



Club Handbook



Forward and Contents

Dear Swimming Club Member,

Welcome to the Club whether you are a new or existing member, I hope you find this a useful, interesting and helpful guide to the Club.

It is intended to provide all the information necessary for all of us, parents, swimmers, organisers, and officials to help the Club to progress and look forward to an exciting and rewarding future. At the same time I hope it gives more of an insight of the unseen workings of the Club with the hope that it will encourage more people to become involved to help in the quest of continued and sustained improvement.

This is the second edition of this handbook and I hope you will join in and contribute to its development and improvement. If you have any ideas or suggestions we would welcome them – just let any committee member know, it may be best to put it in writing.

Name.....

Age.....

Squad.....

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1. Welcome

Hello and welcome to your club

This handbook is especially for you swimmers but is also very much aimed at all you people that cough up and pay your membership fees etc., etc., etc.

I know that joining a new club can be a bit bewildering for new swimmers and also for the parents and guardians. Please, please, please if you have any questions or queries do not hesitate to ask anyone on the committee for help or advice. Believe me, your input will be very much appreciated and everyone will try and help you.

1.1 Why are we here?

The club is dedicated to the promotion of competitive swimming for the benefit of youngsters to adults within the local area and aims to install team spirit and fair play.

The following is an extract from an unsolicited letter from a parent whose children swam for the club. The words encompass exactly what the club has and hopefully always will strive to achieve:

“Support, fitness, friendship, learning to win and lose” (and HAVE FUN!)

1.2 About Us

The club has been in existence since 1918 when it was based at the open air pool at Brickfields just outside Exning before moving to the Cambridge Rd site in 1935; in 2009 it moved to the Newmarket College site.

The club is currently run entirely by volunteers who gladly give their time to the club every week, the club is always very keen to attract more people to help, so please do not hesitate to contact us if you are interested and want to contribute, you will be surprised at how much support you will be given.

2. Introduction

2.1 Club Membership

Membership of Newmarket Swimming Club is annual; Swimmers become members by application and subsequent invitation. Swimmers under 18 will also require a parent or guardian to become an ASA member, both of these memberships are payable annually. Because we do not actually teach non-swimmers, people wishing to join the Club are invited to come along to the first Wednesday in the month at the start of the training session and demonstrate their swimming ability. Usually, provided they can swim a length or of F/c, B/c and Br/s they are invited to join the club. At this point he/she must complete a registration form containing important contact and health details etc.

This data is kept on computer currently by the Club treasurer and is used solely for internal club purposes and the ASA (Amateur Swimming Association) registration.

It is very important that this information is kept up to date at all times in case of emergency. Please let the membership secretary know in writing, of any changes as soon as they occur.

Squad fees are payable monthly by standing order in advance. Members are required to provide one-months notice in writing to the membership secretary before leaving the club, ndsmembership@gmail.com.

2.2 Communication

There is a notice board situated at the deep end during training hours. This has information and news about the club and its events such as the fixture list and PB's. It is important that swimmers and parents/guardians regularly check the notice boards for new information. Whenever possible it is recommended that email addresses are included in the contact details, because most news is sent by email to all those wishing to be contacted in this way, it is the most economic method of communication.

Should you not wish to be contacted in this way please contact the membership secretary. Please note anyone included on the email circulation list, by default their email address may be visible to other recipients. We will endeavour to keep them hidden but cannot make a guarantee. We will however NOT knowingly pass on your details to any mailshot or spam databases.

A newsletter is published and is used to update everybody with all the news about the club.

The club website is also a source of information and has many interesting swimming related link:

<http://www.newmarketswimclub.co.uk>

There is a Facebook page, you will need to be accepted as a member:

<https://www.facebook.com/groups/912170915459666/>

There is a Twitter page also:

<https://twitter.com/NDSC1918>

2.3 Clothing and Equipment

A condition of the club membership is that each swimmer has their own set of standard training aids. These are a kick board, a pull buoy, a pair of short fins, a drinks bottle, goggles and a hat. If you are representing Newmarket swimming club at an Open Meet or Gala you will be expected to wear a Newmarket hat and polo shirt (boys and girls). The Club colours are black and red.

3. Training and LTAD (long term athlete development)

There is no quick fix in training; you should be looking at a minimum of 5 years to achieve a level of success.

3.1 The squads

The swimmers are divided into groups depending mainly on age, ability and a degree of physiology and will be determined by the coach's assessment.

They are:

Bridging

Development "A" & "B"

County Development "A" & "B"

County "A" & "B"

Youth

Seniors – 16 + years

Masters – 25 + years

3.2 LTAD

Skill Development

Because athletes lock in their skills during the first three to four years of swimming, the emphasis should not be on how fast you swim but how well you swim.

To avoid injury, improve motor learning skills, increase interest and benefit long term development, multi-stroke, multi-event swimming is paramount. It is important to understand that skills and physiological capacities acquired while young will impact upon later stages of development. For example, stroke technique is much harder to modify after many years of 'doing it that way'. Endurance and strength develop steadily during childhood; therefore, the physical demands of training should increase in a logical manner. Individual swimmers often demonstrate mastery of a few advanced skills; however, until they have mastered all (or nearly all) the skills at their current training level they are not ready to undertake a more advanced program.

Three important concepts should be noted;

- 1 Each training period will have a major emphasis
- 2 It is important that both mastery and retention of lower level skills and fitness are carried forward to the next training period.
- 3 Training generally progresses by first increasing the volume of work, then the frequency of training sessions, which could involve morning training which will help your swimmer to reach their full potential and finally the intensity of training.

Age is Relative

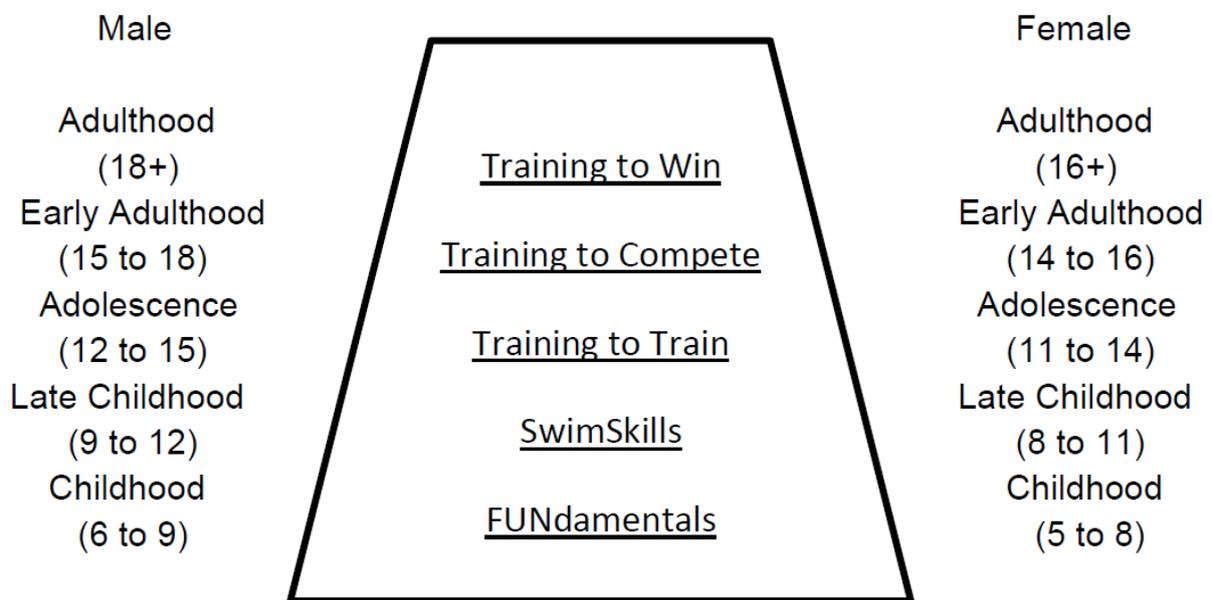
Every child will mature at a slightly different rate. Child development research can indicate the likely chronological age at which certain abilities are acquired, however, any two 10 year-old swimmers may be 1-2 years apart in their biological ages, for example, a late maturing 12 year old girl might best fit into the training plans developed for a group of mostly 10-11 year-olds. Conversely, the 12 year old girl who has completed her growth spurt may be capable of meeting the training expectations of a more advanced training level. Since

late developers often catch and surpass early developers, coaches, parents and swimmers must learn to remain patient and enjoy the lifelong benefits that swimming has to offer.

Types of Energy

For many years the way that the body produces energy has been known. For adults, in short events e.g. less than 45 seconds in duration, energy is derived predominantly **anaerobically**. For longer events e.g. greater than 1 minute 30 seconds energy requirements are derived predominantly **aerobically**. For events between 45 seconds and 1 minute 30 seconds energy is provided through both aerobic and anaerobic metabolism.

Prior to puberty, the greatest proportion of a young person's energy is derived aerobically. Anaerobic metabolism, as a proportion of overall energy output, is small. After puberty, aerobic capacity increases significantly, and an increased proportion of the overall energy requirements are met from anaerobic metabolism. Therefore, energy derived aerobically is very important in swimming.



Please Note; the physical development 'age' is more important than the 'actual' age for moving on to the next stage. All ages above can be up to +/- 2 years depending on the child.

Long Term Athlete Development (LTAD) is a concept that is now at the heart of competitive swimming and training in Great Britain and it is one which Newmarket Swimming Club aims to incorporate at the heart of the club.

It is based on a scientific understanding of how a child's body grows, changes and develops and the most appropriate type of training and competition for that developing body. It recognises, for example, that what would be appropriate training for a young adult whose major growth spurt was nearly over and whose muscles were developed enough to be working on strength training, would not be right for someone in late childhood whose body had not yet gone through those changes - and that it could in fact cause serious damage.

Throughout a swimmer's development it emphasises the refinement and development of swimming skills, particularly in the earlier stages, as the sound foundation on which to develop once the body has matured sufficiently.

Whilst it is possible to train younger bodies hard to achieve early success, particularly those who are early developers, the danger is that without a solid technique foundation they will find themselves overtaken by those who have taken a more patient route, or even worse, will be forced to give up because of 'burnout' or injury. It aims to avoid trying to produce children who peak at 11 or 12 - but who have given up swimming by 14.

Its aim is to ensure that swimmers will be able to reach their genetic potential as they mature based on a solid skill foundation, with healthy, well trained bodies and the mental skills and confidence to be still enjoying their swimming.

Virtually all young people will follow the same pattern of growth from infancy through adolescence to adulthood, but there can be significant individual differences in both the timing and magnitude of the changes that take place both mentally and physically and girls also tend to develop earlier than boys. For this reason the ages used are only guidelines - the physical stage of development of the child is much more important

4. Competitions

The club has a policy of regularly participating in galas both at home and away as well as open meets in order to improve the swimmers ability and encourage social skills and team building. In order to successfully achieve this for the swimmers it is important that EVERY swimmer gets into the habit of being available to participate when invited or have qualifying times. We also encourage all parents, grandparents etc. to attend all competitions and vocally support the team although it is understandable that this is difficult. Please do not let this be a reason for the swimmer not to participate, lifts can always be arranged.

In addition to the galas and open meets, the Club Championships are run every year, where all swimmers are expected to compete for all the trophies.

Open meet entries should be handed to the head coach for verification before the (N&DSC) closure date to then be sent off directly as one club entry by our fixture secretary all cheques should be made payable to Newmarket & District Swimming Club.

Please also see the attached sheet for Competition procedure.

4.1 Team Selection

This is carried out by the Team Manager (s) whose jobs are extremely difficult if swimmers are not prepared to participate in galas. Galas are often arranged up to a year in advance and a great deal of organisation takes place setting them up on the actual night. It is very disappointing to the host club to be told the week (or) day before the event that a club cannot attend because they could not raise a team.

Team selection is always worked out from the PB list.

4.2 Open Meet and Gala Rules

- Remember that you are representing your Club at all times
- All swimmers must swim in a Newmarket Club Hat
- Club polo shirts should be worn on poolside when not swimming
- Have with you a track suit or something suitable to keep you warm
- You need suitable footwear, to keep your feet warm and stop you hurting your feet.
- A drink and something to nibble should be at hand at all times

4.3 Warming up before an Open Meet or Gala

All swimmers are expected to arrive at the venue 15 to 20 minutes before the warm up starts to familiarise themselves with the venue and layout of the pool. You should change and come on poolside when allowed to by the pool staff. 10 minutes before getting in the water you should do a land warm up.

Please always put your bags in a locker if provided to keep poolside free from bags.

4.4 Behaviour at Open Meets and Galas

Whilst at a competition you are representing the Club and your behaviour on poolside and anywhere else during the event should ALWAYS be such that you cannot be criticised.

All support and behaviour on poolside MUST be conducted in a sportsmanlike manner regardless of the behaviour of others. Remember that when a race is about to start you should be quiet and stand still so that the swimmers can hear the starter's instructions and not be distracted.

Please remain together as a team group and give as much support as you can to your team mates who are swimming, we would like Newmarket to be known as the noisiest but fairest supporters around!

Especially help the younger and inexperienced team members and show them what to do. The most important thing however is to stay with the Team until the end of the Gala.

HAVE FUN & ENJOY YOURSELF!

4.5 Eat to Compete

You can't run a Car without Petrol/Diesel or Oil so why do you think you can Swim/Compete without Food and Water

FOOD

Food is the body's fuel, to keep it running efficiently for Training or Competition, but you will need the best fuel possible or your body will become tired and unable to work to its full potential.

Nutritional Needs that are Essential:-

- Carbohydrates
- Fats
- Protein
- Water
- Vitamins
- Minerals

Carbohydrates are the main food group for energy, they are easy to digest and store in the form of glycogen in the muscles and liver.

There are two forms of Carbohydrate foods,

- Simple Carbohydrates which are Sugar - Fast energy but depletes in around 2 hours+
- Complex Carbohydrates which are Starch - longer lasting to sustain energy levels*
- Exercise lowers your glycogen store - Eat Carbohydrates to boost your levels

+ Simple Carbohydrates - Initial energy boost, depletes quickly

* Complex Carbohydrates - Gradual energy supply over a long period

Swimmers should aim for 80% of carbohydrates from starchy food (pasta & rice) to maintain glycogen levels & boost energy for Training & Competing.

Complex Carbohydrates (Sustained Rise in Energy Levels)	Simple Carbohydrates (Fast Rise & Fall in Energy Levels)
* Bread & Cereals	* Sweets
* Pasta & Rice	* Glucose Tablets
* Potatoes	* Honey/Jam
* Sweet corn	* Fizzy Drinks
* Beans	* Sugar Coated Cereals

DRINK

Water rehydrates when the body sweats and helps regulate the body temperature & circulation of the blood so drink is very important for an athlete.

What should I Drink?

Isotonic, Hypertonic & Hypotonic are all available to buy from shops or you can make your own as it's much cheaper, but they should be used at the correct time.

Isotonic: - Contains similar concentrations of salt & sugar as the human body, they quickly replace fluid lost through sweating & supplies a boost of carbohydrate.

- Make your own:
1. 200ml ordinary fruit squash, 800ml water, a pinch of salt, mix & chill
 2. 500ml unsweetened fruit juice, 500ml water, mix & chill
 3. 50-70g sugar, one litre of warm water, pinch of salt & 200ml of sugar free squash mix & chill

Hypertonic: - Contains a higher concentration of salt & sugar than the human body, it's normally consumed post-workout to supplement daily carbohydrate intake & top up muscle glycogen store.

Make your own: - 1. 400ml of squash, one litre of water & a pinch of salt, mix & chill.

Hypotonic:- Contains a lower concentrate of salt & sugar than the human body, it quickly replaces fluid lost by sweating.

Make your own: - 1. 100ml of squash, one litre of water & a pinch of salt, mix & chill

- Water
- Glucose drinks (sipped slowly because they cause an instant boost in energy & this leads to a drop in Energy Levels)

Drink as LITTLE as possible of fizzy Drinks, caffeine drinks - e.g. coffee, alcohol, diet coke

When do I Drink?

- Always Drink BEFORE you feel thirsty
- Little & Often – especially during Training
- Aim to Drink 200ml every 20minutes or 1000ml during Training
- Before & After Training

Why is a good diet important before competing?

- To maximise storage of glycogen (provided by carbohydrates) - which helps to prevent fatigue.
- To keep the body hydrated – drink little & often.
- Maintain healthy eating at competitions – take a bag of food & drink with you to maintain glycogen levels but try & eat food that you're familiar with.

The week or two before a competition

Carbohydrate intake should be increased prior to competing. Decrease your fat intake to prevent weight gain. Eat little & often & drink plenty.

Typical foods to eat –

- Cereal, low fat milk
- Increase potatoes- Jacket with low fat filling
- Add extra rice & pasta
- Reduce meat & fish

The night before a Competition

- High Carbohydrate, low fat diet with lots of fluid

Typical foods to eat-

- Rice/Pasta, low fat sauce
- Beans on Toast
- Cereal & Toast
- Increase potatoes, reduce meat & fish
- Jacket Potato with low fat filling

Pre event

High Carbohydrate, low fat – plenty of fluids

- Keep glycogen stores topped up & maintain fluid intake
- Big meals need 3-4 hours to digest
- Lighter meals need 1-2 hours to digest

Typical foods to eat –

- Toast
- Cereal with low fat milk
- Banana
- Jam Sandwich
- Beans on Toast
- Pasta with a low fat sauce (Tomato)

Less than one hour before a race-

- Soft drinks-diluted fruit juice/squash
- Sports drink
- Banana
- Energy Bars
- Plain Biscuits (Jaffa cakes are low fat)
- Jelly cubes
- Raisins

Between Races

2-4 hours before a race-

- Sandwiches/Bagels/Toasted sandwich
- Cereal
- Canned or dried fruit
- Popcorn
- Jacket potato

- Rice or pasta

Post Competition

High Carbohydrate intake to refuel the body, adding fruit & vegetables. Drink lots

4.6 Fixtures

As fixtures change and are updated during the year they are not included in this booklet, please check the notice board for the latest information.

Please look at the fixture list for the most appropriate Open meets, as a guide a Level1 meet is for the most experienced swimmers, it is in a 50m pool and has qualifying times you must have achieved in order to enter, level 3, 4 or unlicensed meets are for the younger less experienced swimmer. These may or may not have qualifying times.

5. Club Championships and Awards

5.1 Club Championships

This is the swimmers opportunity to show how they have improved during the past year and to compete against their fellow team members and friends and to win Championship trophies. It is also a chance to try and beat the Championship records and get their name on the list. The club also uses this event to check and record ALL the swimmers PB's (Personal Bests), so it is important that all swimmers participate so that they can see how they are improving.

The dates for the Club Championships are included in the Fixture list. Short distances are held in the summer and Long distance in the autumn.

5.2 ASA Badges, Certificates and Sprint Awards

Part of the coaching includes various ASA awards and qualifications e.g. Shallow water dives and sprint awards. The shallow water dive award must be achieved before a swimmer can start from the blocks at a competition. There are sprint awards in Bronze, Silver, Gold and Platinum for all strokes and distances. They have qualifying times which must be achieved.

A certificate, badge and flash are available to purchase to show your achievements. Please talk to our membership secretary for further information

6. Club Set up – People and Structure

6.1 Coaching Team and Management

We have a professional UKCC Level 3, paid Head Coach; who is assisted by other qualified Coaches and Teachers as well as several poolside helpers.

The Club is always keen to enlist more help and will help fund training courses that are required to help, teach or coach. There is always a need for gala officials such as timekeepers, judges, starters and referees and we can arrange training courses leading to an ASA qualification as required.

Please contact our workforce co-ordinator for further information.

6.2 Committee

Please refer to the website for details of the current committee members and the club captains

6.3 Get involved

We always need more help and fresh ideas to keep the club vibrant and prosperous, so please if you think you can help or can contribute in any way please do not hesitate to contact us.

If you see something that could be improved or if you see something that you think might be wrong please do not keep it to yourself, tell us because if we don't know we can't do anything about it. All constructive comment or criticism will be positively taken and considered.

If you have an idea of how to raise funds let us know.

If you have any ideas for social events that the club could run let us know.

7. Club Rules and Regulations

Newmarket Swimming Club Rule & regulations

: - Please refer to the Club Constitution

: - Please refer to the Club Codes of Conduct

Of which all new members are issued with by email

They can also be found on the web site.

8. Welfare

We do have a Welfare Officer you can contact if you have any problems you need to discuss in confidence

Please remember we are only responsible for your swimmers while they are ON Poolside and they are your responsibility before and after the sessions. They should be dropped off and picked up promptly.

9. Swim Preparation

Pre-Swim Preparation

- Eat 2 hours before you swim
- Drink around 1 litre in the 2 hours leading up to your swim
- Try to relax an hour before you swim
- Go to the toilet

- Do a land warm up and stretch 15 minutes before you swim
- Have all your equipment ready and be ready to swim at your start time
- Don't swim if you are ill, especially if you have an open wound or upset stomach

During the session

Warm up slowly, gradually build up speed

- Drink small amounts during & after each set
- Toilet breaks are built into the sessions
- Swim full lengths, do correct turns and avoid cutting corners
- Make sure you start and finish every length correctly

Post swim

- Swim down to relax muscles and practice your strokes if a swim down pool is available
- Stretch legs and shoulders
- Have a hot shower
- Eat but try and avoid sweets and crisps.

10. How to Set Goals

You will often be told to make goals "smart". The letters all stand for words. We are going to look at making goals "smarter".

SPECIFIC

Say what you want to improve. "I want to improve my Backstroke finish" rather than "I want to improve my Backstroke"

MEASURABLE

How will you judge if you have reached your target? "I will be able to go hard into the Backstroke finish every time, without looking for the wall"

AGREED

Speak to your Coaches about your goals. They can help you achieve them.

REALISTIC

Try not to set a goal that is too much of a challenge. If you want a County Record, set out to achieve a number of small improvements rather than one big one.

TIME SCALE

Give yourself time to achieve your goal. Not too long or you may lose interest. Six months maximum or perhaps the date of an important competition.

EVALUATE

Constantly check your progress towards your goal and plan the next step

RECORD

Write down and keep a note of all the little steps you take towards achieving your goal.

11. Core Body & Stabilisation Exercises**PELVIS LIFTS:-**

- Lying on back, arms by side
- Bend knees, keep feet on floor
- Tighten lower abdominals
- Tilt pelvis up & hold for 10 seconds
- Lower back down
- Repeat ten times

CRUNCHES: - Hands Across Chest

- Lying on back with Knees bent & flat on the floor
- Arms across body
- Tighten lower abdominals
- Slowly raise head & shoulders off the floor
- Maintain equal distance between chin & chest
- Do not allow stomach to bulge
- Slowly lower back down to floor

THE PLANK: - Plank Knees:

- Start in 4 point kneeling
- Tighten lower abdominal muscles
- Rise onto forearms out in front
- Lower pelvis to floor until back is straight
- Aim to hold for 1 minute

BRIDGE: - Dynamic Bridge

- Lying on back
- Knees bent, feet flat on floor
- Tighten lower abdominals
- Slowly raise pelvis off mat, curl each vertebrae one by one away from mat
- Hold this position
- Slowly lower each vertebrae, one at a time down to mat
- Repeat 10 times

TABLETOP

- Lying on back
- Feet raised so hips & Knees at 90°

- Arms by sides
- Tighten lower abdominals
- Hold for 1 minute

PRONE: - Prone & Scapula Set:

- Lying on front
- Arms by side
- Tighten lower abdominals
- Bring shoulder blades back & down
- Hold for 10 seconds
- Repeat 10 times

SUPERMAN: - Superman with arm:

- Four point kneeling
- Back straight & hips at 90°
- Tighten lower abdominals
- Slowly raise one arm straight in front
- Try to keep pelvis & back still throughout
- Bring arm back in & relax
- Repeat with other arm
- Repeat 10 times each arm

OYSTER:-

- Lying on side
- Knees at 90°, feet together
- Tighten lower abdominals
- Lift top knee up, keeping feet together
- Try not to let pelvis drop back
- Repeat on other side
- Repeat 10 times

STRAIGHT LEG OYSTER:-

- Lying on side
- Bottom knee bent to 90°
- Top leg straight
- Tighten lower abdominals
- Slowly raise & lower top leg
- Try 10 times, 20 times & 30 times and Repeat with other leg

Remember this important lesson about swimming,
Training and life in general

If you always do what

You've always done.

You'll always get what

You've always got!

Your body is a very clever but sneaky piece of equipment.

If you do the same thing over & over without trying a little harder or doing something different, it will stop making changes & adaptations & you will become an expert at what you've always done

Do something different every session and push your training on – don't be shy, TRY

Gala Diary
