

BBSC Information Pack



November 2021

Contents

Page 3 - Welcome note

Page 4 - Coaching Team

Page 5 - Training Timetable

Page 7 - Training Fees

Page 8 - Injury and Illness

Page 9 - Squad Requirements

Page 17 - Safe Guarding Policy

Page 18 - How we communicate

Page 19 - Club Contact Details

Page 20 - Social Media and Mobile Phone Policy

Page 21 - BBSC Codes of Conduct

Page 29 - Anti Bullying Policy

Page 30 - BBSC Disciplinary Policy

Page 32 - Club Shop and Kit Policy

Page 34 - Dos and Don'ts for Parents

Page 38 - Guide to Galas and Open Meets

Page 41 - Guide to Volunteer Roles

Page 43 - Guide to Committee Roles

Page 46 - Swimmers Food and Drink

Page 49 –Economically Disadvantaged Swimmers

Page 50 - A to Z of swimming

Welcome to Braintree and Bocking Swimming Club

Over the next pages we hope to provide you with some useful information, guidance, and By-Laws of the club.

A Brief History Lesson –

The club came into existence in 1902 and was “gentleman only” and throughout times have been known in various guises and has unfortunately suffered several breaks, we know the current club was formed in 1977 by John Kenny when a suggestion to the then council was made to form a competitive club at the then Riverside Pool, the club moved to its new home at Braintree Swimming and Fitness in 2008

The best known tradition was that swimmers of the club used to take a Christmas Day morning dip into the river Blackwater – a tradition that unfortunately no longer exists!!

So, Who Are We Now?

BBSC is a competitive swimming club, and we are affiliated through the Swim England East Region, we currently run all swimming sessions at the Braintree Swimming Centre (training session guide included in this pack) and enjoy the luxury of the facilities on offer at the pool. The club has a consistent membership of around 130 swimmers and is run by committee made up of dedicated volunteers.

Our coaching team is headed up by our Head Coach Erica Johnson with a supporting team of coaches and poolside helpers, if you ever have any questions please do not hesitate to speak or contact Erica who will always be happy to help – headcoach@braintreeswimming.org.uk

The Club Committee has responsibility for the management of the club. This includes paying for pool hire, taking in training fees, facilitating entry into competitions, fundraising, and all the many aspects of supporting swimmers to train and compete.

Committee members are elected each year at the Annual General Meeting. Everyone is a volunteer – please speak with any of the committee if you are interested in volunteering in anyway most jobs just require common sense and communication, you do not need to be a swimming expert!

You will see Committee members at the pool during training sessions; please do speak to any Committee member if you have a question. Our Club Night is a Thursday night and there is normally at least one Committee member present as a point of contact if you want to collect kit, or discuss entry into competitions, full e-mail contact list is included in this pack.

BBSC Coaching Team

Head Coach – Erica Johnson

headcoach@braintreeswimming.org.uk



Assistant to Head Coach

Nicky Boden



Ben



Mark



Archie

The Club also relies on a number of volunteer coaches and Aquatic Helpers from our Senior Swimming Squads who you will see poolside during training sessions.

Team Manager and Poolside Team:

You will also see Poolside Support Teams and the Team Manager present poolside at many Galas and Open Meets – these are responsible for the smooth running and management of the swimmer's poolside.

Braintree & Bocking Swimming Club
Training Timetable
Effective from September 2021

Senior Squads

SG 1

Monday	LA 6.30-8.30pm LB – 7.30-8.30am
Tuesday	7-8.30pm
Wednesday (AM)	6-7am
Thursday (AM)	6-7am
Thursday	7.15-8.45pm
Friday	7.15-8.15pm
Sunday	5-6pm

SG 2

Monday	7.30-8.30pm
Tuesday	7.30-8.30pm
Wednesday (AM)	6-7am
Thursday	6-7am
Thursday	7.15-8.45pm
Friday	6.45-8.15pm
Sunday	5-6pm

SG 3

Monday	7.30pm-8.30pm
Tuesday	6.30-7.30pm
Wednesday (AM)	6-7am
Thursday	7.15-8.45pm
Friday	7.15-8.15pm
Sunday	5-6pm

Masters

Tuesday	6-7am
Thursday	6-7am
Saturday	6.30-7.45am

Junior Squads

J1

Monday 6.30-7.30pm
Tuesday 6.30-7.30pm
Thursday 6.15-7.15pm
Friday 6.15-7.15pm
Sunday 4-5pm

J2

Monday 6.30-7.30pm
Thursday 6.15-7.15pm
Friday 6.15-7.15pm
Sunday 4-5pm

J3

Monday 6.30-7.30pm
Tuesday 6.30-7pm
Thursday 6.15-7.15pm
Sunday 4-5pm

J4

Monday 6.30-7.30pm
Tuesday 6.30-7pm
Thursday 6.15-7.15pm
Sunday 4-5pm

J5

Monday 6.30-7.30pm
Tuesday 6.30-7pm
Thursday 6.15-7.15pm
Sunday 4-5pm

J6

Thursday 6.15-7.15pm
Friday 6.15-6.45pm
Sunday 4-5pm

J7

Thursday 6.15-7.15pm
Friday 6.15-6.45pm
Sunday 4-5pm

J8

Thursday 6.15-7.15pm
Sunday 4-5pm

Training fees and membership costs

Each swimmer will be placed into a squad that reflects their ability to fulfil criteria laid down by the coaches, see the next few pages for information on those criteria.

A swimmer may be moved to a different squad at the Head Coaches discretion on a temporary or permanent basis at anytime. The squad fee structure is based on an annual fee to access the coaching programme; there is no pound per hourly rate or pro rota calculation to decide fees.

It is hoped that a child progresses through the coaching programme from the junior section to the top senior squad over the lifetime of their membership, this is where any differences in hourly rates even themselves out, however there are never any guarantees and the cost to the club of coaching the lower levels are higher due to the high intensity and personal attention required.

Whilst some squads may appear to have what is perceived as better value for money this is certainly not the case. There is a huge amount of behind the scenes work that swimmers and parents are often unaware of, a proportion of this is paid for by your monthly fees; it is not all about how much water time a member may access.

Please support your club throughout your child's development by volunteering to help where possible, many of the most valuable roles within the club, are performed by volunteers. This allows the club to direct more resources to areas such as pool hire and coaching costs.

A yearly membership fee to Swim England will also be required – All Swimmers will be registered as Category 2 swimmers allowing them to compete – this fee also includes registration to Essex and East Swimming Associations – cost will be communicated by the Club Treasurer and will vary each year dependant on the fees set by Swim England – normally payable in January.

Please remember - Progression through squads will be at the discretion of the Head Coach

Please Note:

The Club does not offer members the choice to freeze or place membership on hold, any swimmer wishing to leave and return within a twelve-month period will be charged a re-joining fee applicable to one month's fees of the squad they are placed back into by the Head Coach and is at the discretion of the Membership Secretary and dependant on Club current waiting lists.

Swimmers wishing to remain a Club Member whilst away at University and only train with the Club during non term times will be required to pay a suitable fee that is determined by the Treasurer and the availability of training time will be allocated by the Head Coach as they see fit and if space permits.

Injury and Illness

If a swimmers injury/illness lasts longer than 4 weeks the following will apply:

- The swimmer will continue to pay full membership costs up to the four weeks from the start of the injury/illness, if the injury or illness continues past the four-week period the swimmer will then pay a retainer fee of £10 a month to maintain their membership. The £10 retainer fee will be backdated to the start of the injury/illness period and any refunds for overpayment will be made by the Club Treasurer. As soon as training begins again, at whatever level, full fees are payable.
- To qualify for the reduction the parent/guardian of swimmers under 18 years should email the Membership Secretary as soon as possible after the start of the injury/illness period, if the swimmer is 18yrs+ then they are able to complete this process themselves - membership@braintreeswimming.org.uk
- When the swimmer is fit to return to training the Club will require a "Return to Training" form completing, this is available from the Membership Secretary.
The swimmer/parent/guardian must discuss the swimmers return to training/competition with the Head Coach prior to their return to ensure it is suitable at that time and to agree a level of training. The Head Coach will advise based on the information provided on the "Return to Training" form and their coaching experience.
Please be advised that professional medical advice cannot be given by the Club, and this should be sought from a medical professional in respect to a swimmer's suitability to return to training and competition.
- For periods of recovery from elective or pre-planned surgery the above will also be applicable.
- There will be no change of membership fees for periods under 4 weeks.

For any period of short-term injury or illness (less than 4 weeks) you must advise the coach before starting the training session or competition, the coach will then decide if the session is appropriate and whether you are fit to take part.

SG1

CRITERIA

To hold regional qualifications or working towards regional/national time.

*Coaches may exercise discretion if outside criteria

COMPETITION

- **Must** compete at Regional's and County Championships.
- **Must** compete at Club Championships.
- **Must** compete in galas for which you are chosen.
- To compete in at least 5 home and away open meets to include both short and long course events within in a 12-month period. (September to July). This does not include Regional's, Counties or Club Championships.
- To attend Regional Performance Training if invited.

ATTENDANCE

Swimmers must be able to complete a minimum of 4 evening sessions a week, attend Long Course and Land Training when organised and compete for the Club when selected.

Training expectations

To be on poolside ready to complete the full Pre-Pool Warm Up in time for the start of each session.

To have full kit poolside.

Achieve minimum attendance levels.

To hold a regional qualifying time or aiming towards.

To commit to attending Long Course and Land Training when invited.

Kit

- Kick board & Pull buoy.
- Hand Paddles, Snorkel & Fins.
- Drink's bottle.
- Goggles plus spare pair.
- Foam roller – please check requirement with coach first.

Additionally, any Swimmer who suffers from Asthma should ensure they have their inhaler on poolside.

Please also make sure the Club is aware of any other medical conditions.

SG2

CRITERIA

To hold regional qualifications or working towards regional qualifications.

*Coaches may exercise discretion if outside criteria.

COMPETITION

- **Must** compete at Regional's and County Championships.
- **Must** compete at Club Championships.
- **Must** compete in galas for which you are chosen.
- To compete in at least 5 home and away open meets to include both short and long course events within in a 12-month period. (September to July). This does not include Regional's, Counties or Club Championships.
- To Attend Regional Performance training if invited.

ATTENDANCE

Swimmers must be able to complete a minimum of 4 sessions a week, attend Long Course and Land Training when organised and compete for the Club when selected.

Training expectations

To be on poolside ready to complete the full Pre-Pool Warm Up in time for the start of each session.

To have full kit poolside.

Achieve minimum attendance levels.

To hold a regional qualifying time or to be working towards.

To commit to attending Long Course and Land Training when invited.

Kit

- Kick board & Pull buoy.
- Hand Paddles, Snorkel & Fins.
- Drinks Bottle.
- Goggles plus spare pair.
- Foam roller – please check requirement with coach first.

Additionally, any Swimmer who suffers from Asthma should ensure they have their inhaler on poolside.

Please also make sure that the Club is aware of any other medical conditions.

SG3

CRITERIA

To hold County qualifications or working towards County qualifications.

*Coaches may exercise discretion if outside criteria.

COMPETITION

- **Must** compete at County Championships.
- **Must** compete at Club Championships.
- **Must** compete in galas for which you are chosen.
- To compete in at least 4 home and away open meets to include both short and long course within in a 12-month period. (September to July). This does not include Regional's, Counties or Club Championships.

ATTENDANCE

Swimmers must be able to complete a minimum of 3 sessions a week, attend Long Course training when organised and compete for the Club when selected.

TRAINING EXPECTATIONS

To be on poolside ready to complete the full Pre-Pool Warm Up in time for the start of each session.

To have full kit poolside

Achieve minimum attendance levels.

To hold 3 county qualification times or more.

To commit to attending Long Course and Land Training when invited.

Kit

- Kick board & Pull buoy.
- Hand Paddles, Snorkel & Fins.
- Drinks Bottle.
- Goggles plus spare pair.
- Foam roller – please check requirement with coach first.

Additionally, any Swimmer who suffers from Asthma should ensure they have their inhaler on poolside.

Please also make sure the Club is aware of any other medical conditions.

J1

CRITERIA

To hold or are working towards County qualifications.

*Coaches may exercise discretion if outside criteria.

COMPETITION

- **Must** compete at County Championships.
- **Must** compete at Club Championships.
- **Must** compete in galas for which you are chosen.
- To compete in at least 4 open meets short and long course within in a 12-month period. (September to July) – not including Club Championships.

ATTENDANCE

Swimmers must be able to complete a minimum of 3 sessions a week, attend Long Course training when organised and compete for the Club when selected.

TRAINING EXPECTATIONS

To be on poolside ready to complete the full Pre-Pool Warm Up in time for the start of each session.

To have full kit poolside.

Achieve minimum attendance levels.

To hold a County qualification times or working towards.

To commit to attending Long Course and Land Training when invited.

Kit

- Kick board Pull buoy & Fins.
- Goggles plus spare pair.
- Finger Paddles / Hand Paddles (MUST BE NO bigger than hand).
- Snorkel and nose clip (please look at junior snorkels).
- Drinks Bottle.

Additionally, any Swimmer who suffers from Asthma should ensure they have their inhaler on poolside.

Please also make sure that the Club is aware of any other medical conditions.

JUNIOR SQUADS – J2 to J8

Progression through squads at coaches' discretion

ATTENDANCE

J2 to J5	Must attend 2 sessions per week minimum.
J6	Must attend 1 Session per week minimum.
J7	Must attend 1 Session per week minimum.
J8	Must attend one session per week minimum.

EXPECTATIONS

- To have Swim Kit.
- To be on poolside prior to session starting.
- Once 9 yrs old to start competing (Please see coach to see what to enter).
- Must compete at Club champs & BBSC Home Meets when applicable.
- To compete in galas.

KIT

- Kick board & Pull buoy.
- Goggles plus spare pair.
- Fins.
- Drinks Bottle.

Additionally, any Swimmer who suffers from Asthma should ensure they have their inhaler on poolside.

Please also make sure the Club is aware of any other medical conditions.

BBSC Safeguarding Policy Statement

Braintree and Bocking Swimming Club is committed to providing an environment in which all children participating in its activities have a safe and positive experience. To achieve this Braintree and Bocking Swimming Club agrees to:

- Adopt and implement Wavepower the Swim England Child Safeguarding Policy and Procedures in full.
- Recognise that all children participating in activities regardless of their age, gender, race, faith, sexual orientation, and ability have the right to enjoy their involvement in our sports in a safe environment and be protected from harm.
- Ensure that all individuals who work or volunteer with children in our organisation provide a positive, safe, and enjoyable experience for children.
- Appoint a Welfare Officer with the necessary skills and training as outlined in Wavepower who will take the lead in dealing with all child safeguarding matters raised within the organisation.
- Ensure that the Welfare Officers' name and contact details are known to all staff, members and parents/guardians of members that are under 18.
- Ensure that all individuals who work with children in the organisation have undertaken the appropriate training, have had the relevant DBS checks and adhere to Wavepower and the Regulations of our sports.
- Ensure that all individuals who will be working or will work with children in either a paid or voluntary role have been recruited in accordance with the Safe Recruitment Policy contained in Wavepower.
- Ensure that all individuals who work with children in the organisation have received the appropriate training for their role and been provided, understand, and adhere to the requirements of the Codes of Conduct and Wavepower.
- Provide all members of the organisation and parents/guardians of members under 18 with the opportunity to raise concerns in relation to a child's welfare in a safe and confidential manner.
- Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower.
- Ensure that confidentiality is always maintained and in line with the best interests of the child.
- Ensure all information relating to child safeguarding matters are held safely and securely.

Contact details for parents are provided in this document of the clubs Welfare Officer.

Swimline is the Swim England and NSPCC Child Protection Helpline and is available for anyone involved in our sports, including children and young people, who believe that the welfare of a child is at risk. This could be due to neglect or abuse, bullying or fear of someone, or anything that is worrying you and you do not know who to discuss this with.

You can call Swimline on 0808 100 4001

BBSC is committed to adhering to Swim England's Child Safeguarding Policies and Procedures, this is known as Wavepower – more information including a full downloadable copy of Wavepower can be found at <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

How we communicate in BBSC

As with any large club or society BBSC uses differing ways to communicate to its members and these can be seen below – we also request when you are contacting the coaches or committee the following is adhered to, this will avoid any important communication being missed.

Communication from BBSC

The committee and coaches will use both Club Organiser (our internal Club e-mail) and the BBSC FaceBook page to communicate to its members – it is important that members keep any contact details up to date on their Club Organiser log in, please speak with any Committee Member if you require assistance.

We understand that all members may not be on FaceBook so any important communication will be sent via the appropriate means.

How to Contact Us

If for any reason you need to contact the committee then please use their e-mail details below, Committee members are also available to speak with during training sessions and can be found in the spectator stands.

If for any reason you need to contact the Coaching Team –

Please use the head coach e-mail below for any day-to-day questions e.g., squad moves or any communication regarding injuries or sickness that may affect swimmer's attendance of sessions – coaches only need to know about swimmer's sickness if it is expected that will miss more than one week of training.

headcoach@braintreeswimming.org.uk

Please use the Club Coach Mobile as a point of contact over **Open Meets and Galas** events e.g., swimmers wishing to withdraw from events at opens or any on the day illness/sickness – the Poolside Team at events will vary so this should be the only point of contact –

Or send a message via Text or WhatsApp to the number below –

07762 058957

We ask all members to avoid sending messages to personal mobile phone numbers of coaches and committee.

We ask that any communication is timely and respectful – please remember that the coaches and committee are busy during the week and over competition weekends and balance fulltime jobs and other commitments along with their BBSC job roles – access to mobiles can also be limited at competitions due to poolside regulations on phone use.

BBSC Committee & Club Contact Details

Position		Contact
Chairperson	Mark Henn	chairman@braintreeswimming.org.uk
Treasurer	Mick Bott	treasurer@braintreeswimming.org.uk
Secretary	Miskha Ball	secretary@braintreeswimming.org.uk
Membership Secretary	Leanne Henn	membership@braintreeswimming.org.uk
Open Meet Secretary	Helen Osborn	openmeets@braintreeswimming.org.uk
League Fixtures Secretary	Kirsty Huxter	fixtures@braintreeswimming.org.uk
Volunteers Coordinator	Ruth Mizon	volunteers@braintreeswimming.org.uk
Social Secretary	Vacant	social@braintreeswimming.org.uk
Trophies Secretary	Aby Sampson	trophies@braintreeswimming.org.uk
Coaches Representative	Ben Cox	coachrep@braintreeswimming.org.uk
Records Officer	Sam Underdown	records@braintreeswimming.org.uk
Welfare Officers	Lisa Coombes	welfare@braintreeswimming.org.uk
Head Coach	Erica Johnson	headcoach@braintreeswimming.org.uk
Coach Club Phone in use for competitions only		07762 058957



Braintree_swimming_club



@bbsc



Braintree Swimming Club

www.braintreeswimming.org.uk

Social Media and Mobile Phones

We are all aware of the wide range of devices including mobile telephones which have photographic and filming capabilities. This enables the capture of both static and moving images. It should be acknowledged that most images taken within a swimming setting are appropriate and taken in good faith. However, images/videos of children and adults can be misused and sharing images widely without consent may betray a confidence or identify of a child or adult, which could present a risk of harm to that individual if common sense procedures are not followed.

Parents and carers of participants under the age of eighteen who wish to take images are requested to focus on their own children as much as reasonably possible and to avoid including other children in images, particularly if those images are being shared with family and friends or through social media platforms. Whilst it is acknowledged that parents/carers wish to celebrate the achievements of their own children when taking part in aquatic events, it should be recognised and respected that other parents/carers may not wish for their child's image to be taken and shared in this way.

Additional Guidance -

- Focus on the activity e.g., swimmer in the water during the race.
- Avoid taking images in swimsuits – as a minimum T-Shirts must be worn.

BBSC encourages all parents/spectators and swimmers at events and training venues to make themselves familiar with the photography and filming arrangements for the venue and be always vigilant – concerns should be raised immediately to BBSC Team Managers or the event organiser.

BBSC rules of Mobile Phone use –

- 1) Swimmers and parents must never use mobile phones when in the changing rooms either at events or training venues.
- 2) Swimmers must check with the BBSC Team Managers before using phones poolside at events – many facilities have a strict no phone policy, and this must be followed where applicable and will be within the rules of the event.
- 3) Parents/guardians/spectators must follow all photography/video guidance at every venue and ensure they follow the above guidance on the use of photos and videos on social media.
- 4) The incorrect use or failure to follow Swim England guidance/BBSC rules on mobile phone use may lead to disciplinary action being taken.
- 5) Coaches/poolside teams will follow Swim England guidance on the use of mobile phones during training and competitions.

The use of video and images shared through BBSC social media or publicity streams will follow all Swim England guidance – images/videos that do not follow this guidance will not be approved or will be removed from BBSC Social Media pages e.g., Facebook.

Further guidance is available from Swim England in the Wavepower section of their website– www.swimming.org

BBSC Codes of Conduct

In joining the club all swimmers/parents/guardians/coaches/officials/volunteers will agree to be bound by the Club Constitution and the following Codes of Conduct in line with Swim England guidance.

Code of Conduct for Children

As a member of our club, we understand you have the right to:

- Enjoy the time you spend with us and know that you are safe.
- Be told who you can talk to if something is not right.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.
- Be respected by us and other team members and be treated fairly.
- Feel welcomed, valued, and not judged based on your race, gender, sexuality, faith, or ability.
- Be encouraged and develop your swimming, diving, and open water swimming skills with our help and support.
- Be looked after if there is an accident or injury and have your parents/guardians informed, where appropriate.

As a member of our club or activity we expect you to:

Essentials

- 1) Keep yourself safe by listening to your coach or team manager, behave responsibly and speak out when something is not right.
- 2) Take care of our equipment and premises as if they were your own.
- 3) Make it to training and competitions on time and if you are running late, let a member of the club know.

- 4) Make your coach or team manager aware if you have any difficulties attending training or competitions.
- 5) Not wander off or leave training or a competition without telling your coach or team manager.
- 6) Bring the right kit to training and competitions.
- 7) Follow the rules of the club, squad, or activity at all times.
- 8) Respect the privacy of others, especially in the changing rooms.

Behaviour

- 1) Make our club and activity a fun, happy, friendly, and welcoming place to be.
- 2) Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith, or ability.
- 3) Understand that the use of abusive or inappropriate language, bullying, physical violence, or any other behaviour which hurts others will not be tolerated by the club.
- 4) Not use any device to take photographs or footage of others in the changing rooms or cubicles.
- 5) Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
- 6) Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.
- 7) Report any incidents of bullying or unkind behaviour to the club, even if you are just a witness.
- 8) Treat other children with respect and appreciate that everyone has a different level of skill or talent.
- 9) Support and encourage your teammates, tell them when they have done well and be there for them when they are struggling.
- 10) Respect the children and adults competing for other teams at competitions.
- 11) Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- 12) Get involved in club decisions; it is your sport too.

Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee.

Code of Conduct for parents/guardians

As a parent/guardian of a club member we understand you have the right to:

- Be assured that your child is safeguarded during their time with us.
- Know how to access our club policies, rules, and procedures.
- Know who the Welfare Officer is and how to contact them.
- Know that any concerns about your child's welfare will be listened to and responded to.
- Know what qualifications and training those with responsibility for your child have.
- Be informed of problems or concerns relating to your child, where appropriate.
- Know the procedure should your child be involved in an accident or become injured.
- Provide your consent or otherwise for photography and trips away.
- Make a complaint to the club committee or Welfare Officer (as appropriate).

As a parent/guardian of a club member we expect you to:

Essentials

- 1) Make sure your child has the right kit for training and competitions as well as enough food and drink.
- 2) Ensure your child arrives to sessions on time and is picked up promptly.
- 3) Inform us if you are running late to collect your child or if your child is going home with someone else.
- 4) Complete all consent, contact and medical forms and update us straight away if anything changes.
- 5) Maintain a good relationship with your child's coach.
- 6) Tell us if you wish to talk to us about any concerns regarding your child. We will arrange a mutually convenient time so you can talk to us.
- 7) Not enter poolside or interrupt training or competitions unless in an emergency situation.

Behaviour

- 1) Remember that children get a wide range of benefits from participating in one of our sports, like making friends, getting exercise, and developing skills. It is not all about wins and losses.
- 2) Behave positively as a spectator at training or competitions and treat others with respect.
- 3) Give encouragement to your child and tell them when they have done well and provide support when they are struggling.
- 4) Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation, faith, or ability.
- 5) Respect the children and adults competing for other teams at competitions.
- 6) Respect the committee members and coaching team and all volunteer helpers at the club.
- 7) Understand that the use of abusive or inappropriate language, bullying, physical violence, or any other behaviour which hurts others will not be tolerated by the club.
- 8) Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which alleges a criminal offence will be reported to police by the club.
- 9) Talk to your child and ensure they understand the rules of the club and the sport.
- 10) Ensure your child understands their Code of Conduct.

Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee. Continued issues and repeated breaches may result in parents/ guardians being asked not to attend the club, something we never want to do.

Code of Conduct for Coaches and Poolside Helpers

As a coach or teacher, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Have access to ongoing training and CPD in all aspects of your role.
- Be respected and treated fairly by the club.
- Feel welcomed, valued, and listened to.

As a coach or teacher at the club we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions for teaching and coaching under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith, or ability.
- Respect your position of trust and maintain appropriate boundaries and relationships with children as set out on page 112 of Wavepower.
- Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse.
- Not use your position to obtain personal benefit, reward or to pursue an inappropriate or sexual relationship with a child.
- Respect children's trust and rights whilst being honest and open with them.

- Challenge and address instances of poor, negative, aggressive, or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary.
- Lead by example promoting positive behaviour, good sportsmanship and encourage children to behave in a positive manner and follow the rules of the club and sport.
- Ensure team/squad selection is clear and transparent and be fair and equal when making decisions.
- Keep your coaching and/or teaching qualifications and CPD up to date.
- Complete Swim England approved child safeguarding training every three years.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years).
- Use positive and constructive methods when teaching and coaching and ensure programmes are appropriate for the age, ability, and experience of the child.
- Always put the wellbeing, health, and safety of the child before all other considerations including the development of performance.
- Keep children safe in your sessions with appropriate staffing ratios, using safe methods of instruction and techniques and by putting their safety first.
- Ensure any equipment used is fit for purpose, safe to use and accessible.
- Follow the club procedures should a child have an accident or suffer an injury.
- Develop positive relationships with parents/guardians and where possible provide them with regular information and updates regarding their child's development in swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming.
- Listen to any concerns the parent/guardian or child may have and seek advice (where appropriate) to resolve any concerns.
- Treat all personal information about children or their families on a confidential "need to know" basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all children to respect all competitors and teams from other organisations in victory or defeat.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations or if you are employed under your contract of employment. Continued issues and repeated breaches may result in your dismissal from the club.

Code of Conduct for committee members, officials, and volunteers

As a volunteer at the club, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Be respected and treated fairly by the club.
- Feel welcomed, valued, and listened to.

As a volunteer at the club, we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions stipulated under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Ensure all complaints are referred under the internal club complaints process.
- Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith, or ability.
- Adhere to your role responsibilities.
- Make our club a happy, friendly, and welcoming place for all members.
- Attend child safeguarding training every three years if applicable for your role.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) if applicable to your role.

- Keep any qualifications or CPD up to date if applicable to your role.
- Lead by example by promoting positive behaviour and good sportsmanship. Encourage all members to behave in a positive manner and follow the rules of the club and sport.
- Never encourage or condone members of the club to breach the rules of the sport.
- Treat all personal information about members or their families on a confidential “need-to-know” basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from the club.

Anti Bullying Code

Braintree and Bocking Swimming Club is a SwimMark Club, and we follow the Swim England child safeguarding policy.

Statement of Intent

We recognise the commitment of our swimmers, their parents and families, the coaches and volunteers who are all members of our Club. In turn we are committed to providing a caring, friendly, and safe environment for all our members so that they can enjoy swimming and achieve their aims in an atmosphere that is happy, relaxed, and safe.

At Braintree and Bocking Swimming Club we do all we can to stop bullying: -

- We respect everyone as individuals.
- We take someone seriously if they tell us that they or someone else is being bullied.
- We do not accept any bullying behaviour – for us this means doing things that we know will make other people feel unhappy, including name-calling; doing things that might hurt someone; making threats; leaving people out; spreading nasty rumours by saying things, by text, social media by e-mail and hiding, taking, or damaging other belongings.
- We look for the signs that someone is being bullied – which may include sudden and gradual changes in normal behaviour, not wanting to join in with others, not wanting to come swimming, property going missing or being damaged, being unusually quiet, not wanting to talk about the reasons why.

The Clubs Welfare Officer is responsible for investigating and dealing with complaints. We want you to report any bullying you notice or concerns you have, whoever is involved, to the Clubs Welfare Officer, Committee member or Head Coach. Committee members and the Head Coach will refer complaints made to them on to Club Welfare Officer to investigate and deal with, as necessary. Bullying may be noticed by us or reported to us by the swimmer or their swimmer's parents on their behalf.

If bullying is reported to us or noticed by us, we will do something about it. What we do will depend on the circumstances, but we will always: -

- Follow Swim England guidelines and club rules.
- Be discreet and respect the privacy and rights of everyone involved.
- Investigate complaints and concerns brought to our attention carefully and fairly.
- Deal with complaints and concerns quickly and at the lowest appropriate level.
- Compare the behaviour being investigated to the relevant codes of conduct.
- Consider how we would like to be treated or have our own children treated under similar circumstances.
- Let both the complainant and the subject of the complaint know what the outcome of the complaint was, what has been done about it, what records have been made of the incident and how and for what purpose they will be kept.

BBSC Disciplinary Action

While it is quite possible to have disputes between committee members, parents, coaches, and swimmers, it is the Club's desire that these are dealt with reasonably and amicably, without going through a formal process.

Some disputes or complaints or behaviours will require a more formal process and these notes sets out how this would work.

The Club has the power to legislate for a breach of its own rules and can suspend a swimmer from Club activities. The Club does not have the power to handle a dispute relating to the member of another club, nor deal with an offence under Swim England Law.

The key principle to be followed is that Swim England Law conforms to the law of the land in so much that an individual is innocent until proven guilty and he/she must have reasonable opportunity to present a defence and have his/her views heard.

- It is important that the same people in the Club do not become both the prosecutor (or defender) and the judge. If the Committee or its officers are either the prosecutor or defender or involved in the dispute, then they must find other members not connected with the matter to hear the evidence from both parties to the dispute.

There are occasions when a problem arises in a Club, for example fighting between members on poolside, where immediate action is required, such as temporary suspension or exclusion from a training session.

Coaches and officers have the power to invoke a temporary suspension.

A report should then immediately be made, and the Disciplinary Procedure followed.

Disciplinary Procedures

1. On receipt of the dispute every effort will be made to resolve the matter by informal discussion. If this fails or it appears likely that it is necessary to discipline a member, the Club will set up a panel to deal with the matter.
2. One member of the panel will act as Chairperson, one as Secretary. The panel will consist of persons not involved in the dispute and individuals from outside the Club can be involved if appropriate.
3. The Executive Committee could hear the dispute, but this could be intimidating, so the Club prefers to use a panel.
4. The Chairman of the panel should notify both parties of the date, time, and place of the hearing and the names of the panel members.
5. Both parties should be given copies of all papers and documents by the other at least three days before the hearing date.
6. Every effort should be made to hold the hearing within 14 days of receipt of the dispute.
7. If either party is under 18 years of age, they will be advised of their right to be accompanied by a parent (or other person who has parental responsibility for them) or coach to help them present their case.
8. Both parties shall be allowed to bring witnesses.

9. The hearing shall be controlled by the Chairperson but should be as informal as possible.

- The Complainant should present evidence first and the accused should have the right of reply.
- Both parties to the dispute shall be allowed to bring witnesses. The witnesses must be present at the hearing. The Complainant witness should present evidence first and the accusers should follow.
- Witnesses should not be in the hearing room until they are called. After questioning they should leave the hearing room and play no further part in the proceedings.
- The Chairman or Secretary should make notes of the hearing and the panel should make every effort to announce their decision verbally to all the parties without delay followed by written confirmation to reach all parties within five days.

10. If either party to the dispute is dissatisfied with the outcome, they are entitled to make a Complaint to the Judicial Administrator at Swim England Head Office, Loughborough.

Club Shop and Kit

We have joined up with Swimzi to offer a unique Club Kit – this is available to order through a link on their website at certain times throughout the year, kit is delivered to one of the volunteers who then distributes the orders to the parents/swimmers – www.swimzi.com



The below items are available for purchasing/ordering through Club Organiser -

Club Hats -	£8
Pull Buoys-	£10
Kickboard-	£15
Starter Kit-	£45 (includes 1 club hat, 1 kickboard, 1 pull buoy, 1 mesh bag, water bottle)
Supporters T-Shirts-	(only available at certain times of the year)
BBSC Hoody-	(only available at certain times of the year)

There are also some great online shops such as Allens of Kingsbury who hold a wide selection of swimwear and poolside kit – use discount code – BRAINTREE10 for 10% discount



www.allensswimwear.co.uk

There are also a couple of great local suppliers such as:

Gogglebox - also have a fantastic shop in Leigh on Sea and offer expert advice on fit/ranges of costumes and goggles, they also set up a pop-up shop at many of the Essex open meets.

www.thegogglebox.com

Bishop Stortford Supplies - They have pop up shop at many of the Essex open meets and website for online ordering.

www.stortfordsportssupplies.co.uk

BBSC Swimmers Club Kit

To ensure we have consistency across the kit worn by our swimmers during Open Meets and Galas please see below our Club Kit Rules.

Team Events – League Galas

It is expected that swimmers must wear a combination of the below whilst on poolside –

- 1) Swimzi Club T Shirt – **must have for all Team events.**
- 2) Choice of any BBSC branded Swimzi Hoody/Onesie/tracksuit or a club BBSC Hoody to stay warm if required.

Swimmers have the choice of what shorts/bottoms to wear.

Open Meets – away and home

As a minimum it is expected that swimmers must wear a combination of the below whilst on poolside –

- 1) Swimzi Club T Shirt- – **must have for all Open Meets & Open Meet Medal Presentations**
- 2) Choice any BBSC branded Swimzi Hoody/Onesie/tracksuit or a club BBSC Hoody to stay warm if required.

Swimmers have the choice of what shorts/bottoms to

Swimmers may wear Event Merchandise to travel to and from events/training, but these should not be worn poolside.

The Club also offers a “supporters T Shirt” – these again can be used for land training, travelling home from events of just to wear to training and of course can be worn by our supporters – you will also see the coaching team wear them during training sessions – but these should not be worn poolside during events.

BBSC may at times offer special event/swim camp clothing for sale – this again should be used for the specific event they are designed for and for training purposes thereafter.

Parents must ensure swimmers have the correct kit available to wear poolside, temperatures poolside can vary at each venue and swimmers must have suitable kit to stay warm and dry.

Ten dos and don'ts for swimming parents

When coaches, swimmers and swimming parents work well together, incredible things are possible. The team is committed and focused on helping the swimmer to realise their full potential.

For swimming parents there are a few simple dos and don'ts that can help ensure that you are guiding your child in the right way and fulfilling your all-important role.

Swimming parents' top ten dos and don'ts

- **Do be supportive – rain or shine!**

Whether your child comes first or last, sets five PBs or none, you should still love and support them the same. One of your most important roles as a swimming parent is to provide emotional support during the tough times, of which there will be many. Let your child know that they are still loved, no matter how badly they think they swam. And likewise, try not to let them get cocky when they win.

- **Do not pressure your child**

Remember that swimming is your child's hobby. If your child has their own reasons and own goals for participating, they will be far more motivated to excel and therefore far more successful. It is normal and healthy to want your child to excel and be as successful as possible, but swimming parents cannot make this happen by pressuring them with expectations. Instead, you can encourage them and offer them unconditional support and guidance.

- **Do not be the coach**

'Coaches coach. Swimming parents' parent.' Your child's coach is there to teach the technical swimming skills. You can help your child to learn values and develop positive character traits. Showing unconditional love and support and creating a happy and balanced home environment will help them to get the most out of what they are doing in the pool.

- **Do encourage independence**

Confidence is the essential ingredient in all great swimming success stories. Confidence comes from knowing; knowing you can do it. Encourage your child to pack and empty their own swimming bag, to make their breakfast, to carry their swimming kit, fill their water bottles etc. This will help to create independent and self-motivated swimmers, with a strong sense of confidence, self-belief, resilience, and self-reliance.

- **Do not dangle carrots**

Try to avoid extrinsic motivation (bribery!). It is important to be careful of the message you send out – swimmers should swim for themselves and for the positives the sport brings. When your child does well, try to praise them for what they did well, not the outcome that they achieved.

- **Do not criticise the officials**

Most officials are volunteers. Many are even swimming parents who have decided they want to help on the poolside. Children sometimes make mistakes at meets – it happens! If your child is disqualified at a meet, try not to complain, or worry. If a disqualification is questionable, as sometimes is the case, the coach (and not the parent!) will take the necessary steps.

- **Do respect the coach**

Trust the coach to do their job. If you have any questions about something your child's coach is doing or saying in the sessions, it is usually ok to ask. However, their attention will be on the swimmers they are coaching during session times, so try and grab a word with them before or after training. Remember that a vast number of coaching staff are giving their time voluntarily and are keen to get the best out of every one of their swimmers!

- **Do be loyal and supportive of the team**

Where possible emphasise the importance of being a team player. Swimmers that motivate others are often the happiest and gain the greatest benefit out of training and competition. This goes for swimming parents also. Cheer for your own child but cheer for their teammates too. This will help to create a positive atmosphere amongst the swimmers and their supporters.

- **Do not make your child feel a failure**

Children develop at different rates, in terms of size, strength, coordination, emotional and intellectual maturity and just about everything else. Encourage your child to compete against themselves, and to measure themselves against only their own best efforts. If they do win and beat everyone else, it is a bonus!

- **Do not push for Olympic or Paralympic glory**

Maybe your child will become an Olympian, but for most this is not the case. Encourage your child to be the best they can be and to enjoy their sport, but make sure both your and their expectations are not set too high. It is great to have goals and dreams, but the most important thing is that they are happy. If they are happy the good performances will come naturally

Parents, Carers and Supporters

The whole learning and competing experience are a partnership between the Club, the Member, the Coach, and the Parents. Here are some guidelines for parents and supporters to help in the development of the competitor.

Treat other competitors as partners

Your child should never be taught or encouraged to view an opponent as an enemy but merely another obstacle to overcome in pursuit of their own goals. Instead encourage friendship and applaud good performance by all swimmers, not just the winner.

Encourage self-competition

True winning at sport is about beating yourself and improving your own performance.

Success is not only defined by winning or losing

If a swimmer performs to their potential, no more should be expected. If they lose, do not be critical but instead help them feel that they are the winner in the battle against themselves. Similarly, should your child perform below potential but win, praise the victory but point out that the battle against themselves is still to be won. Not every swimmer can be a champion, but every swimmer can win the race against themselves. Be positive about the positives.

Be supportive, but do not coach

Your role is an especially important one. You are the support team. You are the number one fan - unconditionally. Encourage, support, and empathise; provide the taxi service and the meals; but leave the coaching to the professional coach in both training and in competition. You can confuse your child by offering your own opinions. (If you do have any concerns about coaching, speak to the coach!)

Make it fun!

The more fun your child has the better they will perform. If there is fear of practice or competition, find out why. It can be as simple as 'not knowing anyone'. Speak to other parents to find out if they have had similar issues. Be sure that your child is not concerned about failing to meet YOUR expectations.

Whose goal is it anyway?

Why is your child participating in sport? Make sure that it is because of their reasons and not yours.

Love your child unconditionally. Give your child the gift of failure

Every child is capable of improving on their previous personal best performance, though they may not win. Do not equate your child's self worth with their position in a race. Failure is an important stepping-stone on the path to success. Your help may be needed to change negative thoughts into positive ones. Teach your child to see setbacks in a positive manner.

Emphasise process, not outcome

Competing can raise tensions, in competitors and supporters. Help reduce anxiety by encouraging your child to concentrate on the competition itself, thinking about their own techniques. Take their minds away from who else is competing and from forecasting the result before the race starts.

Avoid comparisons, respect differences

Every child matures differently, mentally, and physically. Comparing your child's performance and progress with others simply ignores developmental differences. Help children to accept themselves as they are. Late developers often turn out to be better competitors in the long run.

Respect and admire others

Whatever the standard to which other children and parents perform to, their efforts and commitment in achieving it is worthy of your respect and admiration. Someone who always seems to win deserves just as much admiration as the other who gives everything but loses. It is also not only counterproductive for your own child's progression but disrespectful to others to engage in "gallery chat" regarding someone else's child. At times coaches have set different challenges and varied instructions to individual swimmers; this should be of no concern to you unless it is your child the instructions have been given to.

For more tips and information go to – <https://www.eastswimming.org/swimming/parent-information/>



League Gala's and Open Meets

Braintree and Bocking is a competitive swimming club and as a club we compete at different events throughout the year.

Here is our guide to what's what –

League Gala's –

Swimmers may be chosen by the coaches to compete for the club at one of the below galas.

These are normally on a Saturday or Sunday late afternoon/early evening and last around 3-4 hours – do not forget swimmers get very hungry and thirsty during and after an event so do not forget to pack something to eat and drink.

Coaches will display a team list via the Clubs Facebook page and e-mail, swimmers will be asked to confirm their availability as soon as possible so the club can put the strongest team forward for the event – “save the date” notices will be added to the Clubs Facebook pages when fixture dates are known.

The club frequently puts on coach transport (dependent on journey times), and this will again be communicated when relevant – this is a fantastic opportunity for swimmers to arrive at the venues together and can take away the hassle of parking and driving – a contribution towards the cost is required on the day.

We are part of and compete in –

- 1) **Essex Mini League** - The Essex Mini League provides a framework for competition between amateur swimming clubs within the county of Essex. The league currently has 17-member clubs arranged in a single division. Each club swims in five galas each season, arranging and hosting one of them. The league organises the fixture list with the aim that each club will swim against every other club in the league during the season and not swim against the same club more than once. Galas are swum on the second Saturday of each month from February to October (excluding August).
- 2) **National Arena Swimming league (London division)** - There are currently 400 teams participating nationally split into 7 regions. Clubs compete over three rounds, October, November, and December, with the Finals in April for the top clubs.
- 3) **Junior Arena Swimming league (M11 division)** - There are currently 11 Leagues that are affiliated to the Arena Junior Inter-League (the Inter-League is directly affiliated to the ASA). Within these Leagues over 200 swimming teams throughout England and a team from Wales take part in the Junior League! This is the premier junior swimming league in the United Kingdom. The aim is to promote inter-club competitions for junior swimmers from 9 - 12 years helping to encourage their progression in swimming and participation in sport.

There will be a charge for spectators at galas.

Ensure that swimmers have spare kit – hat, goggles, they should also bring a towel to dry themselves after warm up and swims and something to wear poolside to keep warm – large bags are often not allowed poolside due to space restrictions so a small poolside bag is a good idea, swimmers will be also required to wear the basic club kit if competing for the club.

At all Club Team Competitions swimmers will be expected to stay poolside until the end of the event to support their fellow team members and be present for any presentations.

Open Meets –

As a club we enter numerous open meets throughout the year aimed at all levels of swimmer, these are a fantastic opportunity for swimmers to not only compete for the first time but to gain qualifying times for the County Championships and beyond.

Swimmers must have a Swim England category 2 membership to compete and be of a qualifying age – if in doubt one of the coaches will guide you in the right direction.

Notification for an open meet will be sent via e-mail from the BBSC Open Meets secretary and details on how to enter will be on the e-mail, if you need help with which events to enter then please ask one of the coaches who will be happy to assist.

These events can vary from single sessions (each session lasting around 3-4hrs with warmups) to full multiple sessions over a weekend so plan well as they can be long days with early morning and late nights.

BBSC currently runs three open events each year – Winter Sprints (1 session over an afternoon/evening) Spring Meet (2 sessions over 1 day) and the Christmas Cracker (5 sessions over a weekend).

The Club also holds an annual Club Championships – details on this will be communicated by the Open Meets Secretary

Things to remember –

Signing in - swimmers may be required to sign in at open meets for each event and session they are taking part in – this basically means they highlight their name on each event they are competing in for that session – this lets the organising club know that the swimmer is present and will be competing – swimmers should not sign in if they are not intending to swim an event as clubs can be fined for non swimmers. Signing in normally ends when the warmups start so ensure you arrive in good time, swimmers who sign in will be expected to swim in that event unless they are injured or become unwell.

Withdraws – a number of open meets now require swimmers to withdraw from events they have entered rather than signing in, swimmers intending to withdraw must inform the caching team at the earliest opportunity to avoid any fines by the organising club for non swimmers.

Warm ups – warm ups at open meets are normally spilt by times and are published within the information packs sent out to the clubs – these are normally e-mailed to swimmers before the day

from BBSC but are also normally posted on the hosting clubs website, swimmers should follow the coaches instruction during warm up sessions as lanes will be allocated and these can be shared lanes with other competing clubs – swimmers should be on poolside in good time for the start of each sessions warm ups.

Spare kit – hat, goggles and enough towels and costumes to last the day, they should also bring something to wear poolside to keep warm and a towel to dry themselves – large bags are often not allowed poolside due to space restrictions so a small poolside bag is a good idea, swimmers will be also required to wear the basic kit if competing for the club (Club Hat and Swimzi Club T-Shirt).

Money (cash) - Organising clubs will charge spectators at open meets and they will normally offer a programme at an additional charge, this is always cash only.

Photos - If you wish to take photos during the event, please ensure you follow the events guidance on photography – further guidance is given later in this pack.

Food and drink – Swimmers get very hungry (and so do the spectators) so a good supply of food and drink will be required - guides to what is best for swimmers on day of competition can be found on the Swim England website and within this pack, swimmers are known to be the hungriest athletes.

During all events parents/supporters will not be allowed in the changing areas so please ensure swimmers have everything they need, there will Coaches and Team Managers at all events to assist when required.

Tips for supporting your child at swimming events

1. Ask your child how they would like you to be. They may want you in the front row of the balcony, whooping and cheering for them as they line up to race, on the other hand, they may find it a bit off-putting and anxiety inducing, and would rather you have remained calm and quiet. So, tip one is ask first.
2. Try to remember that although you are sat within a crowd, your actions and words will still be noticed, most of all by your child. Think before you shout, and keep your body language, actions, and your words positive.
3. If you are starting to feel any frustration, try taking slow, deep breaths to keep calm. If something has gone particularly badly, try counting down from 100 in your head, to give you time to form a rational response.
4. Try not to get sucked in to competing with other parents. Everyone wants their child to be the best – it is natural. However, it is your child's sport, so try to just enjoy watching and be supportive. Leave the competitiveness to them.
5. If you are feeling particularly annoyed with your child's performance or are struggling to keep your cool on the balcony, try adopting relaxation skills. Imagine a relaxing scene, repeating a calming phrase, or putting some headphones in with some chilled music on may all help you to keep relaxed. Try some visualisation exercises before the race.

Volunteer Roles

Without the help of volunteers, we cannot run events and open meets, BBSC relies on a dedicated team of volunteers to ensure the club runs smoothly and always welcomes new help and support – below is our guide to just some of the roles - please help whenever you can.

Poolside Stewards

Working in the marshalling area during open meets – A register is used, known as a heat sheet by the poolside stewards to check the swimmers are in the right lane order and present for their event in the marshalling area. Sometimes you may need to reassure new swimmers and remind them of the event they are about to swim.

You need a DBS check to do this role.

Safety Officer

This involves; ensuring parents stay out of the changing room and phones/devices which can take photos are not used in the changing room or poolside.

You need a DBS check for this role.

Door

You take money for entry and programmes. It is a fantastic job to share with a friend and you get to sit in the cool!

Runner

You take the completed event cards for each race up the steps to the records officer in the cool room. You will also need to take the event list to the medal table, post in the changing room for the swimmers and put on the wall in the gallery for parents. All you need for this role is a pair of trainers! You do not need to be able to run!

Records Officer

You need to input the times from each event into an excel document which is already set up for you. Normally one person calls the times while the other inputs them. This is a fantastic job as you are in the cool room!

Sign in/Medal table

When the children arrive to the gala, they need to sign in which involves them highlighting their name. All you need to do is supervise and make sure the highlighters do not go missing!

Once the sign in sheets have been taken to the record officer you set up the table ready to hand out medals. Using the list given to you by the runner you give out the medals accordingly and tick off. You just have to make sure that you give the medal to the child and not their friend!

This role requires a DBS check.

Refreshments

Cold refreshments – Selling cold drinks and snacks at the top of the gallery. This is a great role as you can still watch your child swim.

Hot drinks and cakes – These are served downstairs in the foyer. It involves making tea, coffee and squash as well as selling cake and biscuits.

AOE – Automatic Officiating Equipment

This job involves connecting the equipment used to automatically record the times of the swimmers. This sounds technical and it is! We would love to train more people to do this.

Announcer

This person makes the safety announcement, works closely with the starter to keep the meet running smoothly and saying the names of each swimmer in the heat etc. For this role you need to feel at home with a microphone and possible play some upbeat music for the swimmer and parents to enjoy during warm up.

BBSC Guide to Committee Roles

In line with the Clubs Constitution the Committee is made up of four Executive Officers and eight Committee Members who are elected each year at the Clubs AGM, which is held in November, each role is done on a voluntary basis.

Executive Officers:

Chairperson

- To provide direction for the club through effective leadership and management
- To chair and control meetings of the management committee.
- To act as principal officer within the club and make decisions whenever the need arises, in consultation with other officers when appropriate.
- To represent the club at external meetings when required
- To be involved, where appropriate, in the coordination of club activities
- To manage and oversee the work of officers and other club personnel.
- To present the club's annual report, in association with the club Secretary
- To present the club's annual accounts, in association with the club Treasurer
- To determine the content and agenda for club meetings, in association with the club Secretary
- To ensure that club statutory documents and other returns are administered and filed on time.
- To advise the Treasurer on the use and investment of club funds.

Secretary

- To act as a main point of contact for the club, maintain relevant records and information in relation to queries, all administration and communications including affiliations, subscriptions, and bookings.
- To deal with the day to day running of the club including all correspondence, both internally and externally
- To process and deliver appropriate correspondence and information to and from county, region, and national Swim England.
- To organise committee meetings and AGMs, preparing agendas, taking minutes, and distributing and communicating these as appropriate
- To liaise with other club committee members to ensure all appropriate administration is in place.
- To represent the club at meetings
- To have a knowledge and understanding of roles and responsibilities of other club committee members
- To maintain up to date contact details of all members, committee members, other key club personnel and the relevant Swim England Secretaries

Membership Secretary

- Have a good knowledge of all club members – swimmers, coaches, volunteers, committee members and parents.
- Act as a main point of contact at the club for all things relating to membership.
- Ensure that annual Swim England membership renewals are completed on time via the OMS at the beginning of each year – renewing those who are staying with the club, lapsing those who are no longer members and adding any new members in the correct membership category.
- Updating the OMS throughout the year regarding any changes to membership, category or contact details for all members of the club.
- Ensure all relevant forms are sent to the Swim England Membership Office along with any relevant payment via the club Treasurer.
- Maintain all membership details on Club Organiser.
- Main point of contact for new members and responsible for collection of all new starter details and set up.

Treasurer

- To be responsible for all club finances through ensuring adequate accounts and records exist
- To plan the annual budget in agreement with the club committee and monitor throughout the year.
- To issue receipts and keep records of all monies received.
- To be responsible for the payment and monitoring of any wages and expenses for club personnel
- To ensure that all funds are used appropriately.
- To ensure prompt banking of funding
- To maintain up to date records of all transactions and records of income and expenditure
- To prepare end of year accounts and present to the auditor, management committee and AGM

Committee Members:

Publicity Officer

- Responsibility for the publication of news reports for use in promoting the club via the use of local press publications.
- Attendance at Committee Meetings as required

Open Meets Secretary – Home and Away

- Responsible for the administration and communication of Away Open Meets as chosen by the Head Coach.
- Responsible for the organisation of Home (BBSC) Licensed Events & Club Championships
- To ensure all payments for away meets are timely.
- To arrange poolside coach passes for all away meets.
- To be a point of contact for parents' queries regarding Open Meets
- Attendance at Committee Meetings as required

Trophies Officer

- Responsible for the ongoing purchase of medals for BBSC Open Meets and Club Championships
- Responsibility for maintaining records of perpetual trophies awarded by the Head Coach.
- Responsibility for awards presented at the BBSC Annual Awards Evening
- Attendance at Committee Meetings as required

Social Secretary

- Responsible for the arrangement of the Annual Awards Evening
- Responsible for the arrangement of BBSC Social Events throughout the year
- Attendance at Committee Meetings as required

SwimMark Co-Coordinator

- Responsible for ensuring SwimMark information is up to date for annual review by Swim England.
- Attendance at Committee Meetings as required

Fixtures Secretary

- Point of contact for Swim Leagues that the Club competes in
- Responsible for ensuring all relevant registration details are completed in a timely manner for League Galas.
- To ensure all annual membership payments to the Leagues are paid in time.
- Attendance at Committee Meetings as required

Records Officer

- Responsible for maintaining the Club Records List
- Attendance at Committee Meetings as required

Volunteers Coordinator

- Responsible for maintaining the Clubs Volunteers list and arranging suitable volunteers for Home Open Meets and Home League Galas
- To support the Team Managers by maintaining DBS records
- Responsible for the training of Volunteers
- Attendance at Committee Meetings as required

The committee will also appoint Welfare Officers who are a point of contact for parents and swimmers if they have any welfare concerns – this information is displayed on the Clubs Notice Board, the Welfare Officer will also maintain the DBS applications/records on behalf of the Club.

A guide to what to eat and drink for swimmers

Swimmers get hungry, very hungry especially during heavy training weeks and competition, so it is vital that they replenish all the calories and fluids lost during this time – swimmers will sweat just like any other athlete – so here is a quick guide to the best ways to do this.

During swimming, the body uses energy, and the level of intensity of the training determines where the energy comes from. In low intensity work such as a steady swim, fat is the main source of energy, which is released into the body gradually. As exercise becomes more intensive, the energy in the fat cannot be released quickly enough and as carbohydrates can be converted into energy much more quickly, the swimmer will rely more and more on carbohydrates and less and less on fats.

Unfortunately, the body cannot store lots of carbohydrate with the result that between 60 to 90 minutes of intensive training can use up most of it – and depletion then leads to fatigue. If the swimmer has the wrong intake of food levels, he or she will reach a stage of being unable to cope with the training load.

Although fats are still important in providing energy, since most training sessions contain a large proportion of medium and high intensity work, swimmers require much more carbohydrate in their diet than the average person.

Carbohydrates come in two forms, simple (sugars) and complex (starches). Sugar as a fuel is like a firework; a “big bang” of energy and then nothing else. Complex carbohydrates are like coal, burning slowly over a longer period. A mixture of the two carbohydrate forms is required though the majority should be the starchy unrefined complex carbohydrates such as whole grain cereals and cereal products (i.e., wholemeal bread, muesli, rice, pasta, potatoes etc), beans peas and lentils. These foods also contain protein, vitamins and minerals and have high fibre content.

Swimmers should not rely on simple carbohydrates such as sweets, junk food and sugar to provide the carbohydrate in their diet.

Remember – eating the correct evening meal the night before e.g., pasta will have a much greater and longer lasting effect than a bag of sweets or chocolate bar on the day.

Fluid

Dehydration can also affect physical performance and will prevent you from doing your best.

It is important to drink before you feel thirsty - If you feel thirsty, you are already dehydrated – feeling thirsty can also be misinterpreted for hunger.

- 1) Make it a habit to drink before training and more importantly, immediately afterwards. If possible, drink between sets whilst training.
- 2) The volume of fluid should be kept as high as is comfortable. Soft drinks or sports drinks, which contain an energy form with carbohydrate together with electrolyte, are more effective than plain water in improving performance but this is often to taste so plain water is fine and some sports drinks are not suitable for younger swimmers – ***no fizzy drinks/milkshakes/energy drinks containing caffeine.***

The night before competition

Stick to high carbohydrate; low fat meals with plenty of liquids (fruit juice, cordial, water – not fizzy high sugar content drinks or drinks containing caffeine as they need good night's sleep). Do not try to stock up and overeat to the point of discomfort. Just stick to a normal size meal, avoid any spicy foods or anything unfamiliar that may cause bloating or aggravate the stomach - Some suggestions are:

- Noodles with low fat/lean meats or vegetables.
- Rice (especially brown) with a lean mince chilli (avoid the salty tortilla chips).
- Pasta (low fat sauce) or pasta bakes – go light on the cheese though.
- Beans on Toast.
- Potatoes in any form – avoid the chips though.

Pre-competition and training

NEVER go without food or drink.

The timing of a meal depends on when the competition or training starts, but you should aim to finish your meal at least 2-3 hours before the competition/training starts. The meal should be high in carbohydrate and low in fat and protein.

It is always tempting to hit a fast-food outlet for a “pre competition breakfast” but this should be avoided due to the fat content, so a healthy breakfast alternative should be taken.

You should also take plenty of fluid in the form of pure fruit juice, water, or cordials – again avoid caffeine-based energy drinks or milkshakes, specialist sports drinks can be expensive, and water can be just as effective.

Drinking lesser amounts often is the key, up to the start of the race.

Swimmers should always carry their drinks bottle – remember if they feel thirsty, they are already dehydrated – it is the body's way of telling them to drink more fluid.



Snacks for during competition and after training:

- Sandwiches (try thickly cut bread with banana/jam/honey/lean meats – avoid cheese as main ingredient)
- Baguettes / rolls / pitta bread
- Muesli bars and dried fruit bars
- Popcorn
- Fresh / dried / canned fruit
- Cereals
- Currant buns / tea cakes / malt loaf / raisin bread
- Sesame snacks / sticks
- Fruit cake
- Plain type biscuits e.g., Rich Tea, Digestive, Garibaldi, Fig Rolls, Jaffa cakes
- Jelly cubes
- Scones / muffins / crumpets
- Toast
- Carton low fat rice pudding
- Low fat fruit yoghurts
- Crisp breads / rice cakes / crackers
- Drinks – Water / Juices / squash

Eating and drinking between races

The time you have between races will determine what you can eat. With only one hour before your race,

Your carbohydrates will need to be refuelled by isotonic sports drinks, juices or squash, no fizzy drinks or milkshakes and avoid heavy smoothies that can bloat you.

With more than an hour between races, you can have a high carbohydrate snack from the list above. On the day of competition, you will probably eat more 'snack' type foods during the day, but you should resume your regular meals after competition.

You should try to avoid fatty or sugary snacks such as chocolate bars, sweets on the day of competition and during the competition.

Post competition and training

We all know what it is like after you have finished; you want to head for the nearest fish and chip shop or burger bar/fast food restaurant. If your events are finished and you are not swimming the next day – then go for it, **you have worked hard, and you deserve it!**

However, if you are swimming again next day, try to avoid the temptation, as it is vital to refuel and rehydrate ready for tomorrow. Start drinking straight after the competition and have a high carbohydrate snack as soon as possible, followed by a low-fat meal later. This also applies after hard training.

Some suggestions for post-competition meals:

- Chinese meals with lots of noodles
- Pizza or pasta dishes with tomato-based sauce
- Chicken kebab with pitta bread and salad
- Jacket potato and salad fillings
- Indian food with rice and breads

Always try and re-fuel within 30 minutes of a heavy training session, the body will immediately need nutrients to “repair” itself.

For more ideas and information look at –

<https://www.eastswimming.org/swimming/parent-information/>

<https://www.speedo.com/uk/en/explore/blog/swim-training-and-fitness/diet-and-nutrition/0c2d2e50-73c1-4419-8d85-02bf25d82afc.html>

<https://swimswam.com/eat-right-swim-faster-nutritional-guide/>

Statement by the Club re Economically Disadvantaged Swimmers

Braintree & Bocking Swimming Club has a bylaw that covers this aspect.

By Law 1 Policy for Cases of Hardship

Cases for consideration of the waiving of whole or partial fees in respect of financial hardship can be heard by, or presented in writing to, any one of the following members of the Committee:

Chairman, Treasurer, Secretary, Membership Secretary

Each case will be considered on its merits privately by a minimum of two of the above persons. Their decision will be binding and notified privately to the individual/s concerned. If not involved in the decision, the Membership Secretary will also be informed.

Any decision to waiver fees will be effective for a maximum of three months. If at the end of this period the situation remains unchanged, and further consideration is required, the same two persons that considered the original request can consider waiving the fees for one further period of three months, but only up to 50% of the fee.

A report on the numbers, if any, of all current waivers (no names are to be revealed) will be presented at each Committee meeting by the Membership Secretary.

Longer term applications will be referred to the Committee for further consideration.



A to Z of Swimming

Swimmers do have their own language and as a new swimmer or parent this can be a little daunting, so here is our guide -

Age Group

Swimmer or competition for under 16's

Anchor

Final swimmer in a relay

AOE

Automated Officiating Equipment - Electronic Timing. Systems are operated from a laptop situated poolside, and it records the times for each swimmer in each lane and race.

Arena League

Sometimes known as the National Arena league, galas held through the competition season within a league format, rounds are within regions with winners from the top divisions going forward to a National Final.

A.S.A

Amateur Swimming Association – The constitutional name of Governing Body of Swimming in the UK – known as Swim England.

BAGCAT

British Age Group Categories

BAGCAT Points

The ASA's British Age Group (BAG) points system

Blocks

The starting platforms located behind each lane, they come in a variety of designs and will only be fitted where there is a safe diving depth.

Club Championships

As a club we hold our annual Club Championships around September/August, this is open to all club swimmers and is a fantastic opportunity for all the swimmers to compete in a licensed event across a wide range of distance and stroke disciplines.

Converted Time

If a swimmer does not have a Long Course time for an event, or a time that is valid, for certain gala's it is acceptable to convert a swimmers Short Course (25m pool) time, this is done using a conversion tool, such as found on - www.pullbuoy.co.uk

County Championships

The "Counties" usually take place in January/February of each year – this is a major event for the club and each year we aim to get as many swimmers achieving their county qualifying times as possible, this is done through entry into licensed open meets and the Club Championships.

DNC

Did not compete- code used in competition swimming events where a swimmer did not start the race.

DNF

Did not finish – code used in competition swimming events where a swimmer did not finish the race.

DQ

Disqualification – code used in competition swimming events meaning the swimmer or team did not complete the race correctly – this could be for numerous reasons such as a false start, stroke fault or incorrect turn.

Fins

Usually made of rubber and fit over swimmers' feet, used in training to aid development of kick and ankle flexibility.

Form Stroke

Backstroke, breast, or butterfly

Freestyle

Freestyle is usually swam as front crawl in events as this is the fastest stroke.

Gala

A swimming gala is a swimming competition between clubs or groups of swimmers.

Heat Declared Winner (HDW)

Term used in events where only heats are swum and there is no final. The swimmer with the fastest heat time in each age group competing will be declared the winner regardless of which swimmer wins each heat.

IM

Individual Medley – Swum in order of fly, back, breast and front crawl in a single event, can be swum at distances of 100m, 200m or 400m (medley relays are swum in a slightly different order – back, breast, fly and finally crawl)

Kick Board

Flat float used for leg drills.

Kit Bags

This bag will contain all the swimmers training kit such as pull buoy, flippers, kick boards and paddles all used during training sessions to aid stroke techniques and strengthening.

Lane Order

In finals the lane order is decided on the times taken from the heats or semi finals, the swimmers are then spearheaded – fastest qualifier in lane 4, then 5, then 3, then 6, then 2, then 7, then 1 with the slowest qualifier going in lane 8. The practice of spearheading heats is often used in HDW events as well.

Lane Ropes

Used to set out the lanes in the pool, made of individual disks, strung on a cable, that turn on the cable when hit by a wave, dissipating the wave.

Lap Counter

The large, numbered cards (or the person turning the cards) used during the freestyle events 400 metres or longer. Counting is done from the starting end.

Land Training

The exercises and various strength programmes swimmers do out of the water.

Licensed Meets

Open meets are aimed at various levels of swimmers and are very often licensed by the Swim England and categorised into four different levels.

- Level 1 – aimed at the elite swimmer, these will have tough qualifying times (times the swimmer must achieve to be able to compete) and are held in 50m pools.
- Level 2 – slightly easier qualifying times and held in 25m pools.
- Level 3 – Held in 25m or 50m pools and aimed at swimmers looking to qualify for county championships or higher. They will often have upper qualifying time limits (times that the swimmer must not have swum faster than) and lower qualifying times (times that the swimmer must have swam faster than) to be able to qualify for the event.
- Level 4 – normally held as a single club event e.g., club championships and can be held in any length of pool from 25m up.

Times achieved at Licensed Events by the swimmer are loaded into the British swimming data base and the link for this can be found on the club's website.

Long Course

Open meets and galas swam in a 50m pool – times achieved are usually slower than those swam in a 25m pool.

M11 League

Now known as the National Arena Junior Swimming League

One of 11 Leagues that are affiliated to the [Arena Junior Inter-League](#) (the Inter-League is directly affiliated to the ASA).

Within these Leagues over 200 swimming teams throughout England and a team from Wales take part in the Junior League! This is the premier junior swimming league in the United Kingdom.

Marshalling Area

The marshalling area is an area at the pool where all the swimmers are held just before their race at open meets and events.

Masters

Competitive Swimmers aged over 25.

Mini League

The Essex Mini League provides a framework for competition between amateur swimming clubs within the county of Essex.

NQT

Qualifying time for the National Age Group or Youth Championships swum in July/August of each year.

NT

No Time - the abbreviation used on a heat sheet to designate that the swimmer has not swum that event before.

Open Meet

Open to swimmers from any club, within specific age groups. Usually, swimmers must have qualifying times to be able to compete.

One Start Rule

If a swimmer starts before the gun/whistle/beeper, he or she is disqualified. This is the current Swim England standard

Over the top starts

Used during competitions to reduce the time between events – swimmers will stay in the water until the next race has started.

PB

Personal best – the best time achieved by a swimmer in a particular event, swimmers may have short and long course PB's.

Pull Buoy

Keyhole shaped float that keeps your legs afloat in an arm only drill

Qualifying Time

A qualifying time is a time that is required to enter an event. There may be restrictions, such as an Upper Qualifying Limit or a Lower Qualifying

Regional Championships

The next level up from County Championships

Relay

When 4 swimmers compete as a team either in a medley or freestyle relay

Short Course

Galas and open meets swam in a 25m pool; times will normally be faster than those swam in a 50m pool as there are more turns.

Skins

This is an event, whereby the fastest 50m front crawl swimmers across the age groups are involved in a knockout style race. The swimmers repeat the 50m swim each time eliminating one swimmer until only two remains, the winner being the faster of the two in the head-to-head race.

Splits

The times from each race are broken down into 25m or 50m segments which enable swimmers to see how they have paced their race.

Swim Down

A period usually at the end of training allowing the swimmers to relax and stretch out their muscles after training.

Taper

A period of less intense training sessions – usually prior to a major event

Team Manager

It is the Team Manager who ensures the smooth running of aquatic activities away from the club's home pool such as galas and open meets and can be found poolside with the swimmers.

Time Trial

Swim made to secure a recognised time for a particular event. Open galas often permit swimmers to make entries on the day of competition which may not be included in the overall medals but will be recorded as official times.

Warm Up

A period of swimming at the start of the session or competition designed to loosen up the body and prepare for more intense work or a race.

