

A Guide to Competitions

– for swim parents



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A Guide to Competitions

If you are new to the world of competitive swimming, it can all seem quite daunting. This guide will provide some information and give parents and swimmers an insight into the types of competition, to hopefully make the process easier to understand so you and your swimmer can fully embrace the exciting world of racing

Types of Competition

Gala

A Gala is typically where swimmers enter to represent their Club. This could be an individual event or a relay. Galas tend to be a series of competitions involving the same clubs within a league, such as the Airedale & Wharfedale Gala series. There are also friendly galas that are just arranged between local clubs where the swimmers just swim for times and compete as a club.

Skipton SC hold a Club Gala each year and run a series of time trials called Stepping Stones that run 3 times per year. These would be the first set of competitions a swimmer would take part in.

Open Meet

An Open Meet is a competition organised by one club where swimmers from all clubs are invited. They are held as a single event on one day or over a weekend. The host club will normally provide qualifying times (or consideration times) that the swimmer will need to meet in order to be able to enter the meet. The swimmer decides which events to enter and swims as an individual representing their club.

The events are swum in heats and sometimes have medals awarded in each event for either top 3, which are determined either by a Heat Declared Winner (HDW) system or in some cases by the fastest swimmers going through to a final.

Open meets can be split into two main categories, licensed and unlicensed

Licensed Meets are swimming events licensed by Swim England. This means they have to meet certain standards to ensure fair competition. Swim England will impose conditions for the meet to be licensed, for example how many qualified officials are required on poolside, the ratio of coaches/Team Managers to swimmers etc

Unlicensed meets generally have no or little restrictions as to who can swim, and the times achieved will not be viewed as 'official' or appear on the British Swimming rankings.

Swimmers will usually attend the meet with their club and have the support of a Coach and Team Managers who will guide swimmers to their races and look out for their welfare (see separate guide on [Poolside Roles](#))

Championships

Championships are held at County, District and National Level and all have qualifying times that must be achieved prior to entry, for example the Yorkshire Championships, North East Regional Championships, Aquatic GB Championships etc

These meets are held several times a year and are a main focus for Skipton SC as a competitive club. The Competition Secretary will contact you when your swimmer qualifies for these events.

Open Meets

Levels of Open Meets

To provide quality competition at all levels, Swim England introduced a system of Meet Licensing. Licenses will be granted at different Levels. This requires all Licensed Meets to have entry qualifying / consideration times.

Levels 2 and 3 Licensed Meets will also have upper limit cut off times. By the correct application of these qualifying and cut off times Licensed Meets at the different levels become only available for entry to swimmers of the appropriate ability.

Open Meets are licensed according to the purpose of the Competition. There are four tiers of structured competition.

All licensed meets are subject to ASA laws and regulations and the ASA Technical Rules of Racing. They are graded into four levels.

Level 1 Meets are long course (50m) only and cover National, Regional and County Championships. Their purpose is to enable athletes to achieve qualifying times for entry into National, Regional and County Championships.

Level 2 Meets are short course (25m) only and cover National, Regional and County Championships. Their purpose is to enable athletes to achieve qualifying times for entry into National, Regional and County Championships.

Level 3 Meets are long and short course events. Their purpose is to enable athletes to achieve times for entry into Regional and County Championships and other Meets at Level 1 or Level 2.

Level 4 Meets are entry level events in pools 25m or greater. They are for inexperienced athletes and swimmers seeking to compete outside their club environment, e.g. Skipton SC Club Gala!

Age for Competition

Licensed meets will be swum as 'age on day' (i.e. Age of the swimmer at midnight on the day of the event or the final day of a series of events forming part of one competition whichever is the later) or age as at end of the year (31 December).

Level 1, 2 and 3 meets - minimum age for competition is 8 yrs

Level 4 meet - minimum age for competition is 7 yrs

Events restricted to members of one club, e.g. Club Championships - No minimum age

Qualifying Times and Upper Limit Times

These are times set by meet organisers for each event in the programme in order to control the number of entries in a meet. A qualifying time is the time that a swimmer must have already achieved in order to enter the competition, these are checked against the rankings database.

Some meets will also have an upper limit time for each event, which means that swimmers who have previously achieved times faster than the upper limit time are not eligible for this event. The effect of having qualifying times and upper limit times for a meet is to target swimmers in a particular ability range. Times are checked against the rankings database.

Acceptance Criteria for Entries

Even with qualifying and upper limit times, some meets will be over-subscribed i.e. there would be too many swimmers for the pool time available and to meet all Health & Safety requirements and further restrictions may be applied.

All meets are required to make a clear statement regarding acceptance criteria for entries. This could include one or more of the following:

- Fastest (x) number of swimmers accepted in an event, based on the submitted entry times. This is a standard procedure for regulating the number of swimmers in an event, even if some of the other options below are also used.
- Entries are only open to swimmers from a restricted area (e.g. Region) then the remaining places filled from outside the area.
- First come – first served. This ensures that an individual swimmer is accepted in all the events for which they have the qualifying time, even though they may be slower in some events than those who are rejected.

National Ranking Lists

All individual swimmer's achieved times from any electronic licensed meet are included in a national database from which ranking lists are produced. These can be viewed on the British Swimming website <http://www.swimmingresults.org/eventrankings/>

Swimming Season

The swimming season is split into a short course season and long course season. Short course season will run from September to February and long course runs from March to July/early August. Though many open meets run short course events throughout the year.

Volunteering

Volunteers are essential to the running of all aquatic sports, from club training sessions to competitions to officials' training. Quite simply, our club would not run without dedicated volunteers covering a wide range of roles.

Volunteering is very rewarding and a great way to build on existing personal skills. It also provides opportunities to learn and develop new skills and to meet new people.

We would like to attend every meet as a club event, provide support and guidance to our swimmers by having a poolside support team on pool deck at every competition, we feel this is a vital part of competing. By having a team on poolside we can provide essential coach guidance before a race and feedback following a race, Team Managers ensure the safety and welfare of the swimmers and ensure they are guided to marshalling at the correct time for their race.

However, we are required to meet the requirements of the Swim England Supervision policy which dictate the level of coaches required and ratios of support members to swimmers. If we don't have the enough volunteers (Coaches and Team Managers) to support a meet, we cannot provide a poolside support team. Failure to provide adequate poolside cover will mean the club is in breach of the SE guidelines and sanctions may be applied. ***In some cases we may need to withdraw our entries from the event.***

In cases where we do not have a poolside support team we may offer the meet as 'Parent-led'. This means the club will administer the entries to the meet but there will be no poolside support team, parents will be responsible for their own swimmers at the event. Parents and swimmers will be required to sit in spectator areas where parents will be responsible for guiding their swimmers to marshalling for their races. **This is a risk at every event we enter, please consider offering your support by volunteering at these events.**

HOW IS SSC RUN?

The club is mainly run by dedicated volunteers and parents of our swimmers who all help to run the club under Swim England guidance. We have several volunteer coaches who also generously give their time at training and meets.

CAN YOU HELP

WE NEED YOU!

There are many ways you can get involved:

FUNDRAISING: We always need fresh ideas and willing volunteers to raise funds to provide essential equipment for our club and support our swimmers at galas.

HELPING AT GALAS: We need Team Managers at meets to look after our swimmers and guide them to their races, a really fun role in the midst of the action!

JOIN OUR COMMITTEE: Come and help run the club, we need people with differing skills to implement ideas, to expand provision and enhance the experience of the club members.

SPONSORING OUR GALAS: We run 4 galas per year and always looking for local businesses to sponsor these events.

SKIPTON SWIMMING CLUB

WE CAN'T RUN SSC WITHOUT YOU!
Lets make Skipton Swimming Club even more amazing!

How to enter a meet at SSC

Upcoming competitions will be advertised as soon as they are approved. Some events will be open for entry months or weeks before the event and some will be much closer to the event date.

Check the SSC Website and the SportsEngine app for our event calendar, this is regularly updated with event information and details of opening and closing dates. Events will also be advertised on our Facebook page, and by email.

To enter an open meet that has been advertised, please use the Competition Entry Form found on the home page of our website. There is a separate form for the internal Stepping Stones event. Any entries for county, regional and national events will be via a different form for which the link will be emailed to all qualifiers with detailed information of the event.

Any questions relating to competitions should be emailed to competitions@skiptonsc.co.uk

The role of the Competition Secretary

As with SSC Committee and key role holders, our competition secretaries are **volunteers**. They offer their time and support free of charge, while also holding down full time jobs and managing their own lives and family along with a busy swimming schedule.

The role of a Competition Secretary is busy and hectic, our volunteers work to strict deadlines often at the last minute and late at night to ensure all entries are submitted on time. We would ask you to consider the [meet entry etiquette](#) below to make life a little easier for our volunteers

Meet Entry Etiquette

Enter before the Closing date

Meet organisers will publish a closing date for entries to be submitted by a club. The Competition Secretaries will need to close the SSC entry form before that date so they can process them via a software programme (specified by the event organiser) and produce reports and entry files that are submitted to the event organiser. Some entries require calculation of entry times or obtaining entry times from coaches, rankings or unlicensed meet result files.

In addition, numbers of swimmers attending and total number of races entered per session are required to be calculated so poolside support teams can be arranged for the event. These teams need to meet the criteria specified in the Swim England supervision policy. This all takes a significant amount of time and needs to be worked around the schedule of the competition secretaries.

To ensure that we are successful in having entries accepted for a first come first serve meet, meets may close earlier than you expect.

Any requests for entry after the closing date may not be processed and furthermore may be rejected by the meet organiser. Any requests for entries after the closing date cause significant work for our volunteers as entry files and reports need to be processed again and re-worked. It also means that swimmer numbers change which effects the ratios of the poolside support team and further work for our workforce co-ordinators as more volunteers will need to be recruited and more poolside passes purchased.

Complete the entry form fully

The information requested on the entry form is required by the meet organisers and the software used by our competition secretaries. This information ensures correct data and swimmer identification and validation when downloading swimmer times and details from the rankings database.

Entries without ASA numbers and dates of births create considerable additional work for the competition secretaries.

Check the entry criteria for an event

Please check the qualifying times in the entry pack for the event (upper and lower limits) for your swimmer, in the correct age group, before submitting your entries. ***Please don't submit an entry for your swimmer if they are too slow or too fast for the event.***

Time only swims are rarely available and are only offered by a meet organiser once the meet is full and there is space available. Please don't request a Time Only swim for competitions that have clear limits, these meets are designed specifically to reach a specific category of swimmer ability and provide opportunity for progression. Taking up a lane with a swimmer who is too fast takes away this opportunity from eligible swimmers.

Observe the entry times

Entry times for most events are downloaded from the British rankings database at the time of entry. There will be some occasions when entry for a meet is requested months before the event and swimmers may improve their time before the event occurs. This is common and all competitors at the event will be in the same position and heats will be seeded accordingly.

Please don't request that entry times be adjusted for your swimmer. If it is a new event their time will be estimated by a standard formula with the input of their coach.

Pay at the time of entry

When you have completed the entry form for your swimmer, please submit payment immediately, include the correct payment reference (stated on the email). *Payments without the correct reference can be very time consuming to reconcile.* This will ensure that we can submit entries and payment in a timely manner.

Entries without payment will not be submitted

Contact SSC Competitions

Any correspondence or questions relating to a meet should be directed to our competition secretaries competitions@skiptonsc.co.uk who will likely be able to answer your question.

Please do not contact the meet organisers directly as this means our competition secretaries are unaware of any prospective changes and additional requirements or fees. We also risk being blacklisted by the host club.

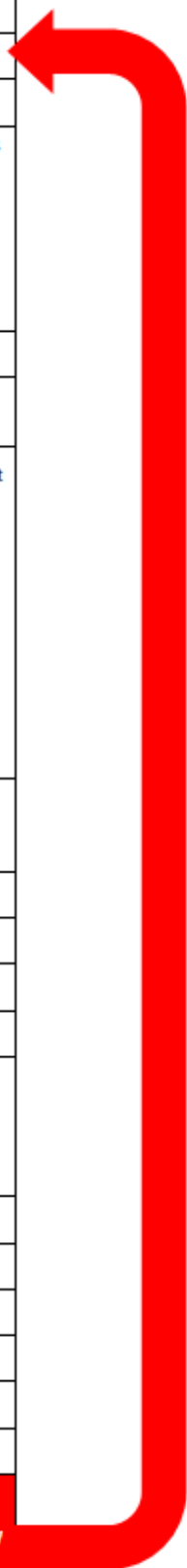
Meet organisers prefer to limit their contact to club competition secretaries. They have 100s and 1000s of swim entries per meet to process, if they received an email from only 50% of parents regarding their event, they would be inundated. For e.g. a meet held by the City of Leeds earlier this year attracted a large amount of entries, resulting in over 1300 rejections alone, worth £12,000 in entry fees – this example shows the numbers of entries clubs deal with and the corresponding administrative tasks these numbers create.

Please respect our volunteers

Be polite and courteous to our volunteers at all times, they are working hard, to ensure the club runs smoothly for the benefit of all swimmers.

Please see the following page for a representation of the entry process and associated tasks

Tasks Involved with Competition Entries	
1	Set up meet on Google Entry form
2	Set up event on Sports Engine
3	Meet open - comms out by email and on Facebook
4	Last reminder comms out by email and on Facebook
5	Close the event for entries - SE and Google form
6	Email Treasurer to check for payments
7	Treasurer to chase payments
8	Prepare the meet entries for submission via Sports systems or OpenMeets - export entries - check qualification times - calculate missing times
9	Discuss any queries on entries with parents
10	Fix any entries as needed
11	Calculate numbers of Coaches/Team Managers for poolside support following SE guidelines
12	Enter the meet - often at a set time on the open date if first come first serve - complete entries - check entries - export file - print reports - calculate fees - purchase poolside passes - fill in meet summary - email meet organiser
13	Email Treasurer to pay for entries
14	Check with meet organiser for accepted entries
15	Confirm accepted entries to swimmers
16	Liaise with meet organiser if any issues
17	Comms out - ask for coach/TM volunteers
18	Comms out - chase for coach/TM volunteers
19	Prepare swimmer file for coach/TM - schedule of swimmer events - warm-up/start timings - swimmer emergency contacts
20	Comms out - meet info to volunteers
21	Comms out - meet info to swimmers
22	Schedule social media posts
23	Process withdrawals
24	Amend swimmer file
25	Comms out - amended meet info to volunteers
...and this already long process should end here but when people ask for extra entries or time only entries it means lots extra work and maybe extra volunteers to be found and poolside passes to be purchased	



Attending a meet

In the week before the event takes place, all competitors will receive information by email regarding the event. This will include details of the event venue and timings, details of the support team and their contact details and any other final information issued by the event organiser.

On the day of the event, please contact a Team Manager of the session if you cannot attend or going to be late.

Bring to the event:

- Swimwear and a spare
- Skipton Cap x 2
- Goggles x 2
- Towel
- Club T Shirt
- Healthy Snacks
- Plenty of fluids
- A smile

Please make sure your swimmer wears a Skipton Swimming Club Cap. If they don't wear one, the coaches can't spot them when they're swimming. To purchase a cap please contact our Kit Manager by emailing kit@skiptonsc.co.uk

Structure of a Meet

Most meets are split into sessions, generally 1 in the morning followed by a break and 1 in the afternoon, although some will have one long morning session followed by a finals session. Occasionally there will be other formats, these will be outlined in the entry pack and meet information.

On arrival at the venue swimmers will need to locate their team on poolside and register with a Team Manager, they will be easy to spot in Skipton Swim Club kit. Some venues allocate seating areas to clubs (this will be detailed in the pre meet email), some allow clubs to find their own space. In the latter case Team Managers often arrive very early to ensure they reserve seating for the swimmers.

Meets can be very busy and seating areas are limited and often tight on space, please respect other swimmers by not taking up a space with your kit bag or clothes.

Warm up

Warm ups are scheduled at the start of each session and morning warm ups are early! Expect to arrive at the pool as early as 7.15 am in some cases. For busy meets with lots of swimmers warm ups will be divided into groups, categorised by age, gender or event. This information is not usually available until the week before the event and will be passed on by the competition secretaries along with any other final information for the competition.

The Coach or Team Manager will inform swimmers when and where to go for the warm up. Swimmers will need to enter a lane and warm up with swimmers from other clubs. Swimmers will not be able to dive at the start of a warm up and each lane will swim in a clockwise or anti clockwise direction, this is usually announced over a loud speaker. If in doubt, follow the direction of the other swimmers in the lane.

There will be an opportunity to practise dives in the last 10 minutes of warm up, again announced by the hosts, directing swimmers to the lanes to be used for diving. The coach may tell swimmers which lanes to use and assist by starting and possibly timing swimmers.

Before a race

Team Managers and coaches will have 'start sheets' that list the order of the events and swimmers, detailing all swimmers and heats. The coach will speak to each swimmer regarding their race before they are asked to attend the marshalling area, at least 6 heats prior to their heat.

In marshalling, organised by the host club, swimmers will be directed to where to sit and wait for their race and guided to the blocks ready for their race by the marshals.

After a race

After a race, swimmers are required to 'swim down', this means swimming an easy set front crawl or backstroke as directed by your coach. Each swimmer should speak to their coach after their race for feedback. Swimmers need to be aware of other swimmers racing and speak to the coach at an appropriate time.

Please note that:

- swimmers are expected to sit with the Skipton SC team on poolside and ensure they are present in good time for their race. Swimmers are directed to marshalling at least 6 heats prior to their heat, if they are not on poolside they risk missing their race
- swimmers are expected to keep Team Managers informed when they are leaving poolside for toilet breaks and leaving the meet
- parents/guardians are expected to remain onsite/contactable throughout the event
- swimmers should carry their own inhalers/medications and be able to use them independently if required
- it is not permitted that parents access the pool deck. If you need to speak to a member of the poolside team, please contact the team manager of the session

Role of the Coach

The coach will look at each performance and assess the following areas. Few swimmers achieve all aspects in a single race. There is always room for more improvement.

Proper attitude: Coaches look for swimmers who respond to being coached, swimmers who are ready to express themselves about their swim and be eager to listen to advice with an attitude of improving next time.

A Best Time: A best time usually represents an improvement in endurance, strength, and technique. It measures the swimmer first against themselves and second against the rest of the world.

Proper Technique: How was the start, the strokes, the turns, the pace, the race strategy?

Winning: Winning means racing with someone and finishing ahead. In some cases that means winning the event. However, in every heat there are several races -- there is a race for 1st, there may be a race for 3rd, there may be a race for 5th. Coaches look for swimmers to be in a race, whether it is for 1st or 5th, and to try their best to "win."

It is important that parents play the role of emotional support, however it is advisable to leave the race strategies, breathing patterns, stroke, start and turn reminders, time analysis and race analysis to the coach.

Please remember team managers and most coaches are volunteers, looking after the welfare and safeguarding of your swimmers/children. Please respect their time and encourage swimmers to be polite and respectful and timely to enable our volunteers to have a break.

Team Managers will also have a swimmer competing, most of them hang around longer than they would need to in order to look after your swimmer and most will have arrived very early in the morning to reserve a space on poolside for the swimmers.

Results

Most events now have an online results site where results can be viewed almost instantly. These are sometimes printed and posted on the walls around the venue or on the meet information documents published before the meet.

In the week following an event the results will be uploaded by the meet organiser to Swimmingresults.org and can be viewed by accessing your swimmers record. These should also be available to view on the website and also on the Sportsengine app.

Food

The day before	The morning of the event	Snacks between heats
◦ Eat meals high in complex carbohydrates to keep glycogen stores topped up ◦ Lots of fluids to stay hydrated ◦ Eat little and often – every two to four hours to keep blood sugar levels steady and fuel muscles ◦ Avoid big meals or over-eating in the evening ◦ Stick to familiar foods	◦ Don't swim on empty, make breakfast happen ◦ Eat easily digested foods – porridge, banana with yoghurt, some fruit or toast ◦ If eating is difficult try liquid meals such as milkshakes, yoghurt drinks or a smoothie.	◦ Recovery is important, eat within 30 minutes after a race giving as long as possible for recovery before the next race ◦ Avoid high fat and simple sugar foods. Stick to complex carbohydrates ◦ If eating is difficult try sports drinks, flavoured milk or diluted juice to replenish energy supplies and assist the recovery of aching muscles
Suggested foods:		
◦ Water, diluted fruit juice with a pinch of salt or a sports drink ◦ Pasta salad ◦ Smoothies ◦ Crackers and rice cakes ◦ Mini-pancakes, fruit buns	◦ Plain sandwiches ◦ Fresh Fruit ◦ Dried fruit ◦ Yoghurt and yoghurt drinks ◦ Prepared vegetable crudités ◦ Cereal bars, fruit bars, sesame snaps	

Entering a Meet

1. Which Open Meets should my swimmer enter?

Open Meets are licensed by Swim England and the license level gives an indication of the expected standard of swimmers who will be entering them. As a guide, the levels and the squads who would be expected to enter are as follows:

Level 1 is aimed at National qualifiers – all swimmers that are close to achieving a National Time or are of Regional Standard

Level 2 is aimed at Regional qualifiers – the more experienced swimmers from all Squads

Level 3 is aimed at all Club swimmers

Level 4 is a lower level competition for the less experienced swimmers from all squads, subject to the entry times

Inevitably the levels will overlap and some squad swimmers may be able to compete in levels different to those recommended.

2. Which meets are suitable for a first competition?

Please see the [swimmer pathway](#). Most swimmers will benefit from entering SSCs Stepping Stones series and Airedale & Wharfedale Galas initially

3. How many races should my swimmer enter?

All swimmers are different and respond differently to competition. Some want a gentle ease in to competition and might only enter a couple of races. Others are better suited to getting on with it and prefer to keep up the momentum by swimming 2-3 races per session. Be guided by your swimmer. Be aware that there is generally a lot of waiting between races

4. How do we know which races to enter?

Discuss with your swimmers coach, they may suggest races your swimmer does not wish to race but will expand their capacity for sprint races and provide good experience

5. Can we enter a meet if my swimmer is too fast/slow?

No, the upper and/or lower limits on meet entry times are designed to accommodate a specific range of ability. We offer meets throughout the year suitable for every level of swimmer; there will be plenty of meets that your swimmer can enter

6. Can we adjust our swimmers times to meet the qualifying times of the meet?

No, this is not possible. The software systems will download the fastest time for a swimmer for each event from the official rankings database

7. How much does it cost to enter a meet?

This will vary from one swim meet to another, please see the meet information page on the website or email for the event you wish to enter.

8. The meet information pack states the meet does not open for entries for 1 or 2 weeks why have you closed the entry form?

This is to enable our competition secretaries to prepare the entries and reports required and treasurer to check payments before submitting the entries to the meet organiser

9. Why is the meet open 4 months before the competition date?

This is the meet organisers decision, some meets, in particular Level 1 and Level 2 meets open several months before the competition

10. The meet does not close for a month why have you closed entries?

All the level 3 meets (club meets) operate on a first-come first-serve basis and are often significantly over subscribed. We need to close the entry form at least a week before the meet organisers open for entry to ensure our competition secretaries have time to prepare the entries and reports required and treasurer to check payments before submitting the entries to the meet organiser. For these meets we need to submit the entries **as soon as the meet opens** to have a chance of our entries being accepted. Some meets are always full within an hour of opening, some within minutes!

11. Why do we pay an admin fee?

Admin fees go towards the cost of poolside passes for our poolside teams. All Coaches and Team Managers require a pass to gain access to the pool deck at competitions. The price of these can vary with some passes costing up to £30 per pass.

At Level 3 meets these passes can usually be shared between Coaches and Team Managers, passed over to the next Team Manager each session, we usually purchase 3-4 of these per meet. However, with Level 1 and Level 2 meets often the passes can only be purchased and used by 1 individual and cannot be shared. This can be very costly if we have 12 different volunteers on over 1 weekend for example. The cost of these passes is subsidised by SSC

12. Can I change my swimmers entries after submitting the entry form?

Please contact competitions@skiptonsc.co.uk, if the entries have not been submitted to the event organiser this should be possible

13. Can I add more races for my swimmer after I have submitted an entry form?

Yes, if the meet is still open for entries, just complete an additional form and this will be picked up with your earlier entry. If the entries have been submitted to the event organiser, this is not likely to be possible

14. Once entered will my swimmer definitely be racing at the event?

This depends on the competition. For most competitions you will have to wait to see if your swimmer's entries are accepted for all the events entered. If a meet is oversubscribed the meet organiser will reject a number of entries based on their chosen criteria, e.g. slowest times, or the latest entries received. You will be informed of your swimmers accepted entries or the events for which they have been rejected, if this happens, for each meet entered.

If you have entered County, Regional or National Championships then yes, providing you have completed the entry form correctly and times are within the limits and have been accepted, as per the entry conditions. In rare cases these competitions can be oversubscribed and, disappointingly, some entries are withdrawn to lower swimmer numbers. This is usually the slowest entries in each event category.

15. Why has my swimmers entry been rejected?

Rejected entries are mainly due to an event being over subscribed, but other reasons such as entering with a time that does not meet the organisers conditions, e.g. upper and lower limits

16. Can I get a refund if my swimmer's entry is rejected?

If your swimmer's entry is rejected from a meet, in most cases you will receive a full refund

17. Can I enter my swimmer into a gala not supported by the club?

If you wish to enter your swimmer into a meet that is not on the meet calendar, please check the host clubs website for an entry pack. This should tell you if their meet accepts entries from individuals. If so you can follow the instructions in the pack and enter yourself in the meet. We always advise speaking to your swimmers coach before doing this

18. What is a parent led meet?

This usually happens when we cannot offer a poolside support team due to lack of volunteers.

The club will administer the entries to the meet but there will be no poolside team, parents will be responsible for their own swimmers at the event. This will mean parents and swimmers sitting in spectator areas where parents will be responsible for guiding their swimmers to marshalling for their races

19. My swimmer has an injury, should they race?

Please discuss this with your swimmers coach who should advise if your swimmer should race

20. How do I withdraw my swimmer from a meet?

Leading up to the event please inform competitions@skiptonsc.co.uk and they will make the withdrawal and ensure the poolside support team are aware.

If you wish to withdraw from a race/event on the day then please contact the Team Manager or coach

21. Can I get a refund if I withdraw my swimmer?

If you withdraw before the entries are submitted to the meet organisers, you will be refunded.

Once entries are submitted refunds are at the discretion of the meet organisers. Their conditions for withdrawals and refunds are specified in the meet pack, usually a general withdrawal will not be refunded. However, most meet organisers will refund for injury with medical proof (doctors note, xray etc). Contact competitions@skiptonsc.co.uk in the first instance and they will make the enquiry for you

Admin fees are not refundable after entries are submitted, poolside passes are purchased at the same time as submitting event entries and are not refunded by the meet organiser.

1. **Can I watch my swimmer race?**

Yes you will be able to purchase a spectator ticket to watch from the allocated viewing area. These are usually available on site on the day of the event, although for some county and regional meets can be purchased in advance.

2. **We are running late and will not arrive on time, what do I do?**

Please contact a Team Manager of the session and inform them you are running late

3. **My swimmer is allergic to x, who do I inform?**

Please enter this information on the competition entry form, this will be passed on to the poolside team so they are aware and if needed, restrictions made. E.g. nuts

Please be aware that your swimmer attends an event at their/your own risk, SSC will do everything to protect your child, however the ultimate responsibility and decision to attend is with you and your child

4. **What happens if my swimmer is ill during the meet?**

A Team Manager will look after your swimmer and contact you

5. **I need to speak to my swimmer who is on poolside with the team, what do I do?**

You are welcome to make contact with your swimmer by mobile phone, if you cant do this please contact the team manager.

Your swimmer is welcome to leave poolside to sit with you, please ensure this is not close to their race and they inform a Team Manager of their whereabouts. Please remember it is your swimmers responsibility to be on poolside in good time for their race.

6. **What food shall I bring for my swimmer?**

Plenty, see previous section on [Food](#). Avoid sugary and high fat foods and fizzy drinks Swimmers need to keep hydrated, consider using an electrolyte tablet/sachet in their water bottle e.g. Zero

7. **What type of swimwear should my swimmer wear?**

A beginner to racing can continue to wear their swimsuits or jammers they wear in training, although many swimmers purchase race suits when they start racing competitively, which range from beginner to more advanced

Racing suits are designed to fit tightly and should be chosen based on the swimmer's physique and height. Swimsuits used in FINA events must be FINA-approved and meet specific criteria related to material thickness, buoyancy, and permeability

Swim England have recently updated its guidance on the use of period wear at licensed meets. See [here](#) for more information

8. **What are Speeding Tickets?**

If your swimmer enters a competition with an official time then swim, and at the meet swims a time that is faster than the fastest allowed entry (upper limit) their time is still recorded as official but rather than win a medal they will be presented with a 'speeding ticket', a certificate.

9. What is a disqualification? Why was my swimmer DQ'd?

Swim England specifies technical rules for how swimmers should start and finish races, how turns should be performed and how each of the recognised strokes should be executed. The reasons for disqualification are divided in the categories: Starts, Strokes, Turns, Finishes, Fouls. Any swimmer failing to swim according to these rules will be disqualified.

Swimmers may find themselves disqualified from a race for a variety of reasons. This can be very common as a beginner and very disappointing, but also happens at high level events like the World Championships. However, the disqualification can serve to learn the correct technique and rules of racing that are required to continue at higher levels. Your swimmers coach will be able to discuss the details of the specific disqualification with your swimmer after their race.

Volunteering

1. How can I volunteer to help?

Please speak to any member of the committee or contact secretary@skiptonsc.co.uk who can arrange to discuss the various roles with you.

We always need Team Managers for events, whether they are internal SSC galas or open meets. We also welcome anyone who wishes to join the Committee or wishes to learn to Time Keep at events, we can even support people wishing to learn to be a coach or a judge/official.

We will always welcoming new fundraisers or just come to our events and support them. Sign your swimmer up to the yearly supermarket bag packing event or the Santa fun run!

We run Meet & Greet sessions often, come along and speak to our team members from Coaches to Team Managers, Committee Members, Competition Secretaries, Kit Managers, time keepers, bakers etc

2. I would like to volunteer but I don't have any experience

Experience is not necessary. Please contact us to discuss any role you are interested in. Some roles may require a short online course and all roles will be supported by the club, for e.g., as a new Team Manager we would never ask you to support a meet on your own or without the guidance of an experienced Team Manager.

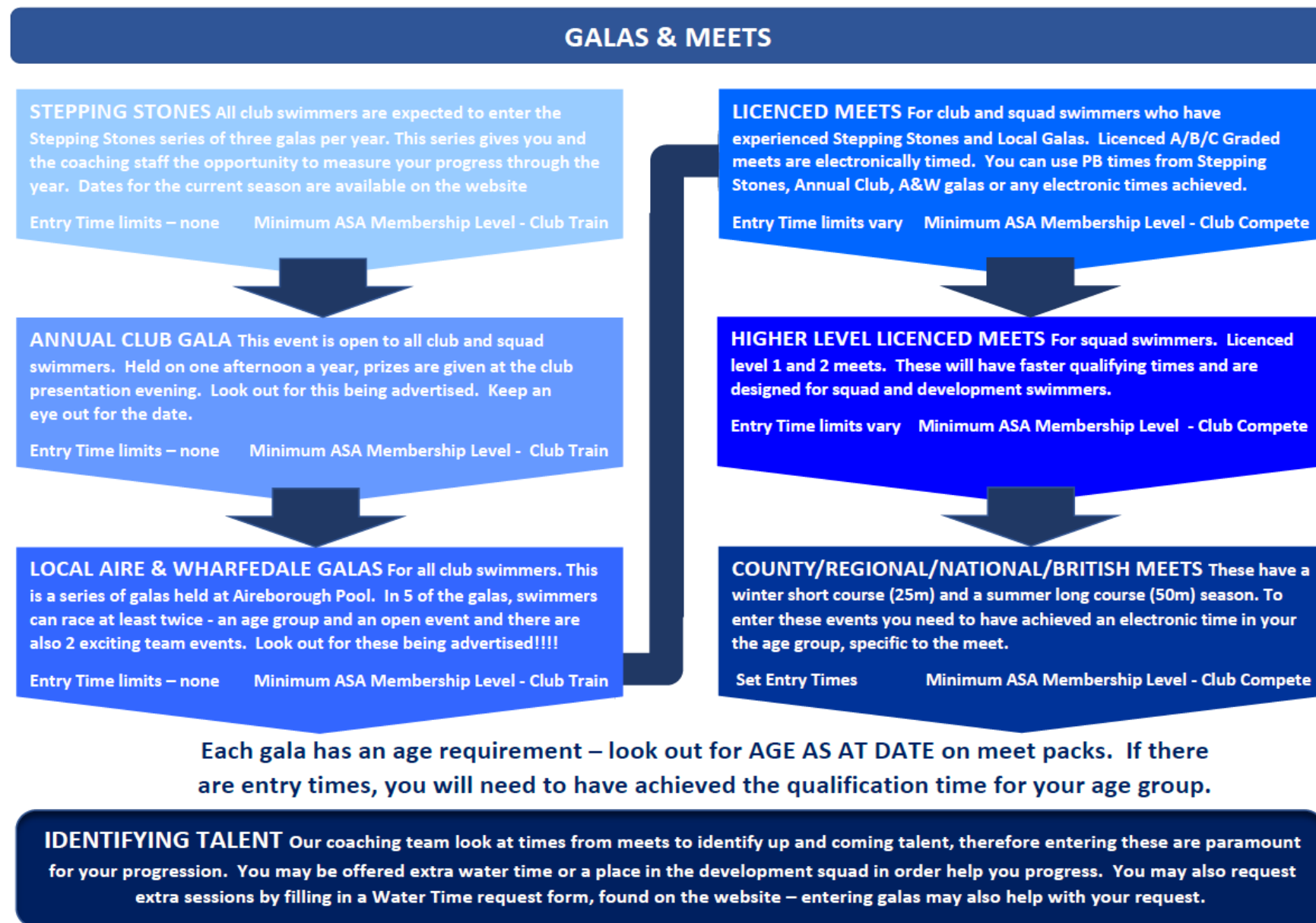
Ask to speak to some existing Team Managers or coaches, or time keepers, members of the committee – they will love to tell you their experience and help you on your way to joining the team.

3. I would like to volunteer but don't want to do every meet/all day

You can spend as much or as little time as you like – we will take it with thanks! Every little bit really does help. You don't have to volunteer at each meet your swimmer is racing but doing a half day session once in a while means that other volunteers also get to watch their swimmer race too.

Team Managers are usually assigned per half day session and the more volunteers we have, the less each Team Manager has to do. We like to spread the load.

Swimmer Pathway



Common Swimming Terms

Block - The diving platform
Disqualification - The most common reasons why a swimmer is disqualified are that a swimmer has not touched the wall properly when turning or has not used the proper stroke technique
False Starts - this occurs when a swimmer leaves their starting position before the starting signal, resulting in an automatic disqualification. This applies to both individual events and the first leg of a relay. For subsequent relay legs, a false start occurs if a swimmer leaves the starting block before their teammate touches the wall
Graded Meet - At a Graded Meet a time cap is applied and only those swimmers below the cap are allowed to compete
Heat Declared Winners (HDW) - This means that there are no finals and the age group winners are announced according to the fastest time after all the heats have been completed
Heats - The division of an event in which there are too many swimmers to compete at one time, e.g. 100m Freestyle event may have 10 heats of 8 swimmers in each heat
Individual Medley (IM) - A race comprising all four strokes in the following series – Butterfly, Backstroke, Breaststroke, Freestyle
Long Course/Short Course - A long course pool is 50m in length. A short course pool is 25m in length. To convert times from LC to SC or vice versa, use the converter www.pullbuoy.co.uk/times (always ensure you are using ASA conversion tables)
Marshalling Area - The area where swimmers are to report to ahead of their race
Negative Split - Swimming the second half of a race faster than the first half
Official - A judge on the deck of the pool at licensed competition who enforces ASA Swimming rules. There are stroke and turn judges, administrative officials, starters, timers, and referees.
One Start Rule - This means that a swimmer is automatically disqualified for provoking a false start
Open Meet - At an Open Meet swimmers are required to meet qualification times in order to compete
Over the Top Starts - swimmers will stay in the water until the next heat has started (Butterfly, Breaststroke, Freestyle)
Personal Best (PB) - The fastest time that a swimmer has recorded in their lifetime, for a particular stroke and length
Relay - An event in which four swimmers compete together as a team to achieve one time
Seasonal Best (SB) - The fastest time that a swimmer has recorded for a particular stroke and length, in that current season. When a swimmer achieves a PB, then they also achieve an SB. When a swimmer achieves an SB, they may not achieve a PB.
Side by Side Starts - This means that the swimmers stay in the water until the next heat has started (Backstroke)
Speeding Ticket – a certificate that a swimmer will receive for swimming faster than the upper limit entry time at a Graded Meet

Split - A swimmer's intermediate time in a race. Splits are registered every 50 meters and are used to determine whether or not a swimmer is on pace. Splits are useful in planning future race strategy
Sprint - Describes the shorter events (50 and 100 meters)
Swim Down - Easy swimming used by swimmers after a race or anaerobic practice set to rid the muscles of lactic acid and gradually reduce heart rate and respiration
Swim England - The national governing body for amateur competitive swimming in England, formally the ASA (Amateur Swimming Association)
Swim England Membership Number – A number assigned to a swimmer upon joining Swim England. This number is required at any licensed competition
Team Medley - A race comprising all four strokes in the following series, where a different swimmer swims a different stroke, in this order – Back, Breaststroke, Butterfly, Freestyle
Touchpad – An electronic board at the end of the pool that acts as a stopwatch. When the swimmer finishes and hits the touchpad, it records the race time
Warm Up - Easy swimming used by swimmers prior to a race to loosen the muscles and warm them up. Warm up gradually increases heart rate and respiration and helps prevent injuries.

Codes of Conduct

Code of Conduct – athletes (under 18)

This code is something that you as an athlete should refer to in relation to your rights as an athlete, the respect you should expect but also that which you demonstrate to other members, what is expected of you in terms of listening and being listened to and your behavior as a member of the club.

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

- Feel safe and know how you can raise concerns.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.
- Be respected and treated fairly by every member of the club.
- Feel welcomed, valued and not judged based on your race, gender, sexuality, faith, ability or any other relevant characteristic.
- Be encouraged and developed with our help and support.
- Be looked after if there's an accident or injury and have your parents/guardians/ emergency contact informed, where appropriate.

As a member of our club we expect you to:

- Be aware of Wavepower and adhere to relevant guidance.
- Adhere to the Swim England regulations, Code of Ethics, Club Constitution and rules.
- Listen to your coach or teacher, behave responsibly and speak out when something isn't right.
- Never leave the premises (at either training or a competition) without agreeing it with your coach, teacher or team manager first. This is just as important for our adult members as well as those under 18.
- Make it to training and competitions on time and if you're running late, let a member of the club know.
- Make your coach or teacher aware if you have any difficulties attending training or competitions.
- Bring the right kit to training and competitions.

- Take care of equipment and premises as if they were your own.
- Support and encourage your team mates.
- Respect volunteers and competitors at competitions.
- Respect the committee members, coaching and teaching team and volunteer helpers at all times.
- Get involved in club decisions, it's your sport too.

We expect certain standards of behaviour from our members. By becoming a member of the club and therefore agreeing to this Code of Conduct you agree to:

- Follow the rules of the club, squad or activity at all times.
- Respect and celebrate differences in the club and you will not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith, ability, or any other relevant characteristic.
- Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- Respect the privacy of others especially in the changing rooms.
- Not use any mobile device, at any time, in the changing areas.
- Report any concerns you have about someone taking photographs or footage of others in the changing areas.
- Report any incidents of bullying or unacceptable behaviour to the welfare officer, even if you're just a witness.

Breaches of this Code of Conduct will result in disciplinary action being taken against you by the club committee and any behaviour which may be a criminal offence will be reported to Police and any other relevant authority, by the club.

Signature of the child

Signature of parent/guardian

Date

Code of Conduct for parents/ guardians

As a registered Swim England Member, and parent/guardian of a Member (under 18 years of age) at the Club, or a parent/guardian of a Club Member (under 18 years of age) but not a registered Swim England Member yourself, you are required to agree to this code of conduct.

As a parent/guardian you have the right to:

- Be assured that your child is safeguarded at all times during activity with the club.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of Wavepower and appropriate safeguarding and welfare reporting procedures.
- Know that any concerns about your child's welfare will be listened and responded to.
- Know that anyone training or looking after your child at a club activity has the appropriate qualifications, checks and training.
- Be informed of any problems or concerns relating to your child raised by their coach.
- Know how to access the club policies, rules and procedures including the club complaints process and who to contact.
- Provide your consent or otherwise for photography and trips away.

As a parent/guardian of a Club Member (under 18 years of age) we expect you to:

- Make sure your child has the right kit for training and competitions.
- Ensure your child arrives to sessions on time and is picked up promptly.
- Let the club know if you're running late to collect your child, if your child is going home with someone else or you have made alternative arrangements.
- Complete all consent, contact and medical forms and update us straight away if anything changes.
- Respect the decisions made by your child's coach or teacher but understand you have the right to raise any concerns regarding your child. We will arrange a mutually convenient time so you can talk to us.
- Remember that children get a wide range of benefits from participating in one of our sports, including making friends, having regular exercise and developing new skills. It's not all about winning.

-
- Not enter poolside or interrupt training or competitions unless in an emergency situation.
 - Talk to your child and ensure they understand the rules of the club and the sport.
 - Ensure your child understands the Athlete Code of Conduct.

We expect certain standards of behaviour from all club members as well as parents/ guardians/grandparents.

By agreeing to this Code of Conduct you agree to:

- Behave positively as a spectator at training or competitions and treat others with respect.
- Give encouragement to your child well and provide support when they are struggling.
- Respect and celebrate differences in the club and not discriminate against anyone else on the grounds of gender, race, sexual orientation, faith, ability, or any other relevant characteristic.
- Respect anyone competing for other teams at competitions.
- Respect all volunteers, committee members, coaches and teachers at the club.
- Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated at the club.

Breaches of this Code of Conduct will result in disciplinary action being taken against you by the club committee and any behaviour which may be a criminal offence will be reported to Police and any other relevant authority, by the club.

Name of child/children

Signature of parent/guardian

Code of Conduct for coaches and teachers

This code is something that you as a member of the coaching or teaching team should refer to in relation to your rights in your role, the respect you should expect but also that which you demonstrate to all members, what is expected of you in terms of listening and being listened to and your behavior as a member of the club.

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

- Be supported in your role and respected and treated fairly by the club.
- Be informed of Wavepower and appropriate reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the club complaints process and who to contact at the club.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Have access to ongoing training and CPD in all aspects of your role.

As a coach or teacher of the club we expect certain standards of behaviour from our members. By becoming a member of the Organisation and therefore agreeing to this Code of Conduct you agree to:

Rules and Regulations	Coaching and Behaviour	You the person
Adhere to and implement Wavepower.	Respect your position of trust to maintain appropriate boundaries and relationships with athletes, not using your position to obtain personal benefit or reward.	Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith, ability, or any other relevant characteristic.

Rules and Regulations	Coaching and Behaviour	You the person
Adhere to the Swim England Equality and Diversity Policy.	Not engage in any behaviour that constitutes any form of abuse.	Champion everyone's right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith, ability, or any other relevant characteristic.
Adhere to the Swim England regulations, Code of Ethics, Club Constitution and rules.	Refer all safeguarding and welfare concerns to the Welfare Officer.	Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary.
Adhere to any conditions for teaching and coaching under the pool hire agreement.	Respect children's trust and rights whilst being honest and open with them.	Keep your coaching and/or teaching qualifications and CPD up to date.
Keep children safe in your sessions with appropriate staffing ratios, using safe methods of instruction and techniques and by putting their safety first.	Lead by example creating and promoting positive behavior and a safe culture.	Complete Swim England safeguarding training every three years.
Ensure any equipment used is fit for purpose, safe to use and accessible.	Encourage children to behave in a positive manner and follow the rules of the club and sport.	Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years).
Follow the club procedures should a child have an accident or suffer an injury.	Ensure team/squad selection is clear and transparent and be fair and equal when making decisions.	

Rules and Regulations	Coaching and Behaviour	You the person
	Use positive and constructive methods when teaching and coaching and ensure programmes are appropriate for the age, ability and experience of the child.	
	Always put the wellbeing, health and safety of the child before all other considerations including the development of performance.	

Breaches of the Code of Conduct will result in disciplinary action being taken against you by the club committee under the judicial regulations or if you are employed under your contract of employment. Continued issues and repeated breaches may result in your dismissal from the club. Any criminal offence will be reported to Police and any other relevant authority, by the club.

Signature of the coach/teacher

Printed name

Position in the club

Date