



WIGAN SWIMMING CLUB

WASPS

Information Pack

Welcome to Wigan Swimming Club! This information pack is a basic guide to help you understand club processes. Please take time to read it as it covers the most frequently asked questions.

Wigan Swimming Club is a community based club. Training takes place at the Wigan Life Centre. The club is accredited by Swim England (formerly The ASA) and Swim Mark. Our aim is to develop swimmers so they can achieve their goals, whether that is local competitive events or the Olympics. The club strives to develop each swimmer individually to their full potential. With a team of professionally qualified IOS (Institute of Swimming) coaches, who are continuously developing to make sure the best coaching techniques are being delivered. Supported by a team of highly dedicated volunteers committed to the success and smooth running of the club. We aim to offer an environment which is both driven and fun so swimmers can enjoy the sport for many years to come.

Entry to Wigan Swimming Club

Once swimmers have achieved the minimum of Stage 6 upwards of the Swim England National Plan for Teaching Swimming, they are eligible to come along for a trial. Swimmers are assessed on all four strokes and then either offered a place in our Link group, where they can continue to develop alongside normal swimming lessons, offered a full membership or given feedback on development areas and advised on the best way to continue.

If the swimmer has been offered full membership into the club the following information will help you complete your membership and give you a brief guide as to how the club works.

How do I complete my Membership?

You will have already given your contact details to the 'Membership Secretary' after your swimmer has completed the trial successfully. You will then receive an email asking you to register on the website, please complete this as soon as possible. *(Please inform the Membership Secretary if your swimmer is no longer interested in becoming a member)*. This email also informs you of our Membership Fees and Swim England Membership Insurance.

Once you have registered you will then receive a 2nd email containing a link to set up monthly payment subscription to pay your **Membership Fee** and annual **Swim England Fee**.

Your swimmer **will not be allowed to swim until the above fees have been paid**, therefore we advise that you pay your first monthly fee and yearly Swim England fee as soon as possible, so they are able to start training immediately, then continue to pay monthly.

Membership Fees

Membership fees are collected on the 1st of every month. As the club is a community club, ran mainly by volunteers, there are no payment holidays, payment pauses or reduction of payments if swimmers go on holiday, attend less sessions etc, payments are the same amount each month.

If you are having issues paying your fees please email

membership@wiganswimmingclub.org.uk

Swimmers fees that are not up to date will not be allowed to compete in galas until fees are up to date.

2024 Membership Fees

Full Member (three swims)	£45 per month (£3.75 per session)
Wigan BEST Squad Member (one swim)	£25 per month (£6.25 per session)
Masters (one swim)	£25 per month (£6.25 per session)
Regional and National Swimmers (no swims)	£50 per year

There are no payment holidays, payment pauses or reduction of payments if swimmers go on holiday, attend less sessions etc

Swimmers fees that are not up to date will not be allowed to compete in galas until fees are up to date.

Swim England Fee

All members of Wigan Swimming Club must also be a member of Swim England. Don't worry we sort this out for you and will advise you of your category during your sign up. Swim England is funded by its membership base and is the national governing body of swimming for England. This includes making sure the clubs and coaches are insured, providing a national database of all the swimming times ever achieved, providing coach education, courses and recognised qualification, managing and maintaining swimming pathways, providing pool to podium support, offering help and support to club.

Swimmers will not be allowed to train or compete without this membership.

Swim England Membership runs from January to December and is an annual fee. Swim England fees are collected for the year ahead. New members who join between October and December will have to pay 50% of the Swim England fee for the current year, as well as the fee for the next year.

After you have registered

Once you have registered, and paid your first monthly fee you will be sent a password for the website; this will then allow you entry to the members section.

From this point on it is **your** responsibility to **check the website regularly** for information regarding galas, team selection, club reminders and notices etc. The webpage is the 'go to' place for all club announcements; **you will not be informed verbally.**

It is a good idea to save the webpage to your home screen on your phone for easy access.

Re registering annually

Around October each year you will receive an email from the Membership Secretary asking the swimmer to re- register. This is to make sure we still have the correct details for you. Please complete this as soon as possible.

Failure to Re-register, pay monthly fees, or Swim England Fee on time, will result in the swimmer not being permitted to train or enter events.

If you are experiencing any problems or concerns with this please contact membership@wiganswimmingclub.org.uk as soon as possible.

Coaching Team

These are our coaches

Head Coach – Andy O’Donoghue **Assistant Head Coach** – Michelle Nickson

Coaches – Tanya Lancaster, James Collins

Assistant Coaches – Chris Doxey, Jenny Braham

The coaches welcome any questions or concerns you may have about your swimmers progress. We do however ask that you try and catch them when they are not coaching.

Parents/Guardians are not allowed poolside Speaking to the coaches at the poolside can disrupt the session they are currently coaching and take their focus away from the swimmers.

The Wigan Life Centre does not permit parents on the poolside

Training Sessions

All training session times can be located on the website under the heading **‘Development’** – **‘Training’**.

Training is three times per week, depending on the group a swimmer is in.

Amongst other things the swimmer will be working on technique and endurance which are key to a swimmers success.

Please be aware that all training is held at the Wigan Life Centre, however, any queries related to Wigan Swimming Club can only be answered by a member of the club, and not the staff at the Life Centre.

Training Equipment

All swimmers require the basic training equipment.

- **Appropriate Swimwear** - swimwear that is designed for competitive swimming
- **Goggles**
- **Swim Cap** - for girls and boys with longer hair this a must

Swimmers will also need the following training aids.

- **Pull Buoy** – Figure of eight shaped piece of foam. Usually placed between the legs or ankles to provide support. (Please make sure you buy the correct size for the swimmer. The wrong size could position the body incorrectly in the water and hinder the training process.)
- **Kick Board** (A float that provides the swimmer with buoyancy and support for their upper body)
- Once a swimmer has moved into the group '**Progression**' or has been advised by a coach, they may also need the following equipment
- **Fins** – Short rubber fins (to aid and emphasize the kicking motion)

Club Kit

We sell our own fantastic branded kit. If you would like to order any of the club kit, please email our club kit co-ordinator. clubkit@wiganswimmingclub.org.uk

When a swimmer is attending an external gala, they are expected to wear club kit. A t-shirt and cap as a minimum.

Swimming Groups

Below is a list of the various groups swimmers will endeavour to work through over time.

Link - Our Link Group is available for swimmers currently enrolled on a Learn to Swim Program as a link between Learn to Swim and a Swimming Club, this group is not a replacement for Learn to Swim and should be seen as an addition.

Development - Once swimmers are ready to progress into full club membership they will usually start off in our Development group. Whilst in the Development group coaches will work mainly on technique (concentrating on all four strokes), streamlining, push offs, diving, pool etiquette and introducing tumble turns.

Swimmers will then look to progress through the groups: **Progression, Junior Development and Junior Performance**. Once swimmers are 12 and above they will move into our senior groups: **Senior Development and Senior Performance**.

Progression through the groups is at the Head Coaches discretion and is assessed by swimmers performance at the clubs time trials, coaching feedback, attendance, technique, behaviour and consistency of performance in training.

Wigan Best Swimming Squad

Wigan Swimming Club operates as a community club and works towards coaching swimmers to the standard to enter the **Wigan BEST Swim Squad**. The squad is separate to the club but we support the principles of it and the pathway that it gives for higher achieving swimmers from the Borough.

The Swim Squad is operated by Inspiring Healthy Lifestyle's on behalf of Wigan Council and provides the Elite Swimmers of the Borough the necessary facilities, and expert full-time professional coaching to allow every member the opportunity to reach their full potential. Following the guidelines as set out in the sports Long Term Athlete Development Plan (LTAD).

This partnership enables our talented swimmers to gain more pool time and the best coaching to help them reach their goals within Swimming.

As a club we liaise with the Swim Squad and the Head Coach to identify and invite swimmers who could benefit from the Swim Squads training regime.

The club is mindful that swimmers enter the swim squad at the correct stage of their development as too early leads to early fall off and too late the swimmer is always playing catch up. If Parents/swimmers have any questions regarding this they should liaise with club coaches to discuss the pathway they should be taking and the relevant times to enter the squad.

Time Trials

Time trials are there for the coaches and swimmers, to monitor their progress throughout the year by swimming 50m on all 4 strokes (Butterfly, Backstroke, Breaststroke and Front crawl) and also a 100m IM (Individual Medley).

It is required that all members attend a minimum of one if not all the time trials per year. Swimmers who do not complete time trials regularly may not be selected for teams, development day, camps and other activities.

The official times will be posted on the website under **'News' – 'Results'** or **'Members' – 'Results'**. These times can then be used on entry forms for most galas. ***(Please note that these times are not official Swim England times. These can only be gained by entering a Swim England Registered Meet.)***

Galas, Open Meets and Team Events.

Galas is term used to describe a number of different swimming competitions. These can be split down into two types, individual and team competitions.

Individual competitions are usually described as a meet, held by clubs, associations and other swimming organisations. Details of these events and the entry forms are posted on the

website. There is a small fee per race entry for most meets. Some also have entry requirements, normally 'Open' references that is open to anyone meeting the criteria, this could be upper limit times or qualifying times. It is important to read the conditions carefully. Some examples of Open Meets are below;

- Greater Manchester Age Groups
- Future Stars Open Meet
- Wigan Starter Meet
- Lancashire County Age Group & Championships

Team competitions are by invitation only in which case the swimmers name will be listed on the website under '**Members**' - '**Team Selection**', or '**News**' – '**Team Selection**' On this occasion you may also receive an email to inform you from the coach. It is however advisable that you continue to check the website regularly just in case there is an amendment to the team. Some examples of Team competitions are below;

- North West Micro League
- B & D (Bolton and District) Mini League
- Intermediate League
- Senior League
- Inter Club Competition

You can also find our team selection policy on our website. As a competitive swimming club swimmers are encouraged to enter meets and make themselves eligible for team competitions.

The minimum age to compete in all open meets is 9 years old, some internal or team events being slightly earlier.

Swimming Season

This runs from September to July, with many of the competitions being the same each year. When you join the club you join for that season, you must let the club know as soon as possible if you do intend to complete the season.

How can I help and get involved with the club?

We are always looking for new helpers. If you are interested in getting involved please email secretary@wiganswimmingclub.org.uk

We hold regular very informal committee meetings too at the Wigan Life Centre. We encourage all club members to attend. Keep an eye on the website for dates and times of these. We are always looking for new people and helpers and you can do as much or as little as you like to help the club, anything from maybe helping on the poolside at a gala or at a fundraising event or even taking up an official committee role.

Social Media

The club uses social media to help keep members updated. Our official account is listed below; this may help you to keep up with club news.



<https://www.facebook.com/WiganWasps>

These account is used to broadcast club information and not monitored in anyway, if you have any questions please use the main club email.

Children and Swimmers Code of Conduct

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

- Enjoy the time you spend with us and know that you are safe.
- Be told who you can talk to if something's not right.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.
- Be respected by us and other team members and be treated fairly.
- Feel welcomed, valued and not judged based on your race, gender, sexuality, faith or ability.

- Be encouraged and develop your swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming skills with our help and support.
- Be looked after if there's an accident or injury and have your parents/guardians informed, where appropriate.

As a member of our club or activity we expect you to:

Essentials

- Keep yourself safe by listening to your coach or teacher, behave responsibly and speak out when something isn't right.
- Take care of our equipment and premises as if they were your own.
- 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.
- Not wander off, or leave training or a competition without telling your coach, teacher or team manager.
- Bring the right kit to training and competitions.
- Follow the rules of the club, squad or activity at all times.
- Respect the privacy of others especially in the changing rooms.

Behaviour

- Make our club and activity a fun, happy, friendly and welcoming place to be.
- Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith or ability.
- 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.
- Not use any device to take photographs or footage of others in the changing rooms or cubicles.
- Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.

- Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.
- Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.
- Treat other children with respect and appreciate that everyone has a different level of skill or talent.
- Support and encourage your teammates, tell them when they've done well and be there for them when they are struggling.
- Respect the children and adults competing for other teams at competitions.
- Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- Get involved in club decisions, it's your sport too.

Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee.

For any further information or queries please contact the Club Welfare Officer at welfare@wiganswimmingclub.org.uk.

Parents Code of Conduct

As a parent/guardian of a club member we understand you have the right to:

- Be assured that your child is safeguarded during their time with us.
- Know how to access our club policies, rules and procedures.
- Know who the Welfare Officer is and how to contact them.
- Know that any concerns about your child's welfare will be listened to and responded to.
- Know what qualifications and training those with responsibility for your child have.
- Be informed of problems or concerns relating to your child, where appropriate.
- Know the procedure should your child be involved in an accident or become injured.
- Provide your consent or otherwise for photography and trips away.

- Make a complaint to the club committee or Welfare Officer (as appropriate).

As a parent/guardian of a club member we expect you to:

Essentials

- Make sure your child has the right kit for training and competitions as well as enough food and drink.
- Ensure your child arrives to sessions on time and is picked up promptly.
- Inform us if you're running late to collect your child or if your child is going home with someone else.
- Complete all consent, contact and medical forms and update us straight away if anything changes.
- Maintain a good relationship with your child's coach or teacher.
- Tell us if you wish to talk to us about any concerns regarding your child. We will arrange a mutually convenient time so you can talk to us.
- Not enter poolside or interrupt training or competitions unless in an emergency situation.

Behaviour

- Remember that children get a wide range of benefits from participating in one of our sports, like making friends, getting exercise and developing skills. It's not all about wins and losses.
- Behave positively as a spectator at training or competitions and treat others with respect.
- Give encouragement to your child and tell them when they've done well and provide support when they are struggling.
- Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Respect the children and adults competing for other teams at competitions.

- Respect the committee members, coaching and teaching team and all volunteer helpers 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 by the club.
- Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which alleges a criminal offence will be reported to police by the club.
- Talk to your child and ensure they understand the rules of the club and the sport.
- Ensure your child understands their Code of Conduct.

Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee. Continued issues and repeated breaches may result in parents / guardians being asked not to attend the club, something we never want to do.

For any further information or queries please contact the Club Welfare Officer at welfare@wiganswimmingclub.org.uk.

Coaching Team Code of Conduct

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

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- 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.

- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

As a coach or teacher at the club we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions for teaching and coaching under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- 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 or ability.
- Respect your position of trust and maintain appropriate boundaries and relationships with children as set out on page 112 of Wavepower.
- Consider your behaviour and do not engage in any behaviour that constitutes any form of abuse.
- Not use your position to obtain personal benefit, reward or to pursue an inappropriate or sexual relationship with a child.
- Respect children's trust and rights whilst being honest and open with them.
- Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst children. Seek advice from the Welfare Officer where necessary.
- Lead by example promoting positive behaviour, good sportsmanship and encourage children to behave in a positive manner and follow the rules of the club and sport.

- Ensure team/squad selection is clear and transparent and be fair and equal when making decisions.
- Keep your coaching and/or teaching qualifications and CPD up to date.
- Complete Swim England approved child safeguarding training every three years.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years).
- 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.

Swim England Wavepower 2020-2023:

- Keep children safe in your sessions with appropriate staffing ratios, using safe methods of Instruction and techniques and by putting their safety first.
- Ensure any equipment used is fit for purpose, safe to use and accessible.
- Follow the club procedures should a child have an accident or suffer an injury.
- Develop positive relationships with parents/guardians and where possible provide them with Regular information and updates regarding their child's development in swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming.
- Listen to any concerns the parent/guardian or child may have and seek advice (where appropriate) to resolve any concerns.
- Treat all personal information about children or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.

- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all children to respect all competitors and teams from other organisations in victory or defeat.

Breaches of the Code of Conduct may 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.

For any further information or queries please contact the Club Welfare Officer at welfare@wiganswimmingclub.org.uk.

Committee Group Code of Conduct

As a volunteer at the club, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

As a volunteer at the club we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions stipulated under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Ensure all complaints are referred under the internal club complaints process.
- 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 or ability.
- Adhere to your role responsibilities.
- Make our club a happy, friendly and welcoming place for all members.
- Attend child safeguarding training every three years if applicable for your role.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) if applicable to your role.
- Keep any qualifications or CPD up to date if applicable to your role.
- Lead by example by promoting positive behaviour and good sportsmanship. Encourage all members to behave in a positive manner and follow the rules of the club and sport.
- Never encourage or condone members of the club to breach the rules of the sport.

Swim England Wavepower 2020-2023:

- Treat all personal information about members or their families on a confidential "need-to-know" basis unless information sharing with others is required to protect and safeguard a child from harm.

- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.

Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from the club.

For any further information or queries please contact the Club Welfare Officer at welfare@wiganswimmingclub.org.uk.