

Introduction

Welcome to Melton Mowbray Swimming Club.

We are a competitive swimming club with the objects of the teaching, development and practice of swimming and water polo.

The Club participates in several leagues and inter-club galas. You will be expected to swim for the Club when selected and should also enter the internal galas described in this handbook so that you can measure your progress and make the team selectors aware of your ability.

Through regular training you will improve your stamina and strength. You can taste success through improving on your previous best times, contributing to a good team performance or winning an individual medal.

We hope that you will make good friends through the Club. Most importantly, we hope that you will enjoy your swimming and participating in galas.

Remember, the more you put into the sport, the more you will get out of it.

Liz Rawson
President

Mission Statement

We aim to provide a friendly, safe, constructive and competitive environment in which every member has the opportunity to achieve his or her personal goals and to develop team spirit, sportsmanship, self-discipline and self-esteem.

Contact information

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President:	Liz Rawson	01664 567845	
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The Club has a number of notice boards in the alcove next to the girls' changing room. These should be checked regularly.

Handbook last updated June 2010

Child welfare policy

The Club is committed to an environment in which all children participating in its activities have a safe and positive experience. The Club's safeguarding policy and anti-bullying policy statements can be found on the Club's notice board and website. The Club is following guidance from the ASA which is set out in its document Wavepower 2009/11. The Club's Welfare Officer has a copy of Wavepower if anyone wants to look at it and it is also available the ASA's website (www.swimming.org).

Any concerns about the welfare of any child should be reported to the Club's Welfare Officer.

swim21 accreditation

The Club is a swim21 accredited club. swim21 Club Accreditation is the ASA's 'quality mark'. It recognises the clubs that are committed to providing safe, effective child-friendly and quality services for the benefit of their members.

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A Galas

Expectations of swimmers

All swimmers are expected to participate in internal galas and to represent the Club when selected. Failure to do so may result in failure to progress between training sessions, temporary or permanent loss of a training session or ineligibility to participate in the Club Championships. Further details can be found below as appropriate.

Internal Galas

4S Galas

The 4S Galas are run 3 times a year and are the best introduction to competitive swimming. These are relaxed and friendly galas in which all swimmers up to 14 years are allocated to one of 4 teams (Sea-lions, Sharks, Stingrays and Swordfish) and swim two (up to 12 years) or three (13 and 14 years) individual events together with a relay, if selected. The distance swum depends on the age of the swimmer. One of the events will always be freestyle; the other strokes will be swum once during each year. Swimmers will be competing against others of a similar standard. The aim of the 4S Galas is to enable the swimmers to record official times and then to improve on them. All members of the winning team will receive a medal.

All Club members up to 14 years are automatically entered – so just turn up. There are usually optional events for swimmers over 15 years to enable them to get up to date times.

Club Championships

The Club Championships consist of the Annual Gala, Sprint Gala and Long Distance Championships.

Annual Gala

This takes place over three dates in October and November. Races are available for each of the four strokes and (for swimmers 10 years and above) the individual medley (IM). Distances (from 25m to 100m) vary with the age of the swimmer. Heats are based on the swimmers' recent recorded times and there are also finals for the older swimmers. Trophies are awarded to the fastest in each age group for each stroke and also for the fastest boy and girl in each age group overall; the top five boys and girls in each age group for each stroke will receive a medal. The age groups are: 8 years, 9 years, 10/11, 12/13, 14/15, 16-24, 25 and over.

Entry forms are usually available from September and swimmers pay a small fee for each event entered. Entries received after the closing date will not be accepted.

Sprint Gala

This takes place on a Saturday evening in May or June. All races are 2 lengths (50m) and are available for all four strokes. Heats are based on the swimmers' recent recorded times and places are decided on the basis of times recorded in the heats. There are medals for the fastest five girls and boys in each age group for each stroke and there are trophies for the top three boys and girls overall in each age group. The age groups are: 10 and under, 11/12, 13/14, 15/16, 17 and over.

Entry forms are usually available from April and swimmers pay a small fee for each event entered. Entries received after the closing date will not be accepted.

Long Distance Championships

This takes place over a number of dates in September and October. The following events are available: 200m butterfly, backstroke and breaststroke; 200m, 400m, 800m and 1500m freestyle; and 400m individual medley. Swimmers who will reach their 9th birthday by March 31st of the following year may enter the 200m distances only; older swimmers may enter all events. There are trophies for the fastest boy and girl in each event and medals for the fastest five. There are also trophies for the boy and girl 12 years or under who accumulate the fastest time over the four 200m events.

Entry forms are usually available from July and swimmers pay a small fee for each event entered. Entries received after the closing date will not be accepted.

Main Pool Time Trials

These are held at various times during the year. The events available will vary. Entry is free and entries will be taken in advance.

Open Graded Age Groups Gala

This is an all day gala (in 3 sessions) run by the Club, usually in February, and is open to swimmers from a selected number of other clubs as well as Club swimmers (usually at least 9 years). It is for B and C category swimmers (i.e. excluding the fastest swimmers) and there are consequently cut off times for entry for each category in each event. Entries are made on the basis of swimmers' previous best times. Heats are based on entry times and there are awards of trophies, medals and speeding tickets (for those who swim too fast!).

Entry forms are usually available in November and swimmers pay a small fee for each event entered. Entries received after the closing date will not be accepted.

Club Teams

The Club runs 4 teams which are entered in various leagues and trophy galas.

The Diddy A and B teams are for swimmers in the age groups 9 to 12 years. They compete in the Leicestershire Diddy League and the Diddy A team also competes in the Reliant League.

The Senior A and B teams are for swimmers usually from 10 years upwards. The Senior A team competes in the Speedo League and the Leicestershire League (Winter) and the Senior B team competes in the Leicestershire League (Autumn and Winter).

Fixture List

A fixture list for each year will be posted on the Club notice board as soon as it is available. Swimmers will be able to collect a copy and it will also be on the Club's website. Swimmers and their parents are asked to make sure they are aware of the dates for the year.

Notice Boards

Details of all internal galas and team sheets for inter-club galas will be posted on the notice boards, which should be checked regularly. Changes or additions to selected teams may be made at any time as a consequence of swimmers being unavailable. Swimmers should indicate their availability as soon as possible.

Eligibility for Competing in Club Championship Galas

1. The following rules apply to all Club Championship Galas including, but not limited to, the Annual Gala, Sprint Gala and Long Distance Championships.
2. A minimum of three months membership is required prior to participation in any of the Club Championship Galas. Pre-membership swimming courses will be counted providing that the swimmer has been accepted as and is a fully paid up member prior to the closing date for entry in the gala.
3. A swimmer who has competed in any other A.S.A registered club championships shall not be eligible to compete in a Melton Mowbray Club Championship Gala in the same calendar year.
4. The Committee shall have the power to refuse the entry into a Club Championship Gala of any member who has failed in its opinion to offer sufficient support to the Club including attendance at training sessions and being available to represent the Club in competitions when selected.
5. For the purpose of Rule 4 only a swimmer will be expected to have attended a minimum of 50% of Club Night training sessions over the year preceding the Club Championship. Club Night is Friday night except that for Oakham swimmers Club Night is Sunday afternoon. Any swimmer who regularly works on a Club Night should request the Committee in writing for another session to be regarded as their Club Night.
6. Any swimmer who attends a City of Leicester training session on Club Night will be deemed to have fulfilled the requirements of Rule 5.
7. For the purpose of Rule 4 only, if selected to represent the Club in competition a swimmer will be expected to swim more times than not during any year and will be expected to swim in at least three out of every five consecutive galas for which he/she is selected. The only selections that are taken into account for this purpose are those where a swimmer is one of those originally selected for a competition, not where the swimmer is asked to replace another swimmer who is unavailable. (Generally a swimmer is expected to represent the Club whenever selected.)
8. Any swimmer (or the parents of a swimmer) who believes that he/she has a justifiable reason for having failed to comply with Rule 5 or Rule 7 should write to the Committee and, if relevant, provide supporting evidence.

Team Selection

1. The Club's team selection(s) will be the responsibility of the members elected as Team Selectors at the Annual General Meeting with the Chief Selector having a casting vote in the event of any disagreement. Ultimate responsibility rests with the Chief Selector.
2. The aim of the Team Selectors is to give an opportunity of representing the Club to as many members as possible.
3. For League or Trophy Galas the following criteria will be used:
 - Fastest possible team, times are paramount
 - Some swimmers may swim more than one individual event
 - Some swimmers may be taken only for relays
 - Swimmers may swim "up" in some events if necessary
4. For A Team "Friendly" Galas the following criteria will be used:
 - One individual event per swimmer where possible
 - No swimmers taken just for relays
 - Where possible there will be no swimming out of age
5. For B Team "Friendly" Galas the following criteria will be used:
 - A Team swimmers should only be used where there is no reasonable B Team swimmer available and should not be swum on their normal stroke(s)
 - With the exception of withdrawals a swimmer shall swim no more than two individual swims plus three relays
6. Other Selection Considerations:
 - Requests from swimmers who genuinely wish to attempt a new club record
 - Requests from swimmers to change a stroke. This will only be considered at a friendly gala

7. Team selection takes place as soon as the programmes have been received. Once chosen and posted, the selection will only be changed when withdrawals by chosen swimmers make it necessary. Faster times recorded after selection will not change the selection for that gala.
8. Teams selected will be posted on the Club notice board. On being selected, swimmers should indicate their availability as soon as possible in case replacements need to be found. A swimmer who is not available should give a brief explanation why.
9. A swimmer who realises on the day of the gala that he/she cannot swim, whether for illness or some other reason, must inform the Chief Selector as soon as possible in order that a replacement can be found. The Chief Selector's name and contact number is normally at the bottom of the team sheet.
10. A swimmer who will be unavailable for selection for a long period through illness or injury should notify the Chief Selector in writing. He/she should then notify the Chief Selector when he/she is available to resume swimming.
11. A swimmer who is unavailable to swim, with no reasonable explanation, or fails to turn up at a gala having indicated his/her availability places his/her future selection in doubt.
12. The Team Selectors are happy to answer questions from swimmers or parents about team selection procedure.
13. Any swimmer (or the parents of a swimmer) who is unhappy with a decision about team selection should write to the Chief Selector, who will discuss the issue with the other Team Selectors and then reply to the swimmer or parent. If the swimmer or parent is not satisfied with the reply he/she should write to the Committee.
14. Officials, Team Managers and Stewards should not openly discuss team selection going to, during or returning from a gala.
15. The Team Manager has ultimate responsibility for the swimmers at a gala.

County Championships

The Leicestershire A.S.A. (L.A.S.A.) County Championships take place each spring. There are events over various distances and all strokes. The Club will have entry forms available and the completed forms and payment must usually be given to the Club just before Christmas for forwarding to LASA. Swimmers must have an official recorded time in each event entered. An excellent performance at L.A.S.A. may lead to qualification for the East Midlands Championships.

A. Training

General information

1. General

- 1.1 All Club members will be entitled and expected to attend a training session on Club Night. The session offered is at the discretion of the Session Coaches.
- 1.2 Club Night is Friday night except that for Oakham swimmers Club Night is Sunday afternoon. Any swimmer who works on a Club Night should request the Committee in writing for another session to be regarded as their Club Night.
- 1.3 Any other training sessions will be offered at the discretion of the Session Coaches.
- 1.4 The Swim 21 Squad is primarily for swimmers who will be 13 years or older by December 31st in the current year. Places will be offered to swimmers based on their ability, strength, determination and commitment to and support of the Club. Members of the Squad will be expected to attend at least 3 of the 4 weekly sessions available.

2. Attendance

- 2.1 A register will be kept at each session.
- 2.2 Regular attendance at all training sessions is expected from all swimmers. Where attendance is low a swimmer will be asked for an explanation and may be issued with a warning. If attendance continues to be low the swimmer may be asked to withdraw from the session.

- 2.3 A swimmer who will be unable to attend on a regular basis due to forthcoming commitments should bring this to the attention of the Session Coach. The swimmer may request, or may be asked to, withdraw from the session(s) until such time as he/she is able to offer a full commitment. Resumption of the session is at the discretion of the Session Coaches.

3. Training

- 3.1 All training issues for any session in the main pool, including the training programme, lane selection, swimming order and session discipline, are the responsibility of the Session Coach. He/she may delegate issues to lane coaches or teachers, but remains ultimately responsible.
- 3.2 In the small pool the coaches follow a 14 week training programme. All disciplinary issues are for the Session Coach.

4. Progression in the small pool

- 4.1 Progression through the small pool sessions and from the small pool into the main pool depends on satisfying the progression rules and on the number of vacancies in the next session. Moreover, progression is at the complete discretion of the Session Coach who will make a decision based on what is best for the swimmer.
- 4.2 The progression rules are as follows:
- 4.2.1 There will be a 14 week training period with time trials in week 13.
- 4.2.2 Swimmers should normally have attended at least 50% of the training sessions in the training period.
- 4.2.3 Swimmers must compete in the time trials.
- 4.2.4 In order to progress from the first session (at 7 pm) to the second session (at 7.40 pm) the swimmer must have recorded in the time trials two legal strokes according to A.S.A. laws.
- 4.2.5 In order to progress from the second session (at 7.40 pm) to the third session (at 6.15 pm) the swimmer must have recorded in the time trials two legal strokes including the start and turn for each according to A.S.A. laws.
- 4.2.6 In order to progress from the third session (at 6.15 pm) to the main pool the swimmer must have recorded in the time trials three legal strokes including the start and turn for each according to A.S.A. laws.
- 4.2.7 Swimmers must also have competed in one of the two preceding 4S galas or main pool time trials (unless there has not been a 4S gala or main pool time trials since the swimmer was admitted to the pre-membership course or otherwise admitted to the Club) and represented the Club if selected.
- 4.3 If there are insufficient vacancies in the next session for the number of swimmers satisfying the progression rules the swimmers will be ranked according to the number of legal strokes recorded in the time trials and then further ranked according to the cumulative time for their legal strokes. The vacancies will be given to those swimmers ranked highest.
- 4.4 Swimmers will normally progress through all three sessions. However, an exceptional swimmer who records in the time trials four legal strokes including the start and turn for each according to A.S.A laws with good times in each may progress by missing out one of the sessions.
- 4.5 The parent or guardian of any swimmer who will be unable to attend the time trials for a good reason should contact Liz Rawson in advance as it may be possible to make alternative arrangements.

5. Progression in the main pool

- 5.1 Progression in the Friday night main pool sessions depends on satisfying the progression criteria and on the number of vacancies in the next session. Moreover, progression is at the complete discretion of the Session Coaches who will make a decision based on what is best for the swimmer.
- 5.2 The criteria to progress from the 6.15 pm session to the 7 pm session are as follows:
- 5.2.1 Skill: show good technique over a continuous swim consisting of 25m Butterfly, 50m Backstroke, 75m Breaststroke, 100m Front Crawl.
- 5.2.2 Stamina: complete a swim set consisting of 2 x 100m I/M Legal @ 2.30 mins, 8 x 100m Freestyle @ 2.15 mins, 1 x 200m stroke kick @ 5.45 mins.

- 5.2.3 Speed: perform in galas to gain times over all four strokes with at least two times equal in standard to the 7 pm session.
- 5.3 The criteria to progress from the 7 pm session to the 7.45 pm or 8.45 pm session are as follows:
 - 5.3.1 Skill: show competition standard techniques over 200 metres of Backstroke, Breaststroke and Front Crawl, and show good technique over 4 x 50 metres of Butterfly.
 - 5.3.2 Stamina: complete a swim set consisting of 2 x 100m I/M Legal @ 2.15 mins, 8 x 100m Freestyle @ 1.50 mins, 1 x 200m stroke kick @ 4.45 mins.
 - 5.3.3 Speed: perform in galas to gain times over all four strokes with at least two times equal in standard to the higher sessions.
- 5.4 Suitability of qualifying swimmers for the 7.45 pm session or 8.45 pm session will be at the discretion of the Session Coaches.
- 5.5 Swimmers with a poor attendance record at training sessions and those who have failed to swim for a Club team in more than half of the galas for which they have been selected will be allocated a session appropriate to them.
- 5.6 Progression between lanes in a training session is at the discretion of the Session Coach.
- 6. Loss of training sessions**
 - 6.1 Swimmers are expected to represent the Club whenever selected, whether for the original team or as a reserve. Any swimmers showing insufficient commitment may lose one or more training sessions, either temporarily or permanently.
 - 6.2 Swimmers are expected to compete in Club Championship Galas and, if eligible, 4S Galas. Swimmers are also encouraged to participate in Time Trials and the Graded Age Groups Gala. Any swimmers showing insufficient commitment may lose one or more training sessions, either temporarily or permanently.
- 7. Membership cards**
 - 7.1 All Club members must be prepared to produce their Club membership card on Club Night if requested to do so by a Session Coach or Committee member before commencement of any training instruction.
- 8. Complaints**
 - 8.1 Any swimmer (or the parents of a swimmer) who is unhappy with a decision about training sessions should approach the Session Coach. If this does not resolve the issue he/she should then approach the Chief Coach. If the issue remains unresolved he/she should write to the Committee and, if relevant, provide supporting evidence.

Training cycles

In all small pool sessions the teachers/coaches follow a 14 week training programme based on acquiring good technique; this includes an assessment of swimmers' technique and speed. The 6.15 and 7.00pm sessions in the main pool also follow a 14 week cycle which reinforces this good technique and introduces new skills.

Younger swimmers in the Diddy squads prepare to use the technique/skills and fitness they have acquired in a more competitive environment. Diddy swimmers are encouraged to use their Club log book to write down their goals and record their achievements at galas and any PBs.

The Senior/Swim 21 squad swimmers follow an annual training programme designed to focus on specific galas over the year (e.g. Speedo League, L.A.S.A.). The annual training programme is designed to train swimmers in distance, sprint and skills to ensure they are able to achieve their full potential at these galas.

T20s

In the 6.15 and 7.00pm Friday night main pool sessions swimmers are required to do a 'T20' three or four times a year. A T20 is a continuous swim for 20 minutes; it is timed, the lengths swum by each swimmer are counted and the distance is recorded. Swimmers are not usually warned in advance to avoid their not turning up to training!

T20s are a very useful tool for the coaches to assess the aerobic fitness and technique of the swimmers. Theoretically, each time there should be an increase in the distance covered during the 20 minutes. At times, due to illness, late nights etc, that is not the case. However, an overview of the T20 results for a year should show an improvement in fitness and ability to maintain technique.

Diving course

All swimmers will take a diving course on a Friday night. This will usually be when the swimmer moves to the 6.15pm main pool session. If a swimmer is regularly chosen to swim for the Diddy A or B team and is still in the 6.15 pm small pool session he/she will be offered a space if one is available. This award must be achieved before the swimmer will be permitted to dive into shallow water or use the diving blocks during a gala. A certificate and badge are offered as proof of course completion.

Training Sessions

Day	Time	Pool	Who for
Monday	6.30-7.30 pm	Small pool	Selected Diddy A/B swimmers
Monday	8.30-9.45 pm	Main pool	Senior/Swim 21 squad
Wednesday	8-9/9.30 pm	Main pool	Senior/Swim 21 squad
Thursday	5.30-6.30 pm	Main pool	Senior/Swim 21 squad
Thursday	8-9 pm	Oakham School	Selected Swim 21 squad
Friday	7-8 am	Oakham School	Selected swimmers
Friday	7-7.40 pm	Small pool	Pre-membership Course
Friday	6.15-7 pm, 7.40-8.20 pm	Small pool	Club night
Friday	8.20-9 pm	Small pool	As and when required
Friday	6.15-7 pm, 7-7.45 pm, 7.45-8.45 pm, 8.45-9.45 pm	Main pool	Club night
Friday	Times vary	Loughborough University	Selected swimmers
Sunday	4.30-5.30 pm	Oakham School	Diddy B Squad
Sunday	5.30-6.30 pm	Oakham School	Oakham swimmers
Sunday	5-6 pm	Main pool	Diddy A squad
Sunday (Not every week)	8.30-9.30 pm	Main pool	Water polo

B. Useful information

What to take to training sessions

- Swimming costume
- Swimming hat (optional)
- Goggles and spare goggles (properly adjusted)
- Fins / kickboard / pull buoy (main pool sessions)
- Towel
- Non-fizzy drink – use a plastic drinks bottle, never take glass on poolside

Make sure you have suitable warm clothing to put on when leaving the pool, especially during the winter months.

What to take to galas

As above (except fins etc) plus –

- Extra towel
- T-shirt to wear between races (and maybe shorts/tracksuit trousers) to keep your muscles warm
- Flip flops

When representing the Club:

- All swimmers will be provided with a Team Shirt to wear on poolside between races – this should be returned to the stewards at the end of the gala. Alternatively swimmers can wear a Club t-shirt or polo shirt.
- Only Club hats should be worn. These can be purchased from the pay desk in advance and Team Managers will usually have some available for purchase on the day.

What happens at a gala

Before a gala there is a 30 minute warm up period. It is divided into two 15 minute sessions based on gender or age. 10 minutes of this warm up is for continuous swimming, followed by 5 minutes diving/starting/sprint practice. The warm up is to prepare swimmers physically for the competition:

- The 10 minutes continuous swim helps to stimulate and prepare systems and muscles within the body. It also gives swimmers an opportunity to familiarise themselves with the pool; they need to know the temperature, depth, pool sides and walls when turning and to get a general 'feel' for that pool. It is important to start warm up with front crawl and/or backstroke; breaststroke and butterfly should not be considered until the swimmer has been swimming for a minimum of 5 minutes to reduce the chances of injury or long term damage. Swimmers should remember always to do tumble turns and to count the number of strokes after the flags if they will be swimming backstroke.
- The diving/starting/sprint practice is the chance for swimmers to familiarise themselves to the pool's diving blocks, pool depth and to prepare themselves to react quickly and sprint at the start of a race.

A failure to warm up may lead to sluggish responses, slow swims or even injury.

Swimmers should try and arrive at the pool at least 15 minutes before warm up is due to start. They should immediately report to the stewards or Team Manager who will tell them in what events they are swimming and when to go for warm up.

After warm up, swimmers should dry themselves off, put on a t-shirt, tracksuit trousers/shorts etc to keep themselves warm and have a drink.

During the gala, the stewards will tell swimmers when and where to go for their races. Swimmers should not leave poolside during the gala without the permission of the stewards and should not leave the gala unless the stewards have confirmed that they have no races left.

All swimmers should encourage and support their team-mates and friends (as loudly as they wish)! However, it is essential to be quiet for the start of the races.

Transport

The Club runs a bus for some away galas.

When there is a bus it will leave from the Wilton Road Bus Station. Details of time of departure will be on the team sheet. Anyone intending to travel by own transport should mark the team sheet "OT" so that the bus is not kept waiting for them.

If there is no bus, the Club will assist parents to arrange for transport with the parents of another swimmer if necessary.

Please note that everyone travelling on a bus provided by the Club must wear seatbelts, where available.

Eating for success

The food and drink you have before, during and after training and competitions can have a great effect on the quality of your training and your performance in competition. For detailed advice, see the Appendix: Nutrition Advice.

Support from parents

Parents or guardians can be a positive influence on the achievements and enjoyment of swimmers. There are three ways to do this:

- Support the swimmer. There is undeniable motivation in knowing that someone is interested in your performance, is willing you to do well and will appreciate your effort whether the result be good or bad. Parents should come to training sessions and watch or help at galas. Moreover, never criticise immediately after a disappointing performance. Parental support is important in helping swimmers to get over a disappointment and getting on with improvements.
- Support the specialists. All teachers, coaches and gala officials are qualified and experienced and give up their time voluntarily for the Club. They deserve backing from parents who can demonstrate this by encouraging swimmers to put effort into training and to follow the programme as set.
- Support the Club. Be aware that we would need 65 teachers/coaches if each person involved took one lane for one session. An internal gala requires 37 people on poolside. Few adults stay on when their children stop swimming so we have a constant need for new helpers. See further below.

Please note that the Club cannot take parental responsibility for the swimmers and parents should remain at or close to poolside (in case of emergencies) or nominate another adult to fulfil the role of parent/guardian. Parents should also ensure that their children do not wait in the car park after their training sessions, particularly when it is dark.

PBs (personal best times) and Club records

All official times gained by swimmers are recorded onto the Club's computer, which is used by the selectors to finalise team selection.

On the Club notice boards there is a PB chart which includes all swimmers and is updated regularly. There is also a list of the Club records for both short course (swum in a 25m pool) and long course (swum in a 50m pool).

Awards and badges

Competitive Start Award

See diving course, above.

Medley Master Badge

This is open to swimmers in the 6.15 pm small pool session who achieve 4 legal strokes in the small pool time trials. They will be given the opportunity to swim a 4 x 2 lengths individual medley the following week. The swim must be judged by two persons who are judges on the A.S.A District List of Officials. Any swimmer who achieves the required standard will be presented with the award on the Club night following the time trial.

A.S.A Badges

The Club awards A.S.A. badges, which are given for stroke and speed. There are four levels of achievement: Bronze, Silver, Gold and Platinum. When a swimmer attains the required time in any stroke (including individual medley) and distance he/she will be offered the opportunity to receive a certificate and badge to mark his/her success. A list of successful swimmers will be displayed on the Club's notice board and the level of the award. Anyone wishing to receive the award (at a small charge to cover administration costs) should see Dave Rushin. The Club will not normally offer the awards to anyone who is 13 and over by December 31st in any given year unless by special request.

We have attached as an appendix a chart on which swimmers can record their PBs. This chart includes the times for the various badges.

Technical information

Swimming Age

As a general rule the swimming age of a person is the age that they will be on December 31st of the current year. For example, any child born in 1999 will be a 10 year old swimmer throughout the calendar year 2009, regardless of their actual birth date. Some galas may have a different reference date or be "age on day."

Swimmers of all ages can participate in internal galas (with some limits on events in the Long Distance Championships). To represent the Club swimmers must be 9 years old in that year and swims for this age will be relays only. Occasionally development galas offer individual swims to this age.

Rules of swimming

The purpose of rules in any sport is to ensure that no competitor enjoys an unfair advantage. There are rules covering starts, swimming each stroke (butterfly, backstroke, breaststroke, front crawl and medley), turns and finishes. Swimmers are taught to swim according to the rules and are encouraged to observe them during training. Sloppy training leads to bad habits and disqualifications.

At a glance, if there is any doubt about whether the swimmer should be disqualified, then the benefit is given to the swimmer. The reason for the disqualification is recorded on the time slip and the recorder or the referee will give you the information if you ask for it.

For general information on the rules, speak to the swimmer's teacher or coach. The rules are contained in the Amateur Swimming Association (A.S.A.) Handbook which can be found on the A.S.A. and British Swimming website at www.britishswimming.org or obtained from the A.S.A. at Harold Fern House, Derby Square, Loughborough, LE11 5AL.

Disqualification codes

Some causes for disqualification apply to all strokes, others to particular strokes only. The most common causes for disqualification are as follow:

All strokes

W	walked during the race
DNT	did not touch the pool wall at the turn or finish
STOOD	stood at the turn or at the finish before touching the wall

Butterfly

ANC	arms not clearing the water when brought forward
ALK	alternating leg kick (should be simultaneous)
BRK	breaststroke kick used instead of butterfly
ANT	arms not together (not brought forward simultaneously)
OHT	one handed touch – at the turn and finish the end of the pool must be touched with both hands simultaneously

Breaststroke

TSU	two strokes underwater (only allowed 1 pull and 1 kick)
FNTD	foot not turned out in the kick backwards
LNSP	legs not on the same plane (level with one another)
HPH	hands pulled past hips
OHT	as above

Backstroke

FOF	turned onto front before touching at finish
TOF	turned on front

Swimwear

From January 1st 2010 new international rules as to permitted swimwear will be enforced in all swimming competitions. Swimmers may wear only one swimsuit; swimwear for men must not extend above the navel or below the knee; swimwear for women must not cover the neck, extend past the shoulder, extend below the knee or have a zip. Any swimmer who is thinking of buying an expensive swimsuit, should check the list of approved swimwear issued by FINA; there is a link in the Latest News section of the Club website.

C. Swimmers' Code of Conduct

1. Show respect for all coaches, poolside helpers, team managers, stewards and officials. Listen carefully and follow their instructions at all times.
2. Show respect for other swimmers. All Club members are of equal value.
3. Show respect for the property of others, including the property of other swimmers and the Club, the pool and equipment. Do not interfere with another's property or do anything that might cause damage or loss.
4. Bullying in any form – physical, verbal or emotional – will not be tolerated.
5. Be polite at all times. Swearing will not be tolerated.
6. Good sportsmanship is expected at all times.
7. Remember that you are a member of a club and a team. Support other members. Bear in mind that any bad behaviour, whether at Melton Mowbray, at away galas or anywhere when wearing Club kit, reflects badly on the Club.
8. Arrive on poolside for training or galas in plenty of time. Once on poolside do not leave for any reason without the permission of a coach, steward or team manager. At a gala, stay in or around the area allocated for your team or age group.
9. When representing the Club at a gala any hats worn must be Club hats. When not swimming, swimmers should wear only Club kit or team shirts over their costumes.

Any person with a complaint about the conduct of a member of the Club should contact a coach, team manager, committee member, steward or other official as soon as possible.

Sanctions for Breach of the Code of Conduct

1. Minor breaches of the Code may incur a verbal warning from a coach, Committee member, Team Manager, steward or other official. Any such breach will be reported to a Session Coach, Team Manager or Committee member, as appropriate.
2. After two verbal warnings at any training session or gala a Session Coach, Committee member or Team Manager may remove the swimmer from the water or from poolside for a temporary period or for the rest of the training session or gala. In the event of such a suspension a report will be made to the Committee as soon as possible thereafter.
3. More serious or persistent breaches of the Code may result in an immediate temporary suspension from a training session or gala. In any event, a report will be made to the Committee. The breach(es) may result in a written reprimand, temporary suspension from training and/or galas, permanent loss of a training session or permanent suspension from the Club.
4. The Club will try and resolve the issue by informal discussions between one or two Committee members (not involved in the incident(s)) and the swimmer (and his or her parent(s) where appropriate). Both the complainant and the swimmer will have the opportunity to present his/her account of the incident(s).
5. If the issue cannot be resolved by informal discussion there will be a formal hearing before the Grievance Committee. The Grievance Committee will normally consist of three members of the Committee with no connection with the incident(s). A member of the Club who is not a member of the Committee may be asked to sit on the Grievance Committee.

D. Parents' Code of Conduct

It is expected of parents/guardians that they will:

1. Ensure swimmers get to training sessions and galas in good time with the correct kit.
2. Read the Club notice boards regularly for details of galas, team selections and other information.
3. Be aware of the Club fixture list.
4. Indicate the availability of a swimmer selected to represent the Club as soon as possible.
5. Support the Coaches: encourage swimmers to put effort into training and follow the training programme as set.
6. Not attempt to coach from the balcony.
7. Support gala officials: encourage swimmers to remain with their team or age group throughout the gala. Inform the stewards or team managers if swimmers need to leave before the end of the gala.
8. Promote a responsible and disciplined attitude.
9. Not go on poolside (whether at a gala or during a training session), but remain in the spectator area unless requested to assist.
10. As the Club does not take parental responsibility for swimmers, remain in the building during training sessions and galas (in case of emergencies) or nominate another adult to fulfil the role of parent/guardian.
11. Not drop swimmers off too early for training or galas.
12. Arrive before the end of the training session or gala to collect swimmers. (Swimmers should not be asked to wait in the car park to be collected, particularly when it is dark.)
13. Offer assistance in Club activities, wherever possible.
14. Treat other swimmers and teams with respect at all times.
15. Direct any queries to Club Officials or Coaches when they are free to talk and not involved in training sessions or galas.
16. Where queries are unresolved, write to the Committee.

E. Club Kit

At the request of swimmers, who are keen to present a club/team image, especially at galas, we have various items of Club kit available.

The following items are available to order for all Club members and their parents: track suit top and trousers; hoodie; polo shirt; and t-shirt. There are a few items in stock. New stock will be acquired every time there are enough orders. Forms are available from the pay desk.

All regular poolside helpers are encouraged to wear a Club shirt so they are easily identifiable.

Club swimming hats, swimming costumes and trunks and various swimming aids (fins, kickboards and pull buoys) are available for immediate purchase from the Club pay desk.

F. Who is who in the Club

The Club is run by a Committee elected at the Annual General Meeting in November each year. The Committee consists of the Chairman, Treasurer, Secretary, President, Chief Team Selector and seven Committee members. The Club also has four Team Selectors, a Welfare Officer, and Boy and Girl Captains and Vice-Captains. Other roles taken include Gala Organiser, Swim 21 Co-ordinator and Team Managers. In addition, and very importantly, there are various Coaches and their assistants.

For further information on any matter relating to the Club, please ask any Committee member. Committee members will usually be in the alcove next to the girls' changing rooms on a Friday night. There will often be a Committee member or other Club member on the balcony to answer questions (either wearing a badge or a Club t-shirt). There are also photos of the Committee members on the Club notice board. The Session Coaches are happy to talk to parents of swimmers about any training or progression issues.

G. Help at galas and at other times

The Club is run by volunteers and we cannot emphasise how important it is for as many parents as possible to help in some way.

Running galas takes a lot of man and woman power. We would encourage all parents to assist in some way so that the burden is shared around. There are many jobs that can be done with no prior experience or expertise, such as running the entrance desk, setting up and clearing up. Some jobs, such as stewarding, need some knowledge, but there will always be someone experienced to help. There are also technical jobs, such as time-keeping, for which the Club will provide training.

If you are willing to help, please provide your name and contact details to any Committee member.

We also ask parents to take it in turns to wash the team shirts after an inter-club gala.

If you are interested in helping at training sessions please speak to any Coach and if you are interested in standing for the Committee please speak to any Committee member.

H. Water polo

Any swimmer aged 11 years or over is welcome to attend the Sunday night water polo sessions.

The Club participates in a junior water polo league (fielding a joint team with Bingham) and also takes part in friendly matches.

If interested, speak to Martin Sutherland.

I. Payment

Pay desk

This will be set up in the office outside the boys' changing rooms. Please notify the Treasurer immediately of any change in address or telephone number.

Fees

1. The annual members' subscription shall be £20 for the year 2009-10. Any person becoming a member after October 1st in any year will pay a pro-rata amount.
2. Training fees for swimming shall be £2.25 for Club Night and £1.75 for each additional session in a week which the swimmer is entitled to attend.
3. Training fees for water polo shall be £2.50 per session.
4. The charge for a pre-membership course is £31.50 and is calculated in line with Club Night training fees.
5. Training fees are payable whether or not the swimmer attends the session(s), whatever the reason for non-attendance. If a swimmer has a long term problem or issue that will prevent attendance at a training session or session he/she should see both the Session Coach(es) and the Treasurer in order to arrange for temporary or permanent suspension of the session(s).
6. Any swimmer attending City of Leicester training sessions will be required to pay the Club's annual members' subscription and the A.S.A annual membership fee. He/she will also be required to pay training fees of £1.75 for each session at the Club that he/she wishes to attend.
7. The Club encourages the continued membership of swimmers who live away from Melton Mowbray for a substantial part of the year, for example those swimmers who are attending university. They will be required to pay the annual members' subscription. They will also be required to pay training fees for any sessions that they actually participate in at a cost of £2.25 for the first session in any one week and £1.75 for other sessions in the same week. They should ensure that a record is made of the sessions that they take.

8. The Club strongly encourages the use of standing orders for the payment of annual members' subscriptions and training fees. The monthly charges are based on the number of training sessions the swimmer is entitled to attend in any week and take into account the annual members' subscription and the likelihood that the pool will be closed from time to time. The current monthly standing order charges are as follows: 1 session per week - £11; 2 sessions per week - £18; 3 sessions per week - £25; 4 sessions per week - £32; 5 sessions per week - £37.
9. Payments to enter galas must be made at the time of submission of entry.
10. Payments for Club kit must be made at the time of ordering.

Non-payment

Please see Club Rules 5.3 and 6.2.

J. Club Rules

1. Name

- 1.1 The name of the Club shall be The Melton Mowbray Swimming Club.

2. Objects

- 2.1 The objects of the Club shall be the teaching, development and practice of swimming and water polo for its members.

In the furtherance of these objects:

- 2.1.1 The Club is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of sex, ethnic origin, religion, disability or political persuasion, on any grounds.
- 2.1.2 The Club shall implement the Amateur Swimming Association ("A.S.A.") Equal Opportunities Policy.
- 2.2 The Club shall be affiliated to A.S.A. East Midland Region, and shall adopt and conform to the rules of this Association, and to such other bodies as the Club may determine from time to time.
- 2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the A.S.A. ("A.S.A. Laws") and in particular:
 - 2.3.1 all competing members shall be eligible competitors as defined in A.S.A. Laws; and
 - 2.3.2 the Club shall in accordance with A.S.A. Laws adopt the A.S.A. Child Protection Procedures; and shall recognise 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.
 - 2.3.3 members of the Club shall in accordance with A.S.A. Laws comply with the A.S.A. Child Protection Procedures.
- 2.4 By virtue of the affiliation of the Club to A.S.A. East Midland Region, the Club and all members of the Club acknowledge that they are subject to the laws, rules and constitutions of:
 - 2.4.1 A.S.A. East Midland Region; and
 - 2.4.2 the A.S.A.; (to include the A.S.A./IOS Code of Ethics); and
 - 2.4.3 British Swimming (in particular its Doping Control Rules and Protocols and Disciplinary Code); and
 - 2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together "the Governing Body Rules")
- 2.5 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.

3 Membership

- 3.1 The total membership of the Club shall not normally be limited. However, the Committee shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club on the grounds of safety.
- 3.2 All persons who assist in any way with the Club's activities shall become members of the Club and hence of the A.S.A. and the relevant A.S.A. membership fee shall be paid. Assisting with the Club's activities shall include, but not be restricted to, administrators, associate members, voluntary instructors, teachers and coaches, Committee members, helpers, Honorary members, life members, officers, patrons, Presidents, technical and non-technical officials, temporary members, Vice Presidents and verifiers or tutors of the A.S.A.'s educational certificates.

- 3.3 There are three categories of membership:
- 3.3.1 Full membership available to those patrons who wish to be actively involved in the running of the Club, and can offer their services when called upon to do so. These members will have full voting rights at any General Meeting (subject to the restrictions on voting in Rule 13.3).
 - 3.3.2 Swimming membership available to those patrons who do not wish to be actively involved with the running of the Club but only with the swimming side of its activities. These members will be allowed to vote on financial matters only at any General Meeting (subject to the restrictions on voting in Rule 13.3).
 - 3.3.3 Social membership available to those patrons who do not wish to be actively involved with the running of the Club but only with the social side of its activities. These members will be allowed to vote on financial matters only at any General Meeting (subject to the restrictions on voting in Rule 13.3).
- 3.4 The procedure for becoming a member of the Club is as follows:
- 3.4.1 Any person who wishes to become a member of the Club must submit a signed application to the Secretary. In the case of a junior swimmer (one under 18 years of age) the application must be signed by the swimmer's parent or guardian.
 - 3.4.2 Any junior who wishes to become a member of the Club will first be required to attend a swimming trial or swimming course. If the required standard is not achieved, he/she will be returned to the waiting list. Juniors must normally be at least 7 years of age when applying to join the Club.
 - 3.4.3 Election to membership shall be at the discretion of the Committee or other person(s) authorised by the Committee. The Committee or such authorised person(s) shall not be required to give reasons for the refusal of an application for membership.
- 3.5 All members must inform the Treasurer immediately of any change to the information held by the Club, in particular changes to a member's address or telephone number.

4 Honorary Membership

- 4.1 The Committee may grant Honorary Life Membership as recognition of an exceptional contribution by an individual to the reputation and/or success of the Club. Honorary Life Members will be entitled to all benefits of full membership.
- 4.2 Nominations for Honorary Life Membership must be supported by three Officers of the Club and must satisfy one of the following grounds for eligibility:
- 4.2.1 Leaders of industry, commerce, the public or voluntary sectors who have made or are making a major contribution to the current or future success of the Club.
 - 4.2.2 Adults who have served the Club as active members over a period of not less than fifteen years, demonstrating a regular commitment in a role such as officer, teacher, coach or committee member.
 - 4.2.3 Swimmers who have achieved exceptional success and recognition, such as representing their country, in a manner that provides an example of dedication and behaviour to other Club members.

5 Subscription and Other Fees

- 5.1 The annual members' subscription and training fees and charges for pre-membership courses shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for different classes of membership as it shall determine.
- 5.2 The annual subscription (or a pro-rata amount) shall be due on joining the Club and the full annual subscription shall be due thereafter on the 1st day of October each year. All training fees and charges for pre-membership courses are payable in advance.
- 5.3 Any member whose annual subscription is unpaid by 1st November or who is one month in arrears in payment of training fees may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made.
- 5.4 The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual A.S.A. Membership Fees to the A.S.A. on behalf of members, be consequential upon an increase in individual A.S.A. membership fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.

6 Resignation

- 6.1 A member wishing to resign membership of the Club must give to the Secretary written notice of his/her resignation. A member's resignation shall only take effect when this (Rule 6.1) has been complied with.
- 6.2 Notwithstanding the provisions of Rule 6.1 above a member whose annual subscription is unpaid by January 1st shall be deemed to have resigned.

7 Expulsion and other Disciplinary action

- 7.1 The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for him/her to remain a member. The Club in exercising this power shall comply with the provisions of Rules 7.2 and 7.3 below.
- 7.2 The Club shall adopt and comply with the A.S.A. Guidelines for handling Internal Club Disputes (“the Guidelines”) as the same may be revised from time to time. The Guidelines are set out as an Appendix to the A.S.A. Judicial Laws and appear in the A.S.A. Handbook. (A copy of the current Guidelines may be obtained from the A.S.A. Legal Affairs Department.)
- 7.3 A member may not be expelled or (subject to Rule 7.4 below) be made the subject of any other penalty unless the panel hearing the complaint shall by a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the member.
- 7.4 The Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider club activities when, in their opinion, such action is in the interests of the Club. Where such action is taken the complaint will thereafter be dealt with in accordance with the Guidelines.

8 Committee

- 8.1 The Committee shall consist of the President, Chairperson, Secretary, Treasurer (together “the Officers of the Club”), the Chief Team Selector and seven elected members. Officers of the Club must have been a member of the Club for a minimum period of twelve months immediately preceding their election; the Chief Team Selector and other Committee members must have been a member of the Club for a minimum period of six months immediately preceding their election. The Club shall have a Welfare Officer, who will not be a Committee member, but will be invited to attend Committee meetings. All Committee members must be not less than 18 years of age though the Committee may allow younger members to attend their meetings without power to vote.
- 8.2 The Officers of the Club and other Committee members shall be proposed, seconded and elected at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring members of the Committee shall be eligible for re-election.
- 8.3 The Welfare Officer shall be elected or re-elected at the first Committee meeting following the Annual General Meeting each year and shall remain in office until the same meeting the following year. Any vacancy occurring by resignation or otherwise may be filled by the Committee.
- 8.4 Committee meetings shall be held at least ten times a year and the quorum of that meeting shall be six members (to include not less than one Officer). The Chairperson and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than two days oral or written notice of a meeting. Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the Chairperson (or the acting Chairperson of that meeting) shall have a casting or additional vote.) The Secretary, or in his/her absence a member of the Committee, shall take minutes.
- 8.5 In addition to the members so elected the Committee may co-opt up to 5 further members of the Club who shall serve until the next Annual General Meeting or for such lesser period as determined by the Committee. Co-opted members shall not be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present.
- 8.6 The Committee may from time to time appoint from among their number such sub-committees as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 8.7 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by at least one of the two independent examiners to be appointed by the members in General Meeting. The Committee shall also have power to make regulations and to settle disputed points not otherwise provided for in this Constitution.
- 8.8 The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

- 8.9 The Committee shall maintain an Accident Book in which all accidents to club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the A.S.A. Office. The Club shall make an annual return to the A.S.A. in the prescribed form.

9 Team Selectors

- 9.1 The Team Selectors shall consist of the Chief Team Selector and four other selectors (two selectors for the Diddy teams and two selectors for the Senior teams). The Chief Selector shall be a member of the Committee; the other selectors may or may not be members of the Committee. All Team Selectors must have been a member of the Club for a minimum period of six months immediately preceding their election.
- 9.2 The Team Selectors shall be proposed, seconded and elected at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring selectors shall be eligible for re-election.

10 Club Captains and Vice-Captains

- 10.1 There shall be a Girl's Captain and Vice-Captain and a Boys' Captain and Vice-Captain all of whom shall be active swimming members of the Club who support Club competitions.
- 10.2 The Captains and Vice-Captains shall be proposed, seconded and elected (subject to the consent of the swimmers to take on the positions) at the first Committee meeting following the Annual General Meeting each year and shall remain in office until their successors are elected the following year. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring Captains and Vice-Captains shall be eligible for re-election.
- 10.3 Nominations shall be proposed and seconded by Committee members. A nominee must be elected to a position by a majority of the Committee. Where there is only one girl or one boy nominated the Committee will proceed to vote for him/her as Captain. Where there are two girls or two boys nominated the Committee will vote for the position of Captain and the other nominee will then be considered for Vice-Captain. Where more than two girls or more than two boys are nominated a vote shall first be taken on each nominee. The two with the highest votes will then be considered for Captain and Vice-Captain. Following the meeting those elected will be asked whether they consent to take on the positions.
- 10.4 The Captains will be invited to attend the first part of a Committee meeting 3 times a year. They will not be entitled to vote at the meetings.

11 Annual General Meeting

- 11.1 The Annual General Meeting of the Club shall be held each year on a date in November. The date for the Annual General Meeting shall be fixed by the Committee.
- 11.2 The purpose of the Annual General Meeting is to transact the following business:
- 11.2.1 to receive the Chairperson's report of the activities of the Club during the previous year;
 - 11.2.2 to receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner(s) and the Treasurer's report as to the financial position of the Club;
 - 11.2.3 to remove and elect two independent examiners (who must not be members of the Committee or members of the family of a member of the Committee) or confirm that they (or either of them) remain in office;
 - 11.2.4 to elect the Officers and other members of the Committee and Team Selectors;
 - 11.2.5 to decide on any resolution which may be duly submitted in accordance with Rule 11.3.
- 11.3 Nominations for election of members to a position of Officer of the Club or for membership of the Committee or as Team Selectors shall be made in writing by the proposer and seconder to the Secretary not later than seven days before the Annual General Meeting. The nominee shall be required to indicate in writing on the nomination form his willingness to stand for election. Any proposer or seconder of a nominee must have been a member of the Club for a minimum period of six months immediately preceding the nomination. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not later than 30th September.

12 Special General Meeting

- 12.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Secretary within 28 days of receipt by him/her of a requisition in writing signed by not less than ten members entitled to attend and vote at a General Meeting stating the purposes for which the meeting is required and the resolutions proposed.

13 Procedure at the Annual and Special General Meetings

- 13.1 The Secretary shall personally be responsible for informing members of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least 14 days before the meeting. Display on the Club Notice Board(s) shall be deemed to be publication to members.
- 13.2 The quorum for the Annual and Special General Meetings shall be 15 members entitled to attend and vote at the Meeting.
- 13.3 The Chairperson, or in his/her absence a member selected by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson shall have a casting or additional vote. Only paid up members who have reached their 17th birthday shall be entitled to be heard and to vote on all matters. Members who have not reached their 17th birthday shall be entitled to be heard and vote only on those matters determined by the Chairperson as matters concerning only juniors.
- 13.4 The Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 13.5 The Chairperson shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

14 Alteration of the Rules and other Resolutions

- 14.1 The rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a simple majority of members present and entitled to vote at the General Meeting. No amendment(s) to the rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorised to do so by the A.S.A. East Midland Region.
- 14.2 Any member shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him not later than 30th September in the case of the Annual General Meeting or, in the case of a Special General Meeting, 18 days before the date of the meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 13.1.

15 By-Laws

- 15.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the well being of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

16 Finance

- 16.1 All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum above £250 shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairperson, President and Treasurer. Any moneys not required for immediate use may be invested as the Committee in its discretion thinks fit.
- 16.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club.
- 16.3 The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member or employee of the Club and to any other person or persons for services rendered to the Club.
- 16.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.
- 16.5 The financial year of the Club shall be the period commencing on 1st October and ending on 30th September. Any change to the financial year shall require the approval of the members in a General Meeting.
- 16.6 The Committee shall retain for a minimum period of six years all financial records relating to the Club and copies of Minutes of all meetings.

17 Dissolution

- 17.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.
- 17.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 17.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to a charity or charities and/or other non-profit making organisation(s) having objects similar to those of the Club for the furtherance of such objects. The charity, charities or organisation(s) shall be nominated by the last Committee.

18 Acknowledgement

18.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.

K. Complaints

1. Any swimmer or parent who is unhappy about anything to do with the running of the Club should first contact the relevant person within the Club as identified by the various Rules and By-laws.
2. If the issue is not satisfactorily resolved the swimmer or parent should then write to the Committee.
3. The Club will try and resolve the issue by informal discussions between one or two Committee members and the swimmer (and his or her parent(s) where appropriate).
4. If the issue cannot be resolved by informal discussion there will be a formal hearing before the Grievance Committee. The Grievance Committee will normally consist of three members of the Committee with no connection with the issue. A member of the Club who is not a member of the Committee may be asked to sit on the Grievance Committee.

Nutrition Advice for Swimmers/Parents

Fitness, Swimming and Nutrition

Quality training makes you swim fast; a vital part of quality training is good nutrition.

Our bodies create energy by breaking down the different components of food – carbohydrates, proteins and fat. The most important source of energy is carbohydrates. The energy made is stored in your muscles for when you exercise; this is called glycogen. Glycogen is the most important and valuable fuel for swimming: if you do not eat enough carbohydrates your glycogen levels will fall and your performance will be affected.

As a swimmer your diet doesn't just keep you healthy, but it also meets the extra needs your body has due to the training you do. What you eat will affect your ability to train and how you recover between training sessions. A well balanced diet can give you that extra swimming 'edge.' It is vital you get all the nutrients you need in the right proportions.

Carbohydrates

For swimming, carbohydrates are the most important nutrient; they provide your body with the energy you need to swim well, in the easiest possible way. Carbohydrates come in two forms – simple and complex. Complex carbohydrates provide the best source of energy for exercise, because the energy they give is released slowly throughout the day, and you should be eating plenty of them. Simple carbohydrates give you a quick energy burst, which can be useful but is very short-lived – eat them in small amounts. Your carbohydrate intake should be spread over the whole day and carbohydrates should make up just over half of the food on your dinner plate.

Complex Carb Food Sources

Rice
Breakfast cereals
Pasta & noodles
Potatoes
Pizza bases
Crispbreads, oatcakes & rice cakes
Sweetcorn & popcorn
Beans (inc baked)
Peas & lentils

Simple Carb Food Sources

Sugar/jam/honey/chocolate spread
Fruit (fresh, canned, dried & juice)
Chocolate & cereal bars
Sweets (jelly babies, jelly beans)
Cakes & buns
Biscuits
Puddings
Yoghurts
Soft drinks & sports drinks

Protein

Protein is needed by your body for maintenance and growth of body tissue; it also plays an important role in replacement of body tissue in the event of injury or ill health. For these reasons eating the right amount of protein in

your diet is very important. Try to ensure your protein is lean and low in fat. Think about your cooking methods with regards to protein: choose grilling and baking and avoid fried foods. Protein can be found in foods such as meat, fish, peas, beans and dairy products i.e. cheese, eggs. The combination of protein and carbohydrates together has been proved to be the best way to refuel the body, so it can restore the levels of glycogen within the muscles.

Fat

High fat diets aren't good for anyone; by choosing to eat high fat foods (especially in snack form) you will often reduce your carbohydrate intake. For athletes and active people a fat intake of 15-30% within a balanced diet is all that is needed, sadly for most of us it's nearer 35-36%. When choosing what fatty foods to eat, try to put more emphasis on Omega-3 fatty acids: nuts, seeds and nut based oils, cod liver oil, broccoli and 1-2 portions of oily fish (e.g. mackerel, herring and salmon) per week. Omega-3 fatty acids enhance the oxygen delivery to cells; this improves aerobic metabolism which results in increased energy levels and stamina in training situations.

Fruit and Veg

You should aim to eat 5 portions of fruit and vegetables per day. Remember frozen vegetables count, and a 150ml glass of fresh fruit juice (not concentrate) at breakfast counts as one portion too! Follow the one-third rule: vegetables should fill at least one third of your plate. This way you will not only satisfy your hunger but get lots of the nutrients you need. Swimmers who gain their nutrients naturally (not in vitamin/ mineral supplements) have greater physical and mental development.

Fluid

Keeping yourself well hydrated is vital to your performance, whether in training or competitions. *If you allow your body to dehydrate by only 2%, you will have 10-20% deterioration in your ability* (co-ordination, concentration and stamina). Not only do you sweat when training or competing, it is made worse by being in a hot, humid environment on poolside: these conditions can lead very easily to dehydration. As you are losing fluid/water all the time you must replace it. It is important that you drink plenty before you start training or competing. Whilst training have a drink on poolside with you and take regular sips. Don't use it as an excuse to stop swimming – drink during your rest times!! When you have finished training you need to drink even more. Being thirsty is a poor sign of dehydration – by the time you feel thirsty your body is already dehydrated. So don't wait until you are thirsty to drink – it's too late by then. The best drink to re-hydrate your body is an isotonic drink: you can buy these in the shops (e.g. Lucozade Sport) but they are expensive; alternatively you can make your own version – see recipes below. In all circumstances you must avoid fizzy/carbonated drinks which are full of sugar or caffeine (e.g. Lucozade Energy Drink, Coca Cola or Red Bull). These fizzy drinks can cause bloating which stops you drinking enough; caffeine in them will cause you to dehydrate; and those full of sugar give an initial rush followed quickly by a huge drop in sugar levels. Be aware - young athletes are more sensitive to the effects of dehydration.

Recipes for Homemade Isotonic Drinks:

200ml of Blackcurrant or Orange Squash (preferably a 'high juice' type with a higher % of fruit juice)	or	500ml unsweetened fruit juice
1 litre of water		500ml water
Pinch of salt *		Pinch of salt*

*Don't be put off by the pinch of salt: it only needs to be very small and you don't taste it. It's there to balance your body's electrolytes

In both cases mix the ingredients together and stir well. These drinks can either be chilled in a fridge, or left at room temperature before you drink them.

Nutrition Advice for Competitions

The food and drink that you have before a competition will have a huge impact on how well you perform; it may well give you that winning edge.

The Night before Competing

It is important that the night before competing you refuel your body's supply of glycogen by eating a meal high in carbohydrate (e.g. pasta, jacket potato, baked beans on toast). It is vital that you drink plenty, so you are well hydrated. Ensure these drinks are not fizzy or caffeine-based and, for the older swimmers, beware of drinking alcohol

the night before competing as it will dehydrate you and its effects on your body's hydration levels will continue for 36 hours. Rest is the other vital ingredient - so don't forget an early night.

The Morning of Competition

After your wonderful night's rest you will have fasted for eight hours or more and therefore breakfast is vital to avoid depleted glycogen stores and an increased risk of fatigue. Cereals are high in carbohydrate. If competing in the afternoon, make sure you have a carbohydrate rich lunch; however, your final meal before a competition should be finished at least two hours before the start of the competition. It is important that your body has had time to digest properly and the rate of digestion can be affected by pre-competition nerves.

Throughout the day leading up to your competition, you should be drinking regularly, preferably isotonic drinks, diluted fruit juice, diluted squash. A good way to judge if you are well hydrated is by the colour of your urine (wee), you want it to be a very pale yellow. Darker urine shows signs of dehydration and if the quantity of urine is small it means you are dehydrated.

During the Competition

It is very important that once you have finished your race you have a drink. A good way to help replace your fluid levels and boost your carbohydrate levels is to drink an isotonic sports drink. The carbohydrate within the drink will help to replenish the glycogen levels within the muscles.

Whilst at a gala, drinking should be your major source of boosting your body's energy. If you have an hour between heats, you may choose to have some small snacks but be careful what you choose. Sugary snacks will give your body a huge surge of sugar, your body will produce insulin (a natural hormone made in our bodies) and then the sugar levels will rapidly fall - to below the level they were at when you first had the snack!!! You will then feel tired and sluggish and your performance will deteriorate. Don't fall into the trap of thinking that crisps will be a good source of carbohydrate: due to the fat content in crisps, the carbohydrate is absorbed at a much slower rate. This slower digestion will divert the blood supply from the muscles to the stomach to assist the digestion process. For this reason also, bananas, which are slow to digest, are better eaten earlier in day than during the competition.

Some good ideas for snacks are: isotonic drinks, raisins, apples, grapes, dried fruit, fruit smoothie drinks, fruit bars, rice cakes with jam, cereal bars and Rice Krispie Square Bars.

After the Competition

It is very important to restore the glycogen levels in your muscles after competing, especially if you will be competing again the next day. There is a window of opportunity to replace these carbohydrates within the body - it occurs within thirty minutes of your last event. Try to consume one of the following which provide 50 grams of carbohydrate: 2-3 medium pieces of fruit; 1 round of honey or jam sandwiches; 2 bananas; 2 cereal bars. Within two hours of eating one of the above it is important to have a carbohydrate rich meal (e.g. pasta, noodles, thick based pizza or baked potatoes). Avoid foods high in fat content as they will delay the refuelling process of glycogen within the muscles.

Once again, you need to make sure that you drink plenty after all the hard work you put into the competition. You should drink 500ml immediately after you have finished competing for the day and continue to drink at regular intervals after that to ensure you have replaced your fluid loss. For the older swimmers remember it's very important to re-hydrate yourself before indulging in a celebratory drink!

Summary

Sugar as a fuel is like a firework - big bang (energy) and then nothing soon after. Carbohydrates are similar to coal, burning slowly (energy) but constantly over a longer period of time. So the pasta you eat the night before a competition will have a much greater and longer effect than a chocolate bar on the day!! Think also about when you eat 'slow to digest' carbohydrates (e.g. bananas): they are fantastic as part of your breakfast on the day of competition, or at least 3 hours before a gala to gain maximum benefit.

All of the information here can be adapted into your pre-, during and post-training situations. Remember, if your aim is to achieve the best possible results in training and competitive situations you need to be fuelling the body with good quality and appropriate food and drinks.