milton Keynes.

HOW DOES A SWIMMER PROGRESS THROUGH THE CLUB?

The swim school system operated by the club covers most ages. The classes are named. They start with Tadpoles, then progress through Minnows, Trouts, Eels, Otters and finally to Sharks. (See Appendix B for further details) These names help to give the swimmers identity and encourage them to progress through the classes. On successful completion of the shark's class the next stage will be to move to the main club to start competitive swimming. Newport Pagnell Swimming Club does not offer any Learn to swim classes above Level 12. Initially the swimmer will join the development squad. There are three stages in the Development Squad where the emphasis is still on technique but where development of stamina and speed commences. Finally the swimmer will move to the main squad. Most of the swimmers chosen to swim in competitive events will be selected from the squad, but for the novice events selections will also be made from the development squad.

HOW MANY TRAINING SESSIONS DO THE SWIMMERS GENERALLY ATTEND?

Swimmers are actively encouraged not to over-train. It is expected that every squad swimmer over the age of 11 attend **3 sessions per week** (this would normally include a gala swim at the weekend). As the 'County' Championship Events approach, information regarding increase of training schedules will be placed on the notice board by the head coach.

IS THERE ANYWHERE FOR A SWIMMER TO RECORD WHAT THEY ARE DOING?

A log book has been developed and can be accessed via the web site. The log book can be used to record:

- Personal information
- Training information
- Competition information including target times
- Targets or goals

At times agreed with the coach the information will be reviewed.

WHAT KIT DO THE SWIMMERS NEED?

Initially the swimmers will need a non-transparent one-piece swimming costume/trunks and goggles (spares are a good idea as they are often mislaid, to reappear a couple of weeks later!). As the swimmer progresses through the system they will need fins (flippers), a float 'kick-board', a pull buoy and a drinks bottle. For galas they should also wear a NPSC T-shirt and swim hat (if the swimmer wears one).

WHERE CAN I BUY THE ABOVE ITEMS?

Contact the swim shop representatives whose details can be found on the notice board or the NPSC web site. The club has also negotiated a discount with a swimwear supplier – see the web site for details.

WHAT ARE THE CLUB AND POOL RULES?

The club rules or the constitution can be found in Appendix C.

In addition the club also has some rules that need to be followed at the pool

- Give your name to staff on the desk on arrival at the pool.
- Get changed and take all your belongings with you onto poolside.
- Go to poolside no more than 5 minutes before your lesson is due to start.

- No outdoor shoes to be worn on poolside. Please change shoes/go barefoot.
- No food or drink on poolside.
- In the case of absence due to holidays or ill health please advise us to secure your place.
- Any messages for teachers should be given before or after the lesson.
- Parents on poolside are asked not to distract swimmers/teachers and to keep control of other children in their company.

The club has a view of what it expects of swimmers, parents/guardians and itself. See Appendix D.

DOES THE CLUB HAVE ANY CHILD PROTECTION POLICIES

The club adheres to the ASA Child Welfare in Swimming Policy. It can be accessed on-line at

<http://www.sportcentric.com/vmgmt/vfilemgmt/page/filedownload/1,8202,5026-49221-84094-0-file.00.pdf>

PDF files are readable using Adobe Acrobat Reader.

An extract of the Child Protection Procedures and Anti Bullying Policy can be found in Appendices E and F. Members are asked to familiarise themselves with the child protection arrangements of the club.

If you have any queries or concerns please speak to the club welfare officer.

DOES THE CLUB HAVE ANY EQUITY POLICIES

The club has adopted the ASA Swim21 Equity policy. See Appendix G.

HOW DO I FIND OUT WHAT'S GOING ON?

There is a notice board at Middleton pool, where most information is posted. This

includes training session timetables, diary of events, team selection, club records and social events. Next to the board there is a box where entry forms for 'open events' are kept. PLEASE READ THE NOTICE BOARD WHEN YOU ARE AT THE POOL. It is important that you read the notice board regularly; if your child is selected for an event his/her name will be on the list. Please indicate availability as early as possible in order that other swimmers can be given a swim if you can't make it. Team selection, results and Personal Best (PB) times are posted on the club's website together with session times, venues and other information. See www.npswim.com.

A newsletter is produced several times a year. If you have any items for inclusion please see the Communications Secretary.

WHAT TYPES OF COMPETITIONS ARE THERE?

There are a variety of competitions that NPSC are involved with.

Classes Gala

The Classes Gala takes place in June each year and is arranged by the class rather than the age of the swimmer.

The date of the gala is included in the diary, which is displayed on the notice board and the web site. Nearer the time a poster will be placed on the notice board advertising the event.

In order to enter the gala letters for entry will be distributed. They will need to be completed by the specified date and handed to the individual(s) specified in the letter

League Gala's

Within swimming there are a number of leagues that each club can join. Usually membership of a league means that a club will swim in three competitive events called galas. Points are awarded for each race within each gala – 6 for the winner, 5 for second etc. When deciding which league's

to join a club will consider a number of different factors:

- Timing: Gala's within each league will be held within a 3 - 4 month period.
- Grade: Within swimming there are 3 grades of gala. A for the strongest swimmers through to C where there is normally a time limit that a swimmer should not be quicker than. This should provide all swimmers with an opportunity to swim competitively.
- Age: The swimmers age as at 31st December in the year of competition. Some galas have age restrictions.

The club coach will decide which swimmers will be included in the team for each gala. Please look at the notice board regularly to see if you have been selected to swim.

Currently NPSC are members of 4 leagues:

- Home Counties
- Chiltern
- Milton Keynes & District
- Speedo

See Appendix H for more details.

'Friendly' Gala's

'Friendly' galas are organised by individual clubs throughout the year. The organising club will invite other clubs in the area to send a team to compete. There is usually a trophy presented to the winning club. Newport Pagnell hold two of these galas's each year. A 'C' grade gala in May and a relay/sprint gala in December.

When deciding which gala to attend there are the same considerations as those detailed in the League section.

The club coach will decide which gala's to attend and which swimmers will be included in the team for each gala. Please look at the notice board regularly to see if you have been selected to swim.

Club Championships

The club championships are held in October. The majority of the events are held at Stantonbury pool and take place on a Saturday and Sunday evening. (Four events are held at Bedford High School)

All Development squad and full squad members are eligible to enter. Various trophies and medals can be won. (See Appendix H for details).

Entry forms will be distributed in September.
The form will confirm the date by which the forms should be submitted and the person(s) to whom they should be given.

A presentation evening will be held in late October/November for trophies and medals to be presented.

Open Gala's

Open galas are organised by individual clubs throughout the year. The organising club will invite other clubs in the area to send 'individual' swimmers' to compete.

The club coach will decide which open events to attend following the same considerations as detailed in the League section. Assuming they meet the entry requirements, all squad swimmers will be given the opportunity to enter as individuals representing the club rather than as a team.

Most Open galas award trophies or medals to the top 3 or sometimes 6 swimmers in each age group and stroke, although this varies from gala to gala. There will be awards for both boys and girls.

At some of these gala's there may be relay races. If the club coach wishes to enter any teams he will select the swimmers and place the details on the notice board.

See Appendix H for further details.

County Championships

The Oxfordshire and North Buckinghamshire County Championships are held in over a number of weekends in February and March each year. In total there are 18 gala's held in Milton Keynes, Aylesbury and Oxford.

Entrance to the Championships is through qualifying times. All squad swimmers can start competing at County level from the age of 9 years as long as they have gained the qualifying standard.

There are a number of relay races held throughout the competition. If the club coach wishes to enter any teams he will either notify swimmers of the 'selection' dates or select the swimmers and place the details on the notice board.

See Appendix H for further details

MY CHILD IS 10 IN FEBRUARY 2006, WHAT AGE GROUP WILL HE SWIM IN?

Swimmers who are entered for galas are done so in accordance with their age as at 31st December of that year. Therefore your child will swim as a 10 year old in 2006. Some galas, usually the opens are age as on day of the gala; this will be indicated on the information given out. The County events are organised a little differently. (See Appendix H)

WHAT DOES MY CHILD NEED TO TAKE TO GALAS?

A swimmer needs to have the basic 'tools of the trade' - Trunks/costume, towel and NPSC cap together with NPSC T-shirt and a drink (not fizzy). It is also advisable to take some food, as children tend to become hungry quickly, energy giving food such as bananas, pasta and peanut butter sandwiches. More ideas can be found in the nutrition sheet (See Appendix J). Swimmers are not allowed to leave the poolside without footwear, so flip-flops or pool shoes can be

useful. Some swimmers also like to have shorts to wear poolside - these are optional.

HOW OFTEN ARE THE GALAS?

There are galas happening most weekends, although with over 100 swimmers, we try to give everyone a chance to swim. Due to the differing entry restrictions different swimmers will be able to swim in different events. A diary containing details of galas is pinned on the notice board. Usually the first few galas the swimmer attends, he/she will compete in relays only.

HOW DO WE GET TO A GALA?

Angela Lehman usually has a supply of maps and directions for all galas. These are not given out as a matter of course, because many people will already know the way.

Alternatively there is a link from the web site to 'Find a Pool' which gives access to the pool details and also provides a link through to Multimaps.

If your child needs a lift make a note on the gala sheet on the board and someone will get back to you.

HOW MUCH WILL ALL THIS COST?

You will be charged an Annual Membership Fee to belong to the Club. This is to register and meet some of the insurance requirements. For insurance purposes we must insist that all parents staying on poolside during lessons are also members. For this purpose we have a Family Membership. The committee sets the Membership Fee annually.

Each squad swimmer will also be charged the ASA membership fee. This is to register and provide full insurance cover for the swimmer while in the pool. Please ensure that you have completed the blue ASA registration form.

The club year runs from January to December. Class fees are payable on a 10 week period. Squad fees are paid monthly.

You can either pay your squad fees by standing order or you will receive an invoice and can pay by cheque.

See Appendix K for details of current costs.

There is no charge for swimmers at most galas, although a small fee is charged for adult spectators – this is to cover the cost of pool hire, trophies etc. If swimmers enter Open galas, the Club Championships or the County Championships there is a charge of £2.00-£4.50 for each event entered.

IS MY CHILD INSURED?

Through membership of the ASA your child has personal accident insurance. (See the ASA web site for details).

HEALTH ISSUES

If your child has any medical conditions, such as asthma, allergies (e.g. nut,), eczema or hay fever, or is taking any medication, please inform the one of the committee members or coaches, so that the child welfare officer – Andy Heath- can discuss the situation with you. Coaches need to be aware of children with medical conditions, in case of any poolside difficulties. Also, as a member of the A.S.A. a health declaration form needs to be completed and returned to the association.

THERE SEEMS TO BE A LOT OF JARGON

Initially this seems to be the case but it won't take long to understand it all. Included in Appendix L is a glossary

CAN I VOLUNTEER?

We are always looking for volunteers to join the committee, help with galas or train as officials. If you are interested please speak to The Volunteer Co-ordinator.

IF I VOLUNTEER WILL I BE INSURED?

As a volunteer you will be registered with the ASA as a voluntary helper. This means you



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will have personal accident and liability insurance. See the ASA website for details.

WHAT IS SWIM21?

The Amateur Swimming Association (ASA) swimmer Development Programme for the 21st century.

Swim 21 is the ASA's club development model - a planning tool, enabling clubs to help swimmers, coaches and administrators achieve their full potential. It is centred on the needs of the swimmers - striving to provide them with the best possible environment. It is regarded as the back bone of the ASA's development programme and the more a club puts into the process, the more it will get out of it

IS NPSC INVOLVED IN SWIM21?

NPSC already does a lot of the things included in the Swim21 model however it is not documented. The club is currently working hard to:

- Put all the relevant documentation in place.
- Develop and improve any procedures that need it.
- Make sure everybody is aware of the procedures.

The club is hoping to have completed all the activities required to gain swim21 accreditation for the Learn to Swim Activity in April '06. It is anticipated that the activities required to gain full club accreditation will be completed by the end 2006.

APPENDIX A - TRAINING TIMES

Monday

Development Squad	19:30	-	20:30	Middleton Pool
Junior Squad Training	19:30	-	20:30	Middleton Pool
Senior Squad Training	20:30	-	22:00	Middleton Pool

Tuesday

Learn to Swim	17:30	-	19:00	Middleton Pool
Development Squad	19:00	-	20:15	Middleton Pool
Junior Squad Training	19:00	-	20:15	Middleton Pool
Senior Squad Training	20:15	-	21:00	Middleton Pool

Thursday

Squad Training	19:30	-	21:00	Bedford High School
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Friday

Development Squad	18:00	-	20:00	Leon School
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Saturday

Squad Training	07:30	-	09:00	Middleton Pool
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Sunday

Development Squad	07:30	-	09:00	Middleton Pool
Squad Training	07:30	-	09:00	Middleton Pool

Note: Swimming will often continue during the school holidays. Please confirm the details with your teacher or coach.

APPENDIX B – CLASSES

Class	Criteria	What they do	Badges
Tadpole 1	From 3 years	Working on water awareness and confidence.	Ducklings 1 – 3
Tadpole 2	Duckling 3	Showing confidence underneath water and travelling 5 metres using alternate leg kick.	Ducklings 4 – 5 Level 1
Minnows	Duckling 5/level 1 Minimum 1.2m tall	Standing and moving around water confidently and using arms and legs without aid.	Level 1 & 2
Trout's	Level 2	Being very confident and strong on water and underneath it.	Level 3 & 4
Super Trout's	Level 4	Having a strong full stroke in 3 strokes and showing a basic technique unaided. Using time limits underwater during skills.	Levels 5 & 6
Otters/Eels	Level 6	Showing efficient leg kick and a basic technique in the 4 strokes for up to 50m including a tumble turn. Also sculling and push and glides should be completed strongly.	Levels 7 & 8
Sharks	Level 8	Showing a plunge dive and diving underwater. Showing efficient strokes and correctly completed turns for all strokes.	Level 9 & 10
Super sharks (Leon pool – Friday night)	Level 6	Swimming continuously for 10 mins using two competitive strokes. Showing very efficient techniques, starts and turns.	Level 9 - 12

APPENDIX C – Constitution

RULES of Newport Pagnell Swimming Club as at 9th November 2005

1. Name

1.1 The name of the Club shall be Newport Pagnell Swimming Club

2. Objects

2.1 The objects of the Club shall be the objects of the Amateur Swimming Association and in particular the teaching and practice of swimming, and the promotion of competitive swimming at all levels. In the furtherance of these objects:

2.1.1 The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability or political persuasion.

2.1.2 The Club believes 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.

2.2 The Club shall be affiliated to ASA South East Region Amateur Swimming Association and Oxon & North Bucks Amateur Swimming Association (and shall adopt and conform to the rules of such association) and 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 Laws and Technical Rules of the Amateur Swimming Association ("ASA Laws") and in particular:

2.3.1 All competing members shall be eligible competitors as defined in ASA Laws; and

2.3.2 The Club shall in accordance with ASA Laws adopt the ASA Child Protection Procedures; and

2.3.3 Members of the Club shall in accordance with ASA Laws comply with the ASA Child Protection Procedures.

2.4 By virtue of the affiliation of the Club to ASA South East Region Amateur Swimming Association and Oxon & North Bucks Amateur Swimming Association the Club and all members of the Club acknowledge that they are subject to the laws and rules of:

2.4.1 ASA South East Region Amateur Swimming Association and Oxon & North Bucks Amateur Swimming Association; and

2.4.2 The Amateur Swimming Association; (to include the ASA/ISTC Code of Ethics); and

2.4.3 The Amateur Swimming Federation of Great Britain (to include in particular the ASFGB Doping Control Rules and Protocols and ASFGB Disciplinary Code); and

2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together "the Governing Body Rules")

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



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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 All persons who assist in any way with the club's activities shall become members of the club and hence of the ASA and the relevant ASA membership fee shall be paid. Assisting with the club's activities shall include, but not be restricted to, administrators, associate members, instructors, teachers and coaches, whether employed, self employed or voluntary, Committee members, helpers, Honorary members, life members, officers, patrons, presidents, technical and non-technical officials, temporary members, vice presidents and verifiers or tutors of the ASA's educational certificates.

3.3 Any person who wishes to become a member of the Club must submit a signed application to the Secretary (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). Election to membership shall be in the discretion of the Committee or other person(s) authorised by the Committee.

3.4 Categories of membership

Junior swimmers (under 16)

Senior swimmers

Category 3 ASA

4 Subscription and Other Fees

4.1 The annual member's subscription and coaching and squad fees (as applicable) 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 subscription and entrance fee (if any) shall be due on joining the Club and thereafter on the 1st day of January each year.

4.3 Any member whose subscription, coaching fees, or squad fees (as applicable) is 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 Officers of the Club shall have the ability in exceptional circumstances to remit part of the coaching or squad fees in order to address the issue of social inclusion.

4.5 The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual ASA Membership Fees to the ASA on behalf of members, be consequential upon an increase in individual ASA membership fees. Any increase in subscriptions 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.

5 Resignation

5.1 A member wishing to resign membership of the Club must give to the Secretary written notice of his resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.

5.2 Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than two months in arrear shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he shall be informed in writing that he is no longer a member by notice handed to him or sent by post to his last known address.

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 him to remain a member.

6.2 The Club shall adopt and comply with the ASA Guidelines for handling Internal Club Disputes ("the Guidelines") as the same may be revised from time to time. The Guidelines are set out as an Appendix to the ASA Judicial Laws and appear in the ASA Handbook. A copy of the current Guidelines may be obtained from the ASA Legal Affairs Department.

6.3 A member may not be expelled or (subject to Rule 6.4 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.

6.4 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, such action is in the interests of the Club. Where such action is taken the complaint will thereafter be dealt with in accordance with the Guidelines.

7 Committee

7.1 The Committee shall consist of the Chairman, Secretary, Treasurer and Welfare Officer together with such additional secretaries as required to manage specific activities of the Club, (together "the Officers of the Club") and up to 12 elected members all of whom must be members of the Club. All Committee members must be not less than 16 years of age though the Committee may allow younger member(s) to attend their meetings as observers without power to vote.

7.2 The Committee members shall be proposed, seconded and elected by ballot at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. The Committee may fill any vacancy occurring by resignation or otherwise. Retiring members of the Committee shall be eligible for re-election.

7.3 Committee meetings shall be held not less than once a month (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be such number as shall represent not less than a simple majority of the Committee members (to include not less than one Officer). The Chairman 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 two days oral or written notice of a meeting. Decisions of the Committee shall be made by a simple majority and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a



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casting or additional vote. The Secretary, or in his absence a member of the Committee, shall take minutes.

7.4 In the event that a quorum is not present within thirty minutes of the published 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 Chairman. 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 11.1 shall not apply

7.5 In addition to the members so elected the Committee may co-opt up to two 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 not be counted in establishing whether a quorum is present.

7.6 The Committee may from time to time appoint from among their number such sub-committees 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.

7.7 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 General Meeting.

7.8 Club Captains shall be appointed at the Annual General Meeting and serve for a period of 12 months. The committee shall appoint the Club Captains having consulted with the Head Coach. Nominees shall be consulted as to their willingness to hold office prior to the Annual General Meeting. In the case of junior members, a parent/guardian shall give prior consent to the nomination.

7.9 The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in the management of the affairs of the Club.

8 Officers [and Honorary Members]

8.1 The Officers and Committee of the Club shall be proposed, seconded and elected by ballot at the Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire. The Committee may fill any vacancy occurring by resignation or otherwise. Retiring officers shall be eligible for re-election.

8.2 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 association and on election shall, *ex officio*, be an honorary member of the Club and must be included in the Club's Annual Return of Members to the ASA.

8.3 The Committee may elect any person as an honorary member of the Club for such period as they think fit (including life) 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



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unless any such person shall have retained in addition his ordinary membership of the Club. Such honorary members must be included in the Club's annual return as to membership.

9 Annual General Meeting

9.1 The Annual General Meeting of the Club shall be held each year on a date falling within the period 1 June ("the Opening Date") and 30 June ("the Closing Date"). The date for the Annual General Meeting shall be fixed by the Committee.

9.2 The purpose of the Annual General Meeting is to transact the following business:

9.2.1 To receive the Chairman's report of the activities of the Club during the previous year;

9.2.2 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;

9.2.3 To elect the Officers and other members of the Committee;

9.2.4 To decide on any resolution that may be duly submitted in accordance with Rule 9.3.

9.3 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 before the meeting specified above. The nominee shall be required to indicate in writing on the nomination form his willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not less than 21 days before the meeting.

10 Special General Meeting

10.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Secretary within 28 days of receipt by him of a requisition in writing signed by not less than 7 members entitled to attend and vote at a General Meeting or (if greater) such numbers as represents one-tenth in number of such members, 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 Secretary shall personally be responsible for the handing out or sending to each member at his last known address written notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least 14 days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.

11.2 The quorum for the Annual and Special General Meetings shall be 12 members entitled to attend and vote at the Meeting.

11.3 The Chairman, or in his absence a member selected by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3. In the event of an equality of votes the Chairman shall have a casting or additional vote. Paid up members who have reached their 16th birthday shall be entitled to be

heard and to vote on all matters. Members who have not reached their 16th birthday shall be entitled to be heard and vote only on those matters determined by the Chairman as matters concerning juniors.

11.4 The Secretary, or in his absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.

11.5 The Chairman shall at all General Meetings 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 to the rules shall become effective until such amendment shall have been submitted to and validated by Oxon & North Buckinghamshire County Amateur Swimming Association.

12.2 Any member shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him not later than 10th May in the case of the Annual General Meeting or (in the case of a Special-General Meeting) 14 days before the date of the meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 11.1

13 By-Laws

13.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the well being of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

14 Finance

14.1 All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer. Any moneys not required for immediate use may be invested as the Committee in its discretion thinks fit.

14.2 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 16.3.

14.3 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.

14.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.

14.5 The financial year of the Club shall be the period commencing on 1st April and ending on 31st 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 Dissolution

16.1 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.

16.2 The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

16.3 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.

17 Duty of Care

17.1 Any accidents that occur shall be recorded in the Club's Accident Report Book and the Accident Book of the Establishment where the accident took place. A copy of the report shall be given to the Club. Members have a Duty of Care to inform the Club of such incidents.

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.

The following statement should appear on Club membership forms and should be signed by the member and must also be countersigned by parent or guardian of members under 16 years of age:

I acknowledge receipt of the rules of Newport Pagnell 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.

APPENDIX D – Membership Regulations

What the Club expects from all swimmers

All swimmers should attend the training sessions regularly, and be ready to enter the water at the time their session starts. Swimmers should therefore be at the pool a minimum of 10 minutes before the start, to allow time to change, get on poolside and to get ready. Swimmers who arrive late MAY be refused entry into that session.

All swimmers should be properly equipped for training and galas as appropriate to their progression through the Club. When swimming in galas or open meets for the club, swimmers must wear team hats and T-shirts. These can be obtained from the Club Shop – please see notice board at end of pool for details and forms.

All swimmers must behave responsibly at all times on poolside and respect the rules and regulations of the swimming pools.

All swimmers are to put the required effort into each training session, and try to achieve the relevant targets set by their coaches.

If swimmers have to get out of the pool early for any reason (eg. Illness or early finish for personal reasons) they must inform a coach and then get changed and stay on poolside until you are collected or the session ends.

Swimmers are expected to attend galas when chosen by the chief coach. Swimmers regularly not doing will be suspended from the club unless a reasonable explanation is forthcoming

What the Club expects from the parents/guardians

Fees must be paid promptly. They are to be paid, in full, regardless of whether the swimmers attend the sessions or not. Fees, which are overdue, will receive a polite reminder from the Club. If not paid within 2 weeks of this they will be referred to the committee for further action which may lead to an admission charge or suspension from the club.

The Club **MUST** be informed of any changes in the general health of a swimmer

Where a swimmer is ill, or unable to attend for a considerable period of time, a letter should be sent in to the committee explaining the circumstances and the probable absence period. The committee will then consider any adjustment, or postponement of the fees due.

If any member wishes to resign from the Club, the committee requires a written notification of 1 month.

As most swimmers are reliant on parents to get them to the pool, please ensure that they arrive at least 10 minutes before the session starts

It is a Club requirement that every swimmer must be a member of the club. If on poolside at any time, please obey the rules and regulations of the swimming pool (especially the NO OUTDOOR SHOES rule). Please refrain from talking to the swimmers and coaches during the training session. Any discussion you may wish to have should be conducted at the end of the session.



NEWPORT PAGNELL SWIMMING CLUB

What swimmers and parents can expect from the Club

To expect instruction by qualified teachers and coaches, relevant to the ability of the swimmer.

A planned programme of training for all swimmers to progress through the Club, to achieve full potential.

Swimmers will be consulted about any proposed changes to training times/days.

Swimmers will, subject to ability, represent the Club in galas through the year that are appropriate to their standard. Where there are no appropriate swims available, or their age group is over represented, then the swimmers can expect support and encouragement to select and attend open meets that are appropriate to their standard.

When swimming in meets organised through the Club, swimmers will have coaching support unless under ten swimmers are attending, then a committee members (or if not, a parent) will be asked on poolside to look after the swimmers.

APPENDIX E – CHILD PROTECTION PROCEDURES

The procedures contained herein are extracted from the full ASA Child Welfare in Swimming Procedures and Guidelines document which can be accessed at: <http://www.sportcentric.com/vmgmt/vfilemgmt/page/filedownload/1,8202,5026-49221-84094-0-file,00.pdf>

Child Welfare in Swimming

The ASA believe that the welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in swimming - administrator, club official, coach, parent, friend, children themselves, everyone - can help. Abuse can occur anywhere there are children - at home, at school, in the park, at the club. Sadly, there are some people who will seek to be where children are, simply in order to abuse them. We believe that everyone in the ASA has a part to play in looking after the children with whom they are working. The Children Act 1989 and Working Together to Safeguard Children (DOH 1999) highlight the shared responsibility of organisations to promote children's well being and safeguard them from harm. They stress the importance of effective information sharing, collaboration, and understanding. As the National Governing Body of Swimming the ASA has a moral and legal obligation to both identify and appropriately deal with concerns raised regarding the well being of children involved in our sport.

These child protection procedures stem from the following principles

- The child's welfare is the first consideration.
- All children regardless of age, gender, racial origin, religious belief, sexual identity and any disability have a right to enjoy sport free from all forms of abuse or sexual exploitation.
- The ASA and associated clubs have responsibilities for the welfare of children and young people who take part in our sport.
- The ASA has a responsibility to maintain confidentiality in all cases involving child protection in line with the current legislation.
- The ASA will not tolerate, within its clubs, poor practice in dealing with child welfare.

Please remember the ASA will support anyone who, in good faith reports his or her concerns that a child is at risk of, or may actually be, being abused.

A child is defined as any young person under the age of 18.

What is Child Abuse?

It's generally acknowledged that there are four main types of abuse - **Physical, Sexual, Emotional** and **Neglect**. **PHYSICAL ABUSE** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm or deliberate ill health to a child. It might also occur if a child is forced to train beyond his/her capabilities. **SEXUAL ABUSE** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. It may involve physical contact, including penetrative or non-penetrative acts, involving children in looking at, or in the production of, pornographic material, or encouraging children to behave in sexually inappropriate ways. **EMOTIONAL ABUSE** is the persistent emotional ill treatment of a child that adversely effects their development. It may involve conveying to a child that they are worthless, unloved, and inadequate, or where inappropriate expectations are put upon them. In a sporting context this may include severe parental or coaching pressure to succeed. Racially and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying. **NEGLECT** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the

child's health or development, such as failing to provide shelter, food, clothing, or unresponsiveness to a child's basic emotional needs. In a sporting context it could also mean failing to ensure they are safe or exposing them to harm. IN ADDITION BULLYING currently accounts for a high proportion of referrals to the ASA. A separate anti bullying policy has been written by the ASA with the assistance of KIDSCAPE. The guidance in this document should be followed in any case where bullying has been reported or observed within the club setting.

Child Abuse in Swimming

Swimming plays a major part in the lives of many children and families and for most the experience is a positive one that provides them with many opportunities to have fun, keep fit and even participate at national and international competitions. However, sadly we know from experience that a small minority of individuals who wish to harm children will access them through our sport. In 2002, the ASA and NSPCC jointly published the report "In at the Deep End", which analysed child welfare cases that had been referred to the ASA between 1997 and 2001. The study identified that having a policy and procedure was an essential part of child protection in our sport. All clubs were supplied with a copy of the report and any club member can access it from their club welfare officer. Many types of abuse and poor practice have been observed and reported in the swimming environment. It is often committed by a person well known and trusted by the child in the swimming club. It can also be committed by another young person. Sibling and peer abuse has been recognised as an ongoing aspect of child protection in swimming and should be recognised and addressed. Other concerns have involved the use of racist language and racist taunts which should not be tolerated in clubs, nor should bullying by children or adults. See the NPSC anti-bullying policy, which has been extracted from the ASA Child Welfare in Swimming Procedures and Guidelines. All adults involved in swimming have a responsibility to report concerns of a child abuse nature appropriately and to act in a manner at all times that keeps children safe from harm.

Children with Specific Needs

Some disabled children may require specialised care and clubs who work with children with physical and learning problems should ensure that:

- The guidelines of Disability Sport England "Protecting Disabled Children and Adults in Sport and Recreation" are followed by clubs, teachers and coaches who work with children (and adults) with disabilities.
- All coaches and teachers are suitably qualified to teach/coach children with specific needs.
- The views of the child and parent/carer are always obtained prior to any activity, specifically those requiring any physical handling or of a physical nature, to gain both consent and agreement of all concerned.
- No child is discriminated against in any manner by the club or any member or from taking part in an activity, which it is safe and proper for them to undertake.

Some children will suffer with an illness but show no outward appearance of being a child with specific needs, such as those diagnosed with epilepsy or diabetes. It is essential the club co-operate with parents on their child's needs should they develop an attack at training or competition. Advice can also be sought from the ASA medical advisor if required. Such children should not be excluded or prevented from taking part in any sporting activity in which all other swimmers are entitled to take part, as this would be discriminatory. With the correct knowledge and information, and the required parental support, children with such illnesses can train and compete as any other swimmer.

Currently the ASA is developing a welfare policy specifically for both children and adults with specific needs.

Procedures

Please remember it is not your responsibility to decide whether a child is being abused, but we are asking you to act on your concerns. It is your responsibility to ensure the concerns raised are passed on appropriately. The club welfare officer should always be involved in any concern raised. As a member, official or parent involved in an ASA affiliated club you should follow the guidelines as outlined below:

- If the child or young person is in danger or has been injured, ensure they are safe and contact the police or social services.
- If the child is not in immediate danger but you have concerns, either:
 - Discuss the concerns with your club officer or a club official who will advise you on the correct procedure for referring your concern appropriately.
 - Ring the Swimline number 0800 100 4001 displayed on your notice board. The club welfare officer will be able to inform you on how to refer your concerns to gain appropriate advice and action.
- Make a note of what you've seen or heard but don't delay passing on the information. As soon as possible complete the ASA referral form found on page ASA Child Welfare document. NB You or the club welfare officer/ official should, in every case send a completed referral form to the ASA Legal Department to advise them of your concern and to whom you have reported it. Address the letter to:

ASA Legal Affairs Dept.,
Harold Fern House,
Derby Square,
Loughborough
LE11 5AL

PLEASE REMEMBER - it's not your responsibility to decide whether a child is being abused but we are asking you to act on your concerns.

When a concern is referred to the ASA and further action is required you will receive a copy of the ASA protocol document. This outlines what possible actions will be taken and what further contact will be made with the referrer.

Guidance

Action to take if a child tells you that he or she is being abused:

- Stay calm
- Don't promise to keep it to yourself
- Listen to what the child says and, please, take it seriously
- Only ask questions if you need to identify what the child is telling you - don't ask the child about explicit details
- Make a detailed note of what the child is telling you but as advised in the previous section, please don't delay passing on the information

APPENDIX F – ANTI-BULLYING POLICY

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can swim in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all swimmers or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING club*. This means that anyone who knows that bullying is happening is expected to tell the club welfare officer or any committee member.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be:

- Emotional - being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding goggles/floats, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumours, teasing

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Swimmers who are bullying need to learn different ways of behaving. A club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All committee members, coaches and teachers, swimmers and parents should have an understanding of what bullying is.
- All committee members, teaching and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported.
- All swimmers and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a club we take bullying seriously. Swimmers and parents should be assured that they would be supported when bullying is reported.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Says he is being bullied
- Is unwilling to go to club sessions
- Becomes withdrawn anxious, or lacking in confidence
- Feels ill before training sessions
- Comes home with clothes torn or swimming equipment damaged
- Has possessions go “missing”
- Asks for money or starts stealing money (to pay bully)

- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above

In more extreme cases:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away
-

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Procedures

1. Report bullying incidents to the club welfare officer or a member of the committee or ring Swimline
2. In cases of serious bullying, the incidents will be referred to the ASA for advice
3. Parents should be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

RECOMMENDED CLUB ACTION

If the club decides it is appropriate for them to deal with the situation they should follow the procedure outlined below.

1. Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails/is not appropriate a small panel (Made up from Chair, Welfare Officer, Secretary, committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, and these should be agreed by all as a true account.
3. The same panel should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.
4. If bullying has, in their view, taken place the swimmer should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
5. In some cases the parent of the bully or bullied swimmer can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.
6. All coaches involved with both swimmers should be made aware of the concerns and outcome of the process i.e. the warning.



NEWPORT PAGNELL SWIMMING CLUB

In the case of adults reported to be bullying swimmers under 18

1. The ASA should always be informed and will advise on action to be taken.
2. It is anticipated that in most cases where the allegation is made regarding a teacher or coach, child protection awareness training may be recommended.
3. More serious cases may be referred to the police, social services or judicial complaints procedure.

Prevention:

- The club has a written constitution, which states it will 'adopt the ASA Child Protection Procedures'.
- All swimmers and parents will sign to accept the constitution upon joining the club.
- The club welfare officer will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with swimmers to discuss the issue openly and constructively

This policy is based on that provided to schools by KIDSCAPE. KIDSCAPE is a voluntary organisation committed to help prevent child bullying. **KIDSCAPE can be contacted on 0207 730 3300.**

The ASA has information from Kidscape, which is available to clubs on request.

APPENDIX G – Club Equity Policy

The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion.

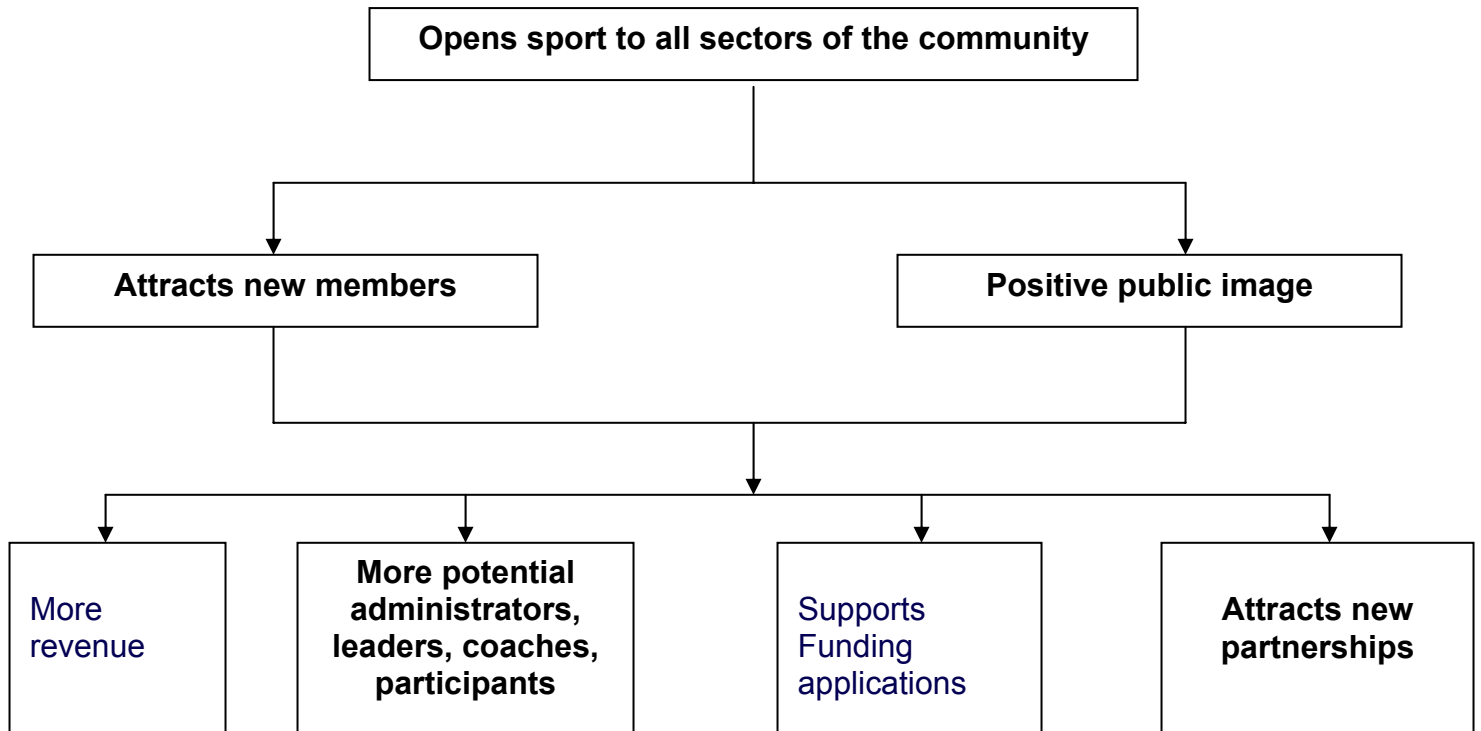
Sports Equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse.

All Club members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to the club disciplinary procedures.

Benefits of Sports Equity



Equal Opportunity in Swimming

'Equal Opportunity is about celebrating difference and diversity and as such providing a swimming structure that can respond to this in a proactive and positive manner'.

The ASA and ASFGB is totally committed to the principals and practice of equal opportunities across all of it's aquatic disciplines, both as an employer, provider and as facilitator of such practices by all it's members. In our work with key partners, such as swimmers, clubs, teachers, coaches, officials and administrators, we will advocate our policies make every effort to ensure that all participation has equity at it's core.

Swimming is a 'sport for all'. It can and should be enjoyed and made accessible to everyone and to achieve this:

- **The ASA/ASFGB** is committed to work towards ensuring that swimming is accessible to the, many rather than the few.
- **The ASA/ASFGB** recognizes the need to acknowledge the diversity of provision that is required to ensure that all people, regardless of their race, sex/gender, disability, age, sexual orientation, social or economic background can access swimming and develop at a level that is appropriate to them.
- **The ASA/ASFGB** recognizes the need to celebrate differences and diversity of provision as a means of creating entitlement and accessibility to our structures.
- **The ASA/ASFGB** recognizes that equal opportunity is about recognizing that people are different and therefore require different provision.
- **The ASA/ASFGB** recognizes the need to consult widely in order to respond to diversity.

Addressing Equal Opportunities

In addressing equal opportunities, the ASA/ASFGB will respond to issues of equity by:

- Recognising that swimming as an organisation – our staff, swimmers, coaches, teachers, officials and administrators need to adapt and work flexibly in order to respond to the needs of a wide and diverse range of people.
- Take positive action to increase the involvement from under represented groups in all aspects of our organisation, participation, coaching, teaching, officialdom etc.

In doing so the ASA/ASFGB supports four key principals as being fundamental to ensuring that everyone can participate in our sport and the achievement of equality of opportunity:

- Entitlement:** People have a right to participate in and access quality and appropriate experiences within swimming.
- Accessibility:** It is the responsibility of the ASA – our teachers, coaches, officials and administrators – to adapt provision to fit the needs of the many.
- Inclusion:** Wherever and whenever possible, all to access the same quality of provision, and if necessary to use positive action to ensure this:

Integrity: Whatever we do as an Association to change or adopt provision, it must be of equal worth, challenging, relevant and in no way patronising.

Lines of responsibility

The ASA/ASFGB will strive to become an organisation that values diversity and in order to achieve this we recognise that there must be clear lines of responsibility between all segments of the organisation.

The ASA/ASFGB as an employer

The ASA/ASFGB aspires to provide a diverse workforce, a composition of which reflects that of the broader community in terms of gender, ethnicity and disability. In order to bring about this diversity we undertake to:

- Provide full and fair considerations for all job, role and applications.
- Assist all our employees to realise their full potential by ensuring that they receive fair consideration of their training and career development needs and promotion opportunities.
- Wherever possible modify employment practices and procedures to reduce barriers experienced by members of disadvantaged social groups in seeking and during employment with the Association.
- Maintain full records in recruitment, training and employment and use this information as a means of identifying areas of inequality.
- Require all our employees to undergo relevant training before taking part in recruitment and selection.
- Regularly review our recruitment, selection, training and promotion procedures to ensure that they are fair and reflect current best practice.

The ASA/ASFGB as a Membership Organisation.

The ASA/ASFGB is committed to encouraging membership from all sectors of the community. To achieve this we undertake to:

- Promote an open and honest culture that values diversity.
- Communicate widely, ensuring that our messages can be understood and appreciated by all.
- Positively encourage the involvement of all people, regardless of their gender, race, disability, age and social background.
- Work to redress the effects of discrimination.
- Change attitudes and working practices to ensure that everyone can feel a valued member of the Association.

Teachers and Coaches.

In our training and development of Teachers and Coaches, we will strive to ensure that they:

- Establish and implement professional and ethical values and practice.
- Promote and apply the principals and practices of equal opportunities
- Promote positive images of people with Special needs.
- Have a commitment to providing entitlement and access to all their professional activities.
- Encourage high expectations and standards of achievement from all they teach
- Involve everyone in meaningful and appropriate activity to ensure a quality experience.
- Help everyone to achieve their full potential.



NEWPORT PAGNELL SWIMMING CLUB

Officials and Administrators

In our involvement of officials and administrators we will expect them to

- Adopt, promote and practice the values of the Association.
- Ensure that participation can be enjoyed by all.
- Provide meaningful and appropriate experiences, which recognise and value the diversity of the participants.
- Actively encourage the participation and involvement of people from disadvantaged groups of the community.

APPENDIX H - COMPETATIVE SWIMMING

League Gala's

Home Counties:

This league includes 15 - 18 teams.

- Gala 1 & 2: A draw is held to split the teams into 3 groups.
- Gala 3: The teams with the highest scores across the 1st two gala's swim in one group, those with middling scores in the second group and the lowest scores in group three.

Awards are given for winners of each of these final 3 groups.

All of these galas are held between January and April and the league is aimed at 10/11 year olds to over 16 year olds.

Chiltern:

This is designated a 'C' grade gala and all races have an upper time limit. This means that any swimmer who swims faster than the designated time will not score points for the team. This league includes roughly 30 teams.

- Gala 1: A draw is held to split the teams into 5 divisions (1 – 5) for the first gala.
- Gala 2: The top two clubs in each division will move up to the next division and the bottom two clubs will move down.
- Gala3: As gala 2.

Awards are given for winners of each of the final 5 divisions.

All of these galas are held between January and April and the league is aimed at 10/11 year olds to over 16 year olds.

Milton Keynes & District Junior (Diddy):

This league is split into two divisions and the winners of each division get a trophy. The winners of division 1 go on to represent the league in the Southern area semi-finals and if they win this event go on to swim in the Speedo Junior Inter-League Competition.

At the end of each season the top three clubs move from division 2 to division 1 and the bottom three clubs move from division 1 to division 2.

Division 1 comprises 18 teams and division 2 comprises 12 teams.

- Gala 1: A draw is held to split the teams into groups. Three groups in Division 1 and two in division 2.
- Gala 2: Division 1 – The clubs are placed in 'points scored in gala one' order. The top 12 clubs are split into two groups. The remaining 6 teams are placed in the third group.

Division 2 –. The clubs are placed in 'points scored in gala one' order and split into two groups. Even numbers in one group and odd numbers in the other.

- Gala 3: Division 1 – The clubs are placed in 'points scored in gala one plus two' order. The top 6 clubs swim in group one. The remaining 12 teams are split into two groups. Division 2 –. The clubs are placed in 'points scored in gala one plus two' order. The top 6 swim in one group and the remaining teams swim in the other group

All of these galas are held between June and September and the league is aimed at 9 to 12 year olds.

Speedo

This league is split into two divisions. The winners of division 1 go on to represent the East Midlands region in the National A final. The runners up represent the East Midlands in the National B final.

At the end of each season the top two clubs move from division 2 to division 1 and the bottom two clubs move from division 1 to division 2.

Division 1 comprises 18 teams and division 2 comprises 25 to 30 teams.

For all galas a draw is held to split the teams into groups of 5 or 6. Three groups in Division 1 and five in division 2.

All of these galas are held between October and December and the league is aimed at 10/11 year olds to over 16 year olds.

Club Championships

All swimmers will receive a copy of the entry form. The age of the swimmer will be their age as at 31st December.

There are two types of races – trophy and age group.

Trophy

Whoever swims fastest wins the trophy. Awards are also given for second and third place.

Age Group

There are 5 age groups for both boys and girls. 9 and under, 10/11, 12/13, 14/15, 16 and over.

For each age group there are 4 races – Back, Breast, Butterfly and Freestyle.

The 1st three in each race will receive an award.

Points will be awarded to the 1st six in each race and at the end of the competition each individual's points will be totalled. Awards will also be given to the three swimmers with the most points in each age group.

Once the swimmer has decided which events to enter, the entry form should be completed and passed to Angela Lehman. If the swimmer has a PB it **MUST** be entered, it is used to determine which heats a swimmer is in and the lane order. A swimmer does not need a PB to enter – just leave the box blank. Remember PB's can be found on the web site.

The swimmer should arrive at the pool about ¼ hour before the warm up time. There will normally poolside helpers who will advise you when it is time to warm up. The Poolside Helpers will also tell you when it is time to get ready to swim in your races and direct you to the 'whipping area', where you will be given your entry card, with a heat and lane marked on it. The officials giving out the cards will tell you where and when to go for your heat.

The results of the events are usually posted on the website a few days after the event. If the swimmer has won a medal or trophy there will either be a presentation at the presentation evening held in late October or early November.

All trophies should be returned by mid October of the following year to Angela Lehman ready for presentation to the new holders.

The club championships present great opportunities for swimmers to:

- Swim in races using strokes they don't often use.
- Swim distances they don't often have the opportunity to swim.
- Set new Personal Bests – it **ISN'T** just the winning that matters.

Open Gala's

Clubs holding Open Gala's will send the details and the entry forms to the Open Meet Secretary. The Open Meet Secretary will place copies of the forms in the rack next to the notice board.

In order to enter an open event race a swimmer must have a personal best (PB) time. A swimmer gets these initially by swimming in league gala's, friendly gala's, or club championships. On occasion the swimmer can also set initial PB's in club time trial events – watch the notice board to see if any are scheduled.

Usually the rules of the open will be attached to the entry form. Generally the age of the swimmer will be the age on the day of the event. Check carefully because sometimes it will be age as at 31st December.

It is also usual for there to be time constraints associated with the gala:

- Not Faster Than (NFT) – A swimmer must not have a PB that is faster than the specified time.
- Accepted – A swimmer will automatically be accepted into the gala with a PB faster than the specified time.
- Considered – A swimmer may be accepted into the gala with a PB faster than the specified time.
- Qualifying – A swimmer must have a PB faster than the specified time.

Once the swimmer has decided which events to enter, the entry form should be completed and passed to the Open Meet Secretary, Mark Hpa or to Julie Hpa together with the appropriate fees. The forms must be returned by the date specified. This will allow time for the Open Meet Secretary and the Head Coach to check all entries prior to the collated entries being sent to the club hosting the event.

NOTE: The date for return of the form to Mark or Julie is not the submission date on the entry form - it is an earlier date. If in doubt ask any member of the committee for help.

If any of the submitted times are not accepted the swimmer will be rejected and payment will be returned. Swimmers may also be rejected if the galas are over subscribed, this will usually be the slowest swimmers.

If a swimmer is accepted entry cards will be received about 1 – 2 weeks before the event. The Open Meet Secretary will receive and distribute the cards. Each swimmer will receive one card for each event entered (they are usually blue for boys and pink for girls). The card will show the submitted time, event, competitor number, warm-up and start time and **CARD POSTING TIME**.

This is very important that the swimmer takes the cards to the gala. Near the entrance there will be a box or boxes in which the cards must be posted. The cards must be posted **by the card posting time**. This confirms that you are swimming. Once the boxes are closed no further entries are accepted and the lanes are allocated. If the cards are not posted by the stated time it is left to the discretion of the Promoter whether the swimmer will be allowed to swim. .

Once poolside, the coach will advise you of your warm-up lane. Usually 2 events before your swim, all swimmers in your event will be called to the 'whipping area', where you will be given back your entry card, with a heat and lane marked on it. The officials giving out the cards will tell you where and when to go for your heat.

The results of the events are usually posted on the walls around the pool. If the swimmer has been disqualified, a code will give the reason. If the swimmer has won a medal or trophy there will either be a presentation after the event, or there will be a desk at which the swimmer can collect their prize and take it home with them.

Open gala's present great opportunities for swimmers to:

- Swim in races using strokes they don't often use.
- Swim distances they don't often have the opportunity to swim.
- Set new Personal Bests – it **ISN'T** just the winning that matters.

County Championships

The County Championship event organisers will send the details and the entry forms to the Open Meet Secretary. The Open Meet Secretary will pass copies of the entry forms and details to any squad swimmers who have requisite PB's.

In exactly the same way that a swimmer needs a personal best (PB) time in order to enter an open event race a swimmer must have a PB to enter the County Championships.

The age of the swimmer will be the age on the day of the last event.

Entry is based on accepted and considered times:

- Accepted – A swimmer will automatically be accepted into the championship with a PB faster than the specified time.
- Considered – A swimmer may be accepted into the championship with a PB faster than the specified time.

Once the swimmer has decided which events to enter, the entry form should be completed and passed to the Open Meet Secretary, Mark Hpa or to Julie Hpa together with the appropriate fees. The forms must be returned by the date specified. This will allow time for the Open Meet Secretary and the Head Coach to check all entries prior to the collated entries being sent to the county.

NOTE: The date for return of the form to Mark or Julie is not the submission date on the entry form - it is an earlier date. If in doubt ask any member of the committee for help.

If any of the submitted times are not accepted the swimmer will be rejected and payment will be returned. Swimmers may also be rejected if the galas are over subscribed, this will usually be the slowest swimmers.

If a swimmer is accepted entry cards will be received about 1 – 2 weeks before the event. The Open Meet Secretary will receive and distribute the cards. Each swimmer will receive one card for each event entered (they are usually blue for boys and pink for girls). The card will show the submitted time, event, competitor number, warm-up and start time and CARD POSTING TIME.

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Swimmers are allocated to heats based on their PB. The slowest swimmers swim in the 1st heat and the fastest swimmers swim in the last heat. At this stage age doesn't matter – only times.

Awards

Distances Greater than 100m – The top 8 swimmers in each age group will receive an award. This applies to both boys and girls. The age groups are 9, 10, 11, 12, 13, 14, 15, 16 and 17+

100m – If a swimmer finishes in the top 8 for his or her age group they will automatically be entered into the final. Finals will be held on the evening of the heat. If a swimmer cannot swim in the final they MUST inform the organisers before the end of the session unless they are in the last two events in which case they MUST inform the organisers within ¼ hour of the end of the session. Failure to do so will result in their disqualification from the rest of the championship. Each of the finalists will receive an award. The age groups are 10 year old girls, 11, 12, 13, 14, 15, 16 and 17+



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50m - If a swimmer finishes in the top 8 for his or her age group they will automatically be entered into the final. Finals will be held on the evening of the heat. If a swimmer cannot swim in the final they MUST inform the organisers before the end of the session unless they are in the last two events in which case they MUST inform the organisers within ¼ hour of the end of the session. Failure to do so will result in their disqualification from the rest of the championship. Each of the finalists will receive an award. The age groups are 9, 10, 11, 12, 13, 14, 15, 16 and 17+

BAGCAT's – British Age Group Category Points

9 – 13 year old girls and 9 – 14 year old boys - Awards will be made to the 8 swimmers gaining the highest total of British Age Group points within each age group.

14 (girls only), 15, 16 and 17+ - Awards will be made to the 3 swimmers gaining the highest total of British Age Group points within each age group.

See Appendix I for further information on BAGCAT's.

The results of the events are announced and are usually posted on the walls around the pool. If the swimmer has been disqualified, a code will give the reason. If the swimmer has won a medal or trophy there will either be a presentation after the event, or there will be a desk at which the swimmer can collect their prize and take it home with them.

APPENDIX I - BRITISH AGE GROUP CATEGORIES

Background

British Age Groups Categories were introduced to nurture swimmers through to senior level. The development of Children (nervous, muscular and cardio vascular systems) was studied in relation to swimming and it was concluded that skills were best developed by a multi-stroke approach to training and competition. This would reduce the likelihood of injuries and get away from early specialisation, which was seen as partly responsible for swimmers retiring early from the sport.

Competitions, including County, District and National Championships, and an increasing number of Open Meets, are placing greater emphases on success across a range of events. To do this a points system has been devised for each stroke at the various distances. These are based on performances by the top world level swimmers, but they are adjusted by age on December 31st. There are different points for boys and girls and the point's table does get changed from one year to the next. Swimmers, or their parents, can go onto the ASA [website](#) and check out what points would be given for their PB's. It is an interesting guide to what is the swimmers best event but what championships are looking for is performance across a range of events.

To be in contention for a BAGCAT award the swimmer should aim to get at least one swim in each of the four or five categories. As the swimmers get older so the number of possible events to swim gets larger (e.g. 400 free, 400 IM, 800 free, 1500 free). By then you should have worked out the system. Things do change for girls 14 years and over and boys 15 years and over, when the swimmers are more likely to start to specialise.

Scoring Points

- To work towards an Age Group Category a swimmer should enter as many events as possible within the appropriate category.
- British Age Group Points (BAGCAT's), which have an age and gender factor, will be accredited for each swim within the category (see details below).
- Swimmers may enter as many events as they wish e.g all 50s, 200s etc but only the highest scoring events in each distance (event) will count towards the category total.

AGE GROUP CATEGORIES				
Age Group		Distance	Stroke	No. of Events
9 years Girls 9 years Boys	Sprint Form Distance IM	Best 50m Best 200m Best 200m/400m Best 100m/200m	Back/Breast/Butterfly or Freestyle Back or Breast Freestyle Individual Medley	4
10 years Girls 10,11 years Boys	Sprint Form Distance IM	Best 50m Best 200m Best 200m/400m Best 100m/200m/400m	Back/Breast/Butterfly or Freestyle Back/Breast or Butterfly Freestyle Individual Medley	4
11,12,13 years Girls 12,13,14 years Boys	Sprint 100s Form Distance Distance IM	Best 50m Best 100m Best 200m Best 200m/400m/800m Best 200m/400m/1500m Best 100m/200m/400m	Back/Breast/Butterfly or Freestyle Back/Breast/Butterfly or Freestyle Back/Breast or Butterfly Freestyle (Girls) Freestyle (Boys) Individual Medley	5
14,15,16,17+ Girls 15,16,17+ Boys		50m,100m,200m 100m,200m,400m 200m,400m,800m 200m,400m,1500m	Back/Breast/Butterfly and Freestyle Individual Medley Freestyle (Girls) Freestyle (Boys)	6

APPENDIX J – NUTRITION SHEET

Competition/Training Nutrition Plan

Since swim meets can last ALL day (County Age Groups), or ALL week (ASA Nationals), swimmers need to be aware of what they are eating and drinking either before, during or after they race.

Timing of the Pre-Event Meal

The type of food swimmers eat may influence how they perform in the water.

Fatty foods take a long time to digest. The following foods are good examples:

- Crisps
- Chips
- Doughnuts
- Danish Pastries

Protein foods that also contain fat take the longest time to digest. For example:

- Peanut Butter
- Chicken
- Pork
- Beef
- Fish

If the swimmer consumes these types of food just before they compete, the blood rushes to the stomach to try to digest the food. Unfortunately the muscles required for swimming competitively also require the maximum blood supply.

Something has to give, the body cannot do both at the same time, and it may result in a poor performance and probably stomach ache.

Carbohydrates

Your body needs glucose for energy. The main source of glucose is the carbohydrate – sugars and starches – in your diet. If you do not have sufficient carbohydrates in your diet you will not be able to train as hard or as long and fatigue (tiredness) will set in.

Any foods consisting of Carbohydrates can be digested quicker than foods mentioned above. Here are some examples:

- Pasta
- Cereals
- Bagels
- Wholemeal Bread
- Fruit
- Vegetables
- Rice
- Breakfast Bars
- Baked Potato

These foods can be out of the stomach in approximately 2 hours therefore; the pre-event meal should be composed of primarily carbohydrates. It also appears that carbohydrates digested up to 3 hours before exercise may improve performance.

As you can see there is quite a selection. So, which carbohydrate is best? Well it depends on how quickly the body converts the carbohydrate to glucose. Here is a table of some carbohydrates and whether they are high, medium or low speed in being changed to glucose:

High	Medium	Low
White Rice	Brown Rice	Pasta
Watermelon	Banana	Apple
Baked Potato	Boiled Potato	Baked Beans
Sports drink	Squash	Milk
Honey	Muesli Bar	Sponge Cake
Bagel	Bread	Fruit Cake
Jelly Beans	Crisps	Chocolate

Try to eat High-speed foods just before, during and immediately after exercise. Remember; eat at least 2 hours before exercise then about 30 minutes before exercise have a 50g snack, steer away from bulky snacks as these could cause stomach pains. Experiment with different snacks from the 'high' list.

If you train for longer than an hour, you will need to consume carbohydrates to avoid fatigue. Use an 'Isotonic' sports drink, as this will give you the carbohydrate as well as the fluid (see fluids).

The best time to refuel and restock those depleted glucose stores ready for the next work out is immediately after exercise.

Eating at All Day Competitions

The same principle used to time pre-event meals also applies to all day competitions.

If a swimmer races at 10:00 and again 2 hours later, a meal high in fat and protein will more than likely be in the swimmers stomach when they get ready to race. This will lead to a possible reduced level of performance and a stomach ache.

Guidelines

Time to Next Event	Food/Drink
1 hour or less	The swimmer should stick to carbohydrate foods and juices. E.g. orange juice, bananas, plain toast or a diluted carbohydrate sports drink. Swimmers should limit the amount of food taken.
2 to 4 hours	Swimmers should add more carbohydrate foods and juices. E.g. bagels, hot cereals and muffins along with some type of pure fruit juice.
4 hours or more	Swimmers can add more protein with carbohydrate foods. E.g. a light spread of peanut butter on a muffin or bagel or a chicken sandwich on two slices of bread with pure fruit juice.

It is also vitally important that swimmers should drink fluids, (from their OWN BOTTLE and NOT fizzy drinks), as they can quickly become dehydrated on the hot poolside. Waiting until the swimmer is thirsty is TOO LATE.

Replacing Fluids

During exercise our muscles use energy. However, the muscles only use 25% of the energy the other 75% is released as heat – which is why exercise makes us hot!

We need to get rid of the excess heat otherwise we would overheat – so, the main way to keep our bodies cool is sweating. Heat from working muscles is transferred to the blood. Blood flow to the skin is increased, and the heat is lost via evaporation – sweating.

Sweat comes from the water in your blood so you have to replace the lost water otherwise, you will become dehydrated and suffer.

How Much?

The more you sweat, the more fluid you lose and therefore, the more you need to drink.

Approximately 1 litre of fluid is lost for each hour of exercise. The easiest method of finding out how much fluid you lose is to weigh yourself before and after exercise. Each kg of body weight lost is equal to 1 litre of fluid loss. Another way is to check the colour of your urine – if it's pale and plentiful you're well hydrated, but if it's dark and in short supply you'd better start drinking.

Another consideration is that for every 1% drop in body weight there is a 5% drop in performance, the difference between coming first or last!

When to Drink

As always, prevention is better than cure – start exercise well hydrated. Try to drink between 300 – 500ml (good-sized glass of water) in the 15 minutes before you start exercising.

Drink during exercise, but do it in between exercise sets when your coach is talking.

It's extremely unlikely that you will drink too much water, but if you are doing excessive amounts of exercise in extreme temperatures you may need an 'Isotonic' sports drink – 5 – 8% carbohydrate in solution, with sodium (salts) similar to the concentration of blood, this is quickly absorbed by the body. When exercising it is worth remembering the following:

- Less than an hour - ordinary water will do.
- More than an hour and in extreme temperatures, use an 'Isotonic' sports drink.

REMEMBER – don't wait until you are thirsty, that's too late, you're already dehydrated.



NEWPORT PAGNELL SWIMMING CLUB

APPENDIX K - COSTS

Club Membership is £35 per year and this covers the whole family.

ASA Membership is £17 per year and is required for all Squad and Development swimmers aged 9 years and over. This is payable in its entirety to the ASA.

Swimmers in the full Squad and the Development Squad pay a fixed monthly fee of £30. All sessions are available to all swimmers for this fee, but we regret we are unable to make allowances for holidays or absence, apart from long term sickness or injury.

Lessons are £30 per course of 10 weeks and again we regret we cannot make refunds for holidays or absence.

APPENDIX L – Glossary

Aerobic - Longer distance energy system (see Energy).

Age for competitors - Generally age-determined events rely on the age a swimmer will be on 31 December of the year of the competition.

Age group - Swimmer/competition for U16.

Anaerobic - Sprint energy systems (see Energy).

ASA - Amateur Swimming Association.

ASA number - A unique reference comprising supplied by the ASA. Has to be applied for on a form available from the Membership Secretary.

BAG points - The ASA's British Age Group (BAG) points system. This is based on a statistical analysis of lower age group times. It provides factors to correct for the differences in difficulty of the events within a given year of birth but not between years.

Boxes - At opens and County championships the place where entry cards must be handed in before the start of the warm-up.

Cards - Entry cards. At opens and County championships a card is sent to each competitor for each event entered. This shows the entry time, the start time of the gala and competitor number. These cards must be checked when they arrive, taken to the gala and handed in before the start of the warm-up.

Competitive Development Continuum (CDC) - The ASA's regime introduced in 1999/2000 for age group swimmers to breed future Olympians.

Designated gala - A gala designated by the ASA for national and district qualifying times.

District - The level of competition between County and National. NPSC is part of the South Eastern Counties District.

DQ - Disqualified. For all sorts of reasons - false start, not touching the wall properly, incorrect technique and others.

Energy - The cardio-vascular system provides energy. The body has three complementary energy systems. The first two are anaerobic, which instantly provide energy and do not use oxygen, but will only produce energy for 45-55 seconds. The third system is aerobic and needs a constant supply of oxygen. It is a slower and more economical system of energy production. The anaerobic systems are the major provider for 25m and 50m sprints whilst the 200m events, and longer, are mainly served by the aerobic system.

Entry time - The time on the entry form, the best time achieved within a given period of the closing date for entries.



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Form stroke - Backstroke, Breaststroke or Butterfly.

Heat declared winner (HDW) - Only heats are swum, not heats and finals. Several events are swum together, usually different ages of the same stroke and distance. Swimmers are graded by entry time. The winner is the swimmer in the relevant category, usually age, with the fastest time, not the winner of a particular heat.

A nightmare for spectators wanting to know the result because you have to identify all the swimmers in a particular age category and note all their times before you know how well your swimmer has done (barring disqualifications).

Individual Medley - A race in which all 4 strokes are combined in the order - Butterfly, Backstroke, Breaststroke, Freestyle. [When swum in a relay, the order is Backstroke, Breaststroke, Butterfly, Freestyle - so as to avoid a takeover to backstroke.]

Kick - A legs-only set.

Kick board - The flat float for some legs only drills.

Lane order - The lane order for finals is decided from times in the heats or semi-finals. The fastest qualifier will swim in lane 4, second fastest in lane 5, third in lane 3, fourth in lane 6, fifth in lane 2, sixth in lane 7, seventh in lane 1 and eighth in lane 8. Theoretically, this creates spearhead format in the race.

Lollipop gala - A friendly (or not so) gala between local clubs.

Long course - Races in a 50-metre pool.

Masters - Swimmers 25 or over.

Medley relay - A relay where each swimmer swims a different stroke in the order - Backstroke, Breaststroke, Butterfly, Freestyle.

Notice Board - The Club Notice Board which is near the Learner pool

NPSC - Newport Pagnell Swimming Club

NQT - National Qualifying Time, must be obtained in an ASA designated event.

Off X seconds/ minutes - The interval between the start of one set and the next. Any spare time is rest.

One start rule - If a swimmer starts before the gun/whistle/beeper, he or she is disqualified. This is the current ASA standard.

Open event - A race in which swimmers of any age may compete.

Open gala - A gala open to swimmers from any club, but usually of a specific age.

Over the Top start - Swimmers from the last race remain in the water until the next race has started.

PB - Personal Best, the best time ever swum by that person over that distance for that stroke.

Pull - An arms only set.

Pull-buoy - The keyhole shaped float that keeps your left afloat in an arms only drill.

Rest Interval/RI - Rest period at the end of a set.

Senior - Swimmer aged 17 years and over (25+ year olds are also Masters).

Session - A training period.

Set - A series of training routines.

Short course - Races in a 25-metre pool.

Slide and glide - A front crawl drill.

Spearhead - The lane order for finals is decided from times in the heats or semi-finals. The fastest qualifier will swim in lane 4, second fastest in lane 5, third in lane 3, fourth in lane 6, fifth in lane 2, sixth in lane 7, seventh in lane 1 and eighth in lane 8. Theoretically, this creates spearhead format in the race.

Splits - The time at each 25/50m turn. Swimmers will monitor these to check how they paced a race.

Squadron - freestyle relay of usually 10 swimmers in each team, arranged boy/girl in each age group, oldest last.

Streamlining - Reducing the cross sectional area of the body to the minimum to make faster progress through the water as a result of less drag.

Swim down - A gentle set to relax the muscles after training or competition to reduce lactate build up.

Taper - Prior to any big competition, a swimmer will 'taper'. All this really means is that they rest. They will cut back the amount of training they do and decrease the intensity.

Warm up - A gentle set at the beginning of a session or gala to acclimatise the muscles for what is to come.