



# Hatfield Swimming Club

## Welcome pack

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## Welcome Information

**Welcome to Hatfield Swimming Club**, a competitive but friendly club catering for swimmers aged from 6 and above. We currently train at three locations – Hatfield Swimming Centre, Hertfordshire Sports Village and The Venue in Borehamwood.

Most of our communications will be conducted through email, via the website and the squad WhatsApp groups.

The club AGM is held in April each year with committee members being elected and club business being discussed. All members are welcome to attend and we encourage you to take an active part in your club, especially if you have any questions that need answering.

The club is affiliated with Swim England and each swimmer becomes a member of Swim England. We are therefore covered, in case of accidents during training sessions and at galas and open meetings, by Swim England's insurance. If a member has any questions regarding this insurance they can contact the Club Secretary.

## Club Website

The club website can be found at [www.hatfieldswimmingclub.org](http://www.hatfieldswimmingclub.org). Please check the website regularly for the most up to date information, for example, confirmation of entries to meetings. If you don't have access to the internet please see a Committee Member who can provide you with hard copy documentation of Swim England's policies, e.g. Swim England Child Protection which we follow.

## Welfare Policy

The club follows the guidance, policies and procedures on various welfare policies as laid down by Swim England. See our website at <https://www.hatfieldswimmingclub.org/about/welfare-policy/> where all of the policies are listed. All officials and helpers who have regular contact with children undergo a Criminal Records Bureau check.

If you are concerned about any child protection issue please talk to the Club Welfare Officer. Alternatively any member can contact Swim England's own help line – SWIMLINE on 0808 100 4001 to discuss any concerns they might have.

## Code of Conduct for Swimmers

### At Training sessions

- Always be on poolside, ready to swim 5 minutes before the start of the session
- Respect and follow the instructions/ decisions made by your coach
- Listen when your coach is speaking (no talking to other swimmers)
- Always use good lane discipline
- Only ask to use the toilet once you have completed a set
- If for any reason you are unable to complete a session, inform your coach, get changed and return to poolside until you are collected
- Do not use inappropriate language
- Understand that bullying in any form, physical, verbal or emotional will not be tolerated by either the club or Swim England.

### At Galas, Open Meets and Training Camps/ Visits

- Behaviour and Personal Conduct must at all times be of a high standard and reflect favourably on the club. Language must be appropriate and socially acceptable.
- Consumption of alcohol is totally forbidden for athletes under age as defined by UK law. It must not be consumed by swimmers or staff members whilst en route, prior to, or following a competitive event, training camp or team activities. During competition alcohol is strictly forbidden to all swimmers and staff.
- Smoking: is prohibited by swimmers and staff whilst en route, prior to, during or following a competition event, training session or team activities.
- Personal Appearance: shall be appropriate to the circumstances and as indicated by the Team Manager. Team kit and equipment shall be worn as directed by the Team Manager when competing and training, when assembling or travelling, at official team functions or on other occasions as notified.

- Attendance at all activities is expected unless agreed by the Team Manager. Throughout the duration of the trip swimmers should inform staff of their whereabouts. Punctuality on all occasions is essential and any curfew must be observed.
- Illegal and Performance Enhancing Drugs and Substances are strictly forbidden. Swimmers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet.
- Illegal Drugs and Substances: The use of these, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.
- Accommodation at hotels or equivalent must be as directed by the club staff and at no times must anyone extra be accommodated in swimmers' rooms.
- Medication: It is important that information on all medication being currently taken should be reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must be reported to the Team Manager.
- Sanctions: Breaches of the Code of Conduct shall be dealt with in the first instance by the Team Manager or Coach. He/she shall report the incident to the Secretary of the club who shall take such further action as is deemed necessary.

### Session Information

The club trains at a number of venues in the Hatfield area. Our home pools are Hatfield Swimming Centre and Hertfordshire Sports Village. We also train at The Venue, Borehamwood.

Each squad has a different session time at a different location and so you must familiarise yourself with the routine when you first join the club or are moved between squads. The timetable can be found at the following website address:

<https://www.hatfieldswimmingclub.org/new-timetable/>

Attention all Parents/Carers - it is your responsibility to ensure that the child in your care makes it to poolside in time for their allotted session.

Swimmers will be advised, by the Coach/Assistant Coach, on joining as to the squad they have been allocated to and the sessions they are invited to swim in.

We will inform you of the details of sessions at these times by email, but it is always worth checking with your coach immediately before the holidays begin.

## Online Membership process

Please find below the Hatfield SC on-line membership process.

Our membership fee is £40 per swimmer. This is payable via link:

<http://www.hatfieldswimmingclub.org/product/annual-registration-fee/>

**Please note: If you don't have an Swim England number please use 000000**

The Hatfield SC online club membership system allows us to manage membership details - an important element to maintaining our Performance SwimMark accreditation.

Registration allows you to do the following:

- Add and amend swimmers details
- Maintain contact details
- Update disabilities & medical conditions
- Confirm photography consent details

**The registration process is simple. Click on link below**

<http://membership.hatfieldswimmingclub.org/>

Once you've entered your initial details, an email will be sent to you with login details to complete the registration process.

Please Login to complete the registration and add your swimmer(s) details.

Monthly fees are payable by BACS:

### **Hatfield Swimming Club**

Sort code: 30-97-24

Account number: 01153738

Training Squad	Monthly Fee (1 <sup>st</sup> Child)	Monthly Fee (2 <sup>nd</sup> Child)	Monthly Fee (3 <sup>rd</sup> Child)
Dove	£63.00	£50.00	£32.50
Trident	£67.00	£51.00	£32.50
Hornet	£80.00	£60.00	£40.00
Venom	£89.00	£64.00	£44.00
Dragon	£96.00	£65.00	£48.00
Mosquito	£101.00	£68.00	£50.00
Vampire & VaMos	£116.00	£76.00	£57.00
Vampire+	£128.00	£82.00	£63.00
Juniors & Masters	£60.00	£48.00	£30.00

## Swimming Galas

A swimming gala is an amateur swimming competition between clubs or groups of swimmers. All of the training, stroke correction and other activity undertaken by the club is focused on attaining best results in these galas. There are a range of galas and events to suit the various standards of our swimmers:

### Club Champs

We have our own internal Club Championships, held over three weekends late in the year. These champs give swimmers the opportunity to compete in a smaller event to get competition experience, set baseline times and maintain an accurate database record of swimmers times.

### Peanuts League

This is a Hertfordshire league consisting of 3 galas held between May and July for swimmers aged 9-12. We enter 2 teams, our A team and our B team. See <http://www.hsleague.org.uk/> and take the link to Peanuts for more details on dates, results and teams in the Peanuts League.

### Herts Major League

This is a Hertfordshire league consisting of 3 galas held between Jan and Mar for swimmers aged from U12s and older. We enter 1 team, our A team. See <http://www.hsleague.org.uk/> and take the link to Major League for more details on dates, results and teams in the Herts Major League.

## Arena League

This is a national league consisting of 3 galas between Oct and Dec for swimmers aged from U12s and older. We enter 1 2 team, our A team. See

<http://www.nationalswimmingleague.org.uk/> for details of dates, results and other information on the Arena League.

## What to take to a Gala

- Swim trunks/suit and spare costume.
- Appropriate pool-side shoes / crocs / flip-flops (No outdoor shoes).
- Two pairs of goggles (Both sets pre-adjusted for race conditions).
- Two swimming hats (1 Club hat and 1 spare).
- Tracksuit / Sweatshirt & Joggers, to keep warm between races.
- Three towels – one to sit on at pool side, one to keep warm after a race and one to dry off at the end of the event.
- There may be a lot of waiting around between events. Other than supporting your teammates, you may want to bring something to keep you occupied between races (Books, Magazines etc.).
- Drinks and a small snack, depending on length of gala e.g. dried fruit, pasta, protein bars.

## Arriving at a Gala

- Arrive in plenty of time, get changed first, before finding the team manager. They will almost certainly be at poolside and the club swimmers will be congregated in one area. (N.B. Open meets will normally necessitate the swimmer registering for all events before getting changed. Remember to check in for all events you are swimming).
- There will be Hatfield poolside helpers to ensure that the swimmers know where and when to warm-up, which events they will be competing in and when to go to the “whipping area” (where swimmers wait immediately prior to their next race). The team sheet will be posted in the club area so that all swimmers can see what they are swimming in. During the gala, swimmers should stay on poolside at all times. If



there is an immediate need to leave poolside (toilets, snacks, see parents etc.), then the team manager's permission must be sought before the swimmer leaves.

- Swimmers are encouraged to stay with the team until the end of the gala to support their peers. If it is necessary for them to leave after the last race it is a courtesy to ask the team manager's / coach's permission to leave poolside. This is due in part to consideration for children's safety and also because there may be a need to stay for presentations and support.

### **Gala Expectations and Behaviour**

Please remember that, at all times, you are representing the club. This should be reflected in your conduct at all times before and during the gala regardless of whether we are hosting other clubs or are guests of another swimming club. Everyone – spectators and swimmers – are expected to be quiet at the start of all races, so that the competitors can concentrate and hear the starter.

Club teams can be penalised by officials if this is not adhered to. Positive cheering and supporting your team-mates is always encouraged, but please do not impede the poolside officials, who need to use the poolside while judging, timekeeping etc. Also, please do not speak to timekeepers or split-timekeepers during a race.

Please take your rubbish home or put it in the bin provided.

All of the officials, helpers and coaches will be at your gala as volunteers. A simple "thank you" is often very much appreciated.

The length of a gala is variable. As a guideline, the Club Championships and Peanuts galas normally last approximately 2.5 hours, including the warm-up.

### **Fee Information**

Your club fees are due on the 1<sup>st</sup> of each month. It is the club member's responsibility to pay their fees on time. If you do not do so, the club reserves the right to bar you from events and, in the case of repeat offenders, remove you from the club.

## Volunteers

The club could not run without a large number of volunteers taking on a variety of roles. Everyone from the Club Chairman, Club Secretary, Welfare Officer, Treasurer etc. provide an invaluable service without which the club could not function.

It can take up to 20 parent volunteers to run a gala. Without this help the event could not happen. Please speak to a coach or team manager if you feel that you are able to contribute to the club, regardless of any experience. Volunteering is a great way to meet others in the club and provide an added interest for parents.

There are also a number of opportunities during the year to become a qualified official such as Time-Keeper, Judge or Referee. The club is obliged to provide officials to a number of events during the year, e.g. the Herts Peanuts League, in order for the club to take part in that League. The more officials we have the lighter the load for everyone.

### Code of conduct for club officials and volunteers

The essence of good ethical conduct and practice is summarised below. All volunteers must:

- Consider the well-being and safety of participants as the highest priority before the development of performance.
- Develop an appropriate working relationship with performers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport (e.g. fair play).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the national governing body and the club.
- Hold the appropriate, valid qualifications and insurance cover.
- Never exert undue influence over performers to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibitive substances.

## SwimMark

Securing SwimMark accreditation enhances club management, strengthens structures, and unites clubs. It offers clubs a philosophy and programmes to help ensure the best environment for swimmers.

It also offers Sport England recognition that you are providing a quality service for all members, through its Clubmark status.