

BISHOP'S STORTFORD SWIMMING CLUB



HANDBOOK FOR MEMBERS AND PARENTS

BISHOP'S STORTFORD SWIMMING CLUB

(Affiliated to ASA East Region)



Welcome to Bishop's Stortford Swimming Club

A warm welcome to our club! I am delighted that you have chosen to join BSSC, and look forward to meeting you soon.

BSSC is a well-established and successful swimming club that provides a competitive development programme for those individual's that competing matters. We run our own Learn to Swim programme in practical terms, this means we cater for swimmers of different abilities and ages, through squads that match differing needs and abilities.

To help us achieve this, BSSC has a truly dedicated coaching team with real depth and breadth of experience who can make swimming training challenging and productive. To us, swimming should not only be rewarding, but also fun, and provides the opportunity for swimmers of all ages to:

- achieve high levels of fitness
- develop discipline and organisational skills that are useful outside the club
- be part of a successful team – and to socialise
- achieve individual success and recognition

Our pool time is on four sites - at The Bishop's Stortford College, Grange Paddocks, Herts & Essex School within the town. BSSC provides a wide selection of training times, and squads train from once or twice a week to 18 or more hours a week for the committed competitors.

The club takes great pride in its competitive success – BSSC is a Skill Development Swim21 accredited club. We enter a variety of swimming leagues and galas, with members currently competing at County, District, National level and we actively encourage and expect our swimmers to be involved in competitions. These competitions not only provide an opportunity for swimmers but also for the whole family - from spectating and supporting the club to organising these events – to be involved. We welcome this volunteer support, so let us know if you are interested in helping – no previous experience necessary!

Our committee too is made up of volunteers dedicated to providing our members with the club they deserve. If you have just joined, please take the opportunity to introduce yourself to me, to the committee members and coaches. As a member of the ASA BSSC is governed by their rules including their Code of Practice on Child Protection, all details are available from our Club Secretary / the ASA web site www.swimming.org. I urge you to read these, along with BSSC rules and the roles and responsibilities of the club's committee and its members.

Finally, check out the notice board at Bishop's Stortford College Pool for club information and team selection. The club's website, Facebook & Twitter is also an extremely useful source of information.

Tony Chada
Chairman

CONDUCT

Swimmers are expected to:

1. Always be respectful and polite to others.
2. be attentive and listen during training.
3. Always swim to the best of his/her ability.
4. Display good sportsmanship in training and at competitions.

Coaches are expected to:

1. Serve as role models.
2. Provide technical direction to the swimmers
3. Provide a level of discipline at all training sessions
4. Plan all practices and communicate with parents
5. Be understanding of, empathetic with and sensitive to, the emotional and physical developmental needs of all swimmers

Parents are expected to:

1. Support the coaches.
2. Provide support to their child's efforts and swimming results/times at competition
3. Actively participate and volunteer at club events
4. Pay all fees on time.
5. Check the club website on a regular basis to keep up with any changes that might occur

COMMUNICATION

We have a lot of members and it is very important that swimmers and parents take responsibility for staying up to date with events. We communicate in 7 ways:

- via the website www.bsswimclub.org.uk
- [Facebook](#) (Public) or [Members Only](#)
- [Twitter](#)
- via email
- via text message
- via the notice board
- via Babble (monthly newsletter)

If a training session or gala is to be cancelled we will send out an email, post a note on the website, Facebook, Twitter send a text message but do check your emails. If your details change, please inform the membership secretary to ensure we have the correct email address / landline / mobile numbers.

If the swimmer changes squad, please help our administration tasks by completing the relevant form in Appendix 3 and sending it to the Membership Secretary. Similarly, if you wish to leave the club you must inform us in writing. Please find the relevant form at the back of this handbook. Unless we receive notification in writing you will still be liable for fees.

Communication - coaches.

Safety is our priority so we ask that parents do not distract coaches by engaging in conversation with them during a session. If parents wish to discuss their child with the coach, they should make an appointment to do so at a time convenient to both parties. Coaches can also be contacted by email through the club website under the link "Contact us". Coaches will make time to discuss coaching / swimming issues with parents and will endeavour to provide parents with regular updates on their child's progress and advice on any swimming related problems.

If you do have a concern or a question;

- Please speak to the squad coach who is working directly with your swimmer. Our coaches work with large squads and may occasionally miss things. A quiet and friendly word with the coach should resolve any issues as the coaches will do their best to sort out any problems
- if you are not satisfied with the response or need more information, please speak with the Head Coach
- If further help is needed, contact the Committee Chair

Injury and Illness

Whenever possible the coach should be notified of an injury or illness as soon as possible, regardless of how serious or trivial it is. The severity of the injury/illness may only become worse if the coach is not aware of the problem.

Swimmers may still be asked to train whilst injured/ill but only do so at a lower level recommended by the head coach. Where possible, swimmers should give the coach full doctor / physio feedback on the symptoms to aid the recovery process.

Swimmers may be asked to leave the pool if the coach feels they are not fit enough to fulfill the tasks.

COMMITTEE

The committee is made up of a body of volunteers who are elected each year at the AGM. They are responsible for the running of the club and along with the membership are bound by a set of rules – the BSSC Constitution which you are given at the time of joining. Below is generic description of each role. A full description of each job can be found on the website under Downloads. (This year's committee details can be found on Appendix 1)

Chair	Has overall responsibility for the committee meetings, sets the agendas, is the “face” of the club. Member of the executive
Vice Chair	Deputises for the Chair. Member of the executive
Treasurer	Responsible for the accounts and the budget. Maintains the bank account and members' standing orders, settles invoices reconciles ASA and Open Meet fees. Member of the executive
Secretary	Takes minutes of committee meetings, maintains copies of all agendas, minutes and attached documents. Distributes correspondence and is responsible for election of captains. Member of the executive
Competitions Secretary	Maintains calendar of events, books officials, prints and sends entry forms to Open Meets, corresponds with league officials
Membership Secretary	Maintains up-to-date database of members' details, issues renewal forms at the end of every year
ASA Secretary	Liaises with the ASA and maintains an up-to-date database of ASA membership
Welfare Officer	Responsible for the wellbeing of the youth membership. Ensures all helpers are CRB checked. Deals with any behavioural issues with swimmers
Workforce Co-ordinator	Maintains lists of volunteers and makes contact when help is needed
Disability Co-ordinator	Represents the club and liaises with outside agencies.
Schools Co-ordinator	Represents the club and liaises with area school.
Swim21 Co-ordinator	Responsible for clubs swim21 status.
Fundraising Officer	Responsible for sponsorship etc.

Non-Committee positions

Team Manager	Selects the teams with the coaches to represent the club at galas and informs parent's details of galas.
Trophy Trustee	Responsible for the ordering and issue of BSSC Open Meet medals and for the issue and collection of trophies at Club Championships

COMPETITION

With differing levels of ages & experience within the club, not everyone will necessarily be suited to the same meets. Check the club's website events – calendar regularly for information.

- Swimmers who have not yet reached their ninth birthday are only (under ASA rules) able to participate in Internal events.
- The coaching team will select the events that they wish you to swim at open meets.
- You will receive an email with the selected events from Competition Secretary who would have checked the coaches' selection to confirm that you have qualified for the events selected, you must reply by the date specified in the email to confirm if you will be attending the meet or are unable to attend the meet. Once you confirm that you will be attending the meet you are liable to pay entry fees due. If you are not happy with the coaches' selection of event's, please speak to your coach who will be happy to let you know why those events have been selected.
- In due course, you will receive an invoice via email from quickbooks@notification.intuit.com show the amount due in entry fees this must be paid by due date shown, if you have signed up for the club to take payments by Direct Debit the entry fees will be taken by Direct Debit.
- If the Meet runs with entry cards these will be given to you as soon as they are received. This will usually be about two weeks before the meet. If it is a cardless meet an accepted and rejected list of swims will be received by email to the competition secretary who in turn will email them to you providing the club have an email address for you along with any other information required example change in warm-up times some clubs will also publish details of the accepted swims and a draft programme on their website
- Meets without cards will either require you to sign in (register) for every event in that session or a sign out withdrawal system i.e. you must withdraw from races otherwise they will assume you are swimming all the events you have entered. If you do not withdraw, races will run with empty lanes this makes it difficult for your swimmers to race the best they can and in some cases, you may have to pay a fee for not informing the host club, and will be unable to swim any further events until the fine is paid.
- You must remember to take your cards with you on the day of the meet, post them in the cards box before the deadline, which will usually be around the time at which the warm-up starts. Cards are usually posted on a session-by-session basis.
- The club insist that if there is a presentation of awards you must wear your club **polo shirt** and black bottoms on the podium. Not only does it show pride in B. S. S. C, but is, in some cases, a Child Protection requirement
- All open meets are Licensed. All times from licensed meets are sent to the ASA and will appear on the rankings database <http://www.swimming.org/asa/results-and-rankings> Licensed Open Meet are designated by the ASA so that times achieved may be used to qualify for County Age Groups & Championships, ASA East Region Summer and Winter Championships and National Championships.
- Licensed Level 1 (50m pool) your times must be faster than the qualifying times and have been achieved at a licensed meet – qualify for National and Regional Championship events, summer championships are held in 50m pool and winter championships are held in 25m pool, in some cases they will only accept times which appear on rankings
- Licensed Level 2 (25m) your times must be faster than the qualifying times and they will only accept times which have been achieved at a licensed meet – qualify for National (25m) and Regional Championship events these meets are held in 25m pools in some cases they will accept 50m pool times converted to 25m
- Licensed Level 3 there may be lower and upper times your times must be within set times or just upper limit times which you must not have swam faster than – qualify for County, Regional Championships, Level 1 and 2 meets
- Licensed Level 4 meets are for Club Championships only times achieved can be used to qualify for level 3 meets and County Championships.

Club Championships

Are held annually dates are set each year by a sub-committee all swimmers are expected to enter to determine who will be Club Champion for their own age group in each stroke. Medals are presented to the first six in each age grouping with a trophy for the winner. Trophies are held for one year and then returned to the club. Swimmers keep their medals and every swimmer is encouraged to enter. As above the coaching team will select which events they would like you to enter. It is a great way to get official times on the database which, is important for the Team Manager when he or she is looking for swimmers to swim for the club in future galas. Swimmers always refer to their PB's (Personal Bests) which are the swimmers' best times personally achieved at different strokes and distance. All these PB times are kept on the database which you can access on our website with a unique password. Contact the Competition Secretary to set up a password to access your times. You can also find the club records on the website.

County Age Group & Championships

These can be held between January and February each year over at least 2 weekends (age as at 31st December in year of competition). Swimmers must have achieved the qualifying time at level 2, 3, or 4 meet since the date set by Herts ASA Swimming committee. Qualifying times are available to download from club's website as an appendix to add to this handbook.

- Age Group 10 – 16/over years. Events 50m, 100m, 200m, events all strokes plus 100m, 200m Ind. Medley ages 10 / 11 years. 12 years and over as above plus 400m, Freestyle and Ind. Medley, 800m (female), 1500m (male).
- Championships open to any male or female swimmer over the age of 18 and under who has achieved the qualifying time there is heats and finals 50m and 100m events to establish overall champion in that event. Junior Champion is anyone under the age of 16 on last day of competition who is placed highest from the heats same goes for all 200m events and more which are Timed Final in both open and junior categories.

Regional Championships

These are held in May / November (age as at 31st December in year of competition.) Swimmers must have achieved the qualifying time at level 1, 2 or 3 meet since the date set by ASA East Region.

- 15/over years. At these events, there are heats & finals in 50m, 100m, 200m events 400m events and above are Heat Declared Winner. Qualifying times are 25m or 50m converted but are swum in a 50m pool.
- 11 / 14 years. At these events, there are heats & finals in 50m, 100m, 200m events 400m events and above are Heat Declared Winner. Qualifying times are 25m or 50m converted but are swum in a 50m pool.
- Winter Championships are held over one weekend in November in 25m pool there is no age group qualifying times only open qualifying times which all swimmers must have swum faster than. Like County Championships there will be a junior and open champion.

British Championships

Planned for week 2 or 3 of April each year to 2020.

POOL SPECIFICATION: Long course, LICENSING DETAIL: Level 1 AGE BASED ON: 31st December in the year of competition The format of all Trial events will be decided upon by the National Performance Director and GB Head Coach to provide the most appropriate and optimal selection competition as a precursor to the end-of-season benchmark international competitions.

British Summer Championships

POOL SPECIFICATION: Long course. LICENSING DETAIL: Level 1, AGE BASED ON: 31st December in the year of competition, MINIMUM AGE: 13 years of age in the year of competition QUALIFICATION: Entry drawn from the British Rankings database. Top 24 ranked individual British swimmers per event and age band identified from British ranking list from the specified qualifying window.

ASA Winter Meet

SPECIFICATION: Short course, LICENSING DETAIL: Level 2, AGE BASED ON: 31st December in the year of competition. Entry by the achievement of the Qualifying standard, in a short course pool, at a meet licensed at Level 2 in the year of the competition. No converted times accepted.

Home Nation Summer Championships

POOL SPECIFICATION: Long course, LICENSING DETAIL: Level 1, AGE BASED ON: 31st December in the year of competition. MINIMUM AGE: 12 years of age in the year of competition QUALIFICATION: Entry drawn from the British Rankings database, Individuals identified from English/Welsh/Scottish ranking list from the specified qualifying window, who have not qualified in that event for British Summer Championships. The number of individuals invited to be set by the individual Home Nation.

It is always possible, that some swim meet will attract more entries than the organizers can accommodate, in which case the slowest entrants will be rejected please ensure you have an entry time if you do not have a time for an event ask your coach if they will do a time trial for you

Swimmers and parents are quite rightly on their honour not to fake times on entry forms and apart from damaging the club's reputation, it won't do you any good at some meets "speeding tickets" rather than medals are awarded for beating the entry time. In some meets this is a straightforward calculation, others allow a slight margin. (Of course, you may enter in good faith and be in such great form you still get a ticket and there is no shame in that!)

Open Meets are available for all standards of swimmer, from novice to senior international. Meets can have a licensing level per the purpose of the competition and they will all have qualifying or consideration times.

Just to get into licensed meets is often fierce, and for those swum long course (i.e. in 50 metre pools) it has become even more so, for reasons explained below. Some meets offer the full range of events swum at national level, but others where the hosts; pool time is restricted may not include events above 400m. Competition to get into long-course 200m and 400m Ind. Medleys and the rare 800m and 1500m freestyle is particularly tough. Some licensed meets may in turn accept only entry times which have been swum at other licensed meets. This is because these are all checkable via the ASA database at www.swimming.org which lists all swims at such meets.

Meets will be swum either in single-year age groups or with double years. Being in the younger year of a two-year band makes it harder to get in, but don't worry the boot will be on the other foot next year!

The more experienced you become you will get to get the feel if you will be accepted for a swim. As mentioned above, if an entry is rejected a refund is usually made, but unrealistic entries create unnecessary work both at our end and the host club's.

It is particularly important to use genuine times when entering licensed meets as an entry on a false time may deny someone else trying to enter on their genuine time a rightful place in the race.

Even if you have been rejected for a swim, you may still be accepted for a time trial on the day, subject to paying the entry fee on the day (which is sometimes a little more than the original entry fee) you will be advised either before or by the promoters on the day if they will be allowing time trials.

Galas

There are different galas for differing abilities throughout the year. The team is usually made up of four age groups of which at least there will be four male and four females in each age. These are selected by the coaches with assistance of the team manager we try to enter as many as possible friendly galas so all swimmers get a chance to swim as a team member of B.S.S.C

Team lists are placed on the notice board at the college, an email is sent. We aim to give at least 2 weeks' notice of selection for a gala or an event. If a swimmer is selected, we expect them to swim and parents should ensure that selected swimmers are made available for competitions wherever possible.

Depending where the gala is being held we will run transport to the gala in these cases should place a tick against the swimmer name to indicate availability, and if you are accompanying your swimmer on the arranged transport, you should indicate (+1) or (+2) to cover additional coach seats for yourself etc. To cover our costs there will be a small charge required for coach seats and they should ensure at least one adult accompanies the swimmer if they are under the age of 18.

Parents should advise the team manager as soon as possible if their swimmer cannot participate through illness etc.

We ask where possible that swimmers do not leave poolside until after the results are announced, if they have finished all their races ask permission to get changed but they must then report back on poolside. If transport been arranged and they will not be returning on the coach team manager must be informed otherwise the rest of the team will be waiting while a search is taking place to find the missing swimmer only to find out they are tucked up in bed.

Ages of swimmers for galas are different for each one majority of galas are now age on day, age at last round if it is a league very few are now age as at 31st December. Even the terminology of age groups can be very confusing example is under 12 years of age or 11 years and under.

The club enter three league galas every swimming season September – July

- The National Arena Swimming League (London) three rounds which are swum in October, November, and December for this league the fastest swimmers in each age group are selected to represent the club age groups are 11/under, 13/under, 15/under and Open swimmers age is at 31st December there is a national final which is held in April of the following year. Including London there are 7 leagues all over the country where the first and second placed teams automatically get a place in 'A' or 'B' Finals. The final is held in a 10 lane pool the remaining three lanes for each final is made up of all competing teams finishing 3rd to 8th place in their division being entered virtual gala.
- Hertfordshire Swimming League (Major) three rounds which are swum in January, February and March the fastest swimmers in each age group are selected to represent the club age groups for this is under 12, under 14, under 16 and Open swimmers age is date at last round.
- Hertfordshire Swimming League (Peanuts) three rounds which are swum in April, May and July age groups are 9 years, under 11 years, under 12 years and under 13 years' swimmers age is date at last round the fastest swimmers from each age group will be selected.

Sometimes you may receive a call after the original team list been published either swimmer is unavailable or is ill this is the same as if you are playing for a football club you are the reserve called in to replace the injured player

There are 3 types of payments required to swim in BSSC

1. Membership fee - must be paid by the end of January each year
2. ASA fee - must be paid by the end of January each year
3. Squad fees - paid each month, the amount varies from squad to squad.
(Please see appendix 4 for up-to-date fees)

Every December you will receive an email from the clubs Membership secretary to remind you to log onto the club's online database to renew your Membership of the club and ASA by 31st January. Preferred payment of these yearly fees is Standing Order or if you have signed up for Direct Debit once membership secretary informed treasurer that you have selected to renew an invoice will be raised and payment will be taken by Direct Debit

Squad fees are payable by standing order or direct debit, and are collected every month including August. The amount payable in August is for the squad you belong to in July.

TRAINING SESSIONS

Parents should ensure that swimmers are on time for their session. Please do not just "drop and go". Sometimes albeit very rarely the session may have to be cancelled at the very last minute when we are unable to inform you. **The coaches only become responsible for the safety of your child once they are poolside.** Please come into the pool foyer to check the session is to proceed before leaving. Under the Duty of Care to Safeguard Children the club have a responsibility for the wellbeing of children in the changing rooms. These rules are laid down by the ASA and we follow them. If a parent fails to collect a child the club will follow the procedure outlined in the "ASA Policy on Guidance on Late Collection of Children".

During training, all swimmers should behave in a manner that does not interfere with another swimmer's training. On matters of discipline, the coach has absolute discretion and swimmers proving to be disruptive may be asked to leave the pool and remain on poolside until the session ends. The coach also has the discretion to ban a disruptive swimmer from subsequent sessions. Membership of the club can be suspended or halted if necessary. Swimmers must behave well always both in and out of the pool. Bad language is not to be used and swimmers must show respect for other people's property. **Bullying in any form is not tolerated at Bishop's Stortford Swimming Club.** If you suffer or witness any bullying, please tell your parents or your coach or contact our Welfare Officer who is on the Committee. You have a right to be comfortable and happy at training and galas and "telling" on a bully will not make it worse because we **will** sort it out. Please remember that you are part of a club and that we expect good behaviour always.

VOLUNTEERS

Our club is run by volunteers! We are always looking for help and volunteering is a great way of supporting your swimmer and an excellent way to meet new people! Please don't be intimidated by all the different ways you can volunteer. There is bound to be a slot where you can help! We need people to volunteer to;

- Help at galas/club open meets on poolside – organising the swimmers for their races / taking around refreshments etc. in the foyer – running the tuck shop / taking door money / selling raffle tickets
- Provide admin support
- Bring donations for the raffle
- Become an Official by taking a course
- Write press reports of galas or open meets
- Support the coaches as squad coordinator

We put requests for help on the notice board so please sign up! Many hands make light work. If you want to find out more about volunteering, please contact our Workforce Coordinator. Her contact details can be found under the Committee section of this handbook or under the "Contact Us" link on the website.

All poolside helpers must be members of the club and the ASA and must undergo a Criminal Records Bureau check to comply with the Child Protection Policy. If you wish to volunteer to help poolside please contact our Membership Secretary and Child Welfare Officer.

Below is a generic description of all the different "jobs" that we need help with at different times of the season.

ANNOUNCER

The announcer must arrive at the pool well before the warm-up session starts and ensure they know how the equipment works. Make the safety announcements before the warm up, AND again before the competition starts. Announce the lanes for the clubs attending and that no diving is permitted ask team managers to station a responsible adult at the end of their lane to ensure the safety of the swimmers.

Make any other announcement as requested by the referee or the gala coordinator.

CHANGING ROOM SUPERVISORS

Walk through the changing rooms every 15 minutes to check no one is loitering in the changing rooms or causing a problem. Report to the gala secretary

CLERKS OF THE COURSE

Normally at gala's one will be assigned for boys and one for girls. At our open meets, extra help is required more to make sure that the swimmers in the marshalling area are in order of their heats.

ENTRANCE DESK

Be in position 45 minutes before the gala starts. A float will be supplied. Collect money for entry and the program and ensure the Video/Camera book for signing (ASA Child Protection) is on the desk.

GALA SECRETARY

Arrive at the pool 1 hour before the gala starts and ensure everything is running smoothly. Check that there is someone in all the key positions and ensure the safety of the competitors and spectators. Any concerns will be reported to you by the other helpers.

POOLSIDE REFRESHMENTS

Arrive at the pool 30 minutes before the gala starts and locate the drinks kitchen! Supply the coaches and poolside officials a drink every 20 - 30 minutes. Tidy up at the end.

RAFFLE

Be in position 30 minutes before the gala starts. Set the prizes on display and sell raffle tickets then organise the draw at the half way point in the gala. Hand the winning numbers to the announcer.

RUNNERS

Arrive at the pool 30 minutes before the gala starts. Take the time slips from the chief time keeper to the recorder.

SIGNING-IN

Be at the gala 1 hour before it starts with the signing in sheets and several pens or pencils. Make sure each swimmer arriving at the gala signs in for each race, younger swimmers may require help finding their name. Any problems are reported to the gala secretary.

SQUAD COORDINATORS

Parent volunteers who welcome new swimmers to the squad and ensure both the swimmer and the parents know how the squad runs. Provide a link between the parents and the committee through the workforce co-coordinator. Assist with the social running of the squad and in any other way the coach requires help.

TIMEKEEPERS AND OFFICIALS

Various courses run throughout the year...speak to the Competition Secretary or look on the Herts ASA web site www.hertsasa.org.uk for more info.

An A-Z of Swimming Jargon

A

Age as at: In competitions, this will determine the age group in which to enter a swimmer. If age is "as at" 31st December and

your child is 10 in March, if they enter a competition in January they will be entered as a 10 year old. If, however, the event is “**age on Day**” and you enter the same competition, the child will need to be entered in the 9 years age group.

AOE: Automatic Officiating Equipment (Electronic Timing). A means of recording a swimmer's time started by the starting signal and stopped by the swimmer touching the pad at the end of the lane.

A.S.A.: The ASA. This is the National governing body for swimming, diving, water polo and synchronized swimming. The ASA organizes competitions throughout England and governs the Laws of the Sport for each of the above disciplines. The technical rules will be governed by FINA (see later)

ASA registration: Every swimmer and associated member must be registered with the ASA.

B

Back: Abbreviation for Backstroke

Backup Time: Associated with AOE, operated by the Timekeeper on the lane by pressing a button connected to the AOE computer. Should the touch pad fail an official time will be recorded and declared as backup.

Best Events (BAGCATS): These are the events from the group (i.e. sprints, form, distance, 100s, IMs) for which the swimmers gains most BAGCATS points

Breast: Abbreviation for Breaststroke

C

Card Less Competition This is when a competition is run without competitor cards. The swimmer must sign in before the competition starts to confirm they will be swimming or at some meets by submitting your entry is confirmation that you will swim that event. In some competitions, if you are not going to swim an event or the whole competition, you must either let them know before the event by email or phone or on the day you must fill in a withdrawal form and hand this in at the start of warm-up.

Clerks of the Course: Look after the swimmers on poolside and make sure they get to their races on time.

Club Record: A time which is achieved by a Club swimmer and recorded (at an official registered event) as the fastest time for a particular stroke and age group.

Competitor Card System: Cards issued for events at Open Meets (Pink for Girls and Blue for Boys). They are used by competitors, stewards, timekeepers and recorders. They need to be handed in before the start of a meet – the “posting time” (see later) will be on the card. If not posted in time the swimmer may be prevented from swimming.

Consideration Times: Some competitions put forward these times as a guide for swimmers. If your times are much slower than the consideration times, this is not the right meet for you.

Conversion Programme: To convert short too long or long to short course times visit www.sportsys.co.uk click on British Swimming Download then ASA Equivalent Performance Tables.

County Championships: Hertfordshire ASA hold the County championships in January / February each year. This is one of the major competitions of the swimming year. Qualifying times must be reached in order to enter.

D

Distance Event: Is an event of 200m, 400m, 800m, 1500m, Freestyle

DQ: Disqualification. A swimmer may be disqualified for a number of things e.g. stroke, turns, moving on the blocks, relay take over etc. This will appear on the results which are displayed at open meets.

E

Entry time: Should be the fastest time (PB – see later) properly recorded in that stroke. Some meets will accept times swum at minor events e.g. Club Nights, while others will only accept times swum at Licensed meets and from a set date

F

False Start: If the swimmer leaves their starting place before the starting signal or is moving when the starting signal is given it will be a false start. Swimmers may be recalled to the starting blocks and the swimmer deemed responsible will be eliminated before the re-start or will be disqualified at the end of the race.

FINA: The International Governing Body for all disciplines.

FINA Points: These are used to calculate points in and you will also see them listed against time swam higher point score shows how near to world record for that event and distance.

First Claim: this refers to the club of which the swimmer who is dual clubs wishes to be there first claim club with the ASA.

Fly: Abbreviation for Butterfly

Form Stroke: Is Backstroke, Breaststroke, Butterfly

Free: Abbreviation for Freestyle

H

HDW: See Timed Final

Heats and Finals: Where there are too many swimmers to swim all together in one race, the event may be divided into heats, from which the fastest will be chosen to swim in the final.

Holiday Inn: Discount on hotel accommodation visit <http://www.greenroom.co.uk/swimbritain>

I

IM or Ind. Medley Short for individual medley, an event in which the swimmer uses all four competitive strokes in the following order: butterfly, backstroke, breaststroke and freestyle.

J

J1 (Judge): There are various duties assigned to a J1. Chief Timekeeper, Timekeeper and watch turns. They must report anything which does not comply with the ASA rules to the referee.

J2 (Judge): There are various duties assigned to a J2 they can do all the above as watch strokes, place and finish. They must report anything which does not comply with the ASA rules to the referee

Junior: In ASA Competitions and Championships a junior swimmer is one under 16 years of age on in the year of the competition.

L

Long Course: Any competition held in a 50m pool

LTS: Learn to Swim Scheme, affiliated to the Club.

M

Marshalling Area: Area which is designated for all swimmers to report before the start of your event. At an open meet you may have to collect your competition card which will now tell them what heat they will be in and what lane they will be in. In a cardless competition you will be told what heat and lane you will be in.

N

Nationals: An abbreviation for all National swimming events.

NQT: National Qualifying Time

NTR: No time recorded, when AOE, backup or manual time has not been recorded.

O

One Start Rule: Any swimmer making a false start will be disqualified.

Open Meets: Competitions open to any swimmer of any ASA affiliated club, normally 9 years or over.

OTTS: Over the top starts. This speeds up the running time of a Gala/Open meet. The finishing competitor stays in the water whilst the next competitor starts his /her heat.

P

PB: Personal Best. The swimmers best time in a particular stroke to date

Posting Cards: Competitor cards are placed by event number in boxes provided at open meets at the beginning of each session watch out for the cut off time! If stuck in traffic it is worth phoning the organizers who may make allowances.

Q

Qualifying Time: Necessary to enter most Open Meets and all County, District & National competitions. Some competitions will have upper and lower qualifying times.

R

Recorder: Arranges the competitors into heats, records the times either by hand or on a computer system.

Referee: The person who has control of all the officials and competitors poolside. All complaints or objections should be directed to the referee, whose decision is usually final.

Region: The ASA is divided into seven regions and clubs are affiliate to their local region. Our region is the ASA East

Relays: An event in which 4 swimmers participate as a relay team each swimmer swimming an equal distance of either 25m, 50m, 100m, 200m. There are two types of relays Medley where the 1st swimmer swims backstroke, 2nd breaststroke, 3rd butterfly and 4th freestyle and Freestyle where all four swimmers swim the same stroke

Results: Results of an event will be posted poolside and usually in the spectator area, No result is official until published.

S

Safety Laws: These are read out at the start of every ASA competition. They give details such as depth of water, height of the blocks, emergency exits. At most competitions it is necessary to register with an official before using a camera/video camera.

Starter: Responsible, to the referee, for starting the race.

Swimline: Child protection helpline for swimmers and those involved in swimming. Telephone: 0808 100 4001

Seeding: Method of arranging swimmers in an event according to their submitted times, so they will always be swimming with others of a similar standard to themselves

Short Course: Any competition held in a 25m pool.

Spearhead: In each event and final the competitor with the fastest entry time is assigned to the centre lane (3 – 6 lane), (4 – 8 lane), (5 – 10 lane) pools. The other swimmers are placed alternately left and right of them in descending order of time the slowest swimmers are in the outside lanes.

Speeding Ticket: At some meets these are given to swimmers who exceed the fastest permissible time for an event

Split: A swimmer's intermediate time in a race it can be used to determine if the swimmer is swimming at the correct pace and the individual time for each swimmer in a relay event.

Sprint Event: These can be either 50m, or 100m in Backstroke, Breaststroke, Butterfly and Freestyle

Submitted Time: Otherwise known as PB. It enables organizers to seed events.

Swim-Down: The loosening a swimmer does after a race when pool space is available.

Swim off: When the number of finalists exceeds the number of lanes available e.g. identical heat times, a further swim will be required to determine who will swim in the final.

T

T-20: A swim over 20 minutes in order to ascertain the number of lengths that a swimmer can achieve.

Timed Final: An event where there is no final and the placing's are decided on the times achieved in the heats

Timekeepers: Officials who will either operate the backup system or will take times manually.

Time Trials: Sometimes swimmers who have not officially entered an open meet may be allowed to swim to get a time only. This is becoming quite rare. Time trials may also be run in a Squad to obtain up to date times for swimmers, or to determine whether they are ready to move up to the next squad.

W

Warm-up: Is the time on any information for Open Meet and Gala when swimmers are allowed in the pool before the start of the main competition.