



# Lewsey Centre Swimming Club

[www.lewseycentreswim.org.uk](http://www.lewseycentreswim.org.uk)

[lewseycentresc@hotmail.com](mailto:lewseycentresc@hotmail.com)



# HANDBOOK

Updated October 2009





## Welcome to Lewsey Centre Swimming Club

### Introduction

The Lewsey Centre Swimming Club (LCSC) handbook has been produced to inform parents and swimmers about the club. It contains information on the various training sessions available, costs for this year and general information, which we hope you will find useful.

Please remember that everyone who helps at the club, whether on poolside or in the background on the committee, does it voluntarily and gives up a lot of their free time. Should you have any points to raise, please always remember this fact.

We are always in need of helpers of all kinds whether it is on the committee, poolside helpers, and officials at galas/splash nights, or social event organisers/helpers. If you would like to help in any way, then please speak to a member of the committee. The more people that help, the lighter the load for everyone.

Throughout the year, we hold a number of splash galas. These events are organised for the swimmers to obtain times for forthcoming events. **Swimmers** - Please make every effort to enter these events and support your club by bringing along parents, grandparents, friends and relatives to support you.

It just remains to wish you all a successful and enjoyable year and hope that the information contained within this handbook is useful. Should you have any comments on the handbook, please direct them to a member of the committee.

The information for this booklet has been collated and prepared by the 2009-2010 Committee for the benefit of all club members and newcomers. This is the Oct 2009 3rd edition.





## Joining the Club

All swimmers wishing to join the club are required to attend a free trial session. They will then be informed by the coach conducting the trial whether they are accepted or not and if so into which squad training group. Details of the squads are contained later within this handbook.

Successful swimmers must complete an 'Application for Membership' form and will be issued with a membership card on payment of the fees and confirmation from the ASA regarding the swimmer's membership number.

All members are required to pay an annual membership fee and a weekly subscription. The rates will depend on which squad the swimmer is invited to join.

## Attendance

On every swimming session, swimmers must register at the club desk before entering the pool. This register enables us to know who is present in the event of an emergency.

## ASA Registration

All members are required to be registered with the ASA in order to be covered by the insurance policy. In addition, it enables members to represent the club in league or open swimming events. The ASA membership charge forms part of the annual membership fee paid to the club.

## Notice Board

The club notice board is situated in the foyer at Lewsey Park Swimming Pool. General information and details of forthcoming events are displayed here. Please check the board regularly to keep abreast of what is happening within the club.





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## Website

[www.lewseycentreswim.org.uk](http://www.lewseycentreswim.org.uk)

Please check the website regularly for information about the club and forthcoming events. Gala results, news reports and the swimmers personal best times can be viewed. Items are available to purchase from the Lewsey Club shop and 'Swimshop' are also detailed on the website.

## Swimwear

Swimming kit must comply with club rules. Cross, racer back, or leg suit costumes are suggested for the girls and swimming trunks for the boys. Football or boxer shorts are not permitted for boys. Swimmers with long hair must also wear hats when swimming.

Please ensure swimmers are wearing a LCSC hat and a Club T-shirt when swimming for the club at either a gala or open meet. **Swimmers** - be proud to wear your colours.

Please ensure all swimmers bring a non-fizzy drink with them to every session. This should be in a plastic bottle - **NO GLASS or FOOD is allowed on the poolside.**

The details of the equipment required for each squad/training group are included in this handbook. All equipment is available to buy from the Lewsey Club shop. This includes water bottles, log books, hats etc.





## Competitions

### Splash Galas

All swimmers are encouraged to take part in club Splash Galas. These are held four times a year and may provide swimmers with their first experience of a friendly, yet competitive atmosphere and an introduction to the organisation of competitions. They also provide an opportunity for the inexperienced to mingle with the more experienced swimmers and since all events are graded by time no one need feel out of place.

All swimmers are timed and are given a 'Certificate of Merit' with their time and stroke shown so they can keep these as a permanent record of their progress. These times are also recorded by the club and used for team selection alongside those obtained in Championships and Galas.

Splash Galas are a great opportunity to update personal best times in preparation for inter-club galas and the County Championships. Entries are available from the club desk, the Fixtures Secretary and the club website approximately four weeks before the event.

### Galas/Leagues

These are competitions between Lewsey and other clubs from the surrounding areas. Galas are held away which may involve travel. If the distance is deemed far enough, the club will provide a coach to transport all the swimmers and members for which a fee will be payable. Those swimmers selected to represent the club are given notification about two/three weeks before the event. A team list is then also displayed on the notice board.

Swimmers should regard their selection to swim for the club as an honour resulting from the hard work they have put in during training and the efforts of the clubs coaches. **Swimmers** – do not let the coach, your team members or yourself down by not turning up.





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It is unforgivable if a swimmer fails to turn up at an event and it could cost the club an important victory, so early notification is essential if you're unable to swim. This will then enable a reserve to be selected in your place.

Swimmers taking part in galas etc will be waiting around on poolside between swims. During this time they can become cold without realising it and their muscles can easily be damaged so please ensure that they have plenty of dry warm clothes (i.e. tracksuit, Lewsey Club T-bag T-shirt or Polo shirt); more than one dry towel; and a change of swimwear.

All swimmers are required to remain with and give support to their team members. No one is allowed to leave the pool during the gala, unless they have cleared it with the team manager, who is responsible for the swimmer's safety.

## Open Meets

These are events where the swimmers can enter as an individual; unlike galas when they are entered by the club. Details of Open Meets are given to the swimmers by the Fixtures Secretary with recommendations from the coaches as to what event should be entered. The gala notification will include an entry form and the dates the entry has to be submitted by, the fees incurred and the date the entry should be returned by and to whom.

## County Championships

Swimmers from LCSC hope to swim for Bedfordshire in the future. When this happens, they will be awarded their county colours, which will be an honour for both the swimmer and the club. County Championship events are held over two weekends in March annually, qualifying times are shown on the website together with the swimmers' personal best times.





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## Discipline

The club is a competitive swimming club and therefore expects its members to take their swimming seriously.

Swimmers are required to perfect all four strokes and train to a stamina and speed schedule. Once a swimmer is reasonably proficient they will be included in a training lane where they will work to a schedule which varies according to the swimming session.

Swimmers are encouraged to train a **minimum** of twice a week. All swimmers are expected to be punctual as any lateness disrupts the lane. Persistent lateness, poor attendance or lack of self-discipline could lead to disciplinary action by the lane coach, after consultation with the committee and within the rules of the club and ASA.

A copy of the club's behaviour policy is available on the website.

## Parent Liaison

Parents are discouraged from entering onto poolside or confronting a coach at any time. If you have any worries or problems, these should be addressed to the Parent Liaison Officer who will on your behalf, raise the issue with the Club Secretary who will present this at a committee meeting.





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## Officials/Helpers

Officials and helpers at galas are mainly parents of swimmers who are current members or past members of the club.

Some officials are required to be qualified to ASA standard – including the referee, starter, and two stroke, place and turn judges as well as lane timekeepers. Any parents interested in any of these activities please let the club secretary know, particularly if they are interested in becoming qualified.

Other non-qualified officials/helpers essential to each Splash Gala are the announcer, three result recorders, and team managers/whips.

Splash Galas require a small army of helpers (i.e. door stewards and persons prepared to provide drinks for the officials etc.) – something that all parents can do as their contribution on the night. So don't be shy and leave it to someone else – please help in anyway you can, don't wait to be asked!

## Social and Fund Raising Events

We hope to have a number of social/fundraising events each year. Again, all events are organised and run by volunteers so if you can and want to help in any way (however small), please let a member of the committee know.

We're always in need of raffle prizes for events and galas – therefore, if you can donate prizes, please hand these to the fundraising coordinators. All donations are gratefully received.





## Training Sessions and Fees

The table below shows the entire club's training sessions.  
All sessions are held at Lewsey Park Swimming Pool.

DAY	TIME	SQUAD/TRAINING GROUPS
Tuesday	18.30 – 19.30	Levels 2 and 3
Thursday	19.30 – 20.30	Levels 1 2 and 3, Recreational, and Masters
Friday	17.30 – 18.30	Dolphins
Sunday	08.00 – 09.00	Levels 1 2 and 3, Recreational, and Masters
Sunday	14.30 – 16.00	Levels 1 2 and 3, Recreational, and Masters

## Membership Fees (which includes ASA Membership) as at January 2009:

Swimming (Level 1, 2, 3 & Recreational)	£ 40.00 per person
Family (consisting of ≥ 3 swimmers)	£ 100.00
Masters	£ 25.00





## Committee

The club elects annually a management committee which is comprised of volunteers to fill the various positions. The current committee is contained within this handbook, the notice board and the website.

The committee meets, as a minimum, every quarter. The Annual General Meeting (AGM) is held in June. All parents are welcome to attend the AGM but only fully paid up members of the club are allowed to vote. Therefore, if you'd like a say in how the club is run, please join the club as a non-swimming member.

### Committee Members – 2009/2010

Chairman	Dave Parcell-Jones
Vice Chairman	Vernon Foster
Treasurer	Liz Makin
Secretary	Diane Hill
Coaches Representative	Jim Eckett
Welfare Officer (Parent Liaison Officer)	Raili Jones
Fixtures Secretary	Karen Thomson
Membership Secretary	Anj Swinnerton
Swim 21 Coordinator	Jane Bowen
Fundraising and Sponsorship Secretary	Garth McKenzie /Shashi Patel
Web Administrator	Liz Makin
Press Officer	David Doyle





## LCSC

# SQUAD TRAINING

The following pages provide details of the squad training groups within the club.

### Dolphins

### Competitive Squads

*Level 1*

*Level 2*

*Level 3*

### *Seniors/Masters Squad*

### Recreational Squad





## Dolphins

### Main aims of group:

- To develop good technique in front crawl, backstroke, breaststroke and dolphin kick.
- To develop basic aerobic capacity through distance badges.

### Entry requirements:

1. Swim 10m on front or back

### Equipment required:

1. Club swimming hat (unless short hair)
2. Goggles
3. Water bottle
4. Club T-Bag T-shirt (when representing the club in galas)

### Training sessions:

*Required sessions:*

Friday 5.30 – 6.30pm

### Competitions:

- Splash gala - (4 galas throughout year)
- Interclub competitions - (when selected by coaching team, these will typically be novice galas)

### Transition to Competitive squad:

Once swimmers have met the Level 1 entry requirements for the competitive squad, they will receive a referral letter inviting them to attend the Sunday afternoon session (2.30-4.00pm).

Swimmers will be required to continue within the Dolphins section until they have completed as a minimum the 1000m distance award.





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## Competitive Squads

### Level 1

#### Main aims of squad:

- To develop good quality technique in all four competitive strokes.
- To develop competition skills (start, turns and finishes).
- To develop understanding of training practices.

#### Entry requirements:

1. Swim continuously for 100m
2. Basic knowledge of Front crawl
3. Basic knowledge of Backstroke
4. Basic knowledge of Breaststroke
5. Dolphin kick
6. Attend at least one session a week

#### Equipment required:

1. Log book
2. Club swimming hat (unless short hair)
3. Goggles
4. Water bottle
5. Kickboard
6. Pull buoy
7. Club T Bag T-shirt (when representing the club in galas)

#### Training sessions:

##### Required sessions:

Sunday 2.30-4.00pm  
Competitive start award training sessions  
(2 x 6 week sessions)

##### Additional sessions available:

Thursday 7.30 – 8.30pm  
Sunday 8.00 – 9.00am  
Tuesday 6.30 – 7.30pm  
(by invitation only)

#### Competitions:

- Splash gala - (4 galas throughout year)
- Interclub competitions - (when selected by coaching team, these will typically be novice galas)
- Luton Borough Championships - (1<sup>st</sup> Saturday in February – aged 9 and over)
- Other open meets as selected by coaches





## Level 2

### Main aims of squad:

- To compete well in competition
- To achieve county qualification times
- To further understand principles of training

### Entry requirements:

1. 100m Front crawl with tumble turns and bilateral breathing.
2. 100m Backstroke with tumble turns and a bent arm pulling action.
3. 100m Breaststroke with correct underwater pullouts.
4. 100m Individual Medley with correct turns.
5. 50m Butterfly with fins and correct turns.
6. Competitive start award (or obtained within 3 months of joining group)
7. Correct finishes on all 4 competitive strokes.
8. Attend at least 2 sessions per week.
9. Maintain a log book

### Equipment required:

1. Log book
2. Club swimming hat (unless short hair)
3. Goggles
4. Water bottle
5. Kickboard
6. Pull buoy
7. Flippers
8. Club T Bag T-shirt (when representing the club in galas)

### Training sessions:

#### Required sessions:

Thursday 7.30 – 8.30pm  
Sunday 2.30-4.00pm

#### Additional sessions available:

Sunday 8.00 – 9.00am  
Tuesday 6.30 – 7.30pm

### Competitions:

- Splash gala - (4 galas throughout year)
- Interclub competitions - (when selected by coaches, these will typically be B/C grade galas)
- Luton Borough Championships - (1<sup>st</sup> Saturday in February – aged 9 and over)
- Bedfordshire County Championships - (if qualifying times achieved)
- Open meets as selected by coaches (B/C grade)





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## Level 3

### Main aims of squad:

- To compete well at Club and County level
- To act as role models for level 1 and 2 swimmers
- To train effectively with a good understanding of training techniques

### Entry requirements:

1. 10 x 100m Front crawl (each 100m to be completed within 2 mins with correct turns)
2. 10 x 100m Individual Medley (each 100m to be completed within on 2.5 mins with correct turns)
3. Be confident swimming 200m Individual Medley
4. Attend at least 3 sessions per week.
5. Maintain a log book.

### Criteria to stay in level 3:

1. Attend 3 sessions a week on a regular basis
2. An undertaking by the swimmer and parents (if swimmer is under 18 years) to attend training sessions
3. A positive attitude must be shown in all training sessions
4. Maintain a log book

### Training sessions:

*Required sessions (attend 3 sessions on a regular basis:*

Thursday 7.30 – 8.30pm

Sunday 2.30 – 4.00pm

Sunday 8.00 – 9.00am

Tuesday 6.30 – 7.30pm

*Additional sessions available:*

Discuss requirements with Head Coach

### Equipment required:

1. Log book
2. Club swimming hat (unless short hair)
3. Goggles
4. Water bottle
5. Kickboard
6. Pull buoy
7. Flippers
8. Hand paddles
9. Club T Bag T shirt (when representing the club in galas)

### Competitions:

- Splash gala - (4 galas throughout year)
- Interclub competitions - (when selected by coaches, these will typically be B/C grade galas)
- Luton Borough Championships - (1<sup>st</sup> Saturday in February)
- Bedfordshire County Championships
- Open meets as selected by coaches (A/B grade)





## **Seniors/Masters Squad**

### **Main aims of squad:**

- To maintain/further develop aerobic capacity
- To maintain/improve flexibility
- To develop/maintain effective stroke technique

### **Entry requirements:**

1. Over 19 years of age
2. Ability to complete an hour training session
3. Backstroke, Breaststroke and Freestyle

### **Equipment required:**

1. Log book
2. Club swimming hat (unless short hair)
3. Goggles
4. Water bottle
5. Kickboard
6. Pull buoy
7. Flippers
8. Hand paddles
9. Club T Bag T shirt (when representing the club in galas)

### **Training sessions:**

*Priority session*  
Sunday 8.00 – 9.00am

*Additional sessions available:*  
Thursday 7.30 – 8.30pm  
Sunday 2.30 – 4.00pm  
Tuesday 6.30 – 7.30pm (by invitation only)

### **Competitions:**

- Splash gala - (4 galas throughout year)
- Interclub competitions (when selected by coaches)
- Dedicated Masters Open meets





## Recreational Squad

### Main aims of squad:

- To develop/maintain fitness as part of a healthy and active lifestyle

### Entry requirements:

1. Regular attendance at one session per week, if attending more sessions then should be in one of the competitive squads
2. Ability to complete an hour training session
3. Ability to swim all four competitive strokes (Backstroke, Breaststroke, Freestyle and Butterfly) including starts and turns.

### Equipment required:

1. Club swimming hat (unless short hair)
2. Goggles
3. Water bottle
4. Kickboard
5. Pull buoy

### Training sessions:

*Priority session*  
Sunday 8.00 – 9.00am

*Additional sessions available:*  
Thursday 7.30 – 8.30pm  
Sunday 2.30 – 4.00pm  
Tuesday 6.30 – 7.30pm  
(by invitation only)

### Competitions:

None specified, as objective is to swim for fitness.

- Splash gala (4 galas throughout year) available to enter.

