

Crawley Swimming Club

Welcome

Welcome to Crawley Swimming Club. We hope that you will find this guide helpful. If you have any questions please feel free to ask any of the swimming teachers, coaches or club officials at any time.

About Crawley Swimming Club

Crawley Swimming Club is a competitive swimming and water polo club. We provide teaching and training from beginner to national level.

We are affiliated to the ASA (Amateur Swimming Association) South Eastern Region and accredited to Swim 21, the ASA Swimmer Development Programme for the 21st Century.

How the Club works

The Club is organised into squads from A to E, plus Masters, Seniors, and Water Polo. Squads C, D, E, Masters and Seniors have the option of either Basic Membership, which allows two swims a week - on Friday evening and any morning at K2, or Inclusive which allows multiple swims. Basic+1 membership allows C,D and E squads one extra swim, either at Cottesmore School in the evening or at K2 in the morning.

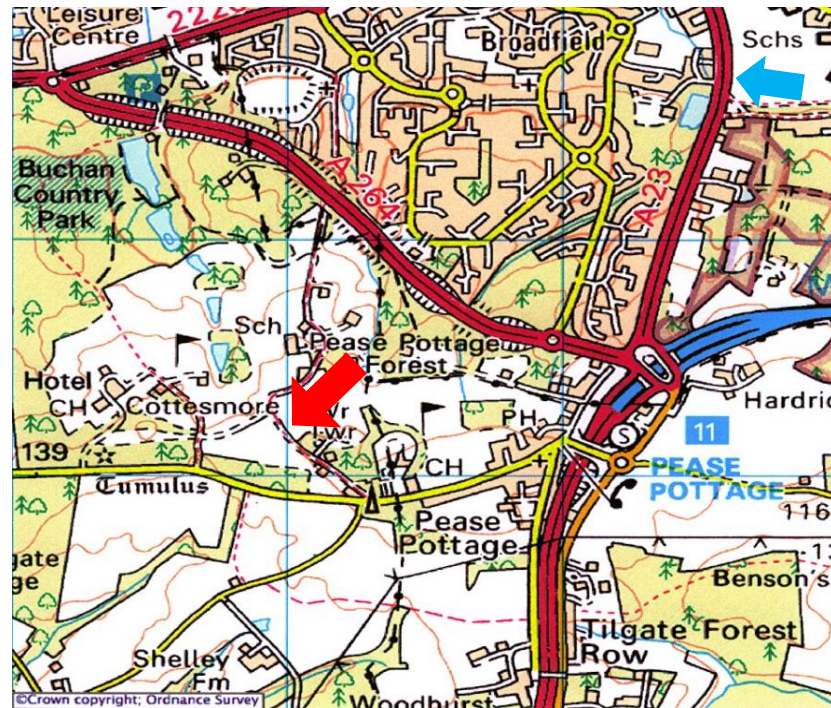
Three levels of Learner and one level of Improver are provided for pre-squad children, who may join from the age of 5 years. Learners and Improvers swim either at K2 on Friday evenings or at Cottesmore School on Mondays and Tuesdays.

All members must be registered with the ASA when they join. The annual Membership Registration Fee is due in October of each year and includes ASA membership and insurance.

Fees are payable according to squad and membership level. Reduced fees are available for students attending university or other distant centres of higher education.

Where we swim

We swim in the new 50 metre pool at the K2 Leisure Centre (blue arrow) and at the nearby Cottesmore School at Pease Pottage (red arrow).



Squad structures

A National Squad – swimmers who have achieved a National time in the current year (not in relays). Swimmers will have until after Counties to obtain one for the following year. If a time is not achieved, swimmers will drop down to A Regional until a time is achieved. Swimmers are expected to attend all evenings and a minimum of 3 mornings. Approximate ages: Girls 13, Boys 14

A Regional Squad – swimmers who have achieved a Regional time and will compete in the SER Age Group or Youth events. Swimmers are expected to attend all 4 evenings and 3 mornings. Approximate ages: Girls 13, Boys 14.

A Senior Squad – swimmers from A squad who are now unable to fully commit due to college, etc and those swimmers in A squad who are not achieving Regional times and not competing regularly. Includes swimmers who are at University and only attend during holidays.

Junior Regional B Squad – swimmers in B squad who have achieved Regional times and competed in SER BAGCAT events. Must maintain training commitment. Approximate ages: Girls 13, Boys 14

County B Squad – swimmers who have achieved County times and are working towards Regional times. Must be attending 3 evenings and 2 mornings and working at B squad level. Approximate ages: Girls 11, Boys 12.

Club Seniors C Squad – swimmers age 13+ who still enjoy swimming but who do not wish to compete.

C Squad – younger County swimmers age 9 to 11 and swimmers who show commitment to training and working towards achieving County times. Maximum age: 13

D Squad – swimmers who are training at least 2 evenings and 1 or 2 mornings. Progression is by time trial results and training. Also swimmers under 13 on basic fees. Maximum age 13.

E+ Squad - members of E squad who work at a level between E and D Squad standard.

E Squad – entry level to squads. Progression based on results of quarterly time trials.

How much it costs

Details of fees are available from the Club Treasurer and are payable three-monthly on the 1st of January, April, July, and October. Fees should be paid by cheque, cash or bank transfer, or may be paid monthly by Standing Order.

Fees may be paid in person at the table outside the changing rooms at K2 on Friday nights or posted to the Treasurer's address. Cheques may also be left in the special box at Cottesmore pool.

If you wish to set up a Standing Order our banking details are as follows:

Bank: Alliance & Leicester Commercial Bank PLC,
Branch title: Bootle
Sort Code: 72-00-05
Account Number: 98728600
Pay for the credit of: Crawley Swimming Club

Please include a reference - swimmer's name for example - so that we may recognise your payment when we receive our bank statement.

Please remember to increase your Standing Order payment when moving up a level or when fees change. Failure to do so means extra work for our Treasurer as well as increasing our costs and putting financial pressure on the Club.

Annual Membership fees are due on 1st of October or at the time of joining.

Health and absence

Parents should tell the membership secretary and their swimming teacher or coach if their children suffer from any health problems such as asthma, diabetes or other disabilities.

If swimmers are likely to be absent for more than two weeks through illness or injury, please inform their teacher or coach. In cases of hospitalisation or broken limbs, where the swimmer is likely to be absent for more than 4 weeks, a proportion of the fees may be refunded.

Details of accidents occurring during swimming sessions must be written up in the club's Accident Book.

Costumes

Swimsuits must be opaque and in good moral taste. Bermuda shorts and bikinis are not permitted.

Child Protection Policy

The Club believes that the welfare of children is everyone's responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.

Anti-Bullying Policy

The Club has a NIL tolerance of any form of bullying – verbal, electronic, physical or any other. We are committed to providing a caring, friendly and safe environment for all of our members so they can swim in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. Should any swimmer or parent require help or advice they should contact the Welfare Officer or speak to the Head Coach or phone him. Contact details are available on the notice board at K2 or on the Crawley Swimming Club website. Alternatively speak in confidence to any of the coaches or members of the Committee.

Equality Policy

We are committed to treat everyone equally regardless of gender, ethnic origin, religion, disability, age, sexuality or political persuasion.

Photography and photographing swimmers

Anyone wishing to take photographs with a camera or photographic mobile phone should register their details in the Club's Photography Book.

Swimmers must not take photographs in the changing rooms or on the poolside with mobile phones, cameras or other devices.

Parents may photograph their own children at competitions and other events. Other children may be included in the shot but should not be the main subject of the photograph.

All photographs must observe generally accepted standards of decency. Poolside shots of children in swimming costumes should normally be above the waist only.

Parents and spectators at competitions wishing to use photographic, film or video equipment with a telescopic or zoom lens must first register their name, address and club affiliation with the promoter of the event.

Parents and guardians have the right to refuse to have their children photographed or have photographs published.

Members should always be vigilant in changing rooms and other areas of the pool with regard to the photographic use of mobile phones and should report any concerns they may have immediately to Club officials or members of the pool management.

Swimming at Cottesmore School pool

Cars must be parked in the car parks provided and not in the road or in front of the school buildings.

Hats must be worn by all swimmers, male and female

No outdoor shoes are to be worn on the poolside

All school grounds are out of bounds

When you may swim

When and where you may swim varies according to your membership.

Basic members may swim on Friday evenings and any one weekday morning from 6 – 7 am. Masters Basic members may swim any two mornings. Basic+1 members may swim either one extra evening at Cottesmore or one extra morning at K2

Inclusive members may swim every weekday morning.

Senior Water Polo members swim on Wednesday evenings 9 - 10 pm. and on Friday evenings between 8.30 – 9.45pm.

Junior Water Polo members swim on Friday evenings 8.00 - 8.30 pm

Water Polo

The Water Polo Squad play and train in deep water on Wednesday and Friday evenings at K2. The team plays in the local league and has had junior and senior representation at Southern County and Welsh National Student level. Training is provided by an ASA qualified water polo coach/club coach and an ASA Grade 2 water polo coach.

Mini Polo under -16 mixed sessions are swum at K2 on Fridays between 8 and 8.30pm

Lost property

Any items found on the poolside at K2 or Cottesmore should be handed to one of the instructors or other Club official who will make sure they are kept safely. If you have lost anything please ask Liz Smith who will try to reunite you with the missing item. Any losses from changing room lockers or on poolside during Club nights should be reported to the K2 Centre desk. Bags must be taken on to poolside at Cottesmore, not left in changing rooms.

Teachers and Coaches

Our swim teachers and coaches all hold relevant ASA / IoS qualifications.

Volunteers

Volunteers are Associate Members who help out on the poolside at Galas and in a variety of activities behind the scenes. Volunteers are always welcome so if you would like to help, just ask. Please note that you will be required to agree to Child Protection Screening.

You will be encouraged to take an active role in the Club's activities and the Club will pay for your attendance on courses to help you gain an ASA qualification and become a Timekeeper, Judge, Starter or Referee.

Competitions

Details of competitions throughout the year and entry forms can be found on our website, www.crawleysc.ik.com.

An award is made to swimmers after they have represented the Club in 3 club galas.

Interclub galas

Interclub A and B team galas are arranged throughout the year whenever it is possible to find other clubs willing to take part.

League Galas

The Club competes in the Sussex League and National Swimming League.

County Events

Held during the year. Championships events are for junior and senior swimmers who achieve the required qualifying times and are organised into heats and finals. Development events also have qualifying times but are heat declared winner only. Individual swimmers entered by the club can gain points for overall trophies and compete in team relays. Success at these and other county events could lead to selection for the County Team.

Regional Events

South East Region Open and Junior Championships, Youth Championships and British Age Group Championships (BAGCAT) are held in May/June each year for members of affiliated clubs in the ASA South East Region, together with Winter Championships in November/December. Entries for individual events are by qualifying times.

National Events

All National Events require qualifying times to be achieved at 'designated' competitions and include Age Groups, Long Course (50 metres) and Short Course (25 metre) events.

Open Meets

Various Clubs hold Open Meets throughout the year. Swimmers may enter, paying their own entry fees. They may be required to achieve qualifying times to enter, and a variety of programmes and entry standards are used.

Club Championships

Club Championships are held at the end of the year during October, November and December and are open to all members. Swimmers compete for trophies and awards in their squads and age groups or may swim for time alone.

Time Trials

These are held four times a year on Friday Club nights at K2 for squads A to E. Badges are awarded to swimmers who achieve the qualifying times in the strokes listed below. Two cups are presented to the boy and girl in squads E to C with the most improved times from the previous Time Trial and two other cups, the Smith Cup and the Comfort Cup, are presented to the boy and girl in C squad with the best performance over 2 lengths.

Time Trial qualifying times in seconds

	Bronze	Silver	Gold
25 metres (1 length)			
Freestyle	21	18.5	17
Backstroke	25	21.5	20
Breaststroke	27.5	24	22
Butterfly	23.5	20.5	18.5
50 metres (2 lengths)			
Freestyle	47	41	37.5
Backstroke	54.5	47.5	43
Breaststroke	60.5	53	48
Butterfly	52.5	46	41.5

Club Swim Shop

A swim shop is held at K2 approximately once a month where you may buy costumes, goggles, club hats, polo shirts, floats, and a range of other items. The dates are normally put on the Club notice board at K2 or on the club website in advance.

Web Site

Information about Crawley Swimming Club, coming events, and entry details for open meets etc may be found on the Club's web site at www.crawleysc.ik.com.

Code of Conduct for Parents

The following principles have been taken from the Sport England Code for Parents to ensure that everyone taking part in swimming enjoys it and does it for the right reasons.

- Remember that your children are swimming for their enjoyment and achievement and not yours
- Never force your children to take part
- Encourage them to learn the rules and follow them
- Encourage good sportsmanship and fair play
- Praise good behaviour and show that you value it
- Help your children to recognise good performance, not just results. Getting a personal best is just as big an achievement as getting a gold medal
- Set a good example by recognising fair play in training and competition and applauding the performances of everyone
- Never punish or belittle a child for what you perceive as poor performance
- Be realistic about your child's ability. Do not overexpect as much harm can be done if children consistently fall short of their parents' expectations
- Remember that children have off days and do not mean to make mistakes
- Accept official judgements or disqualifications at competitions with good grace
- Support your child's involvement and help them to enjoy their swimming
- If you have any concerns about your child's progress speak to their teacher or coach
- And finally, reasonable behaviour in public is expected from parents as well as from our swimmers

Code of Conduct for Swimmers

Good behaviour is expected of swimmers at all times, especially when training with the club, using facilities, equipment and leisure centres hired by the club, representing the club at any competition or event, and while travelling to and from such events.

- Good behaviour is expected at all times that will not cause offence or embarrassment to any other person.
- Swimmers are expected to show respect for parents, team managers and coaches and for any facilities that the club may use or visit.
- Swimmers are expected to show a good attitude, set a good example and put effort into their training and at competitions.
- Bullying, whether physical, verbal, electronically or emotional will not be tolerated in any form.
- All swimmers are expected to follow instructions given by any coach, team manager designated official or club official and to comply with them immediately without arguing or back chat.
- The use of any drugs or substances other than for medical reasons is forbidden. Check that any medicines, cold remedies, etc, used are not on the ASA Banned List.

Breaking the Rules

If any swimmer fails to follow the rules of the club, the following disciplinary steps may be taken:

- On the first occasion the coach, teacher, team manager or other club official will speak to the person concerned and explain that their conduct is unacceptable and must stop.
- A further instance will lead to the offence being reported to the Head Coach who will issue a formal verbal warning and advise them that their conduct is now being viewed seriously.
- On the next occasion the swimmer will be told to leave the pool. They will, however, be welcome at the next training session and nothing more will be said about the matter if it does not recur.

Any further repeats of unacceptable behaviour will result in the swimmer being asked to leave the session and a written warning will be sent to the swimmer's parents or carers.

If the swimmer's conduct does still not improve they will be suspended from all club activities for a period of between 1 and 4 weeks. During this time they may not take part in any club activity. During the suspension period all fees will be payable and no refund given.

Serious breaches of behaviour, such as fighting, bullying or wilful damage may, at the discretion of the Head Coach, or the Welfare Officer, lead to instant suspension. This will remain in place until a disciplinary sub-committee can be set up and a decision made on the relevant action to be taken.

Finally, if after a limited period of suspension the swimmer's behaviour continues to be unacceptable, then the matter will be raised at the next committee meeting, with a request that the swimmer be excluded from the club.

A panel will be set up to deal with the matter in accordance with the ASA complaints procedure. This will be made up of people not involved in the dispute. If the person involved is under 18 they have the right to be accompanied by a parent or carer to help them present their case. Both parties may bring witnesses and each party may question the other's witnesses.

The panel will make every effort to announce their decision verbally without delay, followed by written confirmation within 5 days.

The right to appeal

All swimmers, parents, carers, club members, team managers, coaches and teachers have the right to appeal against any decision. Appeals must be made in writing to the club secretary, within 14 days of the penalty being given, stating the swimmer's name and reasons for the appeal.