

FSC CLUB HANDBOOK

1 INTRODUCTION

This handbook provides information about the operation of your Club.

Always check on the Club notice board and in your squad folders for up to date information.

If you have any suggestions for additional information to be included please speak to a committee member.

Parental assistance is vital in the running of the club; without this the club cannot operate.

2 FINANCE AND SUBSCRIPTIONS

Training fees are paid on a four-term basis i.e. December – February, March – May, June – August and September - November. Fees are due at the start of each term and must be paid within four weeks to ensure swimmers comply with Club Rules and are covered by insurance. Early payment is much appreciated as it helps keep costs down. The Treasurer should be contacted if you have any problems regarding payment.

All members, pay an annual fee for ASA membership and a club membership fee, these are also split across all four terms.

The finances of the club are dealt with in detail in the balance sheet and accounts presented by the Treasurer in the Report to the Annual General Meeting each year.

3 SAFETY AND MEDICAL MATTERS

Parents are responsible for their children before they reach the poolside and immediately after swimming sessions. There is also a Club rule that a swimmer should not leave the side of the pool during a training session or gala without supervision, and certainly not without the Coach's, Team Manager's or whip's permission.

When undertaking land or swimming training it is the responsibility of the swimmer to bring any medical problem or injury to the attention of the Coach. The onus is on the parent and/or the swimmer to stop a training programme where the activity would pose a risk to any swimmer's health.

When applying for membership a swimmer is asked to give details of any medical condition and to keep the Coaches and Membership Secretaries informed of any change. In addition the Coaches need to know if a swimmer is taking any medication. In certain competitions the Club has to advise the ASA Medical Officer of any drugs being taken by participating swimmers. The regulations regarding the taking of medicine, whether prescribed or over the counter, are very strict. Failure to comply with these rules can lead to the swimmer being banned from the sport by the ASA.

4 SQUAD STRUCTURES

The club caters for the teaching level through to competitive swimming. There are a number of groups within the club that have differing amounts of training based on their ability and development requirements. The main club sessions are Tuesday and Sunday evenings and Saturday mornings when most of the squads train. Progression through the groups is decided by the squad coach based on the movement criteria set out for each group.

5 COMPETITIONS

Farnham Swimming Club is a competitive swimming club and we try to offer as many opportunities as possible for swimmers to represent the Club. This may be in inter-club league galas or the County, District or National events where you have achieved the appropriate qualifying standard, or in Open Meets where you are swimming for yourself while still representing the club.

A fixture list for the year is displayed on the notice board, which gives an indication of where and when the various competitions will be, what standard they are aimed at, and what age groups will be involved.

6 Selection

Team selection is the responsibility of the Coaches. The selection procedure takes account of the type of event and strength of the opposition, as well as the current performance and latest times recorded by swimmers.

Swimmers or their parents must promptly reply to confirm their availability for galas. It is not acceptable for a swimmer on the day of a gala to find a weak excuse not to swim. Worst of all are swimmers who fail to turn up, as this lets down their Club and team-mates. Swimmers must be reliable as well as fast!

For inter-club galas that are identified as A team events, in particular league galas, we send our best available team.

This may include swimmers allocated just a single relay swim, whose role is vital for the team.

7 Transport

The Club occasionally arranges a coach to transport swimmers and spectators to galas away from home. Details will be indicated on the gala notice, together with the time and the venue for the pick up point. A nominal travel fee is payable on the coach to away galas by swimmers and spectators.

Spectators may board the coach once swimmers and officials have taken their places and if there is space available. Swimmers are encouraged to use the coach as this helps to build team spirit and ensures the whole team can receive briefing together and arrive at the gala on time.

If you intend to travel to a gala by car you should arrive at the pool at least 30 minutes before the warm-up is scheduled to start (and at least 60 minutes before for County or District Competitions). The Team Manager must be informed beforehand of your intention to travel separately.

Swimmers should not leave before the end of a gala.

When a swimmer needs to leave poolside for whatever reason he/she must inform the Coach, Team Manager or whip.

8 Equipment

For Training

Squad Coaches may request additions to the list below, but the basic requirement for all squads are:

- Kick Board
- Pull Buoy
- Drinks Bottle
- Hand Paddles
- Fins (Short)

For Galas

- Waterproof bag, preferably the FSC bag, with a separate section for keeping wet clothes apart from dry clothes.
- Spare costume/trunks. It is strongly advisable to change your costume if you have a long wait after the warm up or between races.
- Two swimming hats, in case one splits. NB: ALL swimmers are expected to wear a club hat when representing the club.
- Two pairs of goggles, in case of one pair breaking.
- Two bath towels: one for poolside and one to be used for changing. Alternatively, a sports/chamois towel can be used on poolside.
- Non- fizzy drink carried in an unbreakable drink container.
- The Farnham tee shirt plus a tracksuit or hoody and shorts/jogging bottoms. It is important to keep warm on poolside.
- Trainers or flip-flops that are only used on poolside.
- Food for consumption on the way back from the gala.

Items Forbidden on Poolside

- Food.
- Computer games - you are there to support your team!
- Any type of glass or tin containers.

9 CLUB CHAMPIONSHIPS

All Full Members (who have been members of the club for two full calendar months) are eligible and expected to enter Club Championships.

This is normally held towards the end of the year to provide the best opportunity to achieve a county qualifying time.

The Sprint Championships are held mid year and only include the shorter distances.

10 EXTERNAL COMPETITIONS

It is Club policy that if a member is selected to represent the Club in a competition, this will have a priority over all other events, with the following exceptions:

- National Age Group Competitions
- English Schools Swimming Association galas
- South-East Regional Championships
- Surrey County Championships

11 LEAGUE COMPETITIONS AND GALAS

Farnham Swimming Club and its swimmers are expected to take part in galas throughout the year.

Farnham swimmers regularly attend Open Meets and compete in County and Southern District competitions. The Club is always extremely proud when a swimmer qualifies for the National Championships.

SURREY COUNTY CHAMPIONSHIPS

The Championships are held in the spring and are open to swimmers from all Surrey swimming clubs. Acceptance is not guaranteed, as places are limited. Consideration times are provided at this level. Dispensation is required for those living outside the county. The onus is on the swimmer or parent to get an entry form from their Coach or the Open Meet Secretary.

SOUTH EAST REGIONAL CHAMPIONSHIPS

This is the next step up from the Surrey County competition and is held in May / June. The competition includes a relay gala as well as the full range of swims from 50m to 1500m, with age groups from 11 to 17 and over.

The top swimmers from Essex, Kent, Sussex, Surrey, Hampshire, Berkshire, South Bucks, Hertfordshire, Jersey and Middlesex take part, making it an exceptionally high standard of competition

NATIONAL CHAMPIONSHIPS

Within the ASA there are 3 separate National Championships. Each has its own set of qualifying times.
Age Groups (summer - 50m pool) - single year age groups from 12 to 16.

Long Course (50m pool) - open to swimmers aged 12 and over, but with very tough qualifying times. There is also a separate competition for 17/18 year old swimmers.

Short Course (winter - 25m pool) - open to swimmers aged 12 and over with swimmers competing in the Open and/or Junior(under17) competition as appropriate.

If you have Welsh or Scottish parentage, you may be eligible to enter for the Welsh or Scottish National Championships.

OPEN MEETS

Although we try to enter slightly different teams in league competitions and friendly events, it is still difficult to give every swimmer a chance to represent the club regularly. What we can offer all swimmers is a chance to represent both themselves and the Club in Open Meets. The Coach should always be consulted about entering any Open Meet because of the type and level of competition that is offered.

In each event, trophies, medals, rosettes or ribbons are generally awarded to the top swimmers; the exact number and type of awards will depend on the actual event. You can keep any awards that you win for all time, because you are representing yourself as well as Farnham SC.

Graded Open Meets

Some Open Meets are swum as A, B or C grade. If it is a 'timed' gala those who swim faster than the stated time will not qualify for one of the top awards, but will be given a certificate or "speeding ticket" as a form of congratulation. Other higher graded or 'designated' Meets may also have a lower time limit, and you must be faster than this time to enter.

Designated Open Meets

To swim in the National Championships you must achieve the qualifying time in an ASA approved event.

These events include County and Regional competitions and called 'Designated' Open Meets. The standard of swimming is usually very high, i.e. County standard or above.

Entry to Open Meets

Open Meets can provide an opportunity for swimmers to compete in strokes that they do not usually swim in galas. Even if you don't win an award, the time you swim is very important.

The club teams are generally picked on times, with the fastest swimmers being selected. So if you think that you are faster than the person who is currently swimming in the A team, enter an Open Meet and prove it!

The events programme on the notice board indicates the Open Meets that are coming up over the next year. Details of events supported by the Club are posted on the notice board. They are co-ordinated by the Open Meet Secretary and details are distributed by the Squad Representatives.

12 Publicity

All club supported competition results are posted on the notice board soon after the event.

Gala reports are regularly sent to the local newspaper. Information on all aspects of the club is available on the club website on www.farnhamsc.co.uk

13 PERSONAL BEST TIMES AND TIME TRIALS

A competitive swimmer should always strive to be aware of and challenge their best times.

During the year, time trials may be conducted to assist with seeding of swimmers.

They are conducted under ASA laws, often with parents undertaking timing under the supervision of an ASA qualified timekeeper.

Results of time trials and gala results are usually posted on the notice board. The notation 'PB' alongside the time denotes 'Personal Best' for the swimmer. Where a personal best time is achieved in an Open Meet, the appropriate Coach should be informed to ensure records are updated.

14 CODE OF CONDUCT

The purpose of the Code of Conduct is to maintain the Club's reputation as a friendly and disciplined organisation and above all for the safety and well being of swimmers.

Members must agree to abide by the rules of the Club, and in particular the rules contained in the following Code of Conduct.

General

- The Club will not tolerate bullying in any form.
- Members should behave in a polite and orderly manner at any time they are representing the club.
- When Farnham is hosting a gala, swimmers are asked to stay on the poolside until guest teams have departed.

In the water and on poolside, in training and at galas, swimmers must:

- Be Quiet and listen when the coach is explaining or instructing swimmers.
- Try to carry out all instructions given, to their best ability.
- Obey promptly all instructions from the coaches and obey instructions at galas from any of the officials on duty including the Team Manager and whips.
- Behave in a safe and responsible manner. No running, pushing, splashing, ducking, squirting water bottles.
- Not use abusive language or act in an aggressive manner.
- Behave in a 'sporting' manner in all races.
- Remain with the team at all times.
- Ask permission from the Team Manager, whip or Coach before going to the toilet, or leaving the poolside for any reason.
- Not leave the poolside to get changed before the end of the gala, unless permission is given.
- Wear a FSC hat.
- Support and encourage your team.
- Accept defeat in your race with grace and show good sportsmanship.
- Stay on the poolside until the final result has been called, and be sure to leave as a team together.

In the changing rooms swimmers must:

- Behave in a responsible and orderly manner in the shower area and the changing rooms and change as quickly as possible.
- Respect the property of other swimmers and the Leisure Centre.
- Obey any instructions from changing room stewards.

On the coach to away galas, swimmers must:

- Remain seated throughout the journey and comply with any instructions from the coach driver.
- Not interfere with any safety equipment including alarm buttons, switches, handles etc
- Respect the condition of the coach and clear up rubbish.

15 DIET AND NUTRITION

Swimmers need to ensure their diet is both healthy and performance enhancing.

It should provide the energy needed from the correct proportions of nutrients. Energy is available from each of the four basic nutrients - carbohydrate, fat, protein and alcohol, with carbohydrate and fat being the main sources.

During swimming the body uses energy and the level of intensity determines where that energy comes from.

- In low intensity work such as a steady swim, run or cycle, fat is the main source of energy and is released into the body gradually. As the exercise becomes more intense, the more the body has to rely on carbohydrates.
- In sprint work, carbohydrates provide almost all the required energy. This is because it can be converted quickly and in the quantities necessary to satisfy the high demands the body is making.

Since most training sessions contain a large proportion of medium and high intensity work, swimmers require much more carbohydrate than the average person. The following advice becomes increasingly important as the amount of competitive swimming increases.

A serious swimmer, training regularly, should try to ensure that 60-70% of their diet consists of foods rich in carbohydrates with only 20-30% fat and 10-15% protein. This compares to the normal diet for a non-athlete of 55% carbohydrate, 30-35% fat and 10-15% protein.

Carbohydrates come in two forms-simple (sugars) and complex (starches).

A mixture of the two is required, although the majority should be of the complex variety. Foods containing starchy carbohydrate include rice, noodles, potatoes, pasta, bread, breakfast cereals, beans and bananas. Foods containing sugary carbohydrates include sugar, fruits, jam, honey, chocolate, sweets, yoghurt and soft drinks.

Remember that the body can only store relatively low amounts of carbohydrate so it has to be replaced regularly. Swimmers should always try to eat (or drink) foods that contain 50 grams of carbohydrate within the first 60 minutes after a training session. Since it is often difficult to eat immediately after training, drinks such as isotonic sports drinks, or concentrated fruit juice, are good alternative sources of carbohydrate. The lists below indicate foods that contain a high level of carbohydrates, and also offer some suggestions for meals that are high in carbohydrate. The final list gives examples of what you could eat after training in order to take in the required 50 grams of carbohydrate.

Food sources of carbohydrate

Rice, breakfast cereals, pasta, noodles, potatoes, pizza bases, crispbreads, oatcakes, sweet corn and popcorn, beans (including baked), peas and lentils, sugar, jam, honey, chocolate, fruit (fresh, tinned or dried), sugary confection (e.g. Jelly babies), cakes, biscuits, puddings, yoghurts, soft drinks, isotonic sports drinks.

High carbohydrate breakfasts

Cereals, toast (or baguettes, crumpets, muffins, currant buns), fruits and yoghurt, beans on toast, add chopped bananas or fresh or dried fruit to cereals, or add jam, honey or mashed banana to toast and bread.

Light meals

Sandwiches (with thickly cut bread), thick vegetable/pulse based soup with crackers, rice or pasta salad, beans or scrambled/poached eggs on toast, toasted sandwiches, pizza (thick base), jacket potato and filling, grilled burger in thick bun with salad, pasta with a light tomato sauce.

Snacks

Cereals, toast, sandwiches, (with honey, jam, banana, or chocolate spread filling), baguettes, muffins, crumpets, maltloaf, raisinbread, currant buns, tea cakes, scones, sweetened popcorn, tortillas chips or marmite sticks, fruit (fresh, tinned or dried), muesli or confectionery bars, rusks, dried cereal, rice pudding, yoghurt, jelly cubes, milk shake (use semi-skimmed milk and add chopped fruit), fruit cake, bread pudding.

Examples of foods containing 50 grams or carbohydrate

3 tablespoons(uncooked)long grain white rice, small handful (uncooked) of white spaghetti, half a 9" pizza base, large bowl(2 helpings) of breakfast cereals, 4-5 slices of bread, 1 banana sandwich (2 slices of bread), 3 bananas, medium jacket potato, 3/4 of a can of baked beans,3 tablespoons of raisins, half a packet of jelly cubes,1 1/2 chocolate bars, 5 chocolate covered digestives,3 muesli bars,7 teaspoons of jam or honey, 3/4 of a can of rice pudding, 1 medium can of fruit.

FOOD AND COMPETITION

What you eat before and during a competition can have a large impact on overall performance.

Make sure that your final meal before the competition is finished at least two hours before the competition is due to start.

Exactly what you eat is not important as long as it is high in carbohydrate and low in fat. Having a meal based around rice, pasta or potato is a good way of filling up with carbohydrate, providing the amounts of fat (e.g. sauce or butter) eaten are small.

Once you have completed your competition warm-up you will need to replenish the carbohydrates you have lost by drinking diluted juices, squashes or sports drinks. **You should not eat anything unless you have at least an hour before you are due to race.** Between races you should continue to take additional carbohydrates in liquid form and only eat if you have more than an hour to spare before you next have to swim.

If you do have time to eat then a very light snack of bananas, dried fruit, popcorn, jelly cubes, or muesli bars is most appropriate.

After you have finished competing replenish all the carbohydrates you have lost, quickly. Have drinks or snacks that are high in carbohydrate, followed later by a more substantial high carbohydrate meal. Eat even when a competition finishes late at night especially if you are competing over a number of days in a major competition.

Remember:

- Base every meal and snack around a carbohydrate rich food.
- Eat a mixture of different carbohydrate rich foods.
- Eat little and often.
- Always consume carbohydrate as soon as possible after training or competition.
- Cut down the amount of fat you eat.
- Drink between races to replenish lost carbohydrates.