



# Hatfield Swimming Club Handbook

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## 1. Introduction

### **Welcome to Hatfield Swimming Club!**

It can be a daunting time when you join a new club and so this guide is here to help you in many regards. Firstly it will explain some of the terms we use, both within the club but also within the swimming community, many of which may be unfamiliar to you. It will also help you to work your way through training, galas, open meets and all the way up to County Championships and beyond.

Many of the parents and guardians you will meet at training sessions will have a wealth of experience and can explain what is happening. Each squad has a WhatsApp group that you are welcome to join to help answer questions or queries. In addition the squad rep will introduce themselves to you. If you don't feel comfortable asking questions, this guide is here to help – but in any case, don't worry, we've all been in a similar position.

## 2. Club History and background

Hatfield Swimming Club was founded in 1966 and so has recently celebrated its 50<sup>th</sup> birthday. The club has become one of the pre-eminent swimming institutions in the country, with swimmers (and coaches) who have attended Commonwealth and Olympic Games. The club sends a large number of swimmers to Regional and County Championships, winning many medals along the way and in November 2016 we even had the honour of winning the Swim England award for Club of the Year.

The steady progression of swimmers has also ensured that the club has been successful at team events, winning Peanuts League, Major League and attending the Arena League Finals on many occasions. This reflects on the coaches and the dedication of the swimmers of all ages. We currently have about 200 active young swimmers in the club, with more taking part in Junior Masters and Masters Squads as well. The club uses three pools for training – Hatfield Swimming Centre (HSC), Hertfordshire Sports Village (HSV) and The Venue in Borehamwood.

### 3. Summary

Hatfield club is a friendly place with many sources of information, the most readily available being the parents of other swimmers. Don't be afraid to ask as they will probably have had the same kind of questions and so will be able to help.

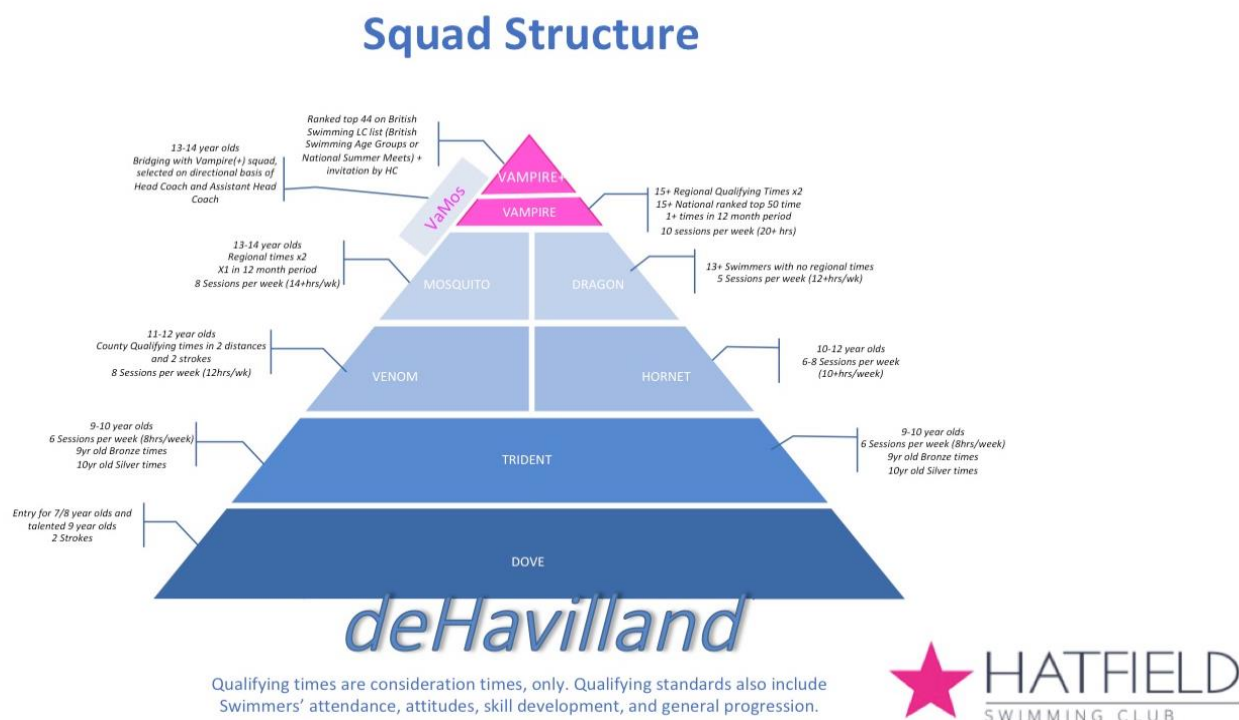
You will also receive regular updates from your coach regarding all matters, whether this be changes to training session locations and times, invitations to take place in time trials or news about upcoming Open meetings which you may be able to attend. It is therefore important that you check your emails regularly, but information may also be contained on the club website.

Consequently it is vital that you inform your coach and the club secretary if any of your contact details change as you may not receive critical information at the right time.

The club exists to develop swimming talent amongst its members, many of whom are very young. It is important that you, the parent or guardian, support your child. Especially in the early years of training, it is advisable to refrain from comparing times and techniques from one swimmer to the next, regardless of how difficult this might prove, since this is only likely to lead to more pressure being put on the swimmer and may hinder their development. The most important thing is that they enjoy being a member of the club and see their own development as key.

It can be quite nerve-wracking at galas and other competitions, both for the swimmer as well as the adults, but most others will have been in a similar position and so there is excellent mutual support amongst the members of the club.

## 4. Training groups



When you first join the club, you will be assessed on the level of ability and your coach will then assign you to one of the squads. Full details of the squads are given on the club website, but in short they are as follows, in ascending order of ability:

- **Dove** – Entry level for 7/8yrs up to 10yrs
- **Trident** – 9/10yrs = 9yrs must have Bronze times / 10yrs must have silver times
- **Venom** – 11/12yrs = County qualifying times
- **Hornet** – 10 to 12yrs = No county qualifying times
- **Mosquito** – 13 to 14yrs Regional times x 2
- **Dragon** – 13yrs+ no regional times
- **Vampire** – 15yrs+ Regional qualifying times x 2 and national ranked top 50 times
- **VaMos** – 13/14yrs bridging with Vampire+
- **Vampire+** - Ranked top 44 British swimming LC list

Progression from one squad to the next is dependent on times being achieved at either galas or in time trials within the club, with various criteria being set on distance and stroke. The coaches will also take into account attendance and behaviour before confirming that a swimmer can progress to the next level. In some cases, where times are not achieved by a certain age, the swimmer will be moved into a different squad, with the details being shown on the club website. The ages given above are not the actual ages of the swimmer on the given date, but are based on the age at the following December in accordance with Swim England “age-up” rules.

There are no pre-determined dates when moves take place. We will tell you when swimmers are going to move, what the new training times are (and whether your fees will change).

#### 4.1. Dove

For younger and less experienced swimmers in Dove the focus is on technical training with drills frequently using kickboards and fins. This will develop specific abilities across all strokes with technique being critical to future development rather than simply strength on its own. This will become evident when, having achieved the necessary target times, the swimmer moves on to the next level in the club pyramid, Trident. It is therefore essential that swimmers attend as many training sessions as possible in order to gain the benefits from this practice, with three sessions per week being the minimum recommended level in order to progress through to the next stage.

Younger swimmers will not be able to participate in galas at this stage due to Swim England age restrictions, they will however be able to perform in Club Championships and carry out time trials during the year in order to establish how much progress they are making.

#### 4.2. Trident

Having achieved the relevant Swim England bronze or silver times, the swimmer will be moved into the Trident squad. Swimmers transferring from other clubs may move straight into this squad following a trial in which they have satisfied the coach that they have both the technical ability and the necessary strength to perform at the level expected. In this

squad the focus remains on technique, however the longer sessions will also build stamina as the swimmer prepares themselves for competing at galas, open events, Club Championships and potentially even County Championships. Trident swimmers are able to attend up to six sessions per week, with a minimum recommended attendance being three of those sessions.

When swimmers in this group have achieved their target times, they will be moved on to Venom, the next level in the pyramid. If however they do not achieve their target times by the April of the year in which they turn 11, they will instead move into Hornet from where they will continue to train towards their target times and a potential move to Venom.

### 4.3. Coaching Staff

Each squad will have its own dedicated coach(es), although in some sessions where the coach is unable to attend due to other commitments, another of the coaches may substitute for them, usually with a set of drills specific to the squad assigned by the squad's usual coach. You should feel free to talk to any of the club's coaching staff if you have any questions or concerns but in general the squad coach should be your first point of contact. The coaches are all qualified staff and are best placed to judge the development of the swimmers. Even if you are an experienced swimmers yourself, we would request that you remain seated during training sessions and do NOT attempt to coach your swimmer from the gallery, regardless of the temptation to do so. Not only is this simply a courtesy to the coach, it also prevents swimmers from being put under undue pressure from the adults around them with potentially conflicting instructions. If in doubt, please wait until the end of the session and speak to your coach, or send them an email at a later time.

## 5. Competitions

Competitions are the main reason why most swimmers train, since this provides them with their best opportunity to gauge development. Although time trials will provide younger swimmers with the chance to show how they have progressed, any times achieved are estimated only, usually based on hand-timings taken by the coach and so these are

unofficial. In competitive swimming on the other hand, times are recorded, usually electronically, and so these become the official times for the swimmer and are even published on the Swim England results website for all licensed events.

The club aims to give as many swimmers as possible the chance to take part in competitive events, which come in all shapes and forms and although this might sound confusing, you will soon become familiar with the terminology which is actually quite straight-forward. In general you will be involved in two types of competition:

- Team competitions, normally called “galas” where we compete as a club against other local clubs
- Individual competitions, which are generally called either “Opens” or “Championships”. In these events each swimmer is striving for themselves alone rather than as part of a team.

### 5.1. Galas

Representative teams are selected by the coaches based on their availability and times/form in order to give the club the best chance of performing well at the gala. If a swimmer is selected for a particular event, generally all you need to do is to confirm availability and make certain that they get to the venue on time. Galas take place throughout the year, normally on Saturday evenings. Competitions are normally, but not always, a mix of individual and relay events; normally no more than 25m for younger swimmers and normally segregated, boys and girls. The one time where boys and girls race together is what are called “squadron” races where representatives of each age group race in an extended relay, usually with 8 swimmers taking part in any order chosen by the club. This makes the race even more exciting as there is no way of knowing who is really doing well until the final swimmer completes their leg. Points are awarded for each race with the winner being decided the club with the overall best points total.

Galas frequently are organised as leagues, run over a number of weekends with promotion and relegation between divisions, such as the Peanuts League, Arena National League and Herts Major League. As a general rule, swimmers are only eligible to enter galas when they are at least nine years old, so for younger swimmers the only opportunity to swim before reaching this birthday is the Club Championships.



If your swimmer is selected for a gala it is a good idea to talk to the Team Manager or someone who has been before to understand the format. You shouldn't assume anything if a swimmer is not picked for a gala team. They may be too fast for that particular event, or not fast enough, or we may need to give someone else a chance either just to compete or to compete using a stroke that they are not normally selected to swim.

The times achieved at galas may or may not be official times (i.e. in Peanuts and Major League they are not, but in Arena League they are) and so they may not count towards a swimmer's time with respect to moving squads.

When a swimmer is selected to represent the club at a gala, you will usually receive an email from the coach for that gala (who may or may not be your squad coach) and so this may come out of the blue. If there are any problems or concerns at this stage, please speak to your squad coach, or the gala coach if you know them.

The team always meets at poolside and changed into their kit, not at the entrance. It's your responsibility to make certain that the swimmer finds the team, which may not be easy as the competition will nearly always be at a strange pool and you probably may recognise the team manager or any of the other swimmers. Look out for club kit bags, t-shirts, swimzis and hats.

All swimmers are expected to wear a club hat at competitions. This is mainly because they're representing the club, but also because it makes them easier to identify in the competition. Each team is allocated a lane for the evening and so as soon as you see the first swimmer with the pink club hat in a lane, you will know that your swimmer will be in the same lane for which event they are entered.

The team manager or one of the coaches tells everyone what races they will swim in and gives feedback on performance afterwards. There is normally a whip at poolside who is responsible for getting the swimmers to the right end of the lane a few races in advance. If a swimmer needs to leave the pool for whatever reason they should always check with their whip first. There are also normally a "lane end" representative who is responsible for making sure the swimmers know what stroke they're swimming and how many lengths. They also help with the timing of handovers during relays, especially for younger swimmers. Finally there will be at least one timekeeper; and although for your first gala it's probably too early to be worrying about it, every swimmer's times will appear on the Swim England website, normally within a week of the competition.

There is usually a fee for spectators to cover the cost of a programme and pool hire.

## 5.2. Peanuts League

This is generally held on three Saturdays over three months running into early summer and is quite often the first gala that swimmers will attend. The competition takes the form of individual (male and female) events for each age group (Free, Back, Fly and Breaststroke) and a Freestyle and Individual Medley (IM) relay for each group. Generally swimmers won't be told until they arrive exactly what they will be swimming as the team will only be confirmed once sickness etc. are reported and may be changed quite close to the start of the event. Swimmers can be asked to swim both individual and relay events or just relay events.

## 5.3. Club Championships

Only members of the club participate in the Club Championship which are usually held in the new school year towards the end of the calendar year. There are generally no time, age or ability restrictions, the idea being that everyone should compete if at all possible, since the times achieved will be officially recognised and so can towards entry in Open events for the following 12 months.

The Club Championships are run exactly like an Open competition although they take place over several weekends rather than two days on one weekend. The Club Championships are one of the friendliest ways to introduce swimmers to the way the system works since they will be familiar with all of the officials and coaches and will be surrounded by friendly faces. Heats are swum in time order, known as seeding, with the slowest first (including those with no previous times), but awards are made by age group i.e. a swimmer may race in a heat with swimmers older or younger than them because their entry times are similar. Once all the heat results are received, swimmers' success is measured against the time they achieved relative to other swimmers in their age group; this is called "heat declared winner" i.e. a swimmer might be the fastest in their age group but never actually be in the pool at the same time as their peers.

Entry to the Club Championships is by completion of a form on the club website, similar to those used for Open competitions, about which more below.

## 5.4. County Championships

The County Championships are generally the target for most of the swimmers in Trident, Hornet and Venom. They take place over a number of weekends at the beginning of the year, usually the end of January and early February, based on times swum during the previous calendar year. There is currently a qualifying period from May to mid-December and swimmers are then required to submit their entries in order to secure their place.

Qualification is currently achieved by one of two routes; starting in 2020 (i.e. for the 2021 County Championships), swimmers were guaranteed a chance to participate if they achieved the Qualifying Time (QT). This will generally restrict the number of swimmers in any event as the times tend to be fast, however in order to ensure there are sufficient numbers of swimmers for a given event, it is also possible to qualify with a Consideration Time (CT). This is much slower than the QT above but does not guarantee participation if this time is achieved. The County Swimming Association will accept the fastest entries who achieve CT such that in addition to the guaranteed QT swimmers, the total number of swimmers in any event is a fixed number.

Please note, the times for both QT and CT are different for boys and girls. The times to be achieved are published early in the year following the previous year's County Championships and have different time targets depending on the age of the swimmer. The age group is fixed by the age of the swimmer in the December of the year of the County Championships, so for example, the times achieved in May to December 2019 will be measured against the targets for the swimmer's age as at 31 December 2020. This sounds illogical, but is consistent across the board and so no one swimmer gains any advantage over any other.

If a swimmer looks like they might qualify for one or more events at Counties then the preceding months can be something of a challenge as you try to piece together opportunities where they might achieve the qualifying times.

## 5.5. Opens

In theory, “Opens” are open to anyone. However in practice the club will manage entries to a certain number of Opens each year and provide poolside coaching support, so although you could go anywhere in the country for a race, we’d recommend that you stick with the events we select. If the club lists an open on the event schedule then we’ll submit a group entry and provide poolside coaching support. In addition, many Opens will have criteria attached in order to ensure that there is a uniform level of ability. Most commonly there will be an “upper time limit”; this means that anyone with a personal best time faster than this limit will not be eligible to participate as they are too fast and so there is more opportunity given to other, usually younger, swimmers. Occasionally Opens will be organised with a “lower time limit” to ensure that swimmers who are slower than the limit cannot enter and sometimes both upper and lower time limits are enforced. It is essential that you read the terms and conditions of the Open as these times are frequently different from meeting to meeting and certainly by age group – this will prevent you from attempting to enter an event for which the swimmer is not eligible and costing you as a minimum the admin fee (usually rejected entries are refunded in full).

Opens are generally rather longer than Galas; typically an afternoon and evening; sometimes in four sessions over a weekend; sometimes, as with the County Championships, over more than one weekend. You don’t need to attend every session if your swimmer isn’t involved in an event during a session. However, when a swimmer is involved you need to be there at the start of the session irrespective of when during the session the event is scheduled since you may need to sign-in and the swimmer will need to take part in the warm-up session before racing starts. You can leave when they’ve finished all their events.

This extended format introduces a whole new level of out-of-water skills for swimmers; how to keep warm when not swimming sometimes for over an hour, how to warm up in preparation for a race, how to keep focused, what to eat.

The type of race distance varies between competitions. Some focus on sprint events of 100m or less; others on middle distance events of 200m or 400m; some do everything. Some are short course events (25m pools) and some are long course (50m pools), with the times being converted from one course to the other to ascertain seeding times as necessary. Licensed meets must meet certain organisational criteria such as electronic timing, officials have to be Swim England qualified etc.

Events will be swum in reverse order of entry time and awards made against performance in age category. The extent to which awards are determined by heat declared winner or a final swim off will vary between opens. As there is a lot of demand for places at Opens (many swimmers are looking for qualifying times, especially towards the end of the year) it is really important to get your entry in as soon as possible and in advance of any closing date.

Different meetings may also have different criteria for establishing the age of swimmers with many taking the age on 31 December of the year of the event (as per Swim England criteria) whereas as others will use the age on the day of the swim. This ensures that all swimmers have the opportunity to perform well in their given age category, regardless of when during the year the meeting takes place.

Although most events run without incident, there is a significant amount of time pressure on the Time-keepers and Entry Secretaries on the day of the event. It is a courtesy to inform the Secretary if your swimmer is unable to attend and a refund may be obtained if this is done early enough in advance of the race. If the swimmer is unable to attend and only discovers this on the day of the race, you should still inform the Entries Secretary as this may enable other swimmers to have time-trials in the free place and also could result in the order of other swimmers' heats being changed (i.e. by making sure there are no empty lanes in later heats). Failure to withdraw in such cases can also result in fines payable by the swimmer in some Open meets.

## 6. Processing entries for Meetings

On a regular basis during the year you will receive emails which provide details of Open Meetings which the club is attending. This means that a coach will be provided at the event and generally 40 or more swimmers from the club will take part. This is an excellent way for young swimmers to become familiar with the nature of competitive swimming in friendly surroundings with their friends supporting them.

Please ensure that you read the terms and conditions which will vary from meeting to meeting – there may be restrictions on age, upper or lower time limits, No-times (NT) not allowed etc. which might mean that your entry is rejected even though you have paid.

Although you will be refunded for the cost of rejected entries, it is better to get the details correct first time to prevent disappointed swimmers (and administration for the club!).

The screenshot shows the website for the 50th Anniversary Open Meet. The header includes the club logo and navigation links: About, Squads & Coaching, Join Us, Media, Our Meets, Calendar, and Contact. Below the header, there are social media icons and a search bar. The main content area features the event title "50th Anniversary Open Meet" with sub-links for "Luton May Long Course Meet 2017" and "Regionals LC Wk 2 (U14/Under Age Group)". The event date and time are "May 20 @ 12:30 pm - 8:00 pm" with a cost of "£5.25". A red link indicates the "Closing date for entries - 29 March 2017 @ 10pm". A progress bar shows 0 tickets booked. The event is open for Trident, Hornet, Venom, and Dragon squads. The age group is "Age on the 20th May 2017". Links for T&Q, schedule, and conditions are provided. A "Venue" section lists "Leisurezone Harlow, CM20 3DT" with a Google Map link. A "Tickets" table shows 0 tickets for 50 FREE, 100 FREE, and 50 BACK, all at £5.25. On the right, there is a "Membership login" form with fields for email and password, a "LOGIN!" button, and links for "Forgot your password?" and "Registration". Below the login form is a "Calendar" section listing recent events: "City of St Albans Spring Open Meet 2017" (March 26), "Hatfield Regional Qualifier Meet - Level 3 - 3E07D484" (April 1 @ 2:00 pm - April 2 @ 5:00 pm), and "Arena League Final B" (April 8). A "View All Events" button is also present. At the bottom right, there is a "Facebook Feed" section with a post from 12 hours ago about a new Development Lead Coach position.

On the club website you will see a screen as above, inviting you to enter your swimmer. If they are eligible per the meeting terms and conditions, please enter “1” against each event in which you wish them to participate in the section labelled tickets. When you do so, a separate box will appear below headed “Personal Best Time”. Here you should enter the swimmer’s PB in the format mm:ss.00 (i.e. colon between minutes and seconds and a decimal for fractions of a second – if you use any other format the entry may be rejected as it might not be recognised by the software). This will be used to confirm their time against the Swim England database to ensure they are eligible and on the day of the event they will be seeded into the appropriate heat using this time, even if they have subsequently achieved a faster time. Please note, if entering different swimmers, e.g. siblings, each one must be entered separately as their time must be checked against the Swim England

database to confirm their time. In the below example, a time of 40 seconds has been entered for the 50m Freestyle event.

### Tickets

1	50 FREE	£5.25	
ATTENDEE 1 <b>Personal Best Time*</b> 00:40.00			
0	100 FREE	£5.25	
0	50 BACK	£5.25	
0			

When you have entered against all events in which you wish to participate, click on the button at the bottom called “Add to Cart”. This will take you to the next screen, showing all of the events which you have entered, as illustrated below. You should then check the details are correct and either “Update the basket” if you wish to change something, or click on “Proceed to Checkout” if you are happy.

### Cart

	Product	Price	Quantity	Total
x	50 FREE	£5.25	1	£5.25
				<a href="#" style="background-color: #0070C0; color: white; padding: 5px;">Update Basket</a>

### Basket Totals

Subtotal	£5.25
Service charge	£1.00
<b>Total</b>	<b>£6.25</b>

[Proceed to Checkout](#)

When you click on “Proceed to Checkout” you will be taken to the billing screen, shown below.

## Checkout

Returning customer? [Click here to login](#)

### Billing Details

First Name \*

Last Name \*

Email Address \*

Phone \*

Address \*

Street address

Apartment, suite, unit etc. (optional)

Town / City \*

County

Postcode \*

Create an account?

### Additional Information

Order Notes

Notes about your order, e.g. special notes for delivery.

### Swimmer details (only when registering for event)

ASA Number






Name

Date of birth

dd/mm/yyyy

### Your order

Product	Total
50 FREE x 1	£5.25
Subtotal	£5.25
Service charge	£1.00
Total	£6.25

PayPal      What is PayPal?

Pay via PayPal; you can pay with your credit card if you don't have a PayPal account.

[Proceed to PayPal](#)

You will now need to enter all of details in the grey boxes including the Swim England number of the swimmer (another reason why this needs to be completed separately for each swimmer). When you have completed all of the sections and are ready to pay, please click on “Proceed to PayPal”. On the next screen you will be given the opportunity to pay either by PayPal or, if you do not have a PayPal account, you can click on the button called “guest” which will allow you to pay by debit/credit card instead.

When the payment has been completed, you will receive an email to your registered email address confirming the payment from your provider and another from the club confirming that the entries have been received. This does not however mean that the entries have been accepted – you will need to wait until the club has submitted all of the entries to the organising swimming club and they have confirmed or rejected the entries. All accepted entries will be posted on the club’s website, as will any rejected entries, following which the club will process refunds for rejections.



Please remember to check the terms and conditions of the individual meeting before you start to enter the details for the swimmer – if you are not eligible to participate your entry will be rejected and it may cost you the administration fee.

## 7. Personal best and competition entry times

### 7.1. Personal best times

It is important to realise that in the early years of membership, technique development is at least as important as times. Although swimmers may be fast through the water, without the correct technique, they will find it increasingly more difficult to progress as they get older and times will not drop as hoped for. Personal Best times (PBs) do however feature strongly in team selection, the ability to enter certain competitions, and where in a competition a swimmer will compete (i.e. which heat).

### 7.2. Medals

Most individual competitions will reward first, second and third places with gold, silver and bronze medals. The results of races will be posted on the wall somewhere around the pool, normally in a number of different places so that both swimmers and parent/guardians can see them. The locations of these lists are normally easily identifiable by the crowds gathered around them – both swimmers at poolside and a general public list near to the relevant viewing gallery area. If the swimmer qualifies for an award they need to collect it from a medal table. However, please note that times will only be posted when the Head Judge has signed off, since it is possible for even the best swimmers to have committed a technical infringement during the swim and so disqualifications (DQs) are not uncommon. In “heat declared” races the final times will only be published when the final heat has been completed in any case since swimmers of differing ages might be competing in the same race and so the exact finishing position will not be known until then.

## 8. Parent/Guardian involvement

### 8.1. Communication

With so many members and different squads, communication is key to the success of the swimmers and ultimately the club itself and so we use a number of different ways of sending out information.

- The club website
- Email
- Twitter
- Facebook
- Squad WhatsApp groups.

With so many different channels of communication, it is essential that you check them as frequently as possible and at least weekly. Please read your emails/post and respond or act in a timely basis and let us know if any of your contact details change

### 8.2. Registering a New Member

Please open the registration site and ensure that you tick that you wish to register as a parent.

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

Please fill in the marked fields and send the form.

### Registration

- I am the Parent/Carer/Guardian of under 18 year old Hatfield Swimming Club Member
- I am a over 18 year old Hatfield Swimming Club Member
- I am a staff Member / Volunteer

**Your name \***

First  Last  Also known as

**Your Address \***

Street Address

Address Line 2

City  County

Sometimes the website will send the e-mail to your spam/junk folder please check. You should receive a password that looks like this:

From: "hatfieldswimmingclub.org" <postmaster@hatfieldswimmingclub.org>  
 Date: 2 October 2020 at 16:38:56 BST  
 To: timea0129@gmail.com  
 Subject: Registration on Hatfield Swimming Club

Hello Test Parent (timea0129@gmail.com),

Thank you for registering with Hatfield Swimming Club.  
 Please use the login to complete registration.

url: <https://membership.hatfieldswimmingclub.org/?p=login>  
 username: timea0129@gmail.com  
 password: Vgx5@&\*-

Thanks,

© 2020 All rights reserved.

It will give you your user name (this should be your email address) and the password for your first log in which you can change as soon as you have logged in.

Please now go back to the same site and now choose Log in

HATFIELD SWIMMING CLUB

Membership database

Registration Code of conduct Login

### Registration

I am the Parent/Carer/Guardian of under 18 year old Hatfield Swimming Club Member  
 I am a over 18 year old Hatfield Swimming Club Member  
 I am a staff Member / Volunteer

Your name \*

First Last Also known as

You should see the screen below:

HATFIELD SWIMMING CLUB

Your email

Password

**LOGIN!**

[Forgot your password?](#) [Registration](#)

If you do not receive the password or it does not work (the first-time registration) then please email the membership secretary who will reset the password for you

When logged in you will see the screen as below:

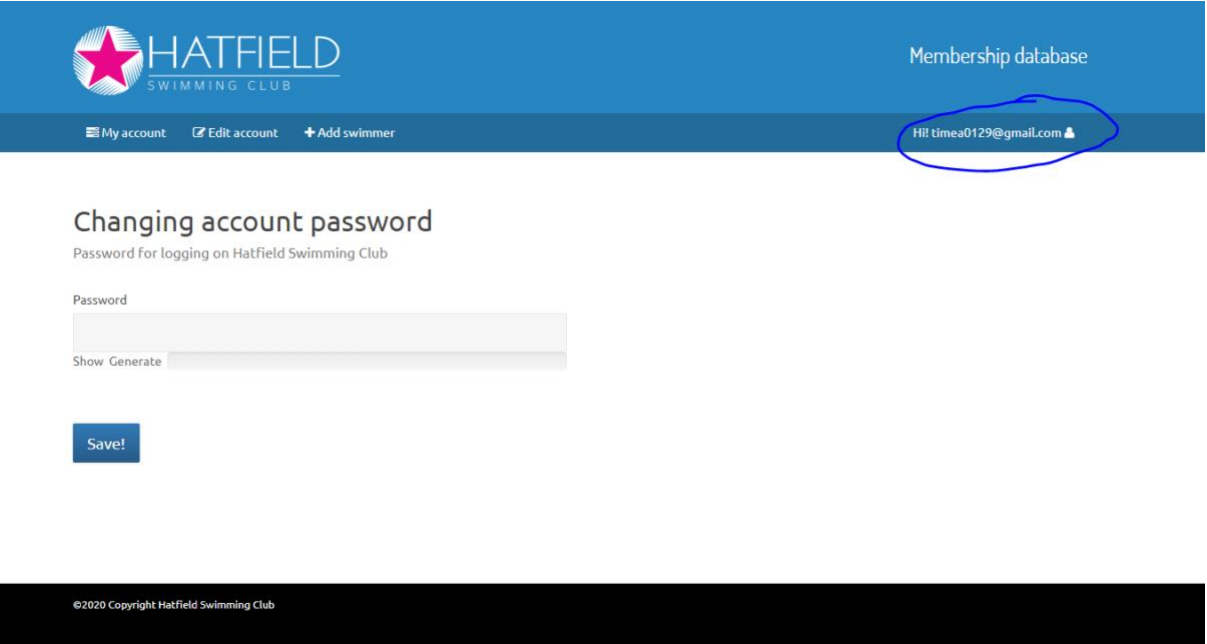
When logged in, please update your details by clicking on **Edit account** and then please use **+Add new-swimmer** option to add your swimmers details

If you have multiple swimmers in the club you can add them all here 1 by 1.

Please remember to save all your details.

Now change your password, click on your email address, and chose Changing account password.

Type in your new password, one that you will remember and then click Save.



The screenshot shows the Hatfield Swimming Club membership database interface. At the top, there is a blue header with the club's logo on the left and the text 'Membership database' on the right. Below the logo, there are three links: 'My account', 'Edit account', and 'Add swimmer'. On the right side of the header, the email address 'Hil timea0129@gmail.com' is displayed and circled in blue. The main content area is titled 'Changing account password' and includes the subtitle 'Password for logging on Hatfield Swimming Club'. There is a 'Password' input field with a 'Show' and 'Generate' button below it. A 'Save!' button is located at the bottom of the form. At the very bottom of the page, there is a black footer with the text '©2020 Copyright Hatfield Swimming Club'.

For the future please keep this record updated with your personal information and when your swimmer/s moves squad/s to help us to ensure we have the correct details for you and your swimmer/s.

If you need any assistance please email [membership@hatfieldswimmingclub.org](mailto:membership@hatfieldswimmingclub.org) and we will assist with any questions.

### 8.3. Getting involved

The club is almost entirely run on a volunteer basis, whether this is the coaching staff, committee members or helpers at Open meetings. It takes a large number of people to ensure that an event runs smoothly, not just those visible around the pool e.g. Time-keepers and coaches, but also people helping the club shop, raffle organisers and entrance cashiers.

We are constantly on the look-out for people to help run galas and meets, not just for those organised by ourselves, but also to support those organised by other clubs which we attend. One of the best ways to become involved and maintain an interest even for those heats and events in which your swimmer is not participating is to become a Time-keeper or Judge.

There is a training course, after which you will be given further training and advice – if you are interested please speak to Clare Davison who is responsible for our officials.

In most meetings you can expect to spend about five hours in the gallery, with your swimmer spending little more than a couple of minutes in the pool over this time, so volunteering is an excellent way to maintain your interest throughout the event and at the same time help the club. If you have any questions, please speak to your coach or a member of the committee. You may also receive an email outlining any help needed for forthcoming meetings – please reply if you feel you can help.

### 8.4. Club Shop

The club shop opens on most Monday and Friday evenings at Hatfield Swimming Centre from 6.30 pm onwards. The shop stocks a wide range of merchandise, for example rucksacks, goggles, fins and other swim equipment needed. You can order the new Hatfield swim club kit on: <https://www.tylers-sportswear.co.uk/Catalogue/Sports-Webshops/Swimming-Clubs/Hatfield-Swimming-Club>.

## Glossary of useful terms and links

**Age** – although it might sound straightforward, a swimmer's age can vary depending on the meeting for which they are being entered. Many events use the age of the swimmer on the day of the event, this being the simplest method. Most meetings organised by Hatfield use the age of the swimmer on 31 December of the relevant year of the meeting, along the same lines as used by Swim England itself. This can be slightly confusing if for example the swimmer has a birthday in June and the meeting is taking place in May – they will in this case be classified as one year older than their actual age for the purposes of the meeting. In contrast to this, Peanuts League events use the age of the swimmer at 30 June of the year in question. In this case a swimmer born in March will be classified as one year older than their actual age, whereas a swimmer with a birthday in September will have their actual age. Finally, for County Championships, since the meeting takes place shortly after the start of the next year, the age is taken as at 31 December of the following year (i.e. the year in which the championships take place). This affects all swimmers equally, regardless of when their actual birthday is and so there is no disadvantage compared to their peers.

**DQ** – disqualification. There are many reasons why a swimmer can be disqualified, ranging from false starting to various technical infringements. Please see the link below for a full list of the codes which are given on the results sheet at the gala.

**Equipment** – the following forms of equipment are needed: Dove – fins, pull buoy, kickboard. Trident: As for Dove, plus hand paddles and snorkel/mask. Venom/Hornet – As for Trident, plus a thin yoga mat and (optionally) a massage roller. Mosquito/Dragon/Vampire: hi-visibility jacket for running sessions. The coach of the relevant squad will confirm this as you join or move between squads.

**Heat declared winners** – where a meeting does not have prelims and finals, it will usually be run on a hat declared basis, meaning that the ranking of swimmers will be based on the respective age group regardless of which heat they swam in. Heats are usually seeded based on the swimmers best time (personal best – PB) prior to the entry being submitted.

**Level 1 Meet** (etc.) – all official meetings (i.e. those licenced by Swim England and thus where insurance has been provided by them) will be given a level number. This indicates both the level of competition to be expected and the reason for the competition i.e. times will count towards a particular championship. The lowest level is level 4 which is generally open to all swimmers and usually swimmers with no previous time will be accepted. An example of this is the club championships in the latter part of the year, although occasionally other clubs will organise meetings at this level. Level 3 tends to be more of a development meet, aimed at more junior swimmers who have times and are looking to improve them or move towards the County Championships in January/February the following year. No times may or may not be accepted but there is generally an upper time limit thus preventing swimmers who are too fast from taking part. Level 2 is of a higher standard again, primarily intended for swimmers who are looking to achieve County or Regional times and so there may be no upper limit, however there may be a lower limit restriction and almost certainly no times will not be permitted. All of levels 1-3 will be swum over short course distances. Level 1 is the top level and is aimed at swimmers who are looking to achieve regional and national qualifying times. These meetings are swum at an LC pool and will definitely have lower time limits, but no upper time limits.

**NT** – No time. This indicates on a seeding list (or “psych sheet”) that the swimmer has not swum the stroke and distance during the previous 12 months and so has no official time at a licensed event.



Many meetings do not accept swimmers who have NT against their name so please take care to check the terms and conditions of the meeting before you enter.

**Over the top start** – in order to save time at a meeting, some heats may be started whilst the swimmers of the previous race are still in the pool. In this case these swimmers must move to the side of the lane and hold on to the lane rope but not touching the time pad at the end of the lane.

**Seed time** – This is the time used to order the swimmers (usually regardless of age) when deciding which heat they will swim in. The seed time is the time when the entry was submitted, usually the personal best in the previous 12 months as recorded at an officially licensed event and so contained on Swim England results website. If the swimmer has subsequently swum a faster time, this will not be updated after the entry was submitted and so the seed may not be the current PB.

**Short Course and Long Course** (abbreviated to SC and LC respectively) - most meetings for junior swimmers will be carried out in an SC or 25m pool, whereas more experienced swimmers will compete in galas at an LC or 50m pool. It is possible to convert the time from one course to another as, for example, there may be lower time limits for an LC event but swimmers who have only previously swum in SC pools may be eligible, provided they are fast enough when using the conversion table.

**Swimming up** – in many galas where the swimmers are competing as a team, it is sometimes desirable for a swimmer to participate in an older age category than that to which they would normally be assigned. This could be to give them experience, due to a lack of swimmers at the appropriate age or in order to free up a place at a younger level for another swimmer. Clearly this will only be done at the coach's discretion once they have satisfied themselves that the overall squad will not be negatively impacted.

**Upper and lower time limits** – in order to prevent a meeting becoming over-subscribed with too many swimmers who are either too fast or too slow, time limits may be enforced. Upper time limits refer to those times for which a swimmer will not be accepted if their seed time is faster than the time in the upper time list. This is frequently applied to meetings which are intended to serve as qualifying events for regional championships or above. Lower time limits prevent a swimmer who is not sufficiently fast from being able to compete and hence keep the meeting moving forward at the necessary pace. The details will always be given in the meeting's terms and conditions pack.

**X (time trial)** – on many psych sheets or in the meeting's programme you may see times (or NT) preceded by an "X". This indicates that the swimmer's entry came after the deadline for submission but the entry has been included by the hosting club as there was still sufficient space. Typically the swimmer will not be eligible for medals or other awards in this event, but is using the swim as a time-trial only.

Useful links

<i>Club website</i>	<a href="http://www.hatfieldswimmingclub.org">www.hatfieldswimmingclub.org</a>
<i>Swim England website</i>	<a href="https://www.swimming.org/swimengland">https://www.swimming.org/swimengland</a>
<i>Swimming rankings</i>	<a href="http://www.swimmingresults.org">www.swimmingresults.org</a>
<i>Swim England Hertfordshire</i>	<a href="https://www.swimherts.org/">https://www.swimherts.org/</a>
<i>HS League (for Major/Peanuts)</i>	<a href="http://www.hsleague.org.uk/">http://www.hsleague.org.uk/</a>
<i>Arena League</i>	<a href="http://www.nationalswimmingleague.org.uk/">http://www.nationalswimmingleague.org.uk/</a>
<i>Technical infringements</i>	<a href="http://www.swimming.org/library/255/785">http://www.swimming.org/library/255/785</a>