



TSC

HANDBOOK

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REV. Feb 2007



SPORTS DEVELOPMENT

CONTENTS

		<u>PAGE NO.</u>
1.	WELCOME & BRIEF HISTORY	3
2.	CLUB ACTIVITIES	4
3.	CONSTITUTION	4-10
4.	TSC ORGANISATION	10
5.	GETTING INFORMATION ABOUT THE CLUB	11
6.	CHILD PROTECTION	11
7.	CODE OF CONDUCT	11
8.	COMPLAINTS PROCEDURE AND DISCIPLINARY GUIDELINES	11
9.	TSC SQUAD SESSIONS	12-14
10.	CLUB FEES	15
11.	EQUIPMENT REQUIRED /SWIM SHOP	15
12.	TSC COMPETITION LEVELS	15-16
13.	GALA PROCEDURE	17-18
14.	RACE CONSIDERATIONS	18-19
15.	POOLSIDE PROCEDURE	19-20
16.	TRAINING GUIDELINES	20-21
17.	'EASY NUTRITION GUIDE	21-22
18.	SWIMMING JARGON	23

WELCOME TO TEDDINGTON SWIMMING CLUB

It gives me great pleasure to pen the opening words in the TSC handbook and welcome you to Teddington Swimming Club.

My association with the club began in 1982 when my daughters Emma and Lucy joined aged 10 and 8 respectively. Within 2 years, I had been co-opted on to the committee as the club's first press officer and in 1985 took over as Team Manager. I held this post until 1993, was Chairman from 1994 to 2003 and had the great honour of being elected President this year. Increasing time spent at the pool with Emma and Lucy, especially early morning training, soon lured me into the water and I became part of our Masters squad in 1992. It is a great personal pleasure to me that my daughter Lucy is still swimming for the club and that we are now often in the same Masters team.

The club has had many similar family swimming relationships over the years and these, I believe more than anything else epitomise what Teddington Swimming Club is all about. It is a friendly, family club with a place for everyone, catering for all age groups (6 to 60+) and all abilities. We have an excellent teaching set-up, efficient progression through the various ability groups, first class qualified teachers and coaches and expanding competitive and successful A and B squads. We are a friendly active club that means business. Welcome, once again, to TSC and I wish you every success in the forthcoming years.

Ian Whittaker
President

Brief History

Teddington Swimming Club was formed in June 1978 mainly by the parents and teachers of St Mary & St Peters School in Teddington with 321 members and 250 on the waiting list. Teaching was entirely by volunteers. The Club affiliated to the Southern Counties ASA in November 1978, swam its first competitive gala at Walton Pool in May 1979, and held its first Club Championships in November of the same year.

The first professional coach, Mr John Frost, was appointed in 1983, changing the Club to cater for everyone from the non-swimmer to the competitive swimmer. George Pines joined the teaching team in 1984, becoming club coach the following year. By the end of the 1980's, the club had a good number of talented young swimmers and recorded many successes at Richmond Borough Championships and at County and National level. The Borough team reached the All-London finals of the Inter-Borough Championships, a feat not to be repeated until 2003.

In 1990, a team from Swimklub Sparta, Konstanz, Germany visited, as part of the Richmond town twinning celebrations. A number of exchanges with Konstanz followed over the next few years, as well as visit from a club in Lindlar, Germany.

In 1998 the Club drew up its first formal coaching strategy, to be implemented over the next five years. Carol Butler took over from her father as Coach to oversee the implementation of the strategy and to coach the main squads, while George continued to teach the younger swimmers.

In 1999, Teddington took over Richmond Borough Masters, and this has grown to be a major force in Masters Swimming in Middlesex and beyond. Carol, an ex-international open water swimmer, also introduced the youngsters to the delights of long distance swimming, at which several swimmers have proved successful.

The club was accepted into the second division of the Speedo London League in 1992. By 1999, the standard had improved, and the club was promoted to the first division, rising to 7th place in 2006. Since 2000, the younger swimmers have enjoyed success in the Milton Keynes Junior League, winning the Second Division in 2000 and attaining 5th place in the First Division in 2003.

The Club achieved Swim 21 accreditation at Skill Development/Swimming level in August 2006

CLUB ACTIVITIES

Who is it for?

The Club is a competitive swimming club, across a broad range of ages and abilities (6 to 60 and more). For younger swimmers, TSC follows the ASA LTAD program to develop stroke ability and competitive training skills. The Club would hope that all young swimmers participate in the internal galas, and where swimmers are able, the Club would want them to participate in A and B grade inter-club galas and leagues, and County, Regional and National competitions.

TSC is in the first division of the Speedo and Milton Keynes Junior League. Club swimmers also provide the bulk of the Borough squad, representing Richmond at London competitions.

Adolescents are encouraged to stay involved in swimming by learning to lifeguard, teach and coach; through special Student membership for those looking to balance school work and training demands during GCSEs and A levels; and through College membership for out-of-term training for students away in tertiary education.

The club has an active Masters section, a core of which regularly competes at external galas. Masters returning to swimming, wanting to develop their stroke technique, or swimming for fitness and flexibility are also accommodated.

Lessons

Lessons are available for children not yet of Club Standard from 6 to 9 years. All teaching is in small groups. These children are not full members of the club, but will be tested for membership at the end of the course. Lessons (in 2006) cost £80 for a 20 week course and are held in the small pool at Teddington during club sessions before 8 pm.

Club membership

Membership of the club is offered to swimmers over the age of 6, who are considered to be of a suitable standard following a short assessment. Swimming is arranged in squads, reflecting the swimmers age, ability and expected number of swims per week. For most squads there are more sessions available per week than are expected to be swum by the member, allowing some flexibility.

Squads for the younger, less able swimmers are taught improved stroke technique, starts and turns. More advanced training sessions are offered to club members who are of a competitive standard.

The main 'A' squad includes swimmers from about 9 to 25 years.

Land based (gym) training is also available to these swimmers.

Separate Masters coaching is available for swimmers over the age of 25 who are interested in competitive swimming. There are also sessions for developing Masters who are not (yet) of this standard, but who are already able to swim.

When are the sessions?

The Squad schedule and information the structured progression through the club can be found on pages 11-13 of this Handbook. Up-to-date editions are displayed on the notice board at Teddington.

Holiday Sessions

During the summer holiday months Squads are merged to keep up the numbers in each session. The Club does not swim during Public Holidays (the pools are closed) and this includes the Christmas holiday week. Sessions can be cancelled to accommodate competitions, although often an alternative venue or session is made available where members cannot participate in the competition.

Fixtures

Further on in this handbook you will find more information on competitive swimming opportunities. The fixtures list is provided each year on the membership card issued when fees are paid.

Social Activities

Summer Barbeque - usually held just before the summer holidays, recently this has been at Pools on the Park, Richmond. It is open to swimmers, their friends and families, and usually we ask everyone to bring along contributions to the food

Christmas Disco and Presentations Night - usually just before the Christmas break. The disco is primarily aimed at the swimmers, although parents are encouraged to come. Presentations are made to the top swimmers from the Club Championships,

Christmas Raffle - to raise money to fund activities not included in the subscription, including maintenance of the club website. Prizes are donated by local companies. The raffle is drawn at the Christmas Disco

CONSTITUTION

1. Name of club

- 1.1 The name of the Club shall be Teddington Swimming Club.

2. Objectives and affiliations

- 2.1 The objectives of the Club shall be the teaching, development and practice of swimming in general, and speed and open water swimming in particular, for its Members; and the provision of lessons and assessment sessions for potential Members.
- 2.2 The Club is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of ethnic origin, age, sex, religion, disability, political persuasion or sexual orientation, on any grounds.
- 2.3 The Club recognises that the welfare of children is everyone's responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.
- 2.4 The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association ("ASA Laws").
- 2.5 The Club shall adopt the ASA Equal Opportunities Policy and shall implement the ASA Child Protection Procedures. Members of the Club shall be required to comply with the ASA Child Protection Procedures. All competing Members of the Club shall be eligible competitors as defined by ASA Laws.
- 2.6 The Club shall be affiliated to the ASA London Region and shall adopt and conform to the rules of that Association and to such other bodies as the Club may determine from time to time.
- 2.7 In the event that the ASA London Region is replaced by another ASA body, then all references within this Constitution to the ASA London Region will instead refer to that body.
- 2.8 By virtue of the affiliation of the Club to the ASA London Region, the Club and all its Members acknowledge that they are subject to the laws, rules and constitutions of:
- 2.8.1 the ASA London Region;
 - 2.8.2 the ASA (including the ASA/IOS Code of Ethics);
 - 2.8.3 the ASFGB (including the ASFGB Doping Control Rules and Protocols and ASFGB Disciplinary Code); and
 - 2.8.4 FINA, the world governing body for the sport of swimming in all its disciplines;
 - 2.8.5 the four of which together forming the "Governing Body Rules".
- 2.9 In the event that there shall be any conflict between any rule, by-law or regulation of the Club and any of the Governing Body Rules, then the relevant Governing Body Rule shall prevail.

3. Membership of the Club

- 3.1 The total Membership of the Club shall not normally be limited. The Members shall have the right through adoption of resolutions at a General Meeting to impose and remove, from time to time, any limits on total membership, or on any category of membership, of the Club.
- 3.2 If the Committee considers that there is a good reason to impose or remove any limit, then the Committee shall be empowered so to do, with immediate effect, but the Committee must put forward appropriate proposals for consideration at the next Annual General Meeting of the Club if the restrictions are still in force, and otherwise report on any restrictions that had been implemented.
- 3.3 All persons who assist with the Club's activities shall become Members of the Club and hence of the ASA. Assisting with the Club's activities shall include, but not be restricted to, Presidents, Executive Officers, Committee Members, administrators, instructors, teachers, coaches, technical and non-technical officials.
- 3.4 Notwithstanding this, if the Club does use instructors, teachers and coaches who are not Members of the Club, then they must be members of a body which accepts that its members are bound by the ASA's Code of Ethics, the Laws relating to Child Protection, and those parts of the Judicial Laws, Judicial Rules and procedures necessary for their implementation, and whilst engaged in activities under the jurisdiction of the ASA they shall be subject to all the constraints and privileges of the Judicial Laws and Rules.

- 3.5 Any person who wishes to become a Member of the Club must submit a signed application to the Secretary; in the case of a Junior swimmer aged 17 or under, the application must be signed by the swimmer's parent or guardian. Election to membership shall be in the discretion of the Committee but other persons authorised by the Committee may make recommendation as to applicants' acceptability.
- 3.6 The Committee shall not be required to give reasons for the refusal of any application for membership. However, the Club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, age, sex, religion, disability, political persuasion or sexual orientation.

4. Subscription and Other Fees

- 4.1 The Members' subscription fees, and all other fees and payments (as applicable) shall be determined from time to time by the Committee, and the Committee shall in so doing make provision for different classes of membership as it shall determine.
- 4.2 The annual subscription and entrance fee (if any) shall be due on joining the Club and thereafter on the 1st day of January each year. The Committee may decide to permit deferred payments to be made of an amount and to a timetable as it shall determine.
- 4.3 Any Member whose subscription payment is unpaid by the date falling 30 days after the due date for that particular payment may be suspended by the Committee from some or all Club activities, from a date to be determined by the Committee and until such payment is made.
- 4.4 The Committee shall exceptionally be allowed to increase the subscription fees during the year, as it deems necessary. Any increase in subscriptions shall be advised to the Members in writing, along with the reasons for the exceptional increase.

5. Resignation

- 5.1 A Member wishing to resign membership of the Club must deliver to the Secretary written notice, and resignation shall only take effect as of the date when this has been received. If a resignation is received after 1 January in any year, the Member shall be liable to pay their entire subscription for that year.
- 5.2 Notwithstanding this, a Member whose subscription payment is more than 60 days in arrears shall be deemed to have resigned.

6. Expulsion and other Disciplinary action

- 6.1 The Committee shall have power to suspend or expel a Member when, in its opinion, it would not be in the interests of the Club for the Member to remain. The Club in exercising this power shall comply with the provisions of the rules below.
- 6.2 The Club shall adopt and comply with the ASA Guidelines for handling Internal Club Disputes (the "Guidelines") as the same may be revised from time to time.
- 6.3 A Member may not be suspended, expelled or be made the subject of any other penalty unless the panel hearing the complaint shall by a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the Member.
- 6.4 Notwithstanding the above, the Executive Officers of the Club as defined in rule 7.1 (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a Member from particular training sessions or wider Club activities, when in their opinion such action is in the interests of the Club. Where such temporary action is taken, the complaint will nevertheless be subsequently reviewed and dealt with in accordance with the Guidelines.

7. Executive Officers and Committee

- 7.1 The Committee shall consist of the Chairman, Secretary, Treasurer (together the "Executive Officers" of the Club), and up to 11 elected Members, all of whom must be not less than 18 years of age. Any Member standing for the Committee must agree to become a Member of the Club, and the Club will enrol them as Members whilst they continue to serve on the Committee, without charge to the Committee Member, but without providing the right to their participation in any swimming activities of the Club. If a Committee Member wishes to participate as a full Member of the Club then they must pay the appropriate fee.
- 7.2 The Committee Members shall be proposed, seconded and then elected by ballot at the Annual General Meeting each year, and shall remain in office until their successors are elected at the next Annual General Meeting.

Retiring Committee Members shall be eligible for re-election. Any vacancy occurring during the year, by resignation or otherwise, may be filled by the Committee.

- 7.3 Individuals standing for election shall be required to declare any conflicts of interest, financial interest or any other relevant matters, both before their election and then when and as circumstances change or matters arise in Committee. Any financial payment, payment-in-kind or other benefit to a Committee Member should be declared to the Committee. Where that payment is on-going, for instance for the provision of coaching services, the Committee may delegate approval of the payments to the Executive Officers.
- 7.4 Committee Members shall be expected to be actively involved in running the Club and should expect to attend Committee meetings. They shall be required to abide by the rules of this Constitution and other requirements agreed by the Committee; in particular they will be required to promptly complete any forms required by the Welfare Officer (see 7.6).
- 7.5 In addition to the Committee Members so elected, the Committee may elect (and remove) further Co-opted Members of the Club, who shall serve until the next Annual General Meeting. Co-opted Members and other observers may be invited to attend meetings by agreement of the Committee, but shall not be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present.
- 7.6 The Club shall have a Welfare Officer, who, for the avoidance of doubt, does not need to be a Committee Member, although the Welfare Officer shall be elected by the Committee and shall be a Member of the Club.
- 7.7 In addition, the Committee may, at its discretion, appoint individual Committee Members or Co-opted Members to designated roles, for example: Assistant Secretary, Vice Chairman, Membership Secretary, Competition Secretary and Team Manager.
- 7.8 The Committee may from time to time appoint from among its number such sub-committees as it may consider necessary (and to remove, in whole or in part, or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 7.9 Ten Committee meetings shall be held each year (typically once each month save for August and December), other than where the Committee itself shall resolve not to meet. The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the Committee Members not less than two days oral or written notice of a meeting.
- 7.10 The quorum of Committee meetings shall be such number as shall represent not less than half of the Committee Members and shall include not less than one Executive Officer. Decisions of the Committee shall be made by a simple majority, and in the event of equality of votes the Chairman, or the acting Chairman of that meeting, shall have a casting or additional vote. The Secretary, or in their absence someone nominated by the Chairman, shall take minutes. For the avoidance of doubt the Minute Secretary need not be a Committee Member.
- 7.11 In the event that a quorum is not present within thirty minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Committee Members attending may act for the purpose of calling a Special General Meeting of the Members.
- 7.12 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the Members of the Club.
- 7.13 The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner.
- 7.14 The Committee shall ensure that the financial records and minutes of meetings are retained for a period of at least 6 years. The Committee shall maintain an Accident Book in which all accidents to Members at swimming related activities shall be recorded. Details of such accidents shall be reported to the ASA Office, and the Club shall make an annual return to the ASA in the prescribed form
- 7.15 The Committee shall also have power to make, repeal and amend regulations consistent with this Constitution, to settle disputed points not otherwise provided for in this Constitution, or to otherwise permit the proper running of the Club. These regulations shall have effect until set aside by the Committee or by resolution at a General Meeting.
- 7.16 The Committee Members shall be indemnified by the Members of the Club against all expenses, liabilities and all legal claims made against them in connection with the proper discharge of their duties as Committee Members.
- 7.17

8. Honorary Members

- 8.1 The Annual General Meeting of the Club, if it thinks fit, may elect a President and Vice-Presidents. A President or Vice-President need not already be a Member, and on election shall, ex officio, be an honorary Member of the Club. The Committee may remove a President or Vice President, and where it does so it must inform the membership when it next invites nominations for the election of Presidents and Vice-Presidents.
- 8.2 The Committee may elect, remove or suspend any person as an honorary Member of the Club for such period as it thinks fit and they shall, whilst so elected, be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings.

9. Annual General Meeting

- 9.1 The Annual General Meeting of the Club shall be held each year on a date in June. The date for the Annual General Meeting shall be fixed each year by the Committee
- 9.2 The purpose of the Annual General Meeting is to transact the following business, to:
- 9.2.1 receive the Chairman's report of the activities of the Club since the last Annual General Meeting;
 - 9.2.2 approve the independent examiner selected by the Committee (who must not be a Committee Member or a member of the family of a Committee Member);
 - 9.2.3 receive and consider the accounts of the Club for the previous Financial Year, the report on the accounts of the independent examiner, and the Treasurer's report as to the financial position of the Club;
 - 9.2.4 receive the report of the Team Manager (if appointed) on the competitive performance of the Club and its Members since the last Annual General Meeting;
 - 9.2.5 elect the Executive Officers and other Committee Members;
 - 9.2.6 consider for election any nominations for President and Vice-President;
 - 9.2.7 decide on any other resolution properly submitted in accordance with Rule 9.4 below.
- 9.3 Nominations for election of Executive Officers and Committee Members shall be made in writing in a manner and format prescribed and provided by the Secretary, by a proposer and seconder, both of whom must be entitled to vote at a General Meeting, not later than 9th May. The nominee shall be required to indicate in writing on the nomination form his willingness to stand for election and to abide by the rules of this Constitution.
- 9.4 Other resolutions to be moved at the Annual General Meeting shall be proposed by the Committee, or shall be given in writing to the Secretary not later than 9th May, signed by not less than 15 Members entitled to vote at a General Meeting.

10. Special General Meeting

- 10.1 A Special General Meeting may be called at any time by the Committee, to include any resolutions that the Committee proposes.
- 10.2 A Special General Meeting shall be called by the Secretary within 28 days of receipt by him of a requisition in writing signed by not less than 15 Members entitled to vote at a General Meeting stating the purposes for which the meeting is required and the resolutions proposed.

11. Procedure at Annual and Special General Meetings

- 11.1 The Secretary shall on behalf of the Committee be responsible for making available to each Member a written agenda giving Notice of the date, time and place of the General Meeting, together with the resolutions to be proposed thereat, at least 14 days before the meeting.
- 11.2 In the case of the Annual General Meeting the Notice should also include a list of the nominees for the Executive Officers and Committee Members, a copy of the accounts and the report of the independent examiner.
- 11.3 The Secretary may distribute these materials by e-mail or similar form of communication. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.
- 11.4 The quorum for the General Meetings shall be 15 Members entitled to vote at the Meeting.
- 11.5 The Chairman, or in his absence a Member selected by the Committee, shall take the chair.

- 11.6 Each paid-up Member, aged 18 or more, shall be entitled to vote at a General meeting. Each such person shall have one vote to cast for each resolution, which shall be passed by a simple majority. In the event of an equality of votes the Chairman shall have a casting or additional vote.
- 11.7 Junior members, aged 17 and under, shall not be entitled to vote at a General meeting, but at the discretion of the Chairman, they may vote on matters concerning juniors.
- 11.8 The Secretary, or in his absence a Member selected by the Committee, shall take minutes at General Meetings.
- 11.9 The Chairman shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

12. Alteration to this Constitution

- 12.1 The Rules of the Club as set out by this Constitution may be altered by resolution at a General Meeting, provided that the resolution is carried by a majority of at least two-thirds of Members present and entitled to vote at the General Meeting. No amendment to the rules shall become effective until such amendment shall have been submitted to and validated by such person as is authorised to do so by the ASA London Region.

13. Finance

- 13.1 All moneys received by the Club shall be held at the discretion of the Treasurer and may be deposited in a bank or similar account in the name of the Club, under the direction of the Treasurer. No sum shall be drawn from that account except by cheque signed by two of at least three signatories approved by the Committee. Any moneys not required for immediate use may be invested as the Committee in its discretion think fit.
- 13.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Members of the Club.
- 13.3 The Committee shall have power to authorise the payment of remuneration and expenses to any Executive Officer, Committee Member, Club Member or employee of the Club, and to any other person or persons for services rendered to the Club.
- 13.4 The financial transactions of the Club shall be recorded by the Treasurer and reported to the Committee in such manner as the Committee thinks fit.
- 13.5 The financial year of the Club shall be the period commencing on 1 January and ending on 31 December. Any change to the financial year shall require the approval of the Members in a General Meeting.

14. Borrowing

- 14.1 The Committee may, from time to time and at its own discretion, borrow money on behalf of the Club for the furtherance of the objectives of the Club, up to such limits on borrowing and for such purposes as set out and approved in advance by resolution at a General Meeting.
- 14.2 When so borrowing, the Committee shall have power to raise and secure the repayment of money on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issue of debentures charged upon all or any part of the property of the Club.
- 14.3 The Committee shall have no power to pledge the personal liability of any Member of the Club for the repayment of any sums so borrowed.

15. Property

- 15.1 The property of the Club, other than cash at the bank, shall be vested in not more than four Custodians. They shall deal with the property as directed by resolution of the Committee and entry in the minutes of the Committee shall be conclusive evidence of such a resolution. The names of all current Custodians and the property held by the Club shall be stated within the Treasurer's report to the Annual General Meeting.
- 15.2 The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- 15.3 The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the proper discharge of their duties.

16. Dissolution

- 16.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and must be carried by a majority of at least three-quarters of the Members present and entitled to vote.
- 16.2 The dissolution shall take effect from the date specified in the resolution or if none is specified the date the resolution is passed, and the Committee Members shall be responsible for the winding-up of the assets and liabilities of the Club.
- 16.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to such club or other organisation having objectives similar to those of the Club, or a charity or charities nominated by the last Committee.

17. Interpretation

- 17.1 Reference in these Rules to one gender shall include all others and reference to singular shall include plural (and the other way round).

18. Acknowledgement

- 18.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the Members with each other and the Club.

End of Constitution rules

The above Constitution sets out the rules of Teddington Swimming Club, adopted by its Members at a General Meeting on 6 December 2006.

TSC ORGANISATION

TSC is affiliated to the Middlesex Amateur Swimming Association (County) and the ASA London Region. (District). It operates in accordance with ASA rules and also under a Constitution, which has been written and revised in accordance with ASA. policy.

A Committee elected at the Annual General Meeting manages the Club. The AGM is open to all swimmers, parents and club helpers. The current Committee is listed on your membership card, on the club website and on the notice board.

The committee meets about 10 times a year to discuss club management matters and issues raised by members. The minutes of committee meetings are available to all members after they have been agreed at the next meeting.

The Committee is responsible for the appointment of Coaches and Teachers.

Teachers, coaches and lifeguards are paid. The committee and all other club helpers are volunteers.

As a member-based organisation TSC expects that parents will help with the running of club activities whenever possible. Volunteers are required in all areas of activity from direct involvement with day-to-day activities (e.g. by volunteering to join a rota for manning the desk at sessions, or helping on the poolside at club and interclub galas), to behind-the-scenes jobs (e.g. helping select teams for galas, entering gala results on the computer, organising lessons, or answering enquiries). **Please offer to help if you can**

GETTING INFORMATION ABOUT THE CLUB

The club has four main ways of providing you with information.

Club desk.

The desk is open on Tuesday, Thursday, Saturday and Sunday at Teddington sessions. There is also usually a desk at Richmond on Sundays. It is normally manned by a committee member or volunteer parent who can advise you on any problems or tell you who you should talk to. Details of future events such as galas or session cancellations are also displayed on the desk. Notices are often available for you to take away. Gala selection letters and other individual letters may also be found here.

Notice boards.

These are located in the lobby at the foot of the stairs to the spectator gallery at Teddington, and in the café area at Richmond. You should check them regularly

Club Website - www.teddington-swimclub.co.uk

You can find lots of information here and also use e-mail links to contact club officers

Club Newsletter “Splash”

This bi-monthly magazine contains information on recent and forthcoming activities

CHILD PROTECTION

The club operates in accordance with the ASA Child Protection Policy. If you have any concerns you should contact the Club Chairman, Secretary or Child Protection Officer listed on the membership card.

CODE OF CONDUCT

All members of the club are required to adhere to the code of conduct as a condition of their membership. New members are asked to sign a copy of the code on joining

Code of Conduct

- 1 I have read and agree to follow the current Training Guidelines
- 2 I understand that discrimination or bullying of any kind will not be tolerated
- 3 I shall show politeness towards and respect for all club members, officials and opposition both at training and when representing the Club.
4. I shall show respect for and consideration of the pool facilities, pool staff, other pool users and local residents at each of the swimming centres used by the Club.

COMPLAINTS PROCEDURE AND DISCIPLINARY GUIDELINES

The Constitution sets out the procedures to be followed in the event of an incident.

SQUAD	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Sunday		
Masters		21.00 - 22.00 TPFC AA	20.30 - 21.30 LEH IW	21.00 - 22.00 Feltham AA	06.30 - 07.30 TPFC AA	06.45 - 08.00 PotP CB/DB	07.00 - 08.30 Feltham	8.30 - 10.00 Aldershot* CB/DB	17.45 - 18.45 Gym PotP GH/PS	19.00 - 21.00 PotP CB/DB
Senior Fitness			20.30 - 21.30 LEH IW							
Senior A Squad Minimum 5 sess. per wk. 11 yrs+	S 19.45 - 21.15 PotP CB/DB	19.45 - 21.00 TPFC CB/DB/GP	18.45 - 20.45 St. Catherine's AB/DB	S 20.00 - 21.15 TPFC CB/DB	S 06.30 - 07.30 TPFC AA	S 06.45 - 08.00 PotP CB/DB	S 06.45 - 08.00 PotP CB/DB	S 8.30 - 10.00 Aldershot* CB/DB	Gym 17.45 - 18.45 PotP GH/PS	Gym 19.00 - 21.00 PotP CB/DB
Junior A Squad Minimum 5 sess. per wk. 8-11yrs	S 19.45 - 21.15 PotP CB/DB	18.45 - 19.45 TPFC KB	18.45 - 20.45 St. Catherine's AB/DB	S ** 20.00 - 21.15 TPFC CB/DB	S 06.30 - 07.30 TPFC AA	S 06.45 - 08.00 PotP CB/DB	S 06.45 - 08.00 PotP CB/DB	S 8.30 - 10.00 Aldershot* CB/DB	Gym 17.45 - 18.45 PotP GH/PS	Gym 19.00 - 21.00 PotP CB/DB
Junior Develop. Minimum 3 sess. *** 7-10yrs	S 19.45 - 20.45 PotP DB/LBS	18.45 - 19.45 TPFC GP		S 19.00 - 20.00 TPFC GP/RT/SB		S 06.45 - 08.00 PotP DB	S 06.45 - 08.00 PotP DB	S 18.00 - 19.00 TPFC RT		
Tigersharks (TPFC) Minimum 2 sess. *** 10yrs+				19.00 - 20.00 TPFC GP/RT/SB		07.00 - 08.30 Feltham AA	07.00 - 08.30 Feltham AA	18.30 - 19.15 TPFC GP/DC		19.00 - 20.30 TPFC SB/RT
Sharks I (TPFC) 2 sess. per wk preferred						07.00 - 08.30 Feltham AA	07.00 - 08.30 Feltham NS	18.00 - 19.00 TPFC SF		18.00 - 19.00 PotP SM/CD
Sharks II (PotP) 2 sess. per wk preferred										
Stroke Improvers (TPFC)										
Stroke Development (TPFC) Teaching A Teaching B										
Beginners (TPFC)		1 class		2 classes		4 classes	4 classes			
30 min. lessons start times		19.00		19.00 / 19.30		16.30 & 17.00 17.30 & 18.00	16.30 & 17.00 17.30 & 18.00			17.30/18.00 18.30 / 19.00

REF: NB_DCT 06

* see board for dates/ ** Carol's permission/ *** Extra sess. Available / \$ Borough squad only

TeddingtonSC@aol.com

www.teddington-swimclub.co.uk

TSC Squad progression

Spring 2005QUAD

Masters

Age Range 18 and over
 Quality Technique All abilities
 Performance Times Competing in TSC competitions and Masters meets

Senior Fitness

Age Range 15+
 Quality Technique Basic general fitness
 Performance Times n/a

Senior A Squad

5 sess. per wk. 11yrs+
 Age Range 11 and over
 Quality Technique Competitive standard
 Performance Times Competing in TSC competitions, County, District & National meets

Junior A Squad

5 sess. per wk. 8-11yrs
 Age Range 8-12 yrs
 Quality Technique Competitive standard
 Performance Times Competing in TSC competitions, County, District & National meets

Junior Develop.

3 sess. per wk. 7-10yrs
 Age Range 7-10 yrs
 Quality Technique 3 strokes at competitive standard
 Performance Times Competing in TSC competitions, County & District meets

Tigersharks

Minimum 2 sess. 10yrs+
 Age Range 10 and above
 Quality Technique Competitive standard
 Performance Times Competing in TSC competitions, County Development and B/C graded meets

Sharks

2 sess. per wk preferred
 Age Range 7 and above
 Quality Technique 4 strokes at development level
 Performance Times Competing in TSC competitions, County Development and B/C graded meets

Stroke Improvers

Lengths
 Age Range 7 and above
 Quality Technique Knowledge of 3/4 strokes
 Performance Times Competing in TSC competitions

Stroke Dev.

Widths
 Age Range 6 and above
 Quality Technique Basic knowledge of 3 strokes
 Performance Times Competing in TSC competitions

Beginners

Teaching Pool
 Age Range 5 and above
 Quality Technique Non swimmers and above
 Performance Times N/A

Coaches

Carol Butler (CB), Chief Coach
 David Butler (DB), Assistant Coach
 George Pines (GP), Assistant Coach
 Alexandra Birmingham (AB),
 Community Swimming Coach

Other teachers, coaches and gym instructors

Adam Acland (AA)
 Jackie Rees (JR)
 Amy Wilson (AW)
 Katie Saunders (KS)
 Brenda Martin (BM)
 Lorraine Bickford-Sawkins (LBS)
 Chilli Denman (CD)
 Nikki Crinall (NC)
 Clive Blackmore (CBL)
 Ruth Thomson (RT)
 David Curant (DCU)
 Sarah Martin (SM)
 Denise Corbett (DC)
 Steve Baker (SB)
 Ian Whittaker (IW)

Location

SWIMMING POOLS

Teddington (TPFC)

Vicarage Road,
 Teddington TW11 8EZ
 Length: 25m



Pools on the Park (PotP)

Old Deer Park, Tixickenham Rd,
 Richmond TW9 2SF
 Length: 33m



Feltham Airparcs Leisure Centre

Leisure Centre, Uxbridge Rd,
 Feltham TW13 5EG
 Length: 25m



St Catherine's School

Cross Deep,
 Twickenham TW1 4QJ
 Length: 20m



Lady Eleanor Holles School (LEH)

Hanworth Road,
 Hampton TW12 3HF
 Length: 25m



Aldershot Garrison Sports Centre

Rawlinson Road,
 off Princes Avenue,
 Aldershot GU11 2
 Length: 50m



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REF: NB_Oct 06

TSC Squad structure and progression chart *

Spring 2007

AGE	TEACHING	1 SWIM	2 SWIMS	3 SWIMS	4 SWIMS	5+ SWIMS
5						
6	Lessons					
7		Stroke develop.				
8			Sharks	Junior development		Junior A
9						
10						
11						
12				Tigersharks		Senior A
13						
14						
15						
16		Senior fitness		Student		
17						
18						
19			Masters			Senior A & College
20+						

REF: NB_Oct 06

* Expected weekly swims

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CLUB FEES

All members pay an annual subscription in January (see constitution). There is an option to pay in up to 10 instalments. The membership fee covers all administrative costs and the swimming fees for your squad. The fees are based on the number of sessions available to the squad. Swimmers moving squad during the year may be required to pay a supplementary fee, if the number/length of sessions available is increased. Certain extra sessions available to "A" Squad swimmers may be payable in addition.

EQUIPMENT

REQUIRED BY ALL SWIMMERS

1. Training costumes
2. Competitive costume (not used for training)
3. 2 pairs of comfortable goggles
4. 2 hats (All swimmers with long hair must wear a hat.)
5. TSC T-Bag (poolside shirt)

ADDITIONAL EQUIPMENT REQUIRED BY A, B & DEVELOPMENT SQUADS

1. Water bottle (See Nutrition Leaflet)
2. Float & Pull Buoy
3. Fins
4. Hand paddles
5. Carry bag for equipment

SWIM SHOP

The Club's own swim shop operates at various times during teaching/training sessions as announced, at Teddington Pool and Richmond Pools on the Park. Additional swim shops are held during the major club competitions. The shop sells club kit and equipment required for training. Kit may be ordered from clubshop@teddington-swimclub.co.uk

TSC COMPETITION LEVELS

The club provides opportunities for all its members to monitor their progress and achieve success at whatever level is appropriate, whether achieving a PB (Personal Best Time) or moving up the rankings for their age group.

Internal Competitions

Entry forms will be available on the Desk, from the website or from the document holders under the Notice Board for all swimmers to complete and submit for their chosen events. Entries can always be discussed with the Coaches and Teachers. A list of entrants will be shown on the Notice Board just prior to the competition. Ages are as at 31st December in the year of competition.

Club Championships

Open to all Club members covering distances from 50m to 1500m with Age Group Medals and Trophies. Additional awards presented for best performances.

Interhouse Gala

Open to all Club Members – Sprint Gala with members representing 4 different teams competing for the House Cup. Individual trophies are presented to the most improved swimmers based on times recorded the previous year.

Novice Gala

Open to any Club Member who has not won medals at any previous club gala or gala of a similar standard. Trophies are awarded to the top swimmers in each age group.

External Competitions

Ages for these competitions can vary from:

- a. Age on day of competition
- b. Age on final day of Championships
- c. Age at 31st December in year of competition.

Inter Club Galas – Junior & Speedo Leagues, plus A, B and C Grade

Teams are selected based on relevant times. Invitation letters are handed out at the desk and a list of swimmers is put on the Notice board. Availability should be advised by ticking against your name on the list or phoning the Team Manager to confirm. Transport is provided for any gala outside the immediate area. Coaches will be available to give advice and monitor the swimmers.

Open Meets – A, B and C Grade, and Masters

Swimmers are encouraged to enter outside competitions for additional competitive experience. Suitable meets are listed on the Notice Board and advice is available for those considering entering. The swimmers/parents are responsible for entries, transport and possibly monitoring on poolside, if coaches are unavailable to attend.

County Age Group/Development Championships

Swimmers are encouraged to enter these Championships. Forms are provided to all swimmers who meet the qualification times for completion and return to the Open Meet Secretary for submission. Transport is not provided. Coaching staff will be available on poolside.

District Championships

Swimmers are encouraged to enter these Championships. Forms are provided to all swimmers who meet the qualification times for completion and return to the Open Meet Secretary for submission. Transport is not provided. Coaching staff will be available on poolside.

National Championships

Swimmers are encouraged to enter these Championships. Forms are provided to all swimmers who meet the qualification times for completion and return to the Open Meet Secretary for submission. Transport is not provided. Coaching staff will be available on poolside.

Open Water Competitions

Swimmers are encouraged to enter outside competitions for additional competitive experience. Suitable meets are listed on the Notice Board and advice is available for those considering entering. The swimmers/parents are responsible for entries and transport. Coaching support will normally be provided.

GALA PROCEDURE

Equipment

- a. Warm Up/Training Costume
- b. Competitive Costume/s – **Club Costume**
- c. Hats and Goggles – Min. 2 of each – **Club Hat**
- d. Poolside Shoes
- e. Poolside T-shirt or similar – **Club T-Bag or Tracksuit**
- f. Poolside Towel/chamois leather
- g. Food and Drink – see Nutrition leaflet

Please note that TSC expect its members to wear club costume, hat and other apparel when representing the club at external galas.

- A. Warm Up/Training Costume – use one of your old ones, then go and get dry and change into your competitive costume. Your muscles will work better if they are warm, so you will have better times. If you are wet, the body loses heat quickly.
- B. Competitive Costume/s – these should be tight to give less drag and only used for competition.
- C. Hat and goggles – you should have more than one pair of goggles that you have tested in training. You should not turn up at a gala with a new pair to try.
- D. Suitable poolside shoes or clean trainers should be worn to avoid veruccas and keep your feet warm.
- E. Poolside T shirt and/or tracksuit should be worn for warmth
- F. Additional towel/s for multiple use on poolside
- G. It is important to avoid dehydration and maintain energy levels for optimum performance. Therefore, food and drink should be available and taken at regular intervals. See Nutrition Sheet.

Internal Gala Procedure

On the day of competition, the poolside will have areas marked showing the different age groups for boys and girls and swimmers should congregate there. An Age Group Whip will check the swimmers in for each race and then line them up in order. They will then be allocated a heat and shown to the blocks for their event. There can be more than one heat per age group. The times and places are taken. If the event is Heat Declared Winner (HDW), the top 6 swimmers will be announced ready for presentation. If there is a Final, then these same 6 swimmers will be required to race again for a final position. For all Club competitions ages are as at the 31st December in the year of the competition

External Open Competitions Procedure

Many Open Meets have consideration times or are limited to a certain number of entrants per event.

This means that your entry may not be accepted. Prior to the event, confirmation of acceptance is received either in the form of a Time Card or by letter.

- A. Time cards will state your competition number and have to be posted in the appropriate box on arrival at the pool. Cards normally need to be submitted 30 minutes prior to the start of the competition. The cards are sorted into heats and

swimmers/coaches need to collect them prior to the start of the Race. The Swimmer takes the card and hands it to the Timekeeper on their lane for completion.

- B. If by letter, then on arrival at the pool, either the coach or yourself will advise the organisers of your intention to compete. A list of heats will be posted prior to the race and this should be checked to find your heat and lane.

If the event is Heat Declared Winner (HDW), the top 6 or 8 swimmers will be announced ready for presentation. If there is a Final, then the 6 or 8 Finalists are announced, plus 2 reserves. If, for any reason, a swimmer declines to compete or fails to turn up for the final, then the reserves are offered the opportunity to compete. If a swimmer in one heat has the same time as another swimmer in a different heat and the last position in the final is at stake, then a swim-off will decide who goes forward.

RACE CONSIDERATIONS

General Considerations

All swimmers and spectators should be silent for the start of each race.

At the end of all races swimmers must remain in their lane until told to get out by the referee.

The flags across the pool are to assist backstroke swimmers and indicate 5m to the turn.

Basic rules for the start, the strokes and the finish

STARTS: The Referee signals that a race is about to start by a series of blasts on a whistle, followed, when the swimmers and officials are ready, by a single long blast. At this point the swimmers take up their position at the edge of the pool (on the blocks, the side of the pool or in the water as appropriate). Swimmers who have not achieved the standard of the ASA Competitive Start Award must start in the water if the start is at the shallow end.
Backstroke starts are always in the water.

When the swimmers are ready the Starter gives the command "Take Your Marks" followed by the signal to "Go", which may be by shot, whistle, klaxon or verbal command. Electronic starting equipment may also have a light to assist hearing-impaired swimmers.

Under the One Start Rule now in operation, any swimmer starting before the signal is disqualified at the end of the race. There is no recall of swimmers for a second start. However, if a faulty start

occurs (e.g. there is a disturbance) the swimmers may be recalled by blasts on the whistle or klaxon, and a rope is dropped into the water across the pool.

BREASTSTROKE: Movements of hands and feet must be simultaneous and in the same horizontal plane. At some point during each stroke the head must break the surface of the water. At the start and turn only one complete stroke may be made under the water (i.e. one arm pull followed by one leg kick) before the head breaks the surface. At the turns and at the finish, the two hands must touch at the same time. Elbows should remain in the water at all times except on the turn.

BUTTERFLY: Movements of hands and feet must be simultaneous. Arms must be brought forward above the surface, and back on or below the surface. At the turns and at the finish, the two hands must touch at the same time at the same level. One or more leg kicks and one arm pull

are permitted under the water at the start and turns.

BACKSTROKE: Swimmers must remain on their back during the race except when executing a turn. During the turn the shoulders may turn over the vertical to the breast but the swimmer must have returned to a position on the back when leaving the wall. Gliding into the turn is disqualifiable. At the turn a touch must be made by some part of the swimmers

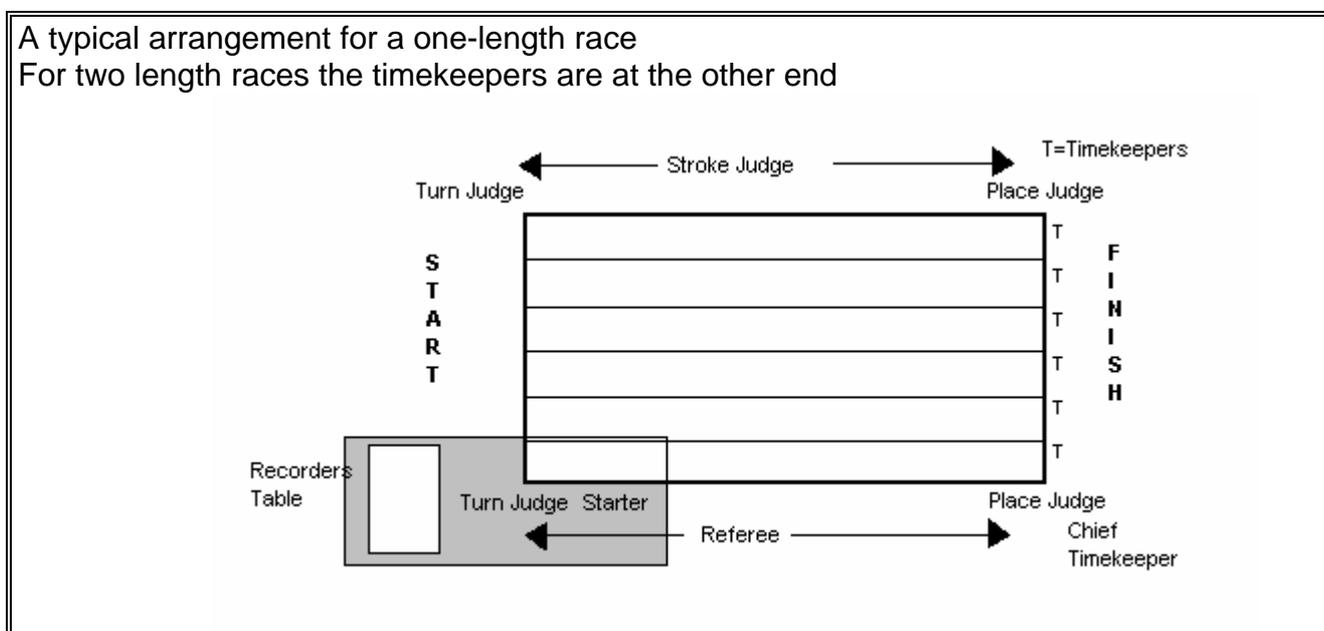
body. At the finish, the touch may be made by hand, arm, shoulder or head and the swimmer must remain on the back.

INDIVIDUAL MEDLEY: Order of swim – Butterfly, Backstroke, Breaststroke, Freestyle.

All of the above stroke rules apply. However, in addition, during the Backstroke to Breaststroke Turn, swimmers must touch the wall on their backs and then can push off on their front.

Poolside Procedures

1. All our swimming Championships are conducted under Amateur Swimming Association Laws and Technical Rules. (The full rules may be seen on request.)
2. All the Poolside Officials displaying a Middlesex County or London Region badge on the blazer or T-shirt have qualified by attending tuition and passing a written and practical examination on the ASA. Swimming Laws.
3. Poolside Officials. The diagram below indicates where poolside officials are normally positioned. It is essential that they are able to work without obstruction by swimmers or spectators: especially in the area near the start (shaded) and close to the edges of the pool.



Referee: Has complete control of the competition, the venue and the other officials in all matters of the swimming laws, moral conduct and security.

If Judges disagree, then his decision is final.

Starter: Starts each event, has certain powers of disqualification.

- Stroke Judge (2):** Patrol the side of the pool to observe the swimmers conform to the Laws of strokes.
- Place Judge (2):** Stand at the finish of each event to decide the *official places*, may also act as Turn Judge.
- Turn Judge (2):** Observe the swimmers conform to A.S.A. Law regarding turns and relay take-overs.
- Chief Timekeeper:** Records official time from each Timekeeper, if necessary adjusts them to suit the places with the supervision of the Referee.
- Timekeeper:** Take and record the time of the swimmer in the lane allotted. This is the *official time*, which may be adjusted in accordance with A.S.A. Law to suit the *official places*, which take precedence over times.
- Recorder:** Record the places and times on a master sheet, arrange the Finalists, or in the case of an Inter-Club Gala allocate the points gained by each swimmer on behalf of their club.
- Announcer:** Announce results after they have been recorded, provides security awareness and any other relevant information.
- Chief Whip:** Arranges the swimmers in each event into appropriate heats.
- Stewards/Whips:** Organise swimmers for the events and supervise the conduct of competitors.
- (Male & Female) **At club galas, whips are expected to arrange their allocated swimmers into the order on the programme, hand them over to the chief whips, and inform the chief whips of any swimmers who are missing.**

TRAINING GUIDELINES

Listed below are some guidelines that should help you and those you swim with, train to the max.

- Arrive on time** You should aim to get to the pool 10 minutes before the session begins, and be on the poolside 5 minutes before the session begins.
- Read the board** So you know what the warm up is.
- Know your speed** Be aware of how fast/slow you are compared to the others in your lane. For each set, organise yourselves in speed order. Remember, the fastest at frontcrawl may not be the fastest at breaststroke arms!
- Pace yourself** Set off at the beginning of the set at a speed you can keep up for the whole set. Remember, if you drop out of the set, the people behind you lose out on their rest time.
If, in dire emergency you have to stop, you should:
- Move out of the way of the following swimmers
i.e. **DO NOT** stop in the middle of the lane
 - Get out of the water as soon as possible

- Give yourself room** Unless the coach sets a different spacing, set off 5 seconds after the swimmer in front so you can swim at your pace and not interfere with others' turning.
- Be Patient** If you catch up the person in front, do not hassle them, but DO...
 - Change over during the rest interval on short sets
 - Tap the person in front on the foot ONCE just before the end of the length and change over at the turn
- Swim with an empty bladder** Go to the loo before the session. You should not need to go to the loo during the session (no matter how hard the set is!), but if you must... go between sets and tell coach when you go.
- Swim fully hydrated, but** Only use your water bottle during the rest periods between sets.
- Move over** When you finish your swim, move out of the way of the swimmers behind you so they too can enjoy swimming a full final length - you may have to tread water to be out of their way.
- And finally, enjoy it!**

‘Easy Nutrition Guide’

It is very important to be aware of good/sensible eating and drinking, especially when combining a busy sports programme with everything else. This ‘easy’ guide will give a basic understanding of the kind of things that should be considered when participating in a swimming club programme.

Drinking

Firstly, always make sure that you are drinking enough fluid to avoid dehydration. Drinking enough before and after training sessions, in particular during the day, is important to maintain hydration levels. Around two litres of water a day is enough, no less.

Take a drinking bottle with you to school, college or work and try to have some sips every so often. During a hard swimming session always have a little drink every 15 minutes. In total between 750ml-1litre should be consumed during a typical swimming session.

What to drink?

It is best to drink mainly water. Though during a swimming session/ competition it is best to:

1. Add some fruit juice, between 25-50%, to the water.

Or

2. Add a little cordial to water to make a ‘squash’.

This ensures that some carbohydrates are included. The body cannot store much and over a period of exercise could do with some more.

Note: Sports drinks such as Lucozade and Isostar are an alternative to the ‘make your own’ ones above.

Note: Plastic drinking bottles should be washed and cleaned after use and ideally changed every few weeks.

Note: Fizzy drinks contain a high amount of carbohydrate. They do not keep you hydrated.

Note: Being thirsty means that you are already in the dehydration process, this should be avoided.

-A useful test is 'the pee test'. Light colour hydrated, dark colour dehydrated!

Eating

What To Eat?

For competitive swimming, the main food groups to be aware of are carbohydrates and fats.

Both of these are required, carbohydrates by far the most necessary.

Muscles store carbohydrate as a substance called glycogen; this needs to be replenished, as the body cannot store very much.

Muscle glycogen is particularly used up the higher the intensity of the workout. The body uses fat as its fuel for the lower intensity workouts.

The main meals of the day should be carbohydrate based. Protein, fruit and vegetables should be included around this.

As well as the main meals of the day, 'snacking' is a good idea.

Depending on what type of carbohydrate meal is being eaten, see below, it can take several hours to digest a main meal. Light meals, with complex carbohydrates, may take 3-4 hours to digest. Heavier meals, with complex carbohydrates, may take four to five hours to digest.

Snacking is particularly important during a swimming competition and immediately after a swimming training session. It is important to eat ASAP to promote recovery before a light/main meal can be consumed.

A nutritional adviser should be consulted where special diets/ medical conditions need to be considered.

Types Of Carbohydrate

Complex carbohydrates (starches): pasta, rice, potatoes, noodles, breads, breakfast cereal, beans, thick pizza base, and rice pudding...

Simple carbohydrates (sugars): sugar, fruits, jam, honey...

The main meals of the day should contain complex carbohydrates.

'Snacks' should contain simple carbohydrates.

Main meals may be a jacket potato/ pasta with various toppings or sauces, rice based, pizza with a thick base, potato based, stir fry with noodles...

Light meals may be beans on toast, toasted sandwiches, tinned spaghetti, sandwiches/ bagels, pasta salad (easy for swimming competitions), cereals...

'Snacks may be a sandwich or toast (jam, chocolate spread, honey, peanut butter, banana), fruit/muesli bars, confectionery bars, buns, scones, fruit cake, scotch pancakes, popcorn, fruits (fresh/tinned or dried), yoghurts....

Note: 'Snacks' can be particularly useful post-training, during short breaks, between main meals and immediately before sleeping when it is better to eat something light.

Note: It is important to eat during a swimming competition, even though you may not feel like it, get used to it! – Eat what you enjoy, be sensible, particularly think about timing of meals...

The trick is to have fun eating. At the same time be aware that eating and drinking the right things at the right times makes for the best performance

SWIMMING JARGON

AAA	National level graded time
AA	District level graded time
A	County level graded time
AGM	Annual General Meeting
ASA	Amateur Swimming Association
ASFGB	Amateur Swimming Federation of Great Britain
B	B Grade or Development graded time
Bagcats	Points awarded for position and time at ASA Meets. Provides stroke and overall rankings
BA	Backstroke
BC	Backcrawl
BF	Butterfly
BPM	Beats per minute (heart monitoring)
BR	Breaststroke
BS	Backstroke
C	C Graded time
DNS	Did not start (Swimmer did not compete)
DNF	Did not finish
DQ	Disqualification Failure to comply with Laws of the Sport. Reason usually specified on the results sheet.
Drill	Exercises specific to individual strokes to promote stroke efficiency
FC	Frontcrawl
FL	Butterfly
Fly	Butterfly
FR	Freestyle
FS	Freestyle
HDW	Heat Declared Winner
IM	Individual Medley (Butterfly, Backstroke, Breaststroke, Freestyle)
Kick	Leg only work to improve performance
LBRUT	London Borough of Richmond upon Thames
MCASA	Middlesex County Amateur Swimming Association
Medley Relay	Backstroke, Breaststroke, Butterfly, Freestyle
NQT	National Qualifying Time
NTT	No Time Taken (Timekeeper failed to record time)
PB	Personal Best
Pull	Arms only work to improve performance
SC	Stroke Count or Swimming Club
SCASA	Southern Counties Amateur Swimming Association
TSC	Teddington Swimming Club
TT	Target Time (time to achieve during a specific set of work) or Time Trial (a time swum during a competition which does not qualify for points or medals)