



Thetford Dolphins Parent Resource

Website: www.thetforddolphins.club
Email: membership@thetforddolphins.club

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Section One: Introduction to club training

Our Club Team Ethos

To display fairness, equality, discipline, perseverance and respect whilst striving to be the best we can be.

Codes of Conducts

Our club requires everyone to agree to abide by a Code of Conduct to ensure we are all committing to maintain a healthy, happy, safe environment for us all. Each year the club will ask all members to complete a membership form so we can make sure our records are up to date. This form will include a tick box to confirm you have read (and agree to abide by) the relevant Code of Conduct, which can be found on our website (<https://thetforddolphins.club>). We have a Code of Conduct for our athletes, our parents, our coaches/ teachers, and our volunteers.

Basic Kit List

Things to pack for swim training:

Equipment	Dolphin Squad	Development Squad	County Development	County Squad	Performance Squad
Swim Hat	*	*	*	*	*
Swim Goggles	*	*	*	*	*
Kick Board	*	*	*	*	*
Pull Buoy	*	*	*	*	*
Water Bottle	*	*	*	*	*
Short Fins		*	*	*	*
Hand Paddles			*	*	*
Snorkel				*	*

Training locations

The club trains at Breckland Leisure Centre and Waterworld each week.

2023 TIMETABLE

		LANE 1	LANE 2	LANE 3	LANE 4	LANE 5	LANE 6
Monday	19.00-20.00	Development 1	Development 2	Development 3	County Development 1	County Development 3	Dolphin Squad 1/2
	19.00-20.00	Land Training Perf/County					
	20.00-21.00	Performance 1	County 2	County 1	County Development 1	County Development 3	County Development 2
Tuesday	19.00-20.00	Performance 1	Performance 1	X	X	X	X
Wednesday	18.00-19.00	Performance 1	County 2	County 1	County Development 2	Development 1	Development 2
	19.00-20.00	Performance 1	County 2	County 1	County Development 2	County Development 1	Development 3
Thursday	19.00-20.00	Performance 1	County 2	County 1	Development 1	Development 2	County Development 3
	20.00-21.00	Performance 1	County 2	County 1	County Development 1	County Development 2	County Development 3
Friday	19.00-20.00	Performance 1	Dolphin Squad 5	X	X	X	X
Sunday	08.00-09.00	Performance 1	County 2	County 1	County Development 1	County Development 3	County Development 2
	09.00-10.00	Performance 1	County 2	County 1	Development 3	Dolphin Squad 3	Dolphin Squad 4

Club Structure

Our club has five squads. Full details of each squad criteria, and the required transition criteria, can be found on our club website <https://thetforddolphins.club>.

Our Coaching Team

Head Coach: Daniel Clucas

Assistant Coaches: Lindsey Downes, Eryn Freeman and Benjamin Flood

Team Managers: Sarah Butlin, Ross McDermott, Iva Payne

Poolside Helpers: Mark Flood, Michelle Brown, Dawn Macduff, Julie Malcolm, Scott Bradley

Parent Liaison Officer: Clare Beckwith parent.liaison@thetforddolphins.club

Nutrition and Hydration



Hydration

Water is the most abundant compound in the human body (60-70% of the body is water). We lose a lot of water through sweat, especially when training hard and/or in the heat. If we don't consume enough water, we become dehydrated which results in impaired performance and cognitive function, tiredness, reduces strength and aerobic capacity.

During exercise, heat is produced by our working muscles and this heat needs to be dispersed to ensure our core temperature does not exceed a safe level. This heat is lost via sweat evaporating from our skin.

It is important to stay hydrated before, during and after exercise. Your athlete will not realise that they are sweating and dehydrating because they are in a pool! In most cases, unless training at a high intensity for over an hour, water is the best choice.

Before training – always try to start the session well-hydrated. Aim to consume ~500ml 30-60 min before the session.

During training – drink to thirst during the session. Consuming too much can be uncomfortable so let thirst be your guide unless it's particularly hot or intense.

After training – aim to rehydrate efficiently. Again, let thirst be your guide.

Healthy eating for athletes

Athletes' bodies face a high level of stress, proper nutrition is incredibly important. The most effective way to achieve proper nutrition is also the most basic: focus on the five main food groups – fruits, vegetables, protein, grains and dairy. Each contributes vital nutrients to your diet.

Just be mindful of any food allergies.

Carbohydrates	Protein	Healthy Fat
<ul style="list-style-type: none">• Fruit• Oatmeal• Starchy vegetables (sweet/white potatoes, squash)• Non-starchy vegetables (broccoli, leafy greens)• Whole grain bread or crackers• High-fibre, non-sugary cereals• Quinoa• Brown or wild rice	<ul style="list-style-type: none">• Whole eggs (white and yolk)• Greek yogurt• Milk• String cheese• Lean red meats• Poultry	<ul style="list-style-type: none">• Avocado• Peanut butter• Nuts and seeds• Olive or canola oil• Hummus• Flax seed (add to baking or cooking)

For athletes during competition:

Pre and Post Competing Snacks and Meals (please look out for no nut messages due to allergies) –

- Sandwiches (bananas/jam/honey)
- Rolls/pitta bread
- Muesli bars and dried fruit bars
- Popcorn
- Fresh/dried/canned fruit
- Rusks or dried cereals
- Current buns/tea cakes/Malt loaf/Raisin bread
- Sesame snacks
- Plain type biscuits, e.g., rich tea/digestive/garibaldi/fig rolls
- Scones/muffins/brioche/crumpets
- Carton low fat rice pudding
- Low fat fruit yogurts
- Rice cakes/crackers
- Slice pizza (thick base)
- Bread pudding/cheese buns/scotch pancakes
- High protein bars

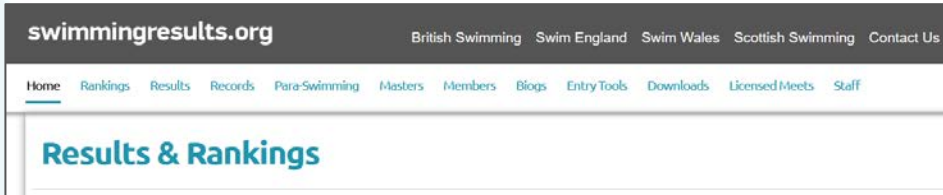


Avoid sweets such as Haribo, fruit gums, pastilles, etc. All of these are slow to digest and only give a short spike of energy. Avoid fizzy or iced drinks.

Section Two - Competitions

Rankings

Whenever a member takes part in a licenced swimming competition, the times are logged on the [Swim England Website](#).



Our club also hosts unlicensed meets for junior athletes to have a taste of competition. These times simply remain with the club.

Progression and personal bests – On the **Rankings** website you can see progression, and personal best times. Have a look under the tab Rankings, then look at Individual Best Times. If you click on an event that is in blue text, you can see an individual's progression on that event as well as historical data.

Event Rankings – If you click on the tab Rankings and then Event Rankings (12 months) this allows you to filter by event/ gender/ age, and then per club, county, or region. You can see here how a swimmer progresses within these categories.

FINA points – Notice on the website there are FINA points listed against each event when you are looking at individual times. FINA Points allows comparisons of results among different events. The FINA Point Scoring system assigns point values to swimming performances, more points for world class performances typically 1000 or more and fewer points for slower performances. They are another indicator of progression.

Competition

You may encounter competitions on your aquatics parent journey. Competitions are broken into different types.

Club Championships – This is when athletes within the club compete against each other. Sometimes these are licenced, sometimes not.

Inter Club – Sometimes we compete against a few clubs in the area to gain experience. These are often licenced.

Leagues – These are competitions that occur as part of a series of events. They range from local clubs taking part, or national leagues whereby clubs compete at different venues all over the country at the same time. Some leagues are licenced, but many are not.

Open Meets – These are competitions that are open for anyone (providing they meet the age restrictions and cut off times/ qualification times). They will have a set of conditions which explains how the athletes are picked. It may be a first come first served entry process, or they may take the fastest swimmers that enter.

County Championships – Each county will host Championships between January and March each year. These will have certain times you have to have reached at a previous licenced event within a qualifying window (timeframe) in order to compete.

Regional Championships – The Region will host a long course championship (April/May) and a short course championship (November) each year, with qualification times that swimmers will have to have reached within a timeframe (qualifying window) at licenced events.

British Championships – British Swimming will select the top 24 fastest athletes in the country in each event by age group to compete at this event.

Home Nations – Swim England will select the top 24 athletes (avoiding swimmers that have been selected to compete at the British Championships) in each event by age group to compete at the Swim England National Summer Meet each year.

You can find a calendar of events at on the [Swim England website](#).

Licenced Meets - Licencing Levels – when a competition is licenced, it means the times swum will appear on Rankings and can be used for entry into other competitions. There are four levels of licencing.

Level 4 – For the development of inexperienced athletes and those seeking to compete outside of their own club environment. Times recorded are suitable for entry into County Championships where acceptable to the County concerned and to Meets at Level 3.

Level 3 – To enable athletes to achieve times suitable for entry into Regional and County Championships and other Meets at Level 1 or Level 2.

Level 2 – Short Course only (25m length). To enable athletes to achieve qualifying times suitable for entry into National, Regional and County Championships.

Level 1 – Long Course only (50m length). To enable athletes to achieve qualifying times suitable for entry into National, Regional and County Championships.

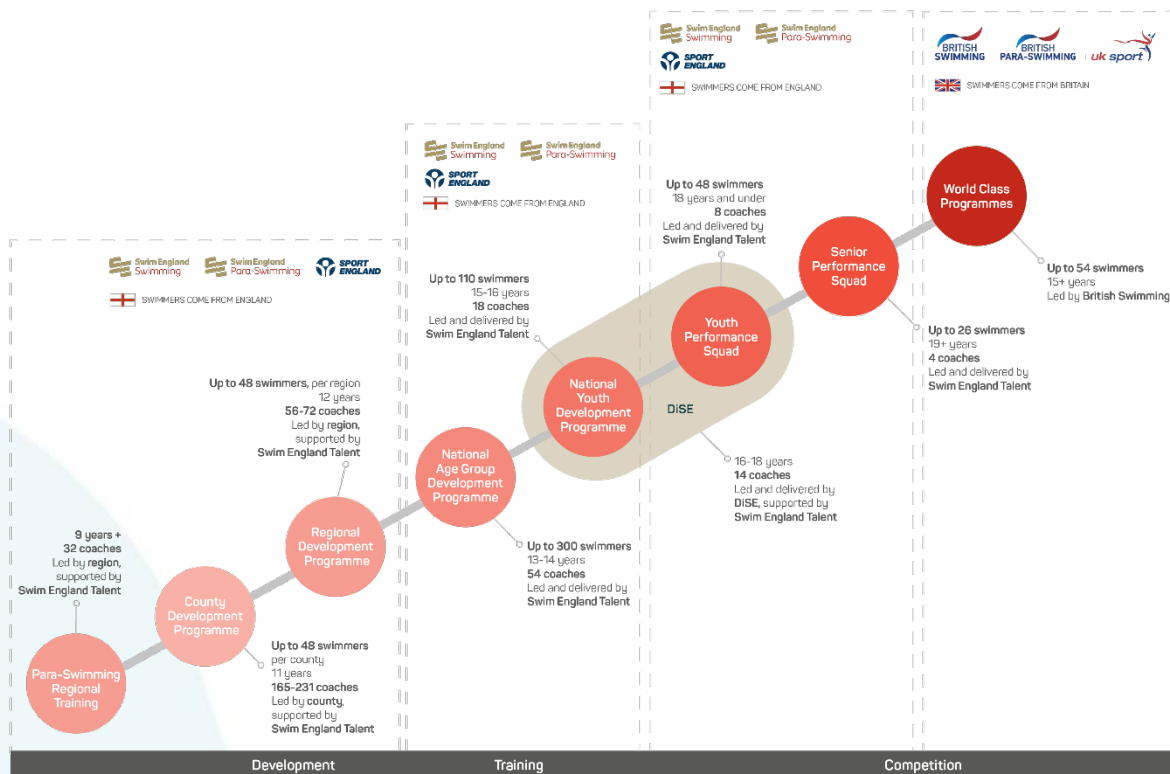
Talent Programme Pathway

For the discipline of swimming, there is a clear pathway for athletes to progress through, from joining a club, right up to selection to represent your country at the Olympic and Paralympic Games. This pathway encompasses development camps at County, Regional, and National level which athletes are invited to attend via predetermined selection criteria.

<https://www.swimming.org/sport/swim-england-talent-swimming/>

Diploma in Sporting Excellence (DiSE) is a unique and industry-leading programme delivered by Swim England in conjunction with Loughborough College. This government-funded programme is fully integrated into all Swim England talent pathways and offers the perfect environment for athletes to harmoniously combine their sport and education.

The following figure shows the Talent pathway:



Glossary of terms

Swimming Terms

Term	Description
Freestyle	Any stroke can be swam (apart from breaststroke backstroke or butterfly when doing a medley race).
PB	Personal best time.
On the top/ On the red (or another colour)	Terminology used about the clock, when telling swimmers when to start swimming.
Set	A specific list of tasks to complete during training.
Drill	A particular skill practice, such as using arms only.
At the wall	At the end of the pool.

Splits	Each individual time of 25 metres (or 50m depending on the length of the pool) swum within a longer race.
Pull	Using arms only.
Kick	Using legs only.
Block	The diving platform at the end of the pool used at the start of a race.
Spearheading	Each heat is arranged so the fastest swimmers in that heat swim in the centre lanes and slower swimmers on the outer lanes (like an arrow)
Cyclical Seeding	A method of seeding swimmers when they are participating in a prelims/finals event. The fastest 18 to 24 swimmers are seeded in the last three heats, with the fastest swimmers being in the inside lanes.
HDW	Heat Declared Winner. If a gala states HDW this mean there are no finals, the winner is the swimmer with the fastest time regardless of whether the swimmer swam in the first or last heat.
Rankings	The website where you can find all of the times your swimmer has achieved in licenced meets
DQ	Disqualified for an infraction
Time trials	A swim under competition rules to gain a time in a given stroke and distance.
Short Course	Events held in a 25m pool.
Long Course	Events held in a 50m pool.

Disqualifications/Infractions

The governing body of swimming is FINA.

All swimmers are coached to meet the FINA rules for each stroke's start, swim, and finish. The FINA rules for swimming are found at [FINA swimming rules](#). Each swimming discipline has its own set of FINA rules, open water, masters, diving, water polo and artistic swimming.

When at a swimming competition the officials on poolside are watching each swimmer to ensure they start, swim, and finish the race in accordance with the latest FINA rules.

If a swimmer is performing an illegal start, stroke, or finish the official who has seen the infraction or error will report it to the race referee. If the referee accepts the report, a disqualification report will be completed Disqualification form.

The disqualification report includes a description of the infraction and the FINA rule number that has been broken.

Coaches are encouraged to speak to the race referee to clarify the details of the infraction which they will then use in training to correct the swimmer's technique.

The posted results either at the meet or online (each meet will give details of where to find the results online) will show the FINA rule number broken for each swimmer that was disqualified in a particular race.

If an infraction had occurred, the swimmer cannot use this time to enter another swimming meet and the time will not be posted on rankings.

Section three: How a club runs

Club policies

Our club has a number of policies we ask everyone to familiarise themselves with. Copies of each document can be found on our website. Our policies include our Data and Privacy Policy, our Equality Policy, the Swim England Code of Ethics, and Wavepower. Wavepower is the Swim England Child Safeguarding Policies and Procedures everyone must follow. Within it you will find policies on matters such as photography, social media usage, and reporting of suspected misconduct. This club also has a Swimwear Policy which outlines what is suitable for training, and competition.

The role of the Committee

The club is run by a committee of volunteers who tend to have day jobs. They are part of the committee as they want to contribute to the club, giving up their time to help the club run. Some people on the committee will have specific roles: a few of these require basic training to help undertake the role. Being on the club committee is very rewarding, they are the heartbeat of the club, and the individuals that keep clubs operational and delivering the sport. Committee members are usually voted on at the Annual General Meeting.

The role of the committee is primarily to make sure the club is following good governance in its management, spending within its parameters, monitoring of membership numbers, hosting events during the year, employment of coaches and teachers, amongst many other things.

Committee roles

Below are the main roles within our club. Please visit the club notice board to see photos of the individuals currently in these posts. Full role descriptions can be found on the Swim England website.

Chairman – The club chairperson is the principal officer for the club and is elected by the club members.

Vice Chairman – The Vice Chairperson works closely with club chair supporting them to undertake the leadership and governance responsibilities of the club. The Vice Chairperson will look to step into the role of Club Chairperson when the chairperson is unavailable.

Secretary – The Club Secretary is key to the smooth running of the club. They provide a main point of contact for administration, information and communication.

Treasurer – The Treasurer of the club is responsible for producing and managing the club's accounts and finances and will oversee all income and expenditure for the club.

Membership Secretary – The Club Membership Secretary is the key link between the Club and the Swim England membership team. They look after the day-to-day registration of all club members with Swim England.

Welfare Officer – This role is essential in providing a first point of contact for children, parents and adults within the club who have a child safeguarding or welfare concern.

Fixtures Secretary – The Club Fixtures/Competitions Secretary is responsible for the development and management the clubs' competitions calendar.

President – To act as a figurehead both within and outside of the club. The club president is an honorary role supporting the work of the Club and presenting a public face of the club at all times.

Fundraising Officer – The Fundraising Officer provides a central point of contact for fundraising queries and takes the lead on developing opportunities for accessing grants and funding.

Parent Liaison Officer – The Parent Liaison Officer is the key link between the club and the parents. They promote clear and effective club communication channels and ensure parents feel supported and have someone to go to should they have any questions or concerns.

Accreditation Coordinator – The Accreditation Coordinator is the key point of contact for either Swim Mark or Club Accreditation, Swim England's standards kite-mark for the development of effective, ethical and sustainable clubs.

Volunteer Coordinator – A Volunteer Coordinator is responsible for supporting all volunteers within a club, and most importantly, ensuring they have a meaningful and positive experience. This role will also signpost to appropriate training.

Team Manager – The Team Manager ensures team cohesion at aquatic events and competitions. This may include the organisation of the logistics where the competition is at a different venue.

Poolside Helper – A poolside helper supports the delivery of club sessions under the supervision of a qualified teacher or coach.

Marketing and Press Officer – The Marketing and Press Officer leads and promotes club activities, ideally to increase membership, increase income and/or raise the profile of the club within the community.

AGM and Constitution information

Every club has a constitution which outlines the way the club must run. A copy of our constitution can be found on our website. Our constitution explains how the club is to be managed and details the procedures for our Annual General Meeting (AGM), and any Special General Meetings (SGM).

An AGM is held once per year when all members (age restrictions may apply) can vote on particular elements of club governance. It is also the time when committee members are elected or re-elected (apart from the Welfare Officer, as this is not an electable role).

An SGM is a meeting called by the members (as per the procedure found in the constitution) to vote on a matter that cannot wait until the AGM. Only members of the club can vote at an AGM or SGM. Our club AGM usually takes place in *April*.

Our constitution must be reviewed annually just prior to the AGM and every 4 years, the current constitution must be submitted to the region for review and approval after which it will be presented to our club membership for acceptance. An Affiliation certificate is then issued by the region.

Affiliation Fees

Swim England members are covered by a Public Liability and Professional Indemnity insurance policy arranged with Hiscox Insurance Company Ltd. This protects affiliated members, teachers and coaches, officials and clubs if they are held to be negligent for causing injury to someone else or damage to someone's property whilst undertaking swimming, diving and other aquatic activities recognised by Swim England.

Swim England members also benefit from a basic Personal Accident insurance - This 'no fault' benefit provides cover to Swim England members for specified injuries whilst taking part in swimming, diving and aquatic activities recognised by Swim England.

Anyone who steps onto the pool deck to train, teach, coach or volunteer must have Swim England membership in place.

There are three main categories of annual club membership. These are Club Train, Club Compete and Club Support. There is an overview of each below.

Club Train membership

This is for individuals who are part of a club and are learning to swim or are swimming at any level within the club network.

It is not for people who compete in open competition in any sport, unless the event has an exemption under Swim England Law or is designated as Low Level Competition.

Club Compete membership

Club Compete is our biggest category as it is for people who want to compete and be part of a structured competitive pathway. It is for your club members who want to compete in competitions not exempted under Swim England law, or designated as Low Level Competition.

Club Support membership

Club Support is for anyone involved in a club who isn't covered by Club Train or Club Compete, such as volunteers, coaches, and teachers.

A proportion of your fee goes to the county, part to the region and the remainder to Swim England. Please visit our website for the current fees for each type of membership. For the current year fees for your county and region:

<https://www.eastswimming.org/clubs/club-affiliation/>

Issues procedure (chair vs welfare vs coach)

We try hard to make our club a happy and enjoyable environment, but we appreciate that sometimes there are instances where a member wishes to inform us of something they believe isn't quite right. Our club has two strands of support for this to happen.

Safeguarding - If you believe a child or young person is in immediate danger, please dial 999. Otherwise, if you wish to report an incident or something you believe has taken place, or is ongoing, please contact our Welfare Officer at welfare@thetforddolphins.club.

Incident - If you wish to report an incident or wish to have a discussion about something that falls outside of safeguarding, please contact the club chairman at chair@thetforddolphins.club.

Our club follows the procedures outlined in the [East Region Internal Disputes document](#).

Getting Involved

As previously mentioned in this resource, the club exists due to the help and support people like yourself provide. Please try to offer a little bit of help every now and again, as it makes it so much easier to run events and provide opportunities for the athletes if more people help. Jobs that you could help with include overseeing the raffle, taking the money on the spectator area, taking drinks round to the officials at competitions or even helping with promotion or website support.

Rather than sitting in the spectator area at competitions, why not get involved with the activity poolside? You could volunteer to help as a Team Manager, or an Official. These both involve very basic training that we will fund for you. It means you will have a good view of the action too!

There is also an opportunity to train as a coach to work as part of our small team of coaches on poolside. It is very rewarding working with these young club members.

If you are interested in helping with any of the above roles, or if you think you could support in another way, please speak with a member of the committee for a further chat or contact the club secretary at secretary@thetforddolphins.club.