



## WELCOME PACK



Welcome to the North Norfolk Vikings Swimming Club.

Contained within this pack is information about the NNVSC, its training sessions, cost, entering galas etc. If there is anything not contained within the pack that you would like to know please do not hesitate to speak to someone at the desk during training sessions or contact your Squad representative.

### **Committee**

The Club is run as a not for profit organisation managed by a dedicated committee of elected volunteers.

The committee is elected at the AGM which is held each November, and everyone is invited to attend. If the post of any Officer or Committee member should fall vacant after such an election, the Committee shall have the power to fill the vacancy

If you are interested in joining the committee, have skills that the club may find useful or just want to get more involved please speak to your Squad representative.

The Committee has the authority to appoint a Head Coach and Assistant Coach(es) with the appropriate qualifications and experience. Conditions of appointment and expenses are by mutual agreement. The Coaches have no financial control but do have open access to the Committee

From time to time we hold fundraising events and have club outings. To enable us to keep you informed of these events and to ensure you receive our quarterly newsletter please ensure your email address is included on the club application form and always let us know if you change your contact details.

Most of the general information distributed is also put onto the notice board, so it is advisable that parents also regularly check the notice board, located to the left of the door as you enter the Victory, so as not to miss anything.

The Club has ASA 21 accreditation Skill Development level.

The Club has adopted Wavepower 2012/15 – the ASA Child Safeguarding Policy and Procedures. This can be found on the ASA website.

## Coaching Team

Chris Searle is our qualified Head Coach. He ensures that swimming sessions are structured and tailored, this means that each swimmer can progress forward from the day they join the club. Chris has a level 2 coaching qualification and he himself swam competitively for 9 years to a Regional level.

Chris is supported by a team of experienced, CRB checked, volunteer teachers.

## Squads

The club has the following swimming squads:

### **Masters 1 & 2**

For over 18's who still wish to compete but can't make as many hours or ex swimmers looking to swim for fitness.

### **Junior Masters**

Under 18's, no longer competing, swimming for social and fitness reasons.

### **National**

Beginning to specialise in stroke and distances. Competitive discipline in training. Aiming for County finals and beyond.

### **Regional**

Heavy stamina work for all four competitive strokes. Competing regularly. Aiming for County finals and beyond.

### **Performance1**

Heavy stamina work for all four competitive strokes. Competing regularly. Aiming for County finals and beyond.

### **Performance 2**

Heavy stamina work for all four competitive strokes. Competing regularly. Aiming for County finals and beyond.

### **Performance 3**

Improve stamina levels on all four competitive strokes. Adding hard work and discipline to training. Aiming for County qualifying times.

### **Development**

To introduce and develop key competitive techniques and transitions. Focus on all strokes.

### **Bridging**

To further develop swimming technique and build fitness, with a view to adding a second one hour session per week swim, when ready.

Swimmers will be moved up through the squads by the Head Coach, when their swimming in all strokes reaches the required standard. Age plays no part in squad placement.

## Monthly Fees

Masters	1 swim per week £13.00, 2 swims £24.00, 3 swims £31.00
Junior Masters	1 swim per week £20.00 or £31.00 for 2 swims per week.
National	£49.00
Regional	£46.00
Performance 1	£41.00
Performance 2	£38.00
Performance 3	£35.00
Development	£31.00
Bridge	£20.00 1 swim per week or £31.00 for 2 or 3 swims per week.

All fees should be payable by monthly standing order, in advance, on 1<sup>st</sup> of the month.

A Club membership fee of £25.00 is also payable on 1<sup>st</sup> January each year, which includes the Category 1 ASA registration.

To enter some levels of competition a Category 2 ASA registration is required, at a cost of £18.10 per annum (this runs 1<sup>st</sup> January to 31<sup>st</sup> December). This will be notified to you if/when required.

## Training timetable

### Triathlon

DAY	TIME	VENUE
MONDAY	19:15 – 20:15	VICTORY SWIMMING & FITNESS CENTRE
FRIDAY	19:00 – 20:00	VICTORY SWIMMING & FITNESS CENTRE
SUNDAY	17:00 – 18:00	VICTORY SWIMMING & FITNESS CENTRE

### Masters

DAY	TIME	VENUE
MONDAY	19:15 – 20:15	VICTORY SWIMMING & FITNESS CENTRE
WEDNESDAY	19:05 – 20:05	VICTORY SWIMMING & FITNESS CENTRE
SUNDAY	17:00 – 18:00	VICTORY SWIMMING & FITNESS CENTRE

### Junior Masters

DAY	TIME	VENUE
MONDAY	19:15 – 20:15	VICTORY SWIMMING & FITNESS CENTRE
WEDNESDAY	19:05 – 20:05	VICTORY SWIMMING & FITNESS CENTRE

### National Squad Training Timetable

DAY	TIME	VENUE
MONDAY	18:15 – 20:15	VICTORY SWIMMING & FITNESS CENTRE
	20:30 – 21:00	LAND TRAINING
TUESDAY	18:05 – 20:05	VICTORY SWIMMING & FITNESS CENTRE
WEDNESDAY	18:05 – 20:05	VICTORY SWIMMING & FITNESS CENTRE
	20:15 – 20:45	LAND TRAINING
FRIDAY	18:00 – 19:30	JUBILEE ROOM – NORTH WALSHAM COMMUNITY CENTRE
SATURDAY	07:00 – 09:00	VICTORY SWIMMING & FITNESS CENTRE
SUNDAY	17:00 – 19:00	VICTORY SWIMMING & FITNESS CENTRE

### Regional Squad Training Timetable

DAY	TIME	VENUE
MONDAY	18:15 – 20:15	VICTORY SWIMMING & FITNESS CENTRE
	20:30 – 21:00	LAND TRAINING
TUESDAY	18:05 – 20:05	VICTORY SWIMMING & FITNESS CENTRE
WEDNESDAY	18:05 – 20:05	VICTORY SWIMMING & FITNESS CENTRE
	20:15 – 20:45	LAND TRAINING
FRIDAY	18:00 – 19:30	JUBILEE ROOM – NORTH WALSHAM COMMUNITY CENTRE
SATURDAY	07:00 -09:00	VICTORY SWIMMING & FITNESS CENTRE
SUNDAY	17:00 – 19:00	VICTORY SWIMMING & FITNESS CENTRE

### Performance 1 Training Timetable

DAY	TIME	VENUE
MONDAY	18:15 – 20:15	VICTORY SWIMMING & FITNESS CENTRE
WEDNESDAY	18:05 – 20:05	VICTORY SWIMMING & FITNESS CENTRE
FRIDAY	18:00 – 19:30	JUBILEE ROOM – NORTH WALSHAM COMMUNITY CENTRE
SUNDAY	18:00 – 19:00	VICTORY SWIMMING & FITNESS CENTRE

### Performance 2 Training Timetable

DAY	TIME	VENUE
MONDAY	18:15 – 19:15	VICTORY SWIMMING & FITNESS CENTRE
TUESDAY	19:05 – 20:05	VICTORY SWIMMING & FITNESS CENTRE
WEDNESDAY	18:05 – 19:05	VICTORY SWIMMING & FITNESS CENTRE
FRIDAY	18:00 – 19:30	JUBILEE ROOM – NORTH WALSHAM COMMUNITY CENTRE
SUNDAY	18:00 – 19:00	VICTORY SWIMMING & FITNESS CENTRE

### Performance 3 Training Timetable

DAY	TIME	VENUE
MONDAY	18:15 – 19:15	VICTORY SWIMMING & FITNESS CENTRE
TUESDAY	18:05 – 19:05	VICTORY SWIMMING & FITNESS CENTRE
WEDNESDAY	18:05 – 19:05	VICTORY SWIMMING & FITNESS CENTRE
SUNDAY	18:00 – 19:00	VICTORY SWIMMING & FITNESS CENTRE

### Development Training Timetable

DAY	TIME	VENUE
TUESDAY	18:30 – 19:30	AYLSHAM HIGH SCHOOL
WEDNESDAY	18:30 – 19:30	AYLSHAM HIGH SCHOOL
FRIDAY	18:15 – 19:15	AYLSHAM HIGH SCHOOL
SUNDAY	17:00 – 18:00	VICTORY SWIMMING & FITNESS CENTRE

### Bridging Squad

DAY	TIME	VENUE
TUESDAY	17:45 – 18:30	AYLSHAM HIGH SCHOOL
WEDNESDAY	17:45 – 18:30	AYLSHAM HIGH SCHOOL
FRIDAY	17:30 – 18:15	AYLSHAM HIGH SCHOOL

The Club may arrange further training sessions from time to time.

## **Training Session Kit List**

Each training session you should bring with you the following:

Drink  
Swimming hat  
Goggles  
Flippers/Fins  
Kickboard  
Pull buoy

Please speak to someone on the desk, who can advise you where the equipment can be purchased.

## **Competitions**

There are 3 different types of competitions:

### **Club Championships**

This is held annually, in November and is open to any swimmer who is a member of the Vikings.

### **Club Competitions**

This is when the Vikings compete against other swimming clubs. It is a team competition rather than an individual event.

When entering a gala you may be asked to swim in your age group or in a higher age group depending on your ability and other swimmers the same age as you, in the club.

### **Open Meet**

Open Meets are available for all standards of swimmer, from novice to senior international. Each meet has a licensing level according to the purpose of the competition and they all have qualifying or consideration times.

The main competition each year for the club is the County Championships. This is an open meet held over several weekends, in February and March. Entrance to the Championships is through qualifying times. Swimmers can start competing at County level from the age of 9 years as long as they have gained the qualifying standard.

## Attending a Gala

When attending a gala please arrive in plenty of time so that you are poolside ready for the warm up session.

Upon arrival the swimmers can go straight through to the changing area whilst parents queue to enter the spectators' area.

Once changed swimmers should go and meet their team poolside taking with them:

- Swimming Hat
- Goggles
- A towel to dry off after each race
- Club t-shirt to wear in between races.
- Food and drink. Haribos or jelly cubes can be useful to maintain the swimmers energy levels between races (no chocolate). Water or weak squash (no fruit juice or fizzy drinks).

Once the team is assembled the team coach will provide all necessary instructions for your races.

Remember the most important thing is to do your best and enjoy yourself!

## Learn To Swim

We also operate a Learn to Swim programme. All our swimming teachers are Level 2 qualified, have enhanced CRB checks and have current Lifeguard Qualifications. We have the added benefit of "in pool" helpers so that children who are less confident can be more intensively supported. Children from age 4 upwards are welcome.

All lessons are 30 minutes long. The session attended on a particular day will depend on ability.

DAY	TIME	VENUE
TUESDAY	16:00 – 18:00	CROMER HIGH SCHOOL
TUESDAY	16:45 – 17:45	AYLSHAM HIGH SCHOOL
WEDNESDAY	15:45 – 17:45	AYLSHAM HIGH SCHOOL
FRIDAY	16:00 – 17:30	AYLSHAM HIGH SCHOOL

If you would like more information or would like to sign up for lessons please contact:

[dksmithm@tiscali.co.uk](mailto:dksmithm@tiscali.co.uk) or phone Kirsty on: 07900145866

We also run Easter and Summer Splash Programmes – 1 week of intensive lessons lasting 40 minutes each. Please contact Kirsty for more details and to book your place.

## **Code of Conduct for Swimmers**

1. Acceptance to the Club is at the discretion of the Committee and Head Swimming Coach.
2. Squad fees are payable for all swimmers on commencing training with North Norfolk Vikings Swimming Club, even if this predates the submission of the membership document.
3. Swimmers must respect the rights, dignity and worth of every person using the facilities at The Victory or any other venue when representing the NNV Swimming Club.
4. When any Swimmer is training, they must not interfere or disrupt in any way or form with personnel employed by the Centre or activities taking place on the premises.
5. Swimmers must consistently display high personal standards and project a favourable image of the North Norfolk Vikings Swimming Club and the sport of swimming. Swimmers must not smoke, drink alcohol, or take drugs whilst representing the North Norfolk Vikings Swimming Club. Violation of this will result in immediate suspension from the Club.
6. After squad/group allocation, swimmers must accept the challenge of belonging to that group; show a commitment to work towards their goals and to commit themselves to attendance at training.
7. Swimmers who are injured may only take part in a training session after consultation with the coach and as long as they don't disrupt or prevent the rest of the squad training.
8. A swimmer may only take part in a land training session as long as they are doing the water session, unless it has been agreed with the coach prior to that session.
9. Training fees are payable in advance at the beginning of each month. Failure to do so may mean swimmers denied access to training sessions until the arrears are paid in full.
10. One month's written notice of resignation or withdrawal from the Club is required, accompanied by any outstanding fees, and should be addressed to the Committee Chairman.



## Code of Conduct for Parents

### Parents are expected to:

1. Complete and return the Health and Photography consent forms, as requested by the club and detail any health concerns relevant to the child on the consent form. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions. Ensure the club has up to date contact details for you and any alternative person.
2. Deliver and collect the child punctually to and from coaching sessions/swim meets. Please inform either a member of the coaching staff or the front club desk if there is an unavoidable problem. If the club changes your child's lane and coaching times, please remember that the change is to provide appropriate levels of training and enable your child to progress; it should be encouraged at all times.
3. Ensure that your child is properly and adequately attired for the training session/event including all required equipment i.e. goggles, hats etc.
4. Inform club desk/coach before a session if your child is to be collected early from a coaching session/meet and if so by whom.
5. Encourage your child to obey the rules.
6. Instill in your child that they can only do their best.
7. Behave responsibly as a spectator at training/meets and treat swimmers, coaches, committee members and parents with due respect.
8. Ensure that they do not use inappropriate language within any swimming environment.
9. Show appreciation and support your child and all team members.
10. Ensure that your child's nutritional needs are met.
11. Support the club's committee appropriately and raise any concerns via the club front desk. Details of the club's Welfare Officer can be found on the club notice board.
12. Support the club coaches, accepting that club coach has overall responsibility for training sessions, and that the team manager takes overall responsibility for children's welfare at competitions.
13. Training fees are payable in advance at the beginning of each month. Failure to do so may mean swimmers denied access to training sessions until the arrears are paid in full.
14. One month's written notice of resignation or withdrawal from the Club is required, accompanied by any outstanding fees, and should be addressed to the Committee Chairman.

## **Code of Conduct for Swimming Coaches, Teachers & Volunteers**

This Code is an extension to the ASA Code of Ethics. Both should be followed.

### **The Teacher/Coach/ Volunteer must:**

- 1 .Put the well-being, health and safety of members above all considerations including developing performance.
2. At all times adhere to the ASA Code of Ethics, Rules and Laws.
3. At all times adhere to the ASA Child Safeguarding Policy and Procedures.
4. Consistently display high standards of behaviour and appearance.
5. Treat all swimmers with respect and dignity, value their worth and treat everyone equally, recognising their needs and abilities within the context of their sport.
6. Develop an appropriate working relationship with swimmers based on mutual trust and respect.
7. Meet the ASA commitment to equality, diversity and inclusion.
8. Always place the well-being, health and safety of swimmers above all other consideration including developing performance.
9. Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual swimmer.
10. Always identify and meet the needs of the individual swimmer as well the needs of the team/squad.
11. Be fair and equal in team and training squad selection.
12. Never exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with an athlete or someone close to them.
13. Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
14. Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
15. Treat all information of a personal nature about individual swimmers as confidential, except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
16. Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.

17. Co-operate fully with other specialists (e.g. other coaches, officials) in the best interests of the swimmer.
18. Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club or the sport and report any violations appropriately.
19. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
20. Treat all competitors and other club teams with respect, whether that is in victory or defeat and encourage all team members and fellow club members to do the same.
21. Refer all concerns of a child safeguarding nature in line with the club/ASA safeguarding children policy.

### **Equality, Diversity and Inclusion**

1. The ASA and British Swimming have committed themselves to tackling forms of discrimination and to strive to become inclusive of all those who want to participate in swimming (as competitors, officials, coaches and administrators) irrespective of their race, gender, disability, age, sexual orientation and faith and ability.

2. This code of conduct includes the Association's commitment to address equality, diversity and inclusion in swimming.

To this end the Association will not tolerate:

- a) Discrimination on the grounds set out in 1 above.
- b) Harassment.
- c) Bullying.
- d) Abusive or insensitive language.
- e) Inappropriate behaviour detrimental to any individuals or groups of individuals.

3. The ASA and British Swimming are governed by UK law and will seek to ensure that its participants are committed to addressing its responsibilities under the sex discrimination Act 1975, Race Relations Act 1976, Race Relations (Amendment) Act 2000, Equal Pay Act 1970, Disability Discrimination Act 1995, Human Rights Act 1998, Disability Discrimination Act (Amendment) 2005, Equality Act 2006.

4. Committees, Officials and Volunteers in all aquatic disciplines must address this responsibility to support equality, diversity and inclusion in our sport.

# North Norfolk Vikings Swimmer Disciplinary Guidelines

Our code of conduct states:

Any misbehaviour on poolside, during a session or in the changing rooms before or after the session will be treated very seriously by the committee and may result in the swimmer being asked to leave the pool or result in club suspension.

## Guidelines

At the discretion of the coach any misbehaviour that represents a disruption, danger or health and safety issue to either the swimmer themselves, other swimmers or the coaching team will be:

Asked to cease the behaviour immediately and resume with respectful and considerate training/behaviour.

If the behaviour continues then the coach will ask the swimmer to leave the pool for a period of time or for the remainder of the training session.

Any unacceptable behaviour will be reported to the swimmers parent/carer via an email from the Club's Welfare Officer, with a request for support in ensuring this behaviour does not reoccur.

Should the behaviour be of a repetitive nature over several sessions the coach will have the discretion to issue a formal verbal warning that unless an improvement in the behaviour takes place immediately swimming will be suspended.

If the behaviour continues: A formal written warning will be issued with a notice to improve behaviour immediately.

If the behaviour continues: Suspension of membership will be issued and the swimmer will no longer be able to train with the club. Training can only be resumed at the discretion of the committee in conjunction with the coaching team.

As a last resort: The club reserves the right to expel any member in accordance with the constitution and ASA regulation and judicial laws.

## Member's right to be heard

Our members have the right to an appeal if they feel the action taken by the club has treated them unfairly or is unjust.

The club aims to deal with internal disputes in the following way:

First: The club aims to resolve the issue informally and amicably.

If it is not possible to satisfactorily conclude the matter in this way, the party involved should address the dispute to the chair of the committee or such person as nominated by them. Within 7 days of such letter a mediator shall be appointed and the relevant ASA regulations and laws for internal disputes and hearing shall be actioned. A copy of our constitution is available upon request and the ASA handbook with all relevant information is available on the ASA website.