

CHORLEY MARLINS ASC  
SWIMMERS HANDBOOK



# CHORLEY MARLINS ASC SWIMMERS HANDBOOK

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# CHORLEY MARLINS ASC SWIMMERS HANDBOOK

## Introduction

Welcome to Chorley Marlins. This handbook contains various information about the club and competitive swimming and although not exhaustive it is a good source of information.

## Background & Aims

During the early 70's a swimming training squad was formed and known as 'The Marlins', Chorley was added to the name when it changed its status to a swim club. We currently have around 150 members and cater for swimmers of all ages and ability from 'Mini Marlins - Learn To Swim group to swimmers of regional and national level.

The objectives of the club, as written into its constitution, shall be the objectives of the Amateur Swimming Association and in particular the promotion and encouragement of the art of swimming, and the coaching of swimming for all levels of competition.

As a *competitive club*, our aim is to provide and encourage active participation in competitive swimming up to and including the highest levels.

## Coaching

We employ a paid head coach and one paid level two coach, all other coaches, poolside assistants and committee members are volunteers.

All the volunteers willingly give up their time to spend poolside week after week aiming for all swimmers to reach their full potential. They are usually qualified to Level 1/2 standard and have completed CRB clearance checks. For a full list of current coaches please visit the website ([www.chorleymarlins.org.uk](http://www.chorleymarlins.org.uk)).

The club actively encourages and supports parents and older swimmers with an interest in swimming to gain a coaching qualification. In return to a commitment of coaching a training session each week the club will pay half of a training course cost. If after 12 months you are still coaching at least once each week and intend to keep doing so the club will reimburse the 50% cost you paid.

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Parents are expected to respect the coaches and not interfere with training sessions. If you wish to get involved then please volunteer - this could be as a poolside assistant or to undertake a coaching course. If want to ask a coach something please do it after a training session and not during it. There will be at least two scheduled meetings with your child's coach during the year.

Parents are also encouraged to take an active interest in the sport, and discuss it with their children. There is an abundance of literature that can be purchased from the ASA website, a list of useful literature sources is included in this handbook.

### Club Squads

The club consists of seven squads and movement between them is generally based on ability and the coaches discretion.

**Mini Marlins:** Chorley Marlins currently run a 'learn to swim' group and is taken by a Level 2 ASA swimming teacher. This is the 1st level of Marlins Squad and swimmers in this group are invited to join the Improvers squad only when they are considered to be ready and have passed a trial training session, taken by the main Marlins coaches. It is a programme designed to teach youngsters the basic techniques of swimming.

**Improvers:** This squad currently trains for one hour per week, Sunday 6pm - 7pm. The focus for these swimmers is stroke development and establishing a solid base of skills in all four competitive strokes. Coaching is intensive, usually with one coach per lane and time will be spent by coaches demonstrating different techniques and skills, some of which may be done out of the water poolside but most will take part in the water. When being coached swimmers are being asked to build technical competence. Improvers will be encouraged to compete in the Clubs Internal Galas and may on occasions be asked to compete for the club as part of the Micro-League Squad.

**Improver plus:** This is for the Improvers that are getting ready for the move to Intermediates, extra pool time is available, for this group, build on technique, but also starting to build up stamina (Saturday 2:30 - 4:00pm at Brinscall).

**Intermediates:** Improver plus will progress onto the Intermediate squad when the Head Coach feels they have reached a competent level that will support them with the demands of the next level of swimming. This squad currently swims three times a week for a total of 3½ hours. There is also one hour of land training available on Sunday evening 6:00 - 7:00pm. Some of this time may be spent swimming alongside

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the younger swimmers from the Junior Squad. The demands of this squad are much higher than those of Improvers. There are fewer coaches and swimmers are expected to be able to listen, remember, organise themselves and to be able to use the clock to time themselves and to know when to set off. The first few weeks training in this squad will be physically demanding and swimmers may feel extremely tired. Swimmers will need to purchase a kick board, pull buoy, and flippers to aid their training, all of which are available from All Seasons or any good sports shops. At this level swimmers will be expected to compete in the Clubs Internal Galas, some swimmers may be asked to compete for the club in the Micro-League and swimmers should consider entering certain Open Meet Competitions (see section on competitions later in this handbook).

**Juniors:** The aim of this squad is the development of excellence in all the strokes, starts and turns, building on a firm basis to move onto the District Squad. Junior squad swimmers are expected to enter the Club Galas, North Lancs Age Group Galas and selected Open Meet competitions. They form the bulk of the Micro-League squad, and swim the bottom age groups in Speedo and the North Lancs leagues. Juniors currently swim 4 times a week totaling 5 hours pool time and one hour doing land training. The objectives of land training are to supplement the time in the water by teaching swimmers about general fitness, building core strength and diet. Again this squad will bring different challenges for swimmers and for the first few weeks they will be tired. They are expected to be able to read a session plan on a wipe board and manage themselves through a session - this allows a coach to concentrate on addressing issues, swimmers will need to be dedicated and have a good level of self-motivation.

**District:** This is Marlins top squad and aims to prepare swimmers for competition at North Lancs, County, District and eventually National levels. Entry is based on achievement of qualifying times, plus a formal commitment to train a specified number of sessions/week. District swimmers currently swim 6 times a week, totaling 10 hours training. Swimmers will need to be dedicated and have high levels of motivation to make it in this squad. The training sessions are demanding and grueling and swimmers are expected to understand technique and to be able to experiment and adjust to get the best out of themselves.

**Club:** Our Club squad caters for those swimmers who may have outgrown the Juniors but may not quite meet the criteria of the District squad at that time. However Club training sessions run with the District squad but for 3 sessions per week. Club squad swimmers are still expected to be available for Speedo and North Lancs league competitions, and to swim in Club Galas and appropriate Open Meet Competitions. It is possible for Club Squad swimmers to progress into the District Squad should they show the level of competence and ability needed.

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## Progression through the Squads

Moving between squads is based on swimmers performance and commitment. Decisions are based on criteria such as technical proficiency and speed shown during coaching sessions. All movements between squads are discussed at the "Coaches Meetings" and there has to be a consensus before a swimmer can be moved. The head coach does have the final say. For this reason age or time spent in a squad does not influence when a swimmer is moved.

When a swimmer is moved to a higher squad, the period to the end of that month is probationary. During this time there is no change to any fees paid. At the end of the probation period the swimmer may move back if they are not ready for the changes in the training schedule or the Head Coach feels the change has come too early. If you are concerned about movement (or lack of it) between squads then there are opportunities for you to speak to the coaches on a regular basis or you can request to see them - all decisions do have reasons behind them.

## Beyond Marlins

If a swimmer performs to a particular high standard then they are likely to be invited to train with a PERFORMANCE swim squad (defined as Level 4 in the ASA Swim 21 definitions). There are two performance squads that are within the Chorley Marlins catchments area; they are Gallica, which is based in Blackburn and Bolton Metros, surprisingly based in Bolton.

If the Head coach believes this is in the best interest of the swimmer then the club will fully support a move to train with a performance squad, Chorley Marlins still remains the swimmers "home" club. If the Head Coach believes that the swimmer has not yet reached the limit of what Chorley Marlins has to offer, then the swimmer will be encouraged to stay training with the marlins.

## Training Programme and Venues

Chorley Marlins currently have the use of two pools Brinscall Swimming Baths and All Seasons Leisure Centre Chorley. The following programme details training times and venues for all squads, any changes to this will be displayed on the website or the notice board at All Seasons.

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| DAY                  | TIME            | POOL      | SQUAD  |
|----------------------|-----------------|-----------|--|
| Monday               | 8pm - 10pm      | Chorley   | District, Club and Masters                     |
| Tuesday              | 7pm - 8pm       | Chorley   | Intermediates & Juniors                        |
|                      | 9pm - 10pm      | Chorley   | District, Club and Masters                     |
| Wednesday            | 7.30pm - 9pm    | Brinscall | Intermediates & Juniors                        |
|                      | 9pm - 10pm      | Chorley   | District                                       |
| Friday               | 8pm - 10pm      | Chorley   | District                                       |
| Saturday             | 2.30pm - 4pm    | Brinscall | Improver Plus, Intermediates & Younger Juniors |
|                      | 6.00pm - 8.00pm | Chorley   | Older Juniors & District                       |
| Sunday               | 8am - 10am      | Brinscall | District & Club                                |
|                      | 6pm - 7pm       | Chorley   | Improvers & Improvers Plus                     |
|                      | 7pm - 8pm       | Chorley   | Intermediates & Juniors                        |
| <b>Land Training</b> |                 |           |  |
| Sunday               | 6pm - 7pm       | Chorley   | Intermediates, Juniors, District & Club        |

### Parental Involvement and Responsibilities

**Dropping Off And Picking Up:** All swimmers are the sole responsibility of parents outside of the water. Parents must escort their children into the pool area, ensuring the training session is taking place.

**Observing Training Sessions:** Parents are encouraged to stay and watch their child train; this is compulsory for parents of children under the age of 8 years. Training

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can be observed from both the café area (up to 8pm) and the spectator gallery. Parents are asked not to interfere with a training session and should you wish to discuss any of your child's training this should be done either before or after the training session but not during.

**How Can You Help:** As a voluntary club most of our coaches, poolside helpers and committee members are volunteers. We welcome any parents who may be able to spare some time to help with the running of the club. This can be in any way from setting up the lane ropes at a training session, selling raffle tickets at presentation evening or joining the committee. If you think you may be able to help us, please see a member of the committee or your child's coach.

**Belongings:** All swimmers belongings are their own responsibility; parents should ensure that bags and any swimming kit and aids are named using a permanent marker. It is advisable not to bring any valuables to training unless you are using a locker (£1 coin is required). At All Seasons swimmers can store their bags at the far end of the pool near the disabled entrance to poolside, at Brinscall bags are left in the individual changing rooms.

### Fees and Other Payments

When you join Chorley Marlins, no matter what the level, you must become a member of the ASA; this membership is compulsory as it ensures that all swimmers are fully covered on our insurance. This membership runs from 1st April through to end of March and is renewable annually. The ASA membership fee is dependant upon the ASA category (1, 2 or 3), all swimmers from Improvers upwards are a Category 2.

Chorley Marlins membership runs from 1st January through to December, and fees are different dependant upon the squad that the swimmer is in, these are in addition to the ASA fee. The membership secretary will take the ASA membership forms at the same time as Marlins forms, ensuring that all members of Chorley Marlins are members of the ASA.

All fees are payable by Monthly Standing Order. Up to date fees are displayed on the notice board and website, a standing order mandate is included in this handbook. Other payable items are competitions and swimming kit. All payments for these should be made by **cheque** payable to 'Chorley Marlins ASC'. Should there not be a committee member available to hand this payment to it should then be put in a sealed envelope clearly marked for the attention of the person responsible i.e.; Swim Kit Manager or Membership Secretary, and then posted in the Marlins

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Postbox which is located on the wall below the Chorley Marlins Notice board at All Seasons.

### Committee

The committee exists to run the financial and logistical affairs of the club, and to support the swimmers and coaches. Regular monthly meetings are held and the Annual General Meeting is in October. Again all committee members are volunteers. For a full and up to date list of committee members please see the notice board at All Seasons or visit our website. If you would like to get involved in this side of the club please speak to the Club Chairman or any committee member.

### Club Constitution and Bylaws

The Club constitution is registered with and approved by the ASA, both the Constitution and Byelaws are available from the website.

### Swim Kit

Chorley Marlins Swim kit is available to purchase via our Swim kit Manager or direct with our suppliers, all items are payable at the time of order whether through the club swim kit manager or direct with the supplier. Order forms are available on the website. All swimmers that represent the Club in galas are encouraged to wear the Marlins designated kit of royal blue costume / trunks. Small kit items such as Beanie hats, Swim hats and drinks bottles are available for purchase from the Marlins desk at All Seasons during training 6-8pm on Sundays.

### Age Groups

In swimming there are 2 rules that apply.

In most team events and some individual galas the age of a swimmer is determined by the age the child will be on 31<sup>st</sup> December of that year.

This applies to North Lancs League, Speedo League and the Marlins own Gala. As an example a child may be 12, with their 13<sup>th</sup> birthday not until September. When swimming the North Lancs League in, say April, they will still count as a 13 year old,

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because that is the child's age on 31<sup>st</sup> December of that year.

The Micro-League is based on the age of the swimmer at the date of the swim-off, which is usually sometime in November.

In most open meets and the North Lancs Age Groups and County Age Groups the age of the swimmer is the age on the date of the gala

## Entry to Competitions

Entry forms for individual competitions are available from the Competitions Secretary, details can be found on the notice board or via the website. Some competitions require the swimmers to have achieved specific qualifying times these will be published with entry forms and the club may run time trials to give swimmers up to date times, however some competitions demand that times are achieved at 'ASA Licensed meets'. It is for this reason that we encourage swimmers to attend as many ASA licensed open meets as possible. All competitions held charge an entry fee plus a fee for each event entered, therefore all entry forms must be "fully" completed including the swimmers ASA number, correct times for events, correct payment. **Incomplete, incorrect or late entries will not be processed.**

For all team competitions the Head Coach will pick the team and contact you accordingly, with the details of the event. It is important that all Juniors, Club and District swimmers put the dates of any team galas into their diaries, these can be found on the notice board or the website. **The "coaching staff" assume all eligible swimmers are available for selection, unless a swimmer has notified the head coach of non-availability.**

A Marlins coach will attend all competitions and galas that a Chorley Marlins swimmer enters; therefore it is very important to inform them as soon as possible if you are unable to attend the event. This is just as important for individual events as for teams. In some events the club can be financially penalised if we do not notify organisers of withdrawals prior to events.

## Team Competitions

At present the club enters the following competitions:

**Speedo League:** This is a National competition swum over three rounds, these are held on the second Saturday in October, November and December. There are four

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age groups: 11 and under, 13 and under, 15 and under, and Open. The two younger age groups and all relays swim 50m, the older two age groups swim 100m events, the only exception is the Open Individual Medleys, which are swum over 200m. The top clubs throughout the country qualify for the Championships the following April, this is normally swum at Ponds Forge Sheffield.

**North Lancs League:** This competition is run between January and June. Age groups are 12 and under, 14 and under and Open. All events are 50m apart from the final race - the cannon where six swimmers one male and one female from each age group swim 25m. There are five clubs in each League, every club swims in four Galas, hosting one home gala, and then swimming in three other fixtures. The overall points winners are promoted to the next division.

**Micro-League of the North West:** This competition runs alongside the North Lancs League, but is aimed at the younger members of the swimming club. This competition has single age groups of 9, 10, 11, and 12 & over. All individual events are 50m except the 9 year olds, the 10-year-old butterfly and all relays, which are swum over 25m. The top two from the lower division are invited to a "swim off" against the bottom two of the higher division in September where promotions are decided.

Transport to these team competitions is usually by coach arranged by the club. The cost of this is subsidised by the club and small charge is payable by all who travel on the coach. For local team galas, there will be no transport provided and parents / swimmers are expected to make their own way to the venue.

### Individual Competitions

Throughout the year Marlins take swimmers to a number of open meets. These are usually two-day events hosted by an individual club and normally have minimum age restrictions through to Open Age groups. They cover the same range of events as can be found in N. Counties or Nationals. The better events will have a "Designated Meet" status and can be used to achieve qualifying times for District and National Championships. You must submit times with your entries, which may be used to restrict the number of applicants if the event is over subscribed. At certain events the standards can be *very* high. These are entered and paid for on an individual basis.

Events can vary from gala to gala or it may just target a sprint meet with 50m and 100m races or a distance meet with all events 200m and above. Some will follow the Bagcats programme of freestyle, sprints, form (any stroke except freestyle)

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distance and Individual Medley. Younger competitors races are limited to 50m.

There are three levels of qualifications:

**Level 3/4** - open meets have upper limit qualifying times i.e. if you've swum faster than the stated time your entry will be rejected, and if you swim faster than the stated time on the day, you won't get a medal you'll get a 'speeding ticket' instead. Level 3/4 competitions are designed to encourage all swimmers to compete, and to stop swimmers of a higher ability winning absolutely every gala.

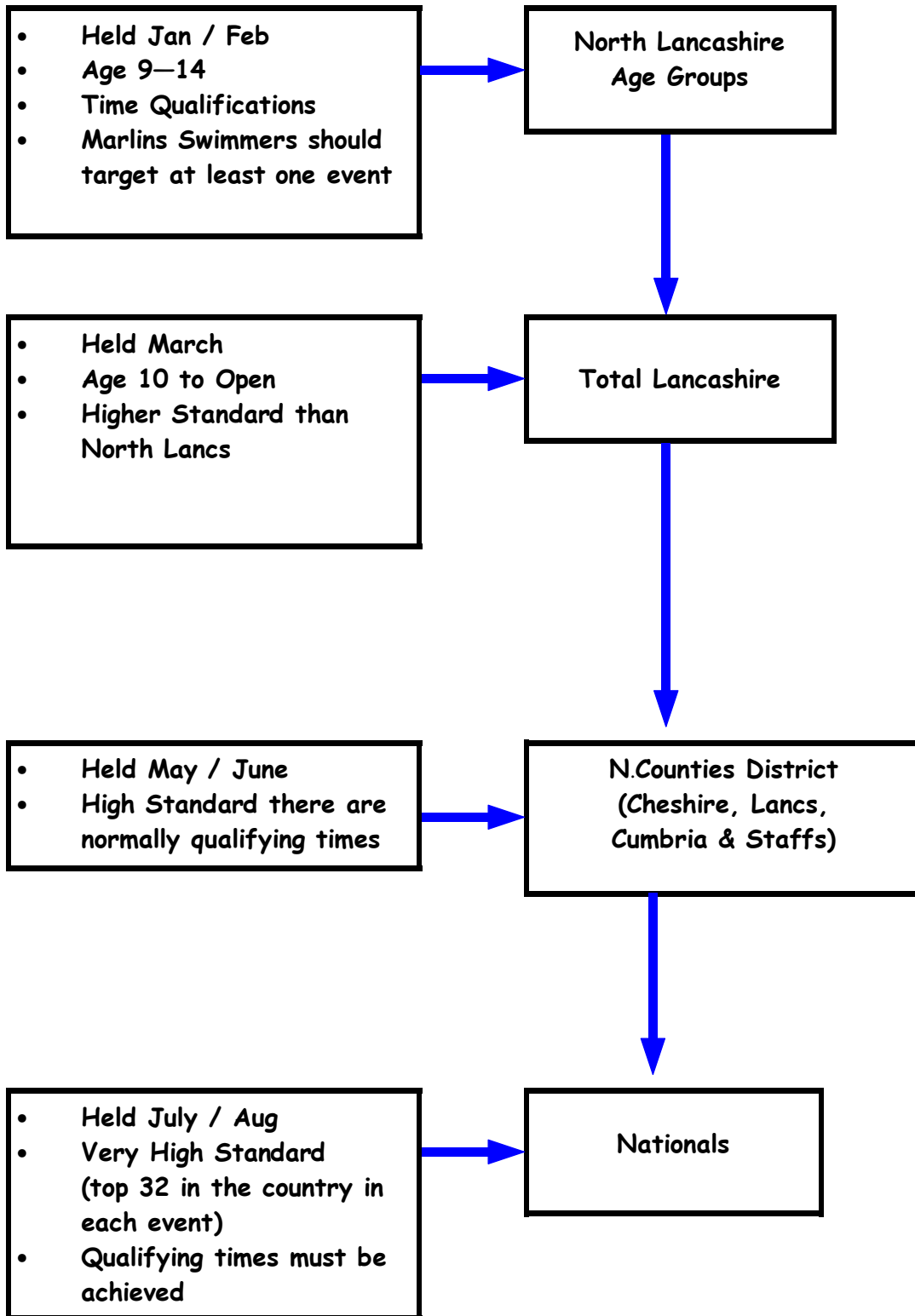
**Level 2:** These competitions have a lower qualifying time that the swimmer must achieve but there is also a higher cut off time, and the entry time must fall between the two times.

**Level 1:** High standards with qualifying times, which swimmers must have achieved, and at a Licensed Meet between set dates (usually 6 to 9 months prior to the competition closing date)

Competition information and Entry details are always posted on the notice board and on the Chorley Marlins website. Payment is required with the entry and if you are unable to swim no refunds are payable. If a swimmer has any queries the Coach or Competition Secretary will discuss these on an individual basis.

**Throughout the country the swimming calendar follows a similar programme and system of progression as outlined below:**

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The club will aim to make available 4 galas (either individual competitions or open Meets) for every swimmer from Intermediates upwards. The club expects swimmers to attend to least two, as these are a good way of measuring progression.

### Guide to Open Meets

This is a guide to what to do at open galas. It is to help you forget about all the things that are strange or new, and to leave you to **relax** and **enjoy yourself**.

**Cards:** Some open meets use a card system, once you have completed your entry form and handed or posted it to the club competition secretary, they will then enter all the swimmers into the gala directly with the organising club. The club will then in turn forward cards for each swimmer with details of the races that the individual has entered. Not all galas use this system, however if you do enter a competition the clubs competition secretary will always hand out slips detailing your races, these are usually given out the week before the competition. If the competition is running a card system then these must be taken to the competition with you and "posted" so that the organisers know who has actually turned up and can sort out the heats.

The last chance to post the cards is normally about 30 minutes before the start of the session but check on the card, it can vary. The box is usually near the entrance to the changing rooms - just look for the crowd of other swimmers posting their cards. You are responsible for posting your own card, not the coaches. If it isn't posted you can't swim!!

**Where do I go next:** Once you are changed into your swim kit, swimmers should make their way to the poolside. At every competition a Marlins coach/representative will be poolside ready to organise the swimmers. The coach will have a sheet detailing all the races and who is swimming in what race. As a club swimmers are expected to stay together at the Marlins 'base' by the pool. It is very important not to wander off as you may miss your call for your race. Parents should make their way to the spectator's area, there is usually a charge and this can be anything between £3 and £6. On entry to the spectator areas you will receive a list detailing all the races for that session this will show all the swimmers names and the times they have achieved in that particular race. The races are not always swum in age groups but mainly according to times.

**Warm-up:** The warm-up is a chance to get the feel of a strange pool, try the starting blocks, and check your turns, especially backstroke. Don't race during the warm-up; you'll be too tired to race later. Don't mess about in the middle of the lane

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or sit on the lane ropes, everybody else is trying to warm-up as well. Pay attention to announcements about "sprint lanes", these are for swimming in one direction only, and you won't be popular if you swim the wrong way.

**What to do on the poolside:** Stay near the coaches, don't wander off unless they know where you are going. Your race might be sooner than you think. Stay out of learner pools and diving pools, or the organisers might ask you to leave! Listen to instructions. When you line up for your race you'll be on your own, so pay attention to where the organisers tell you to go, what they ask you to do with your cards (usually they give them to you when you line up, and the timekeeper on your lane will collect them just before you race). Please tell the coaches before you go home. Don't go home too soon, you might have won something.

**Medicines:** If you need an inhaler or other medicines, make sure the coaches know, and make sure you have it on the poolside with you.

**What to wear on poolside:** Not all pools are as warm as Chorley, so bring clothes to wear on the poolside. You'll enjoy yourself more if you're warm, you'll swim better and you'll have less chance of pulling a muscle:

- Pool shoes (flip-flops or similar) keep you warm, and most pools insist you wear them if you want to go off the poolside for any reason.
- Tee-shirt (Marlins T-bags).
- Tracksuit top or sweatshirt.
- Tracksuit trousers or shorts.
- Towel to use between heats.
- Something to sit on, another towel is a good idea so you don't pluck your swimwear

**What to eat:** You need to eat and, more importantly, **drink** during the day. Drink regularly but avoid **BIG** meals, and leave at least 1 hour between eating and swimming. Try to **avoid things with lots of sugar** (Dextrose tablets, Kendal Mint Cake, Mars bars etc), they don't give you energy in a useful form, and are more likely to slow you down, so keep them to eat on the way home! Any fruit (especially apples and bananas), bread, savoury rice, rice puddings, cold pasta, beans on toast and similar foods (high carbohydrate, low in fats) are among the best to eat during the day. Pork pies, chips or burgers for dinner probably won't help you to break any records in the afternoon!

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You should drink a lot, small amounts regularly during the day rather than half a gallon after each race. Preferably non-fizzy drinks, **weak** fruit juices, or water(!!!). Any of the non-fizzy sports drinks are OK but only if you've drunk them before during training or competitions - they sometimes make you feel sick the first time. Try one part fruit juice, with 7 parts water and a tiny pinch of salt to make your own "isotonic sports drink".

**Who's in charge:** When you are on the poolside, the coaches are responsible for your safety and behaviour. When you are off the poolside, in the changing rooms, cafe, or elsewhere in the building, there must be another adult to be responsible for you.

**Coaches are not responsible for the safety or behaviour of swimmers away from the poolside.**

### Nutrition Guide

**The Sports Diet:** A healthy diet is one that provides the correct balance of carbohydrate, protein, fat vitamins and minerals. A swimmers diet must also provide the additional requirements imposed by the volume of training: Carbohydrate is the main fuel used by muscles during training. Fat is also used during longer low-intensity (aerobic) sets, but as the training becomes more intense there is more reliance upon carbohydrate.

The body can store virtually unlimited quantities of fat, but only limited amounts of carbohydrate, so a diet high in carbohydrate is essential to maintain the quality of training. Ideally 70% of calories consumed daily should be carbohydrate, from as wide a variety of foods as possible.

**High Carbohydrate Choices:** The following are all high carbohydrate alternatives:

Bread/rolls/pitta bread

Rice and pasta

Noodles

Pizza (with thick base)

Potatoes (plenty of jacket/mashed/boiled, not so many chips or roast)

Potato cakes

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Beans/peas/lentils

Sweet corn and root vegetables

Couscous, polenta and other grains

Breakfast cereals, oats, porridge

Fresh or tinned fruit

Low fat yoghurts/rice pudding/custard

**Post Training Snacks:** A key time to restock on energy is the first 30 minutes after training, and 30-50g carbohydrate (depending on age) is an ideal amount, from food or energy drinks.

For example, 50g of carbohydrate can be found in:

3/4 litre of isotonic sports drink

1 pint of unsweetened orange juice

3 bananas

3 scotch pancakes

3 crumpets

1/4 french loaf with jam

A bowl of cornflakes

4 (!!!) Weetabix

Large tin of beans on toast

Large tin of rice pudding

**When to eat:** As well as a quick snack, you should try to eat a meal 1-2 hours after training. Successful refueling involves eating regularly throughout the day. Large gaps between food intakes are not ideal, and regular amounts of carbohydrate at frequent intervals throughout the day are ideal.

**Vitamins & Minerals:** There is no need to bother with vitamin supplements as long as a varied diet is followed. The key features are:

Eat plenty of cereals and grains such as rice/pasta/bread/breakfast cereal

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Eat plenty of fruit and vegetables (at least five portions a day)

Stock up with pulses (peas/beans/lentils) sweet corn and potatoes

Regularly eat low fat dairy products (milk/yoghurts/cheese)

Regularly eat lean cuts of meat and fish

Occasionally consume nuts, seeds, pure vegetable oils and oily fish

**Fluid Replacement:** Thirst is a bad indicator of when to drink - by the time you feel thirsty you're already dehydrated, so you need to develop the habit of drinking little and often. It is particularly important to drink between 150 and 500mls prior to early morning training or racing in order to replace fluid lost during sleep.

While water is good, the addition of a small amount of carbohydrate and sodium helps the body to absorb the fluid faster. The ideal amount is 5-8% carbohydrate, or 50-80g per litre. The commercial drinks such as *GO*, *Isostar*, *Maxim Electrolyte*, *Lucozade Sport* all fit this requirement - avoid the high carbohydrate drinks such as *PSP22*, *Maxim*, *High5* for rehydration, or make them up much weaker than the recommendations (<8%). Alternatively make you own using:

2 parts orange juice to 3 parts water

1 part orange cordial to 5 parts water

1 part Ribena to 10 parts water

1 part flat cola to 2 parts water

If you want some sodium add about 1/4 teaspoon per litre

**Eating at Competitions:** In general it is advisable to leave 3-4 hours to digest a large meal and 1-2 hours for a light meal prior to any competition. Between races, if there is less than 1 hour stick to drinks. If the gap is longer stick to high carbohydrate snacks like: toast, bananas, breakfast cereals, jam sandwiches, crumpets with jam/honey, pancakes with syrup, toasted tea cakes, beans on toast, pasta with tomato sauces, jacket potato with low fat filling, dried fruit, *Nutri-Grain* bars.

If you can, try to avoid the crisps, burgers, pies, pasties, sausage and chips that the cafes at most pools offer you, and leave the chocolate and toffees at home!

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## Sports Injuries

If you get an injury remember **RICE**

**Rest**- obvious really, you can't make it better with more training!

**Ice**- ice packs, bags of frozen peas are perfect (especially if you don't like peas). Don't jump into a 'nice hot bath' with a recent injury; it'll probably make it worse!

**Compression** - elastic bandages can help stop swelling

**Elevation**- it's a good chance to put your feet up

If you have an injury, which persists for a long time, it may be worthwhile getting help from a physiotherapist.

## Information Sources

Up to date information about the club can be found on the club website which is regularly updated, [www.chorleymarlins.org.uk](http://www.chorleymarlins.org.uk), in our monthly newsletters that are available from the reception desk at All Seasons or the website, the Information Desk which is available mainly on Sundays between 6pm and 8pm here committee members will be available to assist you with enrolment, fees, payments etc and finally our notice board that is located to the right of the entrance to the pool changing rooms. Further information about swimming can be found on [www.britishswimming.org.uk](http://www.britishswimming.org.uk)

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## SWIMMERS Code of Conduct

Swimmers are the most important people in the sport. Swimming for the club to be successful is the most fundamental part of training and competing but not at any cost. Respect and regard for fellow swimmers is of the utmost importance.

### **Obligations Towards The Sport and Club**

Every swimmer should;

- Make every effort to develop their own swimming ability in terms of skill, technique and stamina.
- Give maximum effort and strive for the best possible performance during training and competition.
- Set a positive example for others, particularly new and younger swimmers.
- Always have regard to the best interest of the sport and club.
- NEVER criticize or condemn a fellow swimmer.
- Never use inappropriate language, gestures or disrespectful behaviour.
- Resist any influence which might or might be seen to bring into question your commitment to the club and any individuals performance .
- Arrive for training on time .
- Accept without question the trainings session plan.
- Accept without question the coaches decision regarding lane position. Coaches will determine this through the assessment of an individuals ability, attitude and aims for that session.
- Issues such as recovery from illness or injury may also influence these decisions.
- Use appropriate training aids as requested by the club and coach.
- Wear appropriate swim kit both when training and representing the club in competitions.
- NEVER take any banned substances and always make known to the club coaches any medication currently being taken.

### **Respect**

Every swimmer should;

- Know and abide by the laws, rules and spirit of the sport in both training and competition.
- Accept success and failure, victory and defeat equally.
- Treat opponents and fellow swimmers with respect at all times, irrespective of the results of training and when in competitions.
- Accept the decisions of the club, coaches or competition officials.
- Show respect for all club, coaches or competition officials, regardless of their age or qualification level.
- Respect and acknowledge the club supporters.

**Any swimmer in breach of any of the above will be dealt with in accordance to the Behaviour and Sanctions Policy of this club**

# CHORLEY MARLINS ASC SWIMMERS HANDBOOK

## **PARENTS and SPECTATORS Code of Conduct**

Parents and other spectators have a great influence on a swimmers enjoyment and achievement within the sport and both play an important role in the success of the club as a whole.

ALL spectators are expected to adhere to the following code to ensure enjoyment for all;

- NEVER shout negative comments to any swimmer or use inappropriate language or gestures.
- Show respect for Club officials and accept their decisions are final with regard to any aspect of training or competing.
- Positively encourage your swimmer to train and compete to the best of their ability.
- Reinforce and support the clubs Code of Conduct for swimmers.
- Ensure your swimmer arrives on time for training.
- Ensure your swimmer attends all training sessions for their squad as far as possible.
- Pay the clubs required squad fee, membership fee and ASA fee when due as requested.
- Resist negatively discussing a swimmers, other than your own, ability and performance.
- Support the club in a positive manner at both team and individual competitions even when the desired result is not achieved.

**Any parent or spectator in breach of any of the above will be dealt with in accordance to the Behaviour and Sanctions Policy of this Club.**

Please support the club fully in any way you can for example by volunteering to assist the committee, assist at social functions, share any skills you may think could help the development of the club.

# CHORLEY MARLINS ASC SWIMMERS HANDBOOK

## COACHES Code of Conduct

Coaches are key to the establishment of ethics, development and achievement within the club. Their concept of ethics and their attitude directly affects the behaviour, development and achievements of our swimmers, therefore they are expected to pay particular care to the moral aspect of their conduct.

The health, safety and well being are a coaches first priority before achievement or the reputation of the club and all coaches are expected to disassociate themselves with a 'win at all costs' attitude.

- Coaches must respect the rights, dignity and worth of each and every person and treat equally within the context of the sport.
- Coaches must place the well being and safety of each swimmer above all other considerations, including the development of performance.
- Coaches must adhere to all club policies and procedures as set out in the Constitution, Byelaws and Handbooks as determined by the committee and have regard for further guidance by the ASA and the training venue facilitator, with particular regard for Health and Safety aspects.
- Coaches must develop an appropriate working relationship with each swimmer based on mutual trust, respect and an individuals ability.
- Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches must encourage and guide swimmers to accept responsibility for their own behaviour and performance and **must never** humiliate by publicly criticising an individuals performance or efforts.
- Coaches must ensure that all training session plans are appropriate for the age, maturity, experience and ability of the swimmers.
- Coaches should at the start of each training session clearly identify to the swimmers what the session entails and what is expected of them.
- Coaches must co-operate fully and show respect for their colleagues and other officials within the club and the sport, always acting in the best interests of the swimmers.
- Coaches must always promote the positive aspects of the sport and never condone any behaviour or techniques contrary to the spirit of swimming or relevant rules and regulations.
- Coaches must consistently display a high standard of behaviour, appearance, respect and attitude.
- Coaches must never use or tolerate inappropriate language.
- Coaches must, where ever possible, wear the club official T-Shirt when conducting training or representing the club at competitions.

**REMEMBER - Respect is earned, regardless of status, not automatically gained**  
Should any Marlins coach experience difficulties with any of the club swimmers they are expected to deal with the situation professionally and in accordance to the guidance set out in the clubs Behaviour and Sanctions policy.

# CHORLEY MARLINS ASC SWIMMERS HANDBOOK

## BEHAVIOUR and SANCTIONS

### SWIMMERS

Where an individual's attitude, behaviour or conduct is deemed to be inappropriate and to have a negative affect on both their own and fellow swimmers ability to train as desired, coaches may take the following action in order to resolve the difficulties:

- a) Speak on a 1:1 basis with the individual, clarifying the expectations and belief in their ability.
- b) Review session plans to ensure they are appropriate for ALL swimmers attending the session.
- c) Determine and consider any other factors that may possibly be affecting the individual, for example age (is the swimmer mature enough and physically able to cope with the training demands), sickness, injury\* or any personal circumstances.
- d) Where an individual's behaviour has a negative affect on those within their lane the disruptive swimmer will be removed and placed in a lower lane.
- e) Where coaches are forced to reprimand swimmers every effort must be made to resolve the situation amicably and without fuss, however if a coach is forced to reprimand a swimmer on three occasions in the same session then on the fourth occasion the swimmer will be removed from the water for the remainder of the session. If this situation occurs the coach is expected to speak directly and privately with the swimmers parents at the end of the session and complete a report to the Headcoach and Committee with details of the incident.
- f) In the case of consistent unacceptable behaviour or lack of effort in training, coaches will review the situation and in consultation with the club committee a decision may be made to either remove and demote the swimmer to a lower squad or ask the swimmer to leave the club.
- g) Swimmers who arrive more than 5 minutes late to a training session will be expected to give a valid reason, should this become a persistent issue then coaches must in the first instance speak with parents, should this not solve the issue then coaches have the right to refuse swimmers entry into the water and participation in the training session.

*\*( It is the parents responsibility to inform coaches of any injury their child is carrying without this coaches will expect all swimmers to train to their full ability)*

Whilst coaches are keen for all swimmers to train hard and consistently they must anticipate that this will not always be the case and on some occasions allowances may need to be made. Coaches must always bare in mind that whilst they desperately want each and every swimmer to reach their full potential ultimately it is the swimmer who can make this happen, not the coach !

### COACHES

Where a coaches (both paid and voluntary) attitude, behaviour or conduct is deemed to be

## CHORLEY MARLINS ASC SWIMMERS HANDBOOK

inappropriate and detrimental to the reputation of the club and well being of the swimmers, the committee will take the following action:

- a) The Club Chairman and Headcoach will discuss the issues with the coach. Should the concerns be with the Headcoach then the club chairman and one other elected committee member will discuss the issues.
- b) Request a meeting between the coach in question and the executive committee. Where this situation has been instigated by receipt of a written complaint, a separate meeting will also be arranged between the complainant and the executive committee. In order for the coach to understand and prepare for the meeting they will be informed of the details of the complaint.
- c) Where a coach is in breach of the Clubs Code of Conduct and other supporting documentation, for example; Health and Safety, Role Description, Service Agreement or Club Constitution. The executive committee will serve a formal written warning for any such issues to be addressed and resolved within a given timescale.
- d) Should an amicable resolve not be achieved following any of the above, the Executive Committee will exercise the dismissal of the coach.
- e) In all cases the decision of the executive committee will be final.

### **PARENTS and SPECTATORS**

Where a parent or spectators behaviour attitude or conduct is deemed to be detrimental to the reputation and working procedures of the club, the committee will impose the following actions;

- a) The coach will discuss any issues and concerns directly and privately with the parent/spectator reminding them of the Parent/Spectator Code of Conduct.
- b) The coach will make a written report to the committee detailing any incidents that have occurred.
- c) Should the parent continue to disregard the clubs code of conduct, the executive committee will exercise the right to revoke any membership held and ban the individual from attending any training sessions or club competitions

The club will of course endeavour to resolve any issues amicably however parents and spectators are required to appreciate and accept the clubs rules and show respect for both the coaches and the swimmers efforts at all times.