



# Wrexham Swimming Club

## New swimmer handbook

[Street Address]  
[City, ST ZIP Code]

# Welcome to Wrexham Swimming Club.

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Dear Parent

We are pleased you have chosen for your child to become a member of this competitive swimming club. Please find enclosed forms which need to be completed so we can process your swimmer's membership.

1. **Wrexham Swimming Club Membership Form**
2. **Direct Debit Mandate**

Please email these 2 forms to :

Liz Thorpe (Membership Secretary) : Liz.Thorpe01@icloud.com

Lis Thomson (Treasurer) : Dave\_lis\_thomson@yahoo.co.uk

This handbook has also been put together to answer some of the questions you may have about the club.

1. **Safety Notice**
2. **Volunteering at Wrexham SC**
3. **Wrexham Swimming Club Committee**
4. **Club Kit**
5. **Gala and Open Meet Information**

Answers to all your gala queries – how to enter? Which galas? Which races? What to bring on the day? Where can I find results?

6. **Mobile Phone Policy**

Please pay particular attention to this policy which was updated in December 2016 in line with guidance from the Governing Body of Swim Wales

Please take the time to discuss this with your children

7. **FAQ's**

Please also ask to join the Wrexham Swimming Club Closed Group Facebook page as many communications are posted here.

If you have any further questions please contact Liz Thorpe, Lis Thomson or one of the coaches

Regards

Wrexham SC

# Wrexham Swimming Club Membership Form

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Swimmers Name.....

Date of Birth.....

Names of Parents or Guardians.....

Address.....

.....

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Telephone Number.....

Email address.....

Any medical details that we should be made aware of.

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Swimmers Name

Contact email

Customer Address

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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To: The Manager	Bank/building society
Address	
Postcode	

## Instruction to your bank or building society to pay by Direct Debit

Service User Number

4	1	9	1	0	5
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**FOR EAZY COLLECT SERVICES LTD OFFICIAL USE ONLY**  
This is not part of the instruction to your bank or building society

Wrexham Swimming Club  
1 Park View, Old Wrexham Road,  
Gresford, LL12 8UB

Reference (for office use only)

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**Instruction to your Bank or Building Society**

Please pay Eazy Collect Services Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Eazy Collect Services Ltd and, if so, details will be passed

Signature(s)
Date

Payment Date: (tick appropriate box) 1<sup>st</sup>  15<sup>th</sup>

1 <sup>st</sup> Direct Debit Amount :	Direct Debit Start Date :	Group :
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Banks and building societies may not accept Direct Debit Instructions for some types of account  
This guarantee should be detached and retained by the payer.

### The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Eazy Collect Services Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Eazy Collect Services Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Eazy Collect Services Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
  - If you receive a refund you are not entitled to, you must pay it back when Eazy Collect Services Ltd asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Wrexham Swimming Club

# SAFETY NOTICE

CLYWEDOG, RHOSNESNI AND WATERWORLD



**Don't leave your child without checking the session is going ahead and make sure you are there in time to pick your child up from the session.**

## NOTICE

Please can we remind ALL parents that it is your responsibility to accompany your child into the swimming pool building and check that the session is going ahead with the coach before you leave them. It is also your responsibility to ensure you are in the building at the end of the session to pick your child up. It is within the clubs code of conduct that the above should be adhered to at all times for your child's safety.

## Volunteering at Wrexham Swimming Club

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Wrexham Swimming Club is a members club. Your fees are used to pay for coaches, but all other roles within the club are done on a voluntary basis. We therefore rely heavily on the support and help of parents to keep this club successful and to keep fees down. There are many ways that you can get involved, make new friends and support your child as they progress through the club.

### **Lifeguarding**

Undergo training by Marian at Waterworld to pass the National Rescue Test Certificate  
Assist the club by lifeguarding at a variety of sessions which helps keep membership fees down.

### **Helping at Galas.**

Wrexham Galas are a vital part of the club calendar. They provide an opportunity for your swimmers to compete in a local and friendly environment. To ensure these are successful and continue to attract swimmers from all over the region, we need around 40 volunteers each gala. Every single hour you volunteer benefits your child and the club. We will even pay for your lunch and refund your parking charges on gala days. Examples of role include :

- **Marshalling**
  - Training is given on the job!!
  - Help in the marshalling rooms at galas organising the children into their heats and offering support and encouragement before their race.
- **Meet Office**
  - Help in the back office collecting times from the pads and referees, and verifying on the computer system. Distribute results to the swimmers and spectators. Training will be given.
- **Control Room**
  - Help set out the pool the night before by setting up the blocks and timing pads. On the gala day, collect the results from the timing pads and send through to the Meet Office.
- **Announcer**
  - Everyone likes to know what is going on in a race.
- **Referees**
  - Full day training session held at Clywedog, and continuous on the job training. Learn the technicalities of racing as a turn judge or work as a timekeeper. It's perhaps the best way to support your swimmer.

### **Coaching**

If you have previous experience or are interested in assisting the coaching team we can provide support towards your qualifications. Please contact our Head Coach Craig Prime [Craig\\_Prime\\_1@hotmail.com](mailto:Craig_Prime_1@hotmail.com)

### **Committee**

Please see further details below

# Wrexham Swimming Club Committee

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The committee is made up of a group of parent volunteers who meet monthly to oversee the smooth running of the club. Members are voted on at the Annual General Meeting – Currently held the first week of December each year.

The Executive Committee of Wrexham Swimming Club consists of the Chair, Vice-chair, Treasurer and Secretary.

## **Chair**

*To Chair the Committee Meetings and AGM and to provide leadership and guidance to the Committee in making decisions for the benefit of the whole club*

## **Vice Chair**

*To provide support to the Chair as required*

## **Treasurer**

*Is responsible for producing and managing the club's accounts and finances, and responsible for all income and expenditure for the club.*

## **Club Secretary**

*To support the chair and ensure all meetings are effectively organised and minuted.*

## **Health and Safety Officer**

*To create and implement H&S policies and ensure these are implemented to prevent accidents and injuries within the swimming environment.*

## **Child Welfare Officer**

*To promote and implement the club's welfare policies, and promote best safeguarding practice. They are available to receive and act on any welfare concerns.*

## **Social and Fundraising**

*To co-ordinate the annual awards evening. To work with Club Captains to arrange a range of social and fundraising events throughout the year*

## **Volunteer Coordinator**

*To arrange and liaise with volunteers needed at home galas*

## **Junior Squad Representatives**

*Parents of swimmers in Seals – Bronze groups to ensure all views are included.*

If you would like any further information about any of these roles please contact Ian Roberts (Chair)  
ian.roberts@ardaghgroup.com

## Wrexham Club Kit

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Wrexham Swimming Club offers a variety of club kit to purchase. We suggest a good starting point is a top to wear pool side at galas and a club hat.



Kit options include :

T-shirts or Polo Shirts

Hoodies or zipped jumpers

Tracksuits

Shorts

Standard hats are available at anytime

Personalised hats are generally only ordered twice a year as a minimum order quantity is required. An email is sent out to all parents advising when an order is due.

Club kit can be ordered from the Julie Wright-Jones. She can be contacted by email on [juliedavejones@talktalk.net](mailto:juliedavejones@talktalk.net) or is usually at Waterworld on Tuesday evenings from 7pm and has a selection of kit to view and try on.

Please note that ALL kit must be paid for in advance.



## Gala and Open Meet Information

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Wrexham SC is a competitive swimming club and actively encourages members to enter galas regularly. Galas are a fun and social experience and help develop team spirit within the club. Swimming is one of the most competitive sports in the UK. Please try to bear in mind your child's age, experience and stage of physical development as these will all have a big impact on performance.

In the younger age groups the difference in times can be significant. Focusing on enjoying the experience and achieving personal best times is far more productive than worrying about medals.

As you settle into training and progress through the age groups the gaps tend to narrow and hard work and effort are rewarded. Progression through the club is through attendance and attitude at training and galas.

### When are the galas?

There are a series of galas throughout the year. Check the Wrexham Swimming Club website for details. [www.wrexhamswimmingclub.co.uk](http://www.wrexhamswimmingclub.co.uk)

### Types of Galas & Open Meets

The club competes in Team Galas & Open Meets which are appropriate to different levels within the club:

#### Team Galas

- These take place during the afternoon/evening and the team will be selected by the coaching staff.

**Open Meets.** These take place throughout the year and include:

- Junior or Development Galas are open to everyone even if you don't have time. There is often an upper cut-off limit (excluding faster swimmers to encourage the less experienced swimmers).
- Level 2 or higher galas in England & Wales require a qualifying time – you cannot enter without one.
- Wrexham SC hosted Meets – held at Waterworld (4 per year) for different levels within the club
- Swim Wales Regional & National Meets – these are the major meets in the year where we compete against the rest of North Wales, Wales or the UK. These meets carry qualifying times.

### Which galas should I enter?

The competition calendar included in the Squad Handbook highlights which meets are aimed at which swimmers Gala & Open Meet Information

### How do I enter?

The Club Administrator sends out an email a couple of months before a gala with strict instructions on how to enter. **If you receive this email, then you are encouraged to attend.**

There are strict deadlines to enable all the entries to be processed in time. You need to ensure both the entry form and the money has been transferred to Wrexham Swimming Club before the deadline to ensure your entry is processed.

### What races should I enter?

Swimmers are encouraged to enter a variety of different events and distances to gain experience. If you are unsure what is appropriate speak to your coach. It can be a long day for just 1 or 2 events so it's worth considering giving several a go to make the day more worthwhile.

### **How do I check my entry has been accepted?**

The Club administrator will post a list of confirmed entries onto the Club website after the closing date. It is essential that you check these to avoid disappointment. Any errors made by the club will be corrected if identified promptly.

### **Pre-gala**

The week before the gala details of the warm up times and any special arrangements will be emailed out. These are also posted onto [www.wrexhamswimmingclub.co.uk](http://www.wrexhamswimmingclub.co.uk) website

### **Gala Day**

Most galas are split into 3 sessions – morning, afternoon and evening. Check on the entry form which races and sessions you are in. Each session will have a separate warm-up time before racing starts. This is the time you need to be ready on poolside. The coach will run the warm-up session and advise swimmers what they need to do.

There will be Wrexham team managers supervising your children on race day. They are responsible for ensuring that swimmers are sent to marshalling at the appropriate time. However, please ensure your swimmer knows which races they are doing so they can also listen out for their names. In some galas there can be as many as 100 children to get to the right place at the right time!!!

The swimmers will then have a quick briefing with the coach, and will go down to the Marshalling area. Swimmers will then be grouped into their heat, and be told their lane number. It is very important at this stage that the swimmers listen out to the advice given. If your child is unsure at any time, they should go and speak to one of the team managers or the marshalls. Gala & Open Meet Information [@WrexhamSC](http://www.wrexhamswimmingclub.co.uk)

### **What to bring?**

On poolside you will need:

- Towel
- T-shirt
- Costume
- Hat
- Goggles
- Plenty of healthy food and water/ soft drink for the day
- Tablet or book (NB: the club accepts no responsibility for loss or damage)

### **Medals & Results**

Results are recorded during every race and posted on the walls somewhere in the swimming pool for both parents and swimmers to see. Medals are usually available to collect by swimmers once the results for each race have been finalised.

In most galas the results can also be viewed on “Meet Mobile” an app available on both Android and Apple devices. Times by swimmer and event can reviewed in near real time. A small charge is required to purchase this app directly from the providers. Results for Wrexham Swimmers will be posted on the club website within a week of the Gala.

Swimmers times are also recorded at [www.swimmingresults.org](http://www.swimmingresults.org)

## **Spectators**

Parents and friends are able to watch the swimmers at the galas. A small charge is usually made to cover the cost of pool hire for the day and for the production of the programmes. Please be aware that the spectator area can get very warm when full of enthusiastic parents. It is also important to note that when the starting whistle is blown for each race, all parents and swimmers need to be silent so that the racers can here clearly the starting buzzer.

## **What else can I do?**

- Please make sure we have the correct email address for you as all meet info will be passed on via emails.
- Keep up to date with the website and Twitter feed for Meet info
- Volunteer – what better way to enjoy the excitement of gala day than to be poolside in the heat of the action? All our meets reply on volunteers
- Follow the coaches advice for your swimmer at meets – they are there for your child and their swimming.

## Acceptable Use of Mobile Digital Devices Policy.

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**Aim:** The aim of this policy is to promote safe and appropriate practice by establishing clear guidelines for acceptable use of mobile phones and other hand held devices capable of photography whilst attending training or representing WSC.

**Scope:** This policy applies to Swimmers, Parents and all Members of the club. It relates directly to the appropriate codes of conduct and will therefore be adopted into those codes of conduct.

**Responsibility:** It is the responsibility of all members of the club to adhere to this policy.

### **Policy Statement:**

It is recognised that smart phones, tablets and other handheld devices contain a variety of functions that can be susceptible to misuse. Misuse may include the taking and distribution of images, exploitation and bullying. For example the inappropriate use of platforms such as Facebook, Instagram, Snapchat and other social media. Further in this policy these devices will be referred to as Mobiles.

Misuse of these devices can cause distress to individuals, impact on mental health and self-confidence. Misuse can also impact on every one's right to privacy and confidentiality. It is appreciated that it is difficult to detect when hand held devices are being used and what functions they may have, therefore the use of all mobile phones or other similar devices irrespective of the devices capabilities will be limited.

### **Mobile Free Areas:**

There are 'mobile free' areas within the club setting before and after training, where mobile phones **must not** be used for photographic use under any circumstances. We would also suggest that mobiles are discouraged for any other use with your co-operation.

These areas are considered to be the most vulnerable and sensitive.

- **Changing Rooms - this extends to away meets**
- **Showers - this extends to away meets**
- **Toilets - this extends to away meets**
- **Poolside - For home and away meets, use is limited to calls, texting and games. PHOTOGRAPHY IS NOT ALLOWED. Other conditions on use of mobiles may be dictated by the host club.**

There is a Zero tolerance policy in place with regards to the use of mobile phones/similar devices with photographic use in these areas. But we as a club with the help of swimmers and adults suggest that mobile devices are not used for any purpose or be on display in the following areas to help with putting an end to problems the club is having to deal with, **Changing Rooms, Showers and Toilets.**

### **Inappropriate Use:**

Members:

Using derogatory or obscene language whilst using a mobile or hand held digital device.

Using their device to engage in personal attacks, to harass or to post private information or images of another individual, or

Use their device for photographic use in a mobile free area whilst attending or representing the club will face disciplinary action.

# Frequently Asked Questions

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## WHAT IS SWIM WALES

This is the National Governing Body formerly known as the Welsh Amateur Swimming Association. – maybe some explanation about swim wales rankings and how to access this.

## HOW WILL I PAY?

Monthly Training Fees are paid by Direct Debit. We use a collection company called **Eazycollect** and this name will appear on your bank statement.

## SWIM MANAGER (<https://wrexham.swimmanager.co.uk>)

This is our core database used to manage the club. We will set up an account when you join, then ask you to login to verify your personal details, and to review the clubs codes of conduct. An additional parents guide document will be sent to you.

## COMMUNICATION

The club uses a variety of methods to communicate with Swimmers and Parents – Facebook, Twitter, Email and Text. Don't forget to check the club website too.

Please search for Wrexham Swimming Club closed group on Facebook and ask to join, stating your swimmers name and group.

## CLUB WEBSITE

The club website is the best source of club information. [www.wrexhamswimmingclub.co.uk](http://www.wrexhamswimmingclub.co.uk)

Updated information can be found here, including :

- Committee Members
- Coaches
- Training Times
- Key Contacts
- Squad kit lists

**REMEMBER TO CHECK YOUR EMAILS ON A REGULAR BASIS SO YOU CAN PICK UP CLUB NEWS**