



**Welcome to Thetford Dolphins
Swimming Club!**

**Breckland Leisure Centre &
Waterworld, Thetford, Norfolk**

Contents

A very warm welcome to Thetford Dolphins. We're delighted to have you and your swimmer join our club. This Welcome Pack is designed to help you settle in, understand how we operate, and feel confident about what to expect as part of our swimming community.

Section 1: Policies, Committee, Support & Membership.....	3
About the Club.....	3
Codes of Conduct.....	3
Club Policies.....	4
AGM and Constitution.....	4
Club Committee 2025/2026.....	5
Want to Get Involved?.....	5
Membership Fees.....	6
Raising a Concern.....	7

Section 2: Club Structure & Swimmer Information.....	7
Coaching Team.....	7
Our Squads & Equipment Requirements.....	8
What to Bring to a Competition.....	8
Nutrition.....	8

Section 3: Competition Structure & Pathways.....	9
Types of Competitions.....	9
Licensed Meets.....	9
Talent Pathway.....	9 & 10
Rankings.....	10
Disqualifications and Infractions.....	10

Section 4: Glossary of Terms.....	11
--	-----------

Section 1: Policies, Committee, Support & Membership

This section provides key information about how the club is run, what's expected from members, and where to go for help. It includes details on membership fees, our volunteer committee, and the policies we follow to keep the club safe, inclusive, and well organised.

About the Club:

Thetford Dolphins Swimming Club is a **SwimMark accredited** organisation, committed to delivering high standards in coaching, athlete development, and club management. We provide a structured training pathway for swimmers who have completed Learn to Swim Stage 7, supporting progression through our squad system towards county, regional, and national competition.

Training takes place six days a week at **Breckland Leisure Centre & Water World**, led by qualified coaches who focus on technique, fitness, and mental resilience. As swimmers advance, training becomes increasingly tailored to their goals, with an emphasis on continuous improvement and positive club values.

We are proud to uphold the principles of **fairness, equality, discipline, perseverance, and respect**, which underpin everything we do.

Codes of Conduct:

To maintain a safe, respectful, and inclusive environment, we ask all members - swimmers, parents, coaches, and volunteers - to agree to our **Code of Conduct**. This is confirmed **annually** via the **membership form**, which includes a tick box to acknowledge that you have read and accepted the relevant Code.

Copies of each Code of Conduct are available on our website. By committing to these standards, we ensure that Thetford Dolphins remains a positive and supportive place for everyone.

Club Policies:

Our club has a number of policies in place to help ensure a safe, respectful, and well-managed environment for all members. We ask swimmers, parents, coaches, and volunteers to familiarise themselves with these documents. Copies of each policy can be found on our website.

Key policies include:

- **Data and Privacy Policy** – outlining how personal information is collected, stored, and used.
- **Equality Policy** – ensuring fair treatment and equal opportunities for all members.
- **Swim England Code of Ethics** – setting out the standards of behaviour expected across the sport.
- **Wavepower** – Swim England's Child Safeguarding Policies and Procedures, which all members must follow. This includes guidance on photography, use of social media, and how to report concerns or suspected misconduct.
- **Swimwear Policy** – detailing what is considered appropriate attire for both training and competition.

Additional policies cover areas such as anti-bullying, changing room use, late collection, lane sharing, and safe recruitment. These documents are reviewed regularly and updated in line with Swim England guidance. If you ever have questions about a policy or need support, please speak to a member of the committee or contact the relevant officer listed in this pack.

AGM and Constitution:

Thetford Dolphins operates under a formal constitution, which outlines how the club is managed. It includes procedures for our **Annual General Meeting (AGM)**, held each November, where eligible members vote on club matters and elect committee members. The Welfare Officer role is appointed separately and is not subject to election.

Special General Meetings (SGMs) may be called by members to address urgent issues that cannot wait until the AGM. The constitution is reviewed annually and submitted to the Swim England region every four years for approval, after which an Affiliation Certificate is issued.

Club Committee 2025/2026:

Thetford Dolphins is run by committed volunteers who balance their duties with full-time work. The committee oversees governance, finances, membership, events and coaching, with most roles elected at the AGM and the Welfare Officer appointed separately.

Below is the current committee list for the 2025/2026 season:

- **President (Mark F)** Club's figurehead and public representative
- **Chairperson (Ruth B)** Leads the club and oversees governance
- **Vice Chair (Vacant)** Supports the Chair and assists with governance
- **Secretary (Julie M)** Handles admin and communication
- **Treasurer (Dawn M)** Manages finances and accounts
- **Welfare Officer (Sophie L)** Safeguarding and welfare contact
- **Membership Secretary (Claire T)** Manages registrations and Swim England liaison
- **Parent Liaison (Jon J)** Supports communication with parents
- **Volunteer Coordinator (Mel J)** Supports and guides volunteers
- **Accreditation (Julie M)** Oversees SwimMark and club standards
- **Competitions (Dan C, Emma M)** Plans & manages the competition calendar
- **Rankings (Michelle B)** Maintains swimmer performance records
- **Trophies (Mel J, Jon J)** Manages club trophies and awards
- **Swim Shop (Sarah B)** Oversees kit and swimwear sales
- **Social & Fundraising (Shanee D, Claire T)** Organises events & fundraising
- **PR & Media (Emma M)** Promotes club activities and public profile
- **General Members (Lauren R, Stuart C, Rosa D, Toni T, Scott B, Carla R)**
Supports club operations and projects

Want to Get Involved?

Thetford Dolphins depends on the support of volunteers - parents, carers and members - to keep the club running smoothly. From helping with raffles and refreshments to taking on roles such as Team Manager, Official or coach, every contribution makes a difference. Basic training is provided and funded by the club, so if you'd like to get involved, please contact our **Volunteers Coordinator** at volunteer@thetforddolphins.club.

Membership Fees:

All swimmers must be registered with both Swim England and Thetford Dolphins Swimming Club. Annual membership fees for Swim England are due no later than 1st January 2027, to ensure registration for the new year. Thetford Dolphins club membership is due no later than the 31st January 2027.

Swim England Membership:

Swim England offers three types of membership, depending on the swimmer's level of participation:

Type	Description	Annual Fee
Club Train	For swimmers who do not compete at County, Regional or National League Finals. Eligible to enter Level 4 licensed galas.	£16.86
Club Compete	For swimmers who wish to compete at all levels, including County, Regional and National events.	£43.36
Club Support	For coaches, officials, committee members and volunteers.	£6.81 (covered by the club)

Swimmers moving from the Dolphins Squad to the Main Squad must pay the difference between Club Train and Club Compete membership fees. Anyone training, coaching, teaching or volunteering on poolside must hold a valid Swim England membership.

Swim England members are insured through Hiscox for public liability and professional indemnity, and also receive basic personal accident cover while taking part in recognised aquatic activities.

Thetford Dolphins Club Membership:

The **annual club membership fee** is £30.00 for all swimmers. For families with more than one swimmer, each additional member pays a reduced fee of £25.00. Additionally, there is a **joining fee** of £10.00. All payments should be made via **BACS transfer** to the club's standard bank account. Payment details will be provided separately.

Access to key club documents - including the Constitution, Membership Form, and the Privacy Policy - can be found on our website.

Raising a Concern:

We work hard to make Thetford Dolphins a positive and enjoyable environment for everyone. However, we understand that sometimes concerns may arise, and we want to ensure members feel confident in knowing who to speak to.

- **Safeguarding concerns:** If you believe a child or young person is in immediate danger, please call 999. For any safeguarding concerns that are not urgent, please contact our Welfare Officer at **welfare@thetforddolphins.club**.
- **General incidents or concerns:** If you wish to raise an issue that falls outside of safeguarding, or would like to discuss something confidentially, please contact our Chairperson at **chair2@thetforddolphins.club**.

The club follows the procedures outlined in the Swim England East Region Internal Disputes policy, which is available on our website.

Section 2: Club Structure & Swimmer Information

Thetford Dolphins is structured to support swimmers at every stage of their development. Our squads are designed to reflect ability, commitment, and progression, with each group receiving tailored coaching and guidance. As swimmers move through the squads, they may be invited to compete, attend camps, or take part in additional training opportunities.

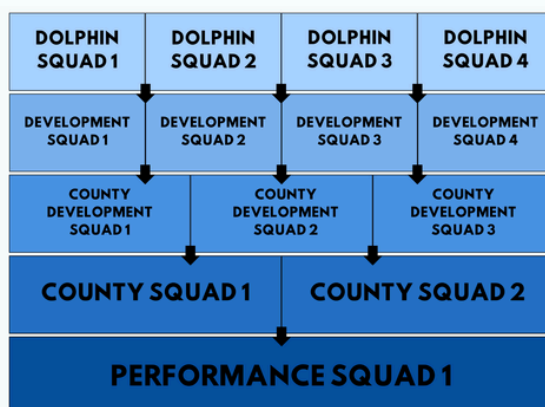
Coaching Team:

- **Head Coach (Dan C)** – **head.coach@thetforddolphins.club**
- **Assistant Coaches** – Eryn F, Ross M, Megan W, Harry F, Louis J, Emma M
- **Poolside Helpers** – Scott B, Dawn M, Michelle B, Sarah B, Melanie J, Jonathan J, Ruth B, Shanee D, Katie D

Our Squads & Equipment Requirements:

Our squad structure is progressive, beginning with Dolphin Squad and advancing through to Performance Squad. As swimmers move up, training becomes more technical and demanding, and the equipment required reflects this progression.

- **All Squads:** Swim hat, goggles, kick board, pull buoy & water bottle.
- **Development Squad and above:** Short fins.
- **County Development Squad and above:** Hand paddles & resistance band.
- **County Squad and Performance Squad:** Snorkel, roller & resistance band.



What to Bring to a Competition:

Being prepared helps swimmers stay focused. Pack a club hat and goggles (plus spares), poolside kit, two towels, shoes, warm layers, water bottles, and light snacks. For longer competitions, please bring a packed lunch.

County and Performance squad swimmers should also bring race gear like a suit, foam roller, and resistance band.

Nutrition:

Swimmers need balanced meals with carbs, lean protein, and fruits/veg to fuel training and recovery. **Hydration is key** - drink water regularly throughout the day and during meets to stay sharp and energised. On race days:

- **Light breakfast** (e.g. porridge, toast)
- **Easy snacks** (bananas, rice cakes, dried fruit)
- **Lunch with carbs, protein, and veg**
- **Post-race protein snack** (popcorn, oat bar)

Section 3: Competition Structure & Pathways

This section covers types of swimming competitions, how licensed meets operate, and swimmer progression through rankings and talent pathways.

Types of Competition:

- **Club Champs** – Internal club events, licensed or unlicensed.
- **Inter-Club Meets** – Local licensed meets to gain experience.
- **Leagues** – Multi-club competition series, usually unlicensed.
- **Open Meets** – Open meets for swimmers who meet age & qualifying times.
- **County Champs** – Licensed annual events (Jan/Mar) with qualifying times.
- **Regional Champs** – Held Apr/May & Nov; qualifying times required.
- **British Champs** – Top 24 swimmers nationally per age group.
- **Home Nations (National Summer Meet)** – Next 24 fastest per age group, selected by Swim England.

A full calendar of events is available on the **Swim England website**.

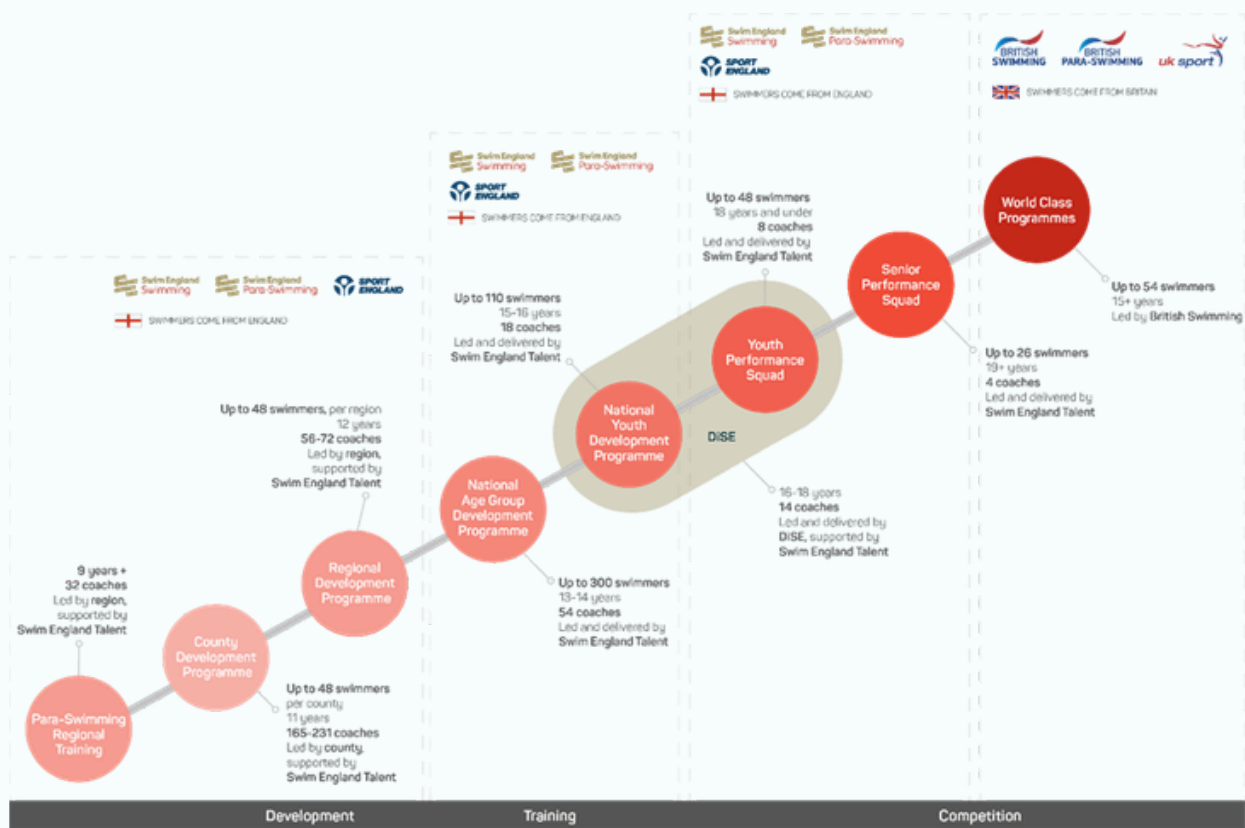
Licensed Meets:

Licensed meets are official Swim England events run under set conditions and used for County, Regional, and National qualification. Results are added to the **Swim England Rankings database**. There are four levels:

- **Level 4** – Entry-level, often club-based; may count for County qualification.
- **Level 3** – More competitive; suitable for County and Regional qualification.
- **Level 2** – Short course (25m); qualifies for County, Regional, and National.
- **Level 1** – Long course (50m); highest level meets for National qualification.

Talent Pathway:

Swim England's Talent Programme guides swimmers from club level to international potential through **development camps** at County, Regional, and National stages. Some may also qualify for **DiSE**, a government-funded scheme supporting education alongside elite training.



Rankings:

When swimmers compete in licensed meets, their times are uploaded to the **Swim England Rankings website**. This allows swimmers and parents to track personal bests, monitor progress, and view historical performance across different events.

The site also shows **World Aquatics points**, which help compare swims across strokes and distances. Rankings can be filtered by age, gender, club, county or region, giving a clear picture of how a swimmer is progressing within the sport.

Disqualifications and Infractions:

Swimming follows **World Aquatics rules**, with officials watching for infractions like illegal starts or strokes. Confirmed violations lead to disqualification, noted with the rule number.

Disqualified swims don't count for rankings or future entries. Coaches can review infractions with referees to support swimmer development. More details can be found through **British Swimming Officials Resources**.

Term	Description
Freestyle	Any stroke except fly, back, or breast in medley races.
PB (Personal Best)	A swimmer's fastest recorded time.
QTs (Qualifying Times)	Time standards needed to enter competitions.
On the top / red	Clock-based cue for when to start swimming.
Set	Planned sequence of training tasks.
Drill	Focused skill exercise, e.g. arms-only.
At the wall	Refers to the end of the pool.
Splits	Times for each segment of a race.
Pull	Swimming using arms only.
Kick	Swimming using legs only.
Block	Platform used for race starts.
Spearheading	Fastest swimmers placed in centre lanes.
Cyclical Seeding	Fastest swimmers seeded in later heats.
HDW	Heat Declared Winner - fastest time wins, no finals.
Rankings	Swim England database of official meet results.
DQ (Disqualified)	Removed from results due to rule violation.
Time Trials	Official swim to record a qualifying time.
Short Course (SC)	Events held in a 25m pool.
Long Course (LC)	Events held in a 50m pool.