




2022

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# Birkenhead Swimming Club

## Teachers/ Coaches & Volunteers Handbook



Affiliated to Swim England North West Region and to the Cheshire County Water Polo and Swimming Association



# Welcome to Birkenhead Swimming Club

**Mission Statement - to provide opportunities for all individuals to develop their skills and compete at levels appropriate to their development, and maximise their potential as a competitive swimmer.**

**Birkenhead Swimming Club** and ASA are committed to good child welfare policies and practice, and has a child welfare policy, with child welfare disciplinary policy and details of where they can be obtained, i.e. from the Welfare Officer/club website/notice board/ ASA website. In a situation where a child is at risk of harm or has been harmed the parent/ club Welfare Officer should contact the police or social services directly and inform the ASA ICPO as soon as possible with information of the concern.

**The Club** will do their best to encourage your child to improve their strokes and fitness. The programme provided in all our squads will attempt to bring the best from your child, and will work far more effectively if attendance is at least twice a week for beginners and two thirds of the sessions available, or more, for Juniors and seniors.

We will seek to encourage your child to take part in competitive galas, of which we have a number at different levels. This will begin with time trials within the club leading to team selection for development galas and further progress in teams appropriate to your child's development.

From a coaching point of view you cannot hurry a child's development, maturity both physical and mental affect their performance

**What can you do as a parent??** **Firstly** and most importantly, always find a way to **encourage** your child rather than criticise. Try to ensure they judge their own performance against only themselves and their previous **personal best** performances. We call these PB's and each swimmer in our club has their current PB's recorded on the notice board just outside the pool. This is because all children mature and develop at different rates and the swimmers who finish at a high level do not necessarily shine early!

**Secondly**, watch the notice board(s) to see if your child has been chosen for a gala. This board is inside the pool hall on the left as you enter. Please always advise availability at the earliest opportunity and of any problems. Obviously this is because it can result in coaches having to contact other swimmers at short notice if availability is not advised **EARLY**. Please try to avoid this by ticking/crossing the team sheet **EARLY**. If we are advised late then this will probably involve a telephone call to seek other swimmers for the team, we would ask you to appreciate that this is by no means an indication that your child is "second choice"; we fully appreciate the support of those parents and children! It is unfortunate, but is solely a problem provided by swimmers not advising if they will swim **EARLY**!

**Lastly**, if you have any queries please ask We can't promise the answer you may expect but hopefully we should be able to explain why and what we do.

Please remember that all the officials, coaches and helpers within the club are volunteers. They are there to do their best for **ALL** the children in the club. They are quite happy to answer any question or advise you who is best placed to answer. We're not saying that they are always right but please respect their commitment.

**First Day** - On your child's first attendance at the club we will ask them to swim a few lengths in three different strokes. They will then be assigned to a lane for the rest of the session and we will gauge their current levels of fitness. At the end of the session the coach will advise you of the squad and lane your child should attend.

You are allowed to attend three sessions including your first and just pay the training fee. On your fourth attendance or before you must pay your yearly club membership. The rates for this are on the attached membership form.

**The club is committed to providing support for its members and in the event that you have any difficulties with fees or the provision of equipment please speak, in strictest confidence, to: the Chairman, Roy Smither on 0151 644 0653**



### **VOLUNTEERS - Policy**

To succeed in achieving it's Mission the Club is totally reliant on the commitment of the volunteers who provide all the skills necessary to enable the club to operate. To ensure sustainability, the club is committed to actively encourage the recruitment of new volunteers and to provide funding for training and ongoing development. If you are interested in getting involved with poolside, officiating or administrative roles and would like further information please speak to ROY SMITHER, NIC WINTER, PETER BLOOD or any coach.

### **VOLUNTEERS - Poolside helpers**

If you are interested in becoming involved as a poolside helper you will be required to complete the necessary CRB checks after which you can come on the poolside to assist our qualified teachers and coaches, The club also provides financial support for those wishing to become further involved through taking teaching and coaching qualifications. For further information please speak to NIC WINTER or any coach.

### **VOLUNTEERS - Officiating**

If you are interested in becoming involved in helping at galas you will be required to complete the necessary CRB checks after which you can come on the poolside to assist Again, if you choose, there are examinations to qualify for timekeeping, judging and starting. Please speak to PETER BLOOD for further information.

### **COMMITTEE & CLUB ORGANIZATION**

The committee is elected each year at the AGM, watch out for the notices. The AGM is normally held in December. Offers of help however are welcome at any time of year and we will always be pleased to find you a job. We would especially be pleased to receive any help with fund raising or the arrangement of social events. Please speak to ROY SMITHER, PETER BLOOD or any committee member.

### **WHO TO CONTACT:**

<b>Chair</b>	Sarah Wylde	0787 621 6121
<b>Vice-chair</b>	Peter Blood	0151 643 9761
<b>Chief Coach</b>	Nic Winter	0772 004 9195
<b>Welfare Officer</b>	Kate Holthofer	<a href="mailto:welfare.birkenheadsc@outlook.com">welfare.birkenheadsc@outlook.com</a>

### **Achievement Awards**

The club recognises achievements through the ASA awards scheme, commencing at the ASA National Plan for teaching swimming Level 7 (pre competitive). A log-sheet is available at the rear of this handbook and Certificates, badges, and logbooks are available from the club shop.

### **Club Swim Shop**

To order Club kit contact Cath Long

**Wirral Metro & City of Liverpool Squad Training** In addition to the Birkenhead club, higher level training is available through Wirral Metro & City of Liverpool training squads. These provide intensive squad training designed to bring the best from high performing swimmers. Their objective is to provide the time to allow full development of any swimmer's potential provided they are committed to full attendance to the sessions available to them. These squads compete through Wirral Metro Swimming Club, and City of Liverpool Swimming Club in high level competitions at regional and national level and open meets.

For further information please speak to your squad coach,



**Academy**

Tuesday	19:15 – 20:00	Leasowe
Friday	19:15 – 20:15	Leasowe
Saturday	15.30 – 17.00	Leasowe
Saturday	16:00 – 17:30	Europa Pools – Suspended until further notice
Sunday	15.30 – 17.00	Leasowe

**Beginner Squad**

Tuesday	19:15 – 20:00	Leasowe
Friday	19:15 – 20:45	Leasowe
Saturday	15:30 – 17.00	Leasowe
Sunday	15.30 – 17.00	Leasowe

**Junior Squad**

<b>50m Training</b>	Monday	19:00 – 20.30	Liverpool Aquatic Centre
	Tuesday	19:15 – 20.45	Leasowe
	Friday	20.00 – 21.00	Leasowe
	Friday	19.15 – 20.45	Leasowe
	Saturday	15.30 – 17.00	Leasowe
	Sunday	15.30 – 17:00	Leasowe

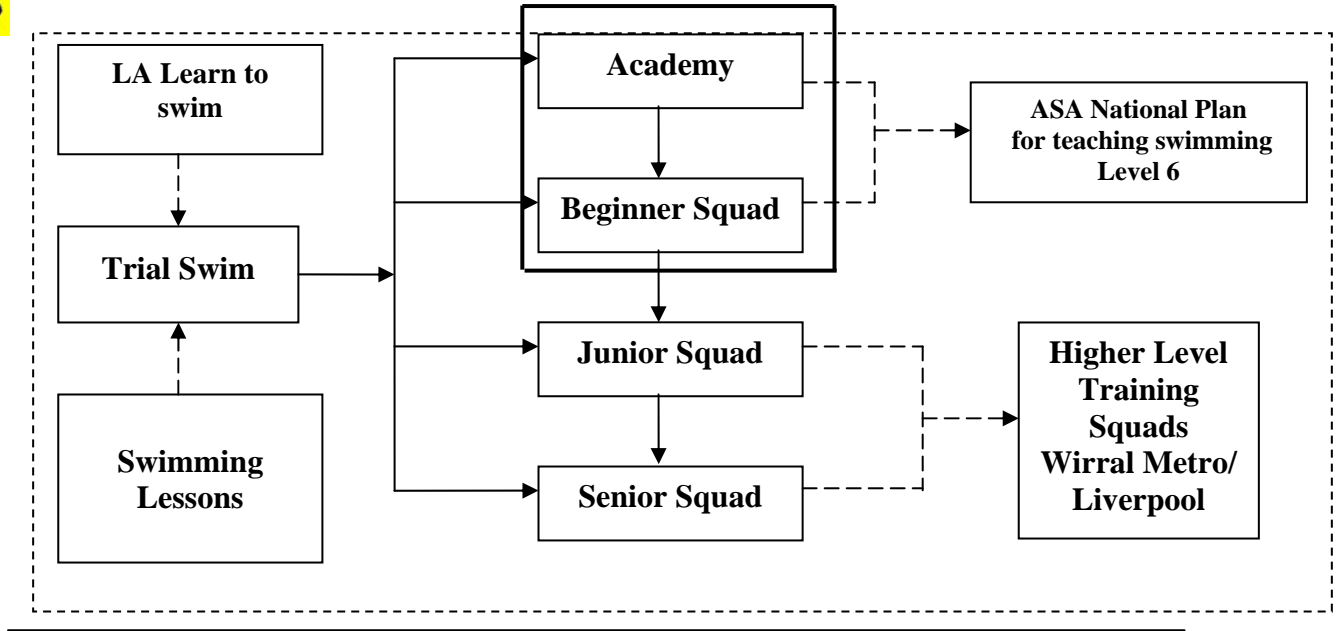
**Senior Squad**

<b>50m Training</b>	Monday	19:00 – 21.00	Liverpool Aquatic Centre
	Tuesday	20:00 – 21.00	Leasowe
	Friday	19.15 – 20.45	Leasowe
	Saturday	15.30 – 17.00	Leasowe
	Sunday	15.30 – 17.00	Leasowe

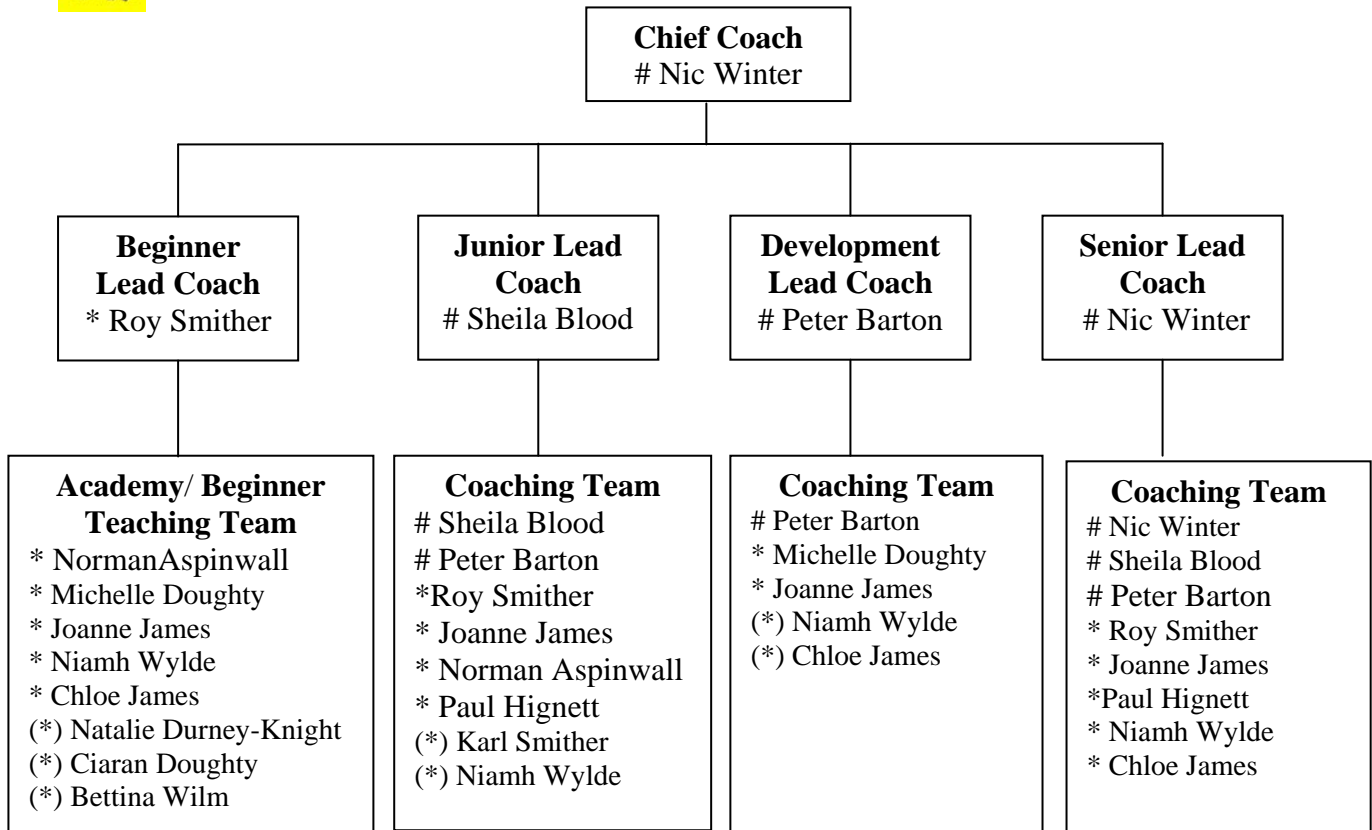
Birkenhead Swimming Clubs will do their best to encourage your child to attend at least twice a week for beginners and two thirds of the sessions available, or more, for juniors and seniors.

The club is committed to providing support for its members and in the event that you have any difficulties with fees or the provision of necessary equipment please speak, in strictest confidence, to the Chair, Sarah Wylde on 0787 621 6121

**Club Structure - Training**



**Club Structure – Coaching**



\* Lev 2 Teacher/ Coach  
(\*) Lev 1 Teacher/ Coach

SE Teacher (Disabilities)  
Sheila Blood

# Level 3 Coach



## Club Structure – Mission Statement

To provide opportunities for all individuals to develop their skills and compete at levels appropriate to their development, and maximise their potential as a competitive swimmer.



## Club Structure - Teaching

Birkenhead Swimming Club's teaching programme follows the "ASA national plan for teaching swimming".

Entry is at pre-competition level 7, which is the logical progression from Advanced Level 2 swimming lessons or equivalent.

The swimmer will initially consolidate their existing skills and develop their efficiency of the four competitive strokes. They will then, through the use of a range of drills and practices, progress towards the more demanding aspects of training development in preparation for taking part in competitive swimming.

The rate at which swimmers develop varies, and our teachers and coaches will ensure the necessary skills, strokes and confidence are in place at each stage of their progression.

This pre-competition development comprises two levels, both leading to awards.

**Level 1 skill development** includes floatation, streamlining, sculling, treading water and introduces the use of the pace clock.

**Level 1 stroke development** progresses the efficiency of the four competitive strokes through the use of drills, kicking, turns and starts.

**Level 2 skill development** further progresses sculling, treading water and use of the pace clock and introduces land training through the use of simple loosening exercises.

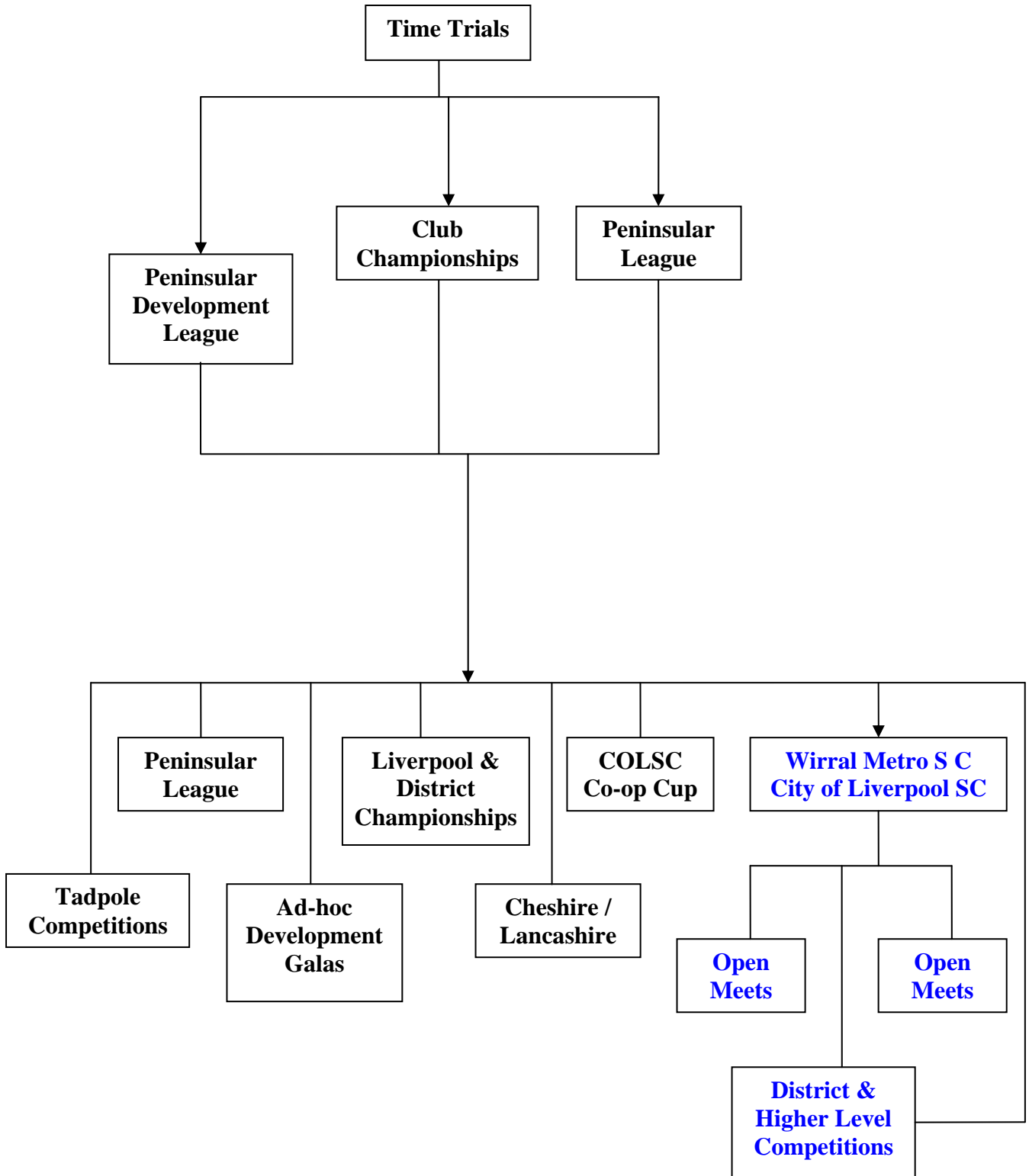
**Level 2 stroke development** continues to improve on stroke efficiency and kicking, introduces more advanced drills, makes further progress on starts, turns and finishes, and introduces short repetitive swimming sets.

## Awards

A range of certificates and badges to mark achievement are available from the club shop.

eg. Preliminary Competitive Start, and stroke and sprint awards

Swimmers are also encouraged to keep a record of their progress in training, through the use of a log sheet (see section 10 of this handbook), and of their awards using a logbook which is available from the club shop.





**President** Alan Murray

**Officers:**

Chairman:	Sarah Wylde	0787 621 6121
Vice Chair:	Peter Blood	0151-643 9761
Secretary	Niamh Wylde	<a href="mailto:secretary.birkenheadsc@outlook.com">secretary.birkenheadsc@outlook.com</a>
Treasurer	Peter Blood	0151 643 9761
Chief Coach	Nic Winter	0772 004 9195
Gala Secretary	Sarah Wylde	0787 621 6121
Polo Secretary	John Hamilton	

**Committee Members:**

Roy Smither  
Peter Barton  
Paul Hignett  
Michelle Doughty  
Jo James  
Bettina Wilm  
Natalie Durney-Knight  
Amanda Mills      Membership Secretary  
Ladies Captain      Niamh Wylde  
Ladies Vice Captain      TBA  
Men's Captain      TBA  
Vice Captain      TBA

**Club Representatives:**

Peninsular League	Nic Winter	Peter Blood	Sarah Wylde
L&D	Peter Blood	John Hamilton	
NCSE	John Hamilton	Nic Winter	
Cheshire	John Hamilton	Sarah Wylde	
SENW	John Hamilton		
Peninsular Schools	Peter Blood		

**Swim Shop:** Sarah Wylde 0787 621 6121

**Insurance queries:** Sarah Wylde 0151-645 5117

**Equity officer:** Kate Holthofer [welfare.birkenheadsc@outlook.com](mailto:welfare.birkenheadsc@outlook.com)

**Welfare officer:** Kate Holthofer [welfare.birkenheadsc@outlook.com](mailto:welfare.birkenheadsc@outlook.com)





**We compete each year in a number of leagues or galas and utilize each for different purposes. This will depend on the level of competition within those competitions and the requirements of the season.**

### **CLUB TIME TRIALS**

These are held approx. every eight weeks on a Sunday evening between 5pm and 8.00pm. All swimmers swim every stroke over 50 (some 25s for the youngest. This allows us to get a picture of how everyone is doing and make direct comparisons of fitness. It is also a friendly introduction to gala procedures for our younger swimmers. Please do your best to ensure your child attends.

### **PENINSULA DEVELOPMENT LEAGUE**

A development league in which we encourage all club members to participate, especially those recently joined. The events in these galas are time limited and provide a chance to swim strokes or distances that you do not usually participate in. If you have specific requirements please talk to Nic Winter.

### **PENINSULA LEAGUE**

Normally our strongest team, we compete in against teams from Hoylake, Wallasey, Ellesmere Port, Bebington, and Woodchurch,

### **Co-op CUP**

A high level competition for 9 to 12 year olds with 11 other very good standard Merseyside clubs. We compete in two six team galas at Everton Park and after the initial two rounds the six teams with the highest points go forward to the final. We have produced a steady improvement in this competition over the last few years.

### **OPEN MEETS**

Watch the notice board for details of open meets and B grade meets. Entry forms for advertised galas are available from Cath Long.

### **CHAMPIONSHIP MEETS**

We also encourage our members to compete in some championship events. These consist of the Peninsular Age Groups, Liverpool & District Championships, Cheshire Championships,

### **CLUB CHAMPIONSHIPS**

We encourage our members to compete in the Club Championships Which are held over a number of galas in November and December. Everyone who enters gets a certificate and individual age group awards are also made. All awards are made at the Club Disco and Presentation evening.



## Child Protection Policy Statement

**Birkenhead Swimming and Water Polo Club is committed to providing an environment in which all children participating in its activities have a safe and positive experience.**

**In order to achieve this Birkenhead Swimming and Water Polo Club agrees to:**

- Adopt and implement Wavepower the Swim England Child Safeguarding Policy and Procedures in full.
- Recognise that all children participating in activities regardless of their age, gender, race, faith, sexual orientation and ability have the right to enjoy their involvement in our sports in a safe environment and be protected from harm.
- Ensure that all individuals who work or volunteer with children in our organisation provide a positive, safe and enjoyable experience for children.
- Appoint a Welfare Officer with the necessary skills and training as outlined in Wavepower who will take the lead in dealing with all child safeguarding matters raised within the organisation.
- Ensure that the Welfare Officers' name and contact details are known to all staff, members and parents/guardians of members that are under 18.
- Ensure that all individuals who work with children in the organisation have undertaken the appropriate training, have had the relevant DBS checks and adhere to Wavepower and the Regulations of our sports.
- Ensure that all individuals who will be working or will work with children in either a paid or voluntary role have been recruited in accordance with the Safe Recruitment Policy contained in Wavepower.
- Ensure that all individuals who work with children in the organisation have received the appropriate training for their role and been provided, understand and adhere to the requirements of the Codes of Conduct and Wavepower.
- Provide all members of the organisation and parents/guardians of members under 18 with the opportunity to raise concerns in relation to a child's welfare in a safe and confidential manner.
- Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower.
- Ensure that confidentiality is always maintained and in line with the best interests of the child.
- Ensure all information relating to child safeguarding matters are held safely and securely.

**You can email the Birkenhead SC welfare Officer direct at:**

[welfare.birkenheadsc@outlook.com](mailto:welfare.birkenheadsc@outlook.com)

## **Who is the Helpline for?**

This service is provided for anyone involved in swimming, including children and young people who believe that the welfare of a child is at risk. This could be neglect or abuse, bullying or fear of someone, or anything that is worrying you or you don't know who to discuss this with.

## **Who will take the calls & what happens?**

When you ring you will hear a message. This will explain how to speak to someone urgently, and enable you to be transferred straight away to the NSPCC Child Protection Helpline, or if more convenient arrange for someone to call you back. The person who calls you back will be a trained member of the Swim England Child Protection Group.

## **Other things you should know**

Helpline calls are free and do not appear on itemised bills unless the call is made from a mobile phone. The Helpline does not use the 1471 code or any other return call or call display facilities.

**You can call the Swim England/ NSPCC Child Protection Helpline on 0808 100 4001**

**You can call the NSPCC Child Protection Helpline direct on 0808 800 5000**

(Monday to Friday 8am – 10pm or 9am – 6pm at weekends and calls are free)

**You can email the NSPCC Child Protection Helpline direct at:**

[help@nspcc.org.uk](mailto:help@nspcc.org.uk)

( open 24 hours a day)



To be completed by all members and parents/ guardians of members under 18 years

## Terms of Reference

The content of this Code of Ethics applies to all those involved within the sport of Swimming, Diving, Water Polo, Open Water Swimming and Synchronised Swimming. The Code of Ethics should be read in conjunction with the Swim England Codes of Conduct contained in Wavepower (Swim England Child Safeguarding Policy and Procedures).

## Swim England Code of Ethics

All individuals within the Swim England aquatic disciplines will at all times:

- Respect the rights, dignity and worth of every person, be they adult or child, treating everyone equally within the context of the sport.
- Respect the spirit of the sport adhering to the rules and laws in and out of the pool, incorporating the concept of friendship and respect for others.
- Promote the positive aspects of the sport and never condone the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Accept responsibility for their own behaviour and encourage and guide all Swim England members and parents of junior members to accept responsibility for their own behaviour and conduct.
- Ensure all concerns of a child safeguarding nature are referred in accordance with Wavepower (Swim England Child Safeguarding Policy and Procedures).
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and never behave or encourage or condone others to behave in a manner that is liable to bring the sport into disrepute.
- Adhere to Wavepower the Swim England Child Safeguarding Policy and Procedures.
- Adhere to the Swim England Anti-Doping Rules.
- Adhere to the Swim England Equity Policy.
- Adhere to the Swim England Laws and Regulations.
- Adhere to the Swim England Codes of Conduct.

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I confirm that I have read, and agree to abide by the code of conduct and the club policies.

I acknowledge receipt of the rules of Birkenhead Swimming & Water Polo 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.

Name:

*Please use BLOCK CAPITALS*

Signatures  
Swimmer:

Parent/  
Guardian:

Date



# Birkenhead Swimming & Water Polo Club 7

## Code of Conduct for Children

This Code of Conduct should be read in conjunction with the swim England Code of Ethics.

To be completed by members and parents/ guardians of members under 18 years

As a member of our club, we understand you have the right to:

- Enjoy the time you spend with us and know that you are safe.
- Be told who you can talk to if something's not right.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.
- Be respected by us and other team members and be treated fairly.
- Feel welcomed, valued and not judged based on your race, gender, sexuality, faith or ability.
- Be encouraged and develop your swimming, para-swimming and water polo skills with our help and support.
- Be looked after if there's an accident or injury and have your parents/guardians informed, where appropriate.

As a member of our club or activity we expect you to:

### Essentials

- 1 Keep yourself safe by listening to your coach or teacher, behave responsibly and speak out when something isn't right.
- 2 Take care of our equipment and premises as if they were your own.
- 3 Make it to training and competitions on time and if you're running late, let a member of the club know.
- 4 Make your coach or teacher aware if you have any difficulties attending training or competitions.
- 5 Not wander off, or leave training or a competition without telling your coach, teacher or team manager.
- 6 Bring the right kit to training and competitions.
- 7 Follow the rules of the club, squad or activity at all times.
- 8 Respect the privacy of others especially in the changing rooms.

### Behaviour

- 1 Make our club and activity a fun, happy, friendly and welcoming place to be.
- 2 Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith or ability.
- 3 Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- 4 Not use any device to take photographs or footage of others in the changing rooms or cubicles.
- 5 Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
- 6 Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.
- 7 Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.
- 8 Treat other children with respect and appreciate that everyone has a different level of skill or talent.
- 9 Support and encourage your team mates, tell them when they've done well and be there for them when they are struggling.
- 10 Respect the children and adults competing for other teams at competitions.
- 11 Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- 12 Get involved in club decisions, it's your sport too.

**Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee**

Name:

*Please use BLOCK CAPITALS*

Signature  
Of Child

Signature  
Parent/  
Guardian:

Date



# Birkenhead Swimming & Water Polo Club 7

## Code of Conduct for Parents & Guardians

This Code of Conduct should be read in conjunction with the swim England Code of Ethics

As a parent/ guardian of a club member we understand you have the right to:

- Be assured that your child is safeguarded during their time with us.
- Know how to access our club policies, rules and procedures.
- Know who the Welfare Officer is and how to contact them.
- Know that any concerns about your child's welfare will be listened to and responded to.
- Know what qualifications and training those with responsibility for your child have.
- Be informed of problems or concerns relating to your child, where appropriate.
- Know the procedure should your child be involved in an accident or become injured.
- Provide your consent or otherwise for photography and trips away.
- Make a complaint to the club committee or Welfare Officer (as appropriate).

As a parent/ guardian of a club member we expect you to:

### Essentials

- 1 Make sure your child has the right kit for training and competitions as well as enough food and drink.
- 2 Ensure your child arrives to sessions on time and is picked up promptly.
- 3 Inform us if you're running late to collect your child or if your child is going home with someone else.
- 4 Complete all consent, contact and medical forms and update us straight away if anything changes.
- 5 Maintain a good relationship with your child's coach or teacher.
- 6 Tell us if you wish to talk to us about any concerns regarding your child. We will arrange a mutually convenient time so you can talk to us.
- 7 Not enter poolside or interrupt training or competitions unless in an emergency situation.

### Behaviour

- 1 Remember that children get a wide range of benefits from participating in one of our sports, like making friends, getting exercise and developing skills. It's not all about wins and losses.
- 2 Behave positively as a spectator at training or competitions and treat others with respect.
- 3 Give encouragement to your child and tell them when they've done well and provide support when they are struggling.
- 4 Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- 5 Respect the children and adults competing for other teams at competitions.
- 6 Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- 7 Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- 8 Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which alleges a criminal offence will be reported to police by the club.
- 9 Talk to your child and ensure they understand the rules of the club and the sport.
- 10 Ensure your child understands their Code of Conduct.

**Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee. Continued issues and repeated breaches may result in parents/ guardians being asked not to attend the club, something we never want to do.**

Name:

*Please use BLOCK CAPITALS*

Signature:

Date:



# Birkenhead Swimming & Water Polo Club 7

## Code of Conduct for members, committee members, officials and volunteers

This Code of Conduct should be read in conjunction with the swim England Code of Ethics.

As a member of the club, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

As a member of the club we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions stipulated under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Ensure all complaints are referred under the internal club complaints process.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Adhere to your role responsibilities.
- Make our club a happy, friendly and welcoming place for all members.
- Attend child safeguarding training every three years if applicable for your role.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) if applicable to your role.
- Keep any qualifications or CPD up to date if applicable to your role.
- Lead by example by promoting positive behaviour and good sportsmanship. Encourage all members to behave in a positive manner and follow the rules of the club and sport.
- Never encourage or condone members of the club to breach the rules of the sport.
- Treat all personal information about members or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from the club.

Name:

*Please use BLOCK CAPITALS*

Position in Club:

Swimmer, Committee, Official, Volunteer

Signature:

Date:



## **Internal Disputes**

Birkenhead Swimming Club shall comply with the requirements and procedures of ASA Law for handling all Internal Club Disputes as may be revised from time to time.

For further information contact the Chair, Welfare Officer or any Coach or Committee member

## **Insurance:**

Fully paid up members of Birkenhead Swimming Club are automatically covered by the Club's Insurance Scheme. If you wishes to see a copy of the Insurance Policy or Document, or make a claim then please contact the Mrs Sarah Wylde the Club Secretary 0151-645 5117

**A copy of the Birkenhead SC Insurance Certificates is on display on the first floor notice board at Leasow Recreation Centre.**





## Accident/Incident Procedures

<b>Name of club:</b>	Birkenhead Swimming Club
<b>Facility:</b>	<b>Leasowe Leisure Centre</b>
<b>Normal operating procedures (NOP):</b>	In club locker adjacent to small pool
<b>Emergency action plan (EAP):</b>	In club locker adjacent to small pool
<b>Location of emergency telephone:</b>	On Poolside and in First Aid room
<b>Location of first aid equipment:</b>	First Aid room on poolside
<b>Location of club accident / incident record log:</b>	In club locker adjacent to small pool
<b>Emergency Contact Numbers:</b>	Available from the club online administrators: Peter Blood: 0151 643 9761 Nic Winter : 0772 004 9195 Sarah Wylde: 07876 216 121

All persons in charge of club sessions must be aware of the facilities NOP and EAP as above. These should be strictly followed in case of an emergency.

The important action points are:

- Raise the alarm with lifeguard/ staff member
- Follow instructions issued by lifeguard or Duty manager.
- Call the emergency services (if necessary)
- Do not move someone with major injuries, wait for specialist help
- Ensure the rest of the group is properly supervised
- Contact the injured person's parent or carer – see membership card template for emergency information
- Complete the club's accident / incident record log

### Insurance:

Fully paid up members of Birkenhead Swimming Club are automatically covered by the Club's Insurance Scheme. If you wishes to see a copy of the Insurance Policy or Document, or make a claim then please contact the Mrs S Wylde, Club Secretary

**A copy of the Birkenhead Swimming Club Insurance Certificates is on display on the Ground floor notice board at Leasowe Leisure Centre.**



## Accident/Incident Procedures

<b>Name of club:</b>	Birkenhead Swimming Club
<b>Facility:</b>	<b>Europa Pools</b>
<b>Normal operating procedures (NOP):</b>	Held in Duty Managers Office
<b>Emergency action plan (EAP):</b>	Held in club file held in Duty Managers Office
<b>Location of emergency telephone:</b>	On poolside right hand side of entrance
<b>Location of first aid equipment:</b>	First aid room left hand side of leisure pool
<b>Location of club accident / incident record log:</b>	Duty Managers Office
<b>Emergency Contact Numbers:</b>	Available from the club online administrators: Peter Blood: 0151 643 9761 Nic Winter : 0772 004 9195 Sarah Wylde: 07876 216 121

All persons in charge of club sessions must be aware of the facilities NOP and EAP as above. These should be strictly followed in case of an emergency.

The important action points are:

- Raise the alarm with lifeguard/ staff member
- Follow instructions issued by lifeguard or Duty manager.
- Call the emergency services (if necessary)
- Do not move someone with major injuries, wait for specialist help
- Ensure the rest of the group is properly supervised
- Contact the injured person's parent or carer – see membership card template for emergency information
- Complete the club's accident / incident record log

### Insurance:

Fully paid up members of Birkenhead Swimming Club are automatically covered by the Club's Insurance Scheme. If you wish to see a copy of the Insurance Policy or Document, or make a claim then please contact the Mrs Sarah Wylde, Club Secretary

**A copy of the Birkenhead Swimming Clubs Insurance Certificate is available in the Duty Managers office at Europa Pools and on poolside during training sessions.**



## Accident/Incident Procedures

**Name of club:** Birkenhead Swimming Club

**Facility:** **Liverpool Aquatic Centre**

**Normal operating procedures (NOP):** Coaches have personal copies of "Pool Safety Operating procedure" Section 4.24 Draft 5, April 2015. including NOP and EAP.

**Emergency action plan (EAP):** Coaches have personal copies of "Pool Safety Operating procedure" Section 4.24 Draft 5, April 2015, including NOP and EAP.

**Location of emergency telephone:** On poolside

**Location of first aid equipment:** The First aid room on poolside key code is 2203  
The Reception Office

**Location of club accident / incident record log:** Leasowe Leisure Centre

**Emergency Contact Numbers:** Available from the club online administrators:  
Peter Blood: 0151 643 9761  
Nic Winter : 0772 004 9195  
Sarah Wylde: 07876 216 121

All persons in charge of club sessions must be aware of the facilities NOP and EAP as above. These should be strictly followed in case of an emergency.

The important action points are:

- Raise the alarm with lifeguard/ staff member
- Follow instructions issued by lifeguard or Duty manager.
- Call the emergency services (if necessary)
- Do not move someone with major injuries, wait for specialist help
- Ensure the rest of the group is properly supervised
- Contact the injured person's parent or carer – see membership card template for emergency information
- Complete the club's accident / incident record log

### Insurance:

Fully paid up members of Birkenhead Swimming Club are automatically covered by the Club's Insurance Scheme. If you wish to see a copy of the Insurance Policy or Document, or make a claim then please contact the Mrs Sarah Wylde, Club Secretary

**A copy of the Birkenhead Swimming Clubs Insurance Certificate is available from the coach during training sessions.**



## Accident/Incident Procedures

**Name of club:** Neston Swimming Club

**Facility:** **Neston Recreation Centre**

**Normal operating procedures (NOP):** Coaches have personal copies of "Pool Safety Operating procedure".

**Emergency action plan (EAP):** Coaches have personal copies of "Pool Safety Operating procedure" including NOP and EAP. Issue 4 May 2018

**Location of emergency telephone:** On poolside

**Location of first aid equipment:** Poolside (Includes pendant alarm)

**Location of club accident / incident record log:** Duty Managers Office

**Emergency Contact Numbers:** Available from the club online administrators:  
Nigel Jones: 0774 227 0298  
Karen Noble: 0151 336 2902  
Peter Blood: 0151 643 9761

All persons in charge of club sessions must be aware of the facilities NOP and EAP as above. These should be strictly followed in case of an emergency.

The important action points are:

- Raise the alarm with lifeguard/ staff member
- Follow instructions issued by lifeguard or Duty manager.
- Call the emergency services (if necessary)
- Do not move someone with major injuries, wait for specialist help
- Ensure the rest of the group is properly supervised
- Contact the injured person's parent or carer – see membership card template for emergency information
- Complete the club's accident / incident record log

### Insurance:

Fully paid up members of Neston Swimming Club are automatically covered by the Club's Insurance Scheme. If you wish to see a copy of the Insurance Policy or Document, or make a claim then please contact the Mr Nigel Jones, Chair, Neston SC.

**A copy of the Neston Swimming Club Insurance Certificate is available from the coach during training sessions.**



## **“Coach the Ability NOT the Disability”**

### **WHY SWIMMING FOR PEOPLE WITH DISABILITIES?**

Swim21 focuses on a swimmer centred approach, putting the needs of the swimmer first. This applies to all participants in swimming, regardless of ability. All swimmers deserve the opportunity to achieve their full potential. Great Britain leads the world in disability swimming, and for this to continue we must endeavour to provide those opportunities.

### **INTEGRATING DISABLED SWIMMERS INTO YOUR CLUB**

It is important to assess swimmers ability in the water, in order to determine which group would be appropriate and which sessions would be of best benefit. Talk to the swimmer about their ability, they are the best judge of what they can and cannot do.

All swimmers should receive appropriate levels of coaching, water time and land conditioning related to the level at which they are performing. If land training is to be provided, consideration must be given to the access requirements of disabled swimmers, and the support needs of those who are providing that training.

Practical tips may include ensuring sessions are always written out and placed at the end of the lane, which would help swimmers with hearing difficulties. Additionally, those swimmers with learning difficulties benefit from repetitive programmes which over time they can learn and feel secure in doing.

### ***CLASSIFICATION***

If you are dealing with Learn to Swim and early swimmer development then classification is not an issue, but as swimmers move up the competitive ladder, they will need to be classified, especially if they are looking to compete at National or International level. Classification is based on a swimmers functional ability to swim a particular stroke. It can be a complicated issue but there are experts around to help and guide in this area.

### **WHO ELSE CAN HELP?**

There are a number of disability specific organisations that serve people with disabilities. The umbrella organisation which serves as the development arm for disability sport is the English Federation of Disability Sport, which works closely with the ASA to assist with the development of disability swimming.

#### **EFDS – North West**

Regional Development Manager, Recreation House, Corporation Street, St Helens, WA10 1HF  
Tel: 01744 455452    email: northwest@efds.co.uk



# Record of Qualifications

CLUB COACH

COACH

ASSISTANT COACH

TEACHER

ASSISTANT TEACHER

TEACHER/COACH NAME: \_\_\_\_\_

QUALIFICATION TITLE	DATE of QUALIFICATION	CPD courses Attended	CERTIFICATE No:	ISTC/BSCTA Reg No:

*Note:*

*It is important the club ensures its teachers/coaches maintain their membership of the ISTC/BSCTA to retain their insurance cover.*

*It is recommended that a separate list be kept for each qualification*



## Appraisal process for Coaches/ Teachers

Name \_\_\_\_\_

Position \_\_\_\_\_

**Review of past year 2.....**

Highlights:

Areas of least satisfaction:

Personal development: (e.g. training needs)

Target: (something you would like to achieve in the next twelve months)

**Signature of coach/ teacher** \_\_\_\_\_ **Date** \_\_\_\_\_

Signature of head coach \_\_\_\_\_ Date \_\_\_\_\_

## PERSONAL DEVELOPMENT PLAN (PDP)

The purpose of a PDP is to identify what new knowledge, skills & experience is needed to carry out the current role more effectively and in addition, to prepare for future roles/tasks. The PDP should clearly link into the club's and the employee/volunteer's objectives and values as well as the competencies required for the role. The PDP could involve training courses, spending time with others, mentoring & coaching, study & research. The overall outcome is that all parties are beneficiaries of the learning.

SKILL/AREA FOR DEVELOPMENT	OBJECTIVE	ACTION	BY WHOM	TARGET DATE

By signing below the appraiser and employee/volunteer acknowledge that these key objectives have been discussed & agreed

<b>Coach/ Teacher:</b>		<b>Date:</b>		<b>Appraiser:</b>		<b>Date:</b>	
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### **Coaching Model and philosophy for BIRKENHEAD SWIMMING CLUB incorporating TRAINING YEAR PLANS for teaching and skill development level.**

There are five factors involved in the overall performance of a swimmer and each can be specifically though not exclusively trained for. There will always be an overlap at the very least between adjacent areas if not on a wider basis on occasions. These areas are also interdependent on one another to some extent and must be utilized together to produce good racing performance. They all need gradually and progressively to be built up to provide the swimmer with the optimum chance to reach as high a standard of performance as they can.

#### **1. Technique (Skill) [REC, EN1, EN2]**

The ability to perform the strokes/starts/turns in a mechanically sound and efficient manner, with as little waste of energy as possible, on a continuing basis while fatigued. The maximum proportion of energy should be directed to propelling the swimmer forward. Achieved by specific coaching (and lots of reminders!!!) and by working with drills during swimming fitness work. This is a long process and can only be achieved with the active help of the swimmer, they must accept the need to change the stroke, do the drills or change consciously for some weeks/months before the change will become embedded as the preferred movement pattern.

#### **2. Basic Swimming Endurance (Endurance) [EN1, EN2, EN3]**

The bottom line!!! The speed a swimmer can maintain over continuous swimming or short rest repetitions is directly decided by this level of fitness. This factor is most susceptible to improvement and has to be worked on to a major extent throughout the year. Improvement is achieved by swimming at and above threshold pace. Basically this is what we test in T20s and use to grade our lanes. It is not effective to break these types of set with extra rest or going to the toilet etc., as this will almost certainly negate any positive effect from the set.

#### **3. Basic Swimming Speed (Maximum Speed) [RP + weights/land training]**

The swimmer's ability to swim as fast as possible over a short distance. It is in proportion to strength and how good the swimmer's stroke mechanics are. Improved by skill work, weight training and sprints at maximum effort. The stroke used in these sets should be the one that we wish the swimmer to use, long, good stroke mechanics and keeping hold of the water, beware the thrash when instructing on these sets! i.e. Lots of energy expenditure, but hardly any of it propelling the swimmer forward.

#### **4. Swim Speed Endurance (Lactate tolerance/production) [SP1, SP2, SP3]**

The ability of the swimmer's muscles (and some would say brain) to withstand the accumulated acidosis that results from swimming above threshold pace. Training for this area makes heavy demands on the swimmer and is not done in any quantity until they are maturing and have a good volume of basic swimming endurance "under their belt". Achieved by repetition training; high intensity, medium recovery. Got to do it and it hurts, encourage all the time, use sets that reduce in distance or kid the swimmer another way that the set is getting easier. Time the swims if the same length and feedback to swimmer to hold the pace.

#### **5. Pace Judgement (Correct speed) [SP2, RP]**

This area is enhanced by using the pace clock and by the use of decreasing sets, timed by the coach, with feedback to the swimmer allowing them to gauge how accurate their own pace is becoming. Define the pace you want and feedback to the swimmer, too fast is a problem as well as too slow, we want the swimmer able to control and know their pace.

The above factors need to be combined at the correct time and in the correct proportions to ensure that they have the optimum effect on each swimmer's performance as they progress through our squads and lanes.

## Factors for maximum effect of training sessions

Warm up should be 10 minutes long and virtually or actually continuous swimming, normally allow 5 minutes at end of the session for swim down or spare time to complete the session if running behind. Combine this with stress on the basic push & glide, underwater kick, streamlining essential to all good strokes. Standard warm up to be used.

In every session and at all levels there should be one set that aims to markedly improve basic swimming endurance (EN3), this must be done above threshold pace and last at least 25 minutes. It will normally consist of a set of swims between 50 (+20) and 200 (+1:00).

In every senior/intermediate session there should be a lactate set (with only four sessions a week and less than 100% attendance, there is no problem of recovery). It will normally be race distance or close to it with rests at 1x or 2x swim time, eg 5x100 on 3mins from a dive flat out.

Where possible, in sessions of more than 1 hour, recovery REC or EN1 sets should follow an EN3 or lactate SP set before any more hard work. All other sets should be at endurance levels EN1 or EN2 and incorporate some skill development, except for the odd sprint set RP.

Skill development should not be done individually. If it really is necessary to improve a skill with one swimmer at a time; set the others a practice to do in the lane. Eg If doing tumble turns one at a time, tell other swimmers to do breast stroke turns to deep end, change the one swimmer once done. If diving find a way to have a continuous return and retry, by using outer lanes for instance.

### Planning the swimming year

Year is broken up into five, ten week cycles (cycle 5 is longer to allow for Xmas break & club champs)

For year	Cycle 1	Cycle 2	Cycle 3	Cycle 4	Cycle 5
2017	02 January	27 March	29 May	31 July	09 October
2018	01 January	12 March	21 May	06 August	15 October
2019	01 January	11 March	20 May	05 August	14 October
2020	06 January	16 March	25 May	03 August	12 October
2021	04 January	15 March	24 May	02 August	11 October
2022	03 January	14 March	23 May	01 August	10 October
2023	02 January	13 March	22 May	31 July	09 October
2024	01 January	11 March	20 May	29 August	17 October

Inside each 10 week cycle is the same cycle of skill improvement and fitness load increasing gradually over the 10 weeks. Eg:

Week	1&2	3&4	5&6	7&8	9&10
2017 Date	31.07.17	14.08.17	28.08.17	11.09.17	25.09.17
Emphasis	IM	Butterfly	Backstroke	Breast	FC

The starts and turns should be completed inside the part of the cycle dealing with that stroke. Cycle to increase in effort over the ten week cycle, this is done by increasing distance swum, reducing rest, increasing swimming speed and increasing repetitions. All the above skills should be incorporated into fitness sets wherever possible, be inventive about this! And don't forget to keep reinforcing what you've taught all the time!

Attached please find a training table initially prepared for the candidates for the club coach award. The different types of session and the parameters of that session are defined here, please utilize in accordance with the guidance given above.

Name of type	A1	A2	T	VO2	Lac Tol	S+P	Lac P	HVO
Description	Recovery and warm-up REC	Basic Endurance EN1	Threshold Endurance EN2	Overload Endurance EN3	Lactate Tolerance SP1	Race Practice SP2	Lactate Production SP3	Max Speed ATP-CP RP
RATIOS Work/Rest	>8:1	>6:1	Varies 2:1 or 3:1 @ 100 7:1 or 10:1 @ 400	2:1 or 3:1	1:2 or 1:3	Variable	1:4 or 1:5	>1:12
% of max speed	>70%	70 - 80% 2 - 4 seconds per 100 slower than threshold	80 - 85% at threshold pace	85 - 90% 1 - 2 seconds faster than threshold	95%	Variable	98%	100%
Heart rate average	120+	130 - 150	150 - 180	180 - 200	190 - 200	190 - 200	180 - 200	160 - 180
Beats below max	60	50	15-20	10-15				
Total set distance	Variable	2000 - 8000	2000 - 4000	1500 - 2000	300 -1000	Race dist x ?	200 - 500	200 - 300
Total set time	Variable	20-120 minutes	30 minutes	20 minutes				
Work element duration	20 - 120 mins				1-3 minutes	Race time	40-90 seconds	10 - 15 seconds
Repeat Distance	Virtually continuous	Any	25 - 3000	50 - 2000	25 - 200	Race distance or less	25 - 100	10 - 50
Rest Interval	Very short	5 - 30 seconds	10 - 45 seconds	30 - 90 seconds	50s 30-60secs 100s 1-3 mins 150s 3 - 5 minutes 200s 4 - 6 minutes	+5 - +20 at splits 2 - 5 mins between sets Active recovery	50s 1 - 3 minutes 100s 2 - 5 minutes Active recovery	10-30 secs 15s-1 min 20s-1½ mins 50s- 3 mins Active recovery
Number of reps	Variable	Many	Any	Any	Multiple sets of 6-8 for 25 or 50s One set of 4-8 for over 75s	3 - 6	3 - 6	10s 20-30 20s 6-10 50s 3-6
Swimmer exertion! Scale of 1 - 20	<14 very comfortable	14/15 Comfortable	16/17 Working hard	18/20 Very hard	19/20 Very, very hard!!	18/20 Very Hard	18/20 Very Hard	Plenty of recovery
Stroke	Any	Mainly FC & BC using stroke & stroke drills	FC IM 1 <sup>st</sup> stroke	FC IM 1 <sup>st</sup> stroke	All	Race stroke	All	All
Example sets	1500 mix swim, pull, kick	8 x 400 +30	24 x 100 +30	6 x 200 +60	5 x 100 on 4 mins	3 x 100 +5@ 25 No 1 stroke On 4 mins	8 x 50 on 3 mins	10 x 25 dive on 3 mins

# Training Schedule

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	26	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49											
																																							<b>T20 Consideration Thresholds</b> Friday training = 180 Picton = 140 Beginners to Juniors = 140 Juniors to Seniors = 110																				
																														British Summer Champs																													
										SE Summer Nationals										NW Winter Champs																																							
Lanc's Chesh Champs					CoL S & D					Metro L3					CoL L1					NW Summer Champs										Metro L3					Pen Age Grps					Echo Cup					Echo Cup					Pen Champs									
					Half Term 19 - 23 Feb										Easter 30 Mar - 2 Apr										BH Monday 1st May										BH Monday 29th May										BH Monday 28th Aug										BH Monday 22-26 Oct				
					T400										T400										T400										T400										T400														
					FREE										FREE										FREE										FREE										FREE														
					BRST										BRST										BRST										BRST										BRST														
					BACK										BACK										BACK										BACK										BACK														
FLY										FLY										FLY										FLY										FLY																			
IM										IM										IM										IM										IM																			
1	8	15	22	29	5	12	19	26	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3											
JAN					FEB					MAR					APR					MAY					JUN					JUL					AUG					SEP					OCT					NOV									

Club  
Championships

