



Rochford and District Swimming Club
One of the leading Swimming Clubs in Essex

Welcome Pack



SwimMark



Swim England
Affiliated Club



Welcome Pack Sept 2023 v6
Rochford_and_district_swimming



radsswimming.org.uk
R.A.D.S



Welcome to Rochford and District Swimming Club and Congratulations on being offered a place here at the swimming club!

We hope, as a family, you all enjoy being part of our club and meeting new people.

This welcome pack contains information that we hope will be helpful to you during your time at the club.

When joining a competitive club, some of the rules, forms, dates, events, etc. can be a bit daunting but we hope we have covered all these subjects within this pack.

However, if you have any questions, please do not hesitate to speak to someone at the club who will be glad to give further details.

Please don't feel overwhelmed by the amount of information within this pack – not all the details will be relevant to you when you first join the club. We hope that the information within this pack will be something that you can refer to as and when you need to.

Included within this welcome park are all the relevant forms that we require to fill in as well as our codes of conducts for both swimmers and parents. These forms will need to be signed and handed in to the RADS desk, located outside the changing village, at your first training session.





Club Information

Founded in 1978 at the request of Rochford District Council, RADS has been developing the sport within the community for over 40 years and has been based at Clements Hall since it was opened.

We are a local swimming club at the heart of the community providing opportunities for all swimmers of all ages to progress, improve and reach their full potential at competitive level.

The club currently has more than 200 members who enjoy being part of a really friendly club.

The club trains up to 8 times a week providing ample opportunity for all swimmers to train and receive necessary coaching at all levels.

We provide a secure and caring environment where every member is valued and encouraged to work together as a team to achieve their goals.

Our Mission

Rochford and District Swimming Club aims to be a club for the community working together at all levels and ages to inspire swimmers to reach their full potential.

We aim to achieve this by providing a secure and caring environment where every member is valued and encouraged to work together as a team to achieve their goals.





Training Times

Training takes place at Clement Hall Leisure Centre in Rochford.

On arrival for your session please read the below entry procedures;

All sessions: Enter via the main doors and tell the reception you are members of RADS. They will open the barriers for you to pass through.

Training times are detailed below;

Session Times	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
05:30 – 07:00	All Squads & Masters	Performance, Senior & Masters Squads		Performance, Senior & Masters Squads	Performance, Senior & Masters Squads		
07:00 – 08:00						Masters, Academy Lanes 4-8 & Development Squad	
15:15 – 16:45							Young Performance & Performance Squads
18:30 – 19:15		RADS Academy Lanes 1-8		RADS Academy Lanes 1-8			
19:15 – 20:00		Development, Junior & Young Performance Squads		Development, Junior & Young Performance Squads			
20:00 – 21:00		Senior & Performance Squads		Senior & Performance Squads			
21:00 – 22:00		Masters		Masters			





The RADS Swim Academy

The RADS Swim Academy is open to swimmers of ages 10 years and under. These sessions swim on a Tuesday and Thursday evening.

The sessions are designed to improve all abilities with high quality qualified swimming teachers and overseen by our Head of Academy Sarah Gibson.

The RADS Swim Academy works on a grading system to enable the swimmer to progress from just dipping a toe into the world of competitive swimming to being selected to represent the club at competitions around the county.

Each month an award is given to the most deserving swimmer, handpicked by the Head of the Academy, and presented with a trophy, their picture on the notice board and an announcement made via our Facebook Page.

Academy times are:

Tuesday 6.30pm to 7.15pm.

Thursday 6.30pm to 7.15pm.

*Saturday 7am to 8am.

**(From Grade four to eight swimmers will have the opportunity to attend Saturday morning training to further improve their ability.)*

RADS Swim Academy Mission Statement

Our mission is to implement and develop all swimmers to meet their full potential with swimming. At the RADS Swim Academy we want your child to have fun and meet new friends.

To achieve this, we will ensure the following:

- Having a safe environment to learn
- Friendly, qualified, and knowledgeable Teachers and Coaches
- Teaching and coaching that supports your child's needs and abilities
- A coaching programme that teaches all techniques in swimming to the highest standard
- To improve your child's confidence and ability to a level, if they so choose, will reinforce RADS competitive success





Grading

Grading is a set of criteria aimed at ensuring improvement and consistency across the academy as well as giving the swimmer clear goals and expectations to help them reach their full potential at the club.

The grading criteria can be found on the RADS notice board.

Assessment takes place each month and is carried out under the discretion of the Head of the academy and the appropriate teacher, to ensure we are developing each and every swimmer fairly.

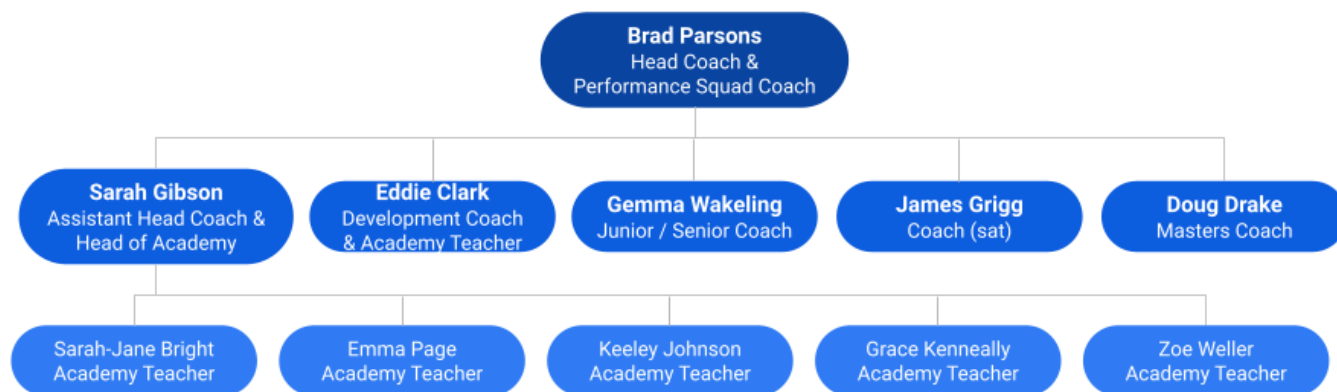
On succeeding of moving up to the next grade, this will be announced on the clubs Facebook Page as well as the swimmer being awarded a certificate that can be collected from the club shop.





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RADS Squad Coaches & Swim Academy Teachers



Brad Parsons



Sarah Gibson



Eddie Clarke



Gemma Wakeling

James Grigg



Doug Drake





Development Squad

The Development squad is a progression from the academy. In this squad the coach includes more advanced training drills, increases the distance swam in the sessions and works towards preparing them to enter open galas. Swimmers in this squad can swim up to 4 sessions a week and ideally at least twice a week for the best progression, but no mandatory sessions are set.

In this squad we want swimmers to grow, have fun and reach the potential to advance to the next level.

A test set for the next stage will be used for grading.

Development squad times:

Monday	5.30am to 7am (<i>flexible with finish time</i>).
Tuesday	7.15pm to 8pm.
Thursday	7.15pm to 8pm.
Saturday	7am to 8am.

Young Performance Squad

The Young Performance Squad is a vital part of the journey to becoming a competitive swimmer. Once individuals have passed the test set from Development to be part of this squad, swimmers have to commit to swim at least three sessions a week. They would be expected to enter open competitions and be fully focused to reach their full potential.

Swimmers continue to build stamina and speed while being coached on technique. Strokes are polished in this squad, and starts and turns are focused upon to ensure the swimmers are competitive when racing.

The sessions will be set up for swimmers to improve their times or even reach an Essex Qualifying time. The squad are young, so the training will be challenging but with fun elements too.

If a swimmer no longer wants to commit or is struggling to make the sessions, they can move to the Junior squad.

RADS are all about helping swimmers and making their swimming experience fun and enjoyable. This is why we have flexibility in our squads.

A test set for the next stage will be used for grading.





Young Performance Squad times:

Monday's	5.30am to 7am (<i>flexible with finish time</i>). 7.45pm to 8.30pm - Land training.
Tuesday	7.15pm to 8pm.
Thursday	7.15pm to 8pm.
Friday	5.30am to 7am (<i>flexible with finish time</i>).
Sunday	3.15pm to 4.45pm.

Junior Squad

The Junior Squad is for swimmers who have passed the Development Squad test, but do not want to commit to three sessions a week. The swimmers in this squad will still be swimming alongside the Young Performance Squad and will be trained to build their stamina, improve their speed and techniques but at their own pace. The coach will use their experience to assist the swimmers gain confidence and encourage them to enter open competitions. There is flexibility in this squad and if the swimmer wants to commit more they can be moved to the Young Performance Squad after being assessed by the coach.

RADS are all about helping swimmers and making their swimming experience fun and enjoyable. This is why we have flexibility in our squads.

A test set for the Performance Squad can be used if the swimmer wants to commit to the next level, otherwise by the coaches discretion they will be moved to the Senior Squad.

Junior Squad times:

Monday	5.30am to 7am (<i>flexible with finish time</i>). 7.45pm to 8.30pm - Land training.
Tuesday	7.15pm to 8pm.
Thursday	7.15pm to 8pm.
Friday	5.30am to 7am (<i>flexible with finish time</i>).

Performance Squad

The Performance Squad is the upper echelon of the competitive swimmers in the club. Training is more intensive at this level, with squad members expected to swim a minimum of three times a week and attend land training. This squad has a high level of county and regional swimmers, with some even targeting national qualification times. The squad also includes up and coming talent targeting an Essex Time too and coached to try and achieve this goal.





There is flexibility in the Performance Squad with an option to move to the Senior Squad if the commitment cannot be sustained but individuals still want to swim and compete.

Swimmers at this level are expected to be highly focused on training and competition.

Performance Squad times:

Monday's	5.30am to 7am (<i>flexible with finish time</i>). 7.45pm to 8.30pm - Land training.
Tuesday's	5.30am to 7am (<i>flexible with finish time</i>). 8pm to 9pm.
Thursday's	5.30am to 7am (<i>flexible with finish time</i>). 8pm to 9pm.
Friday	5.30am to 7am (<i>flexible with finish time</i>).
Sunday	3.15pm to 4.45pm.

Senior Squad

The Senior Squad is for swimmers who do not want to commit to a minimum amount of sessions but still want to swim, compete and be part of the squad set up.

In this squad you can still attend land training and target Essex Qualifying times.

Coaching will be at a high standard to help them keep improving their technique and fitness at their own pace.

Swimmers in this squad can move into the Performance Squad if they want to commit and if the coach believes they have shown the level of focus needed to move squads.

Senior Squad times:

Monday's	5.30am to 7am (<i>flexible with finish time</i>). 7.45pm to 8.30pm - Land training.
Tuesday's	5.30am to 7am (<i>flexible with finish time</i>). 8pm to 9pm.
Thursday's	5.30am to 7am (<i>flexible with finish time</i>). 8pm to 9pm.
Friday	5.30am to 7am (<i>flexible with finish time</i>).





Masters Squad

Once swimmers reach the age of 18, they are able to compete in Masters Competitions. The RADS Masters is a flourishing section of the club with swimmers ranging from those who just wish to keep fit, up to national record holders. This squad is run by Doug Drake who is the longest serving coach in Essex with over 25 years' experience.

The competitive swimmers are able to train with the Senior Squad at certain times or attend Masters only sessions. Masters sessions are available for all standards of swimmers.

Masters Squad times:

Monday	5.30am to 7am.
Tuesday's	5.30am to 7am. 9pm to 10pm.
Thursday's	5.30am to 7am. 9pm to 10pm.
Friday	5.30am to 7am.
Sunday	3.15pm to 4.45pm (<i>for competitive masters only</i>).





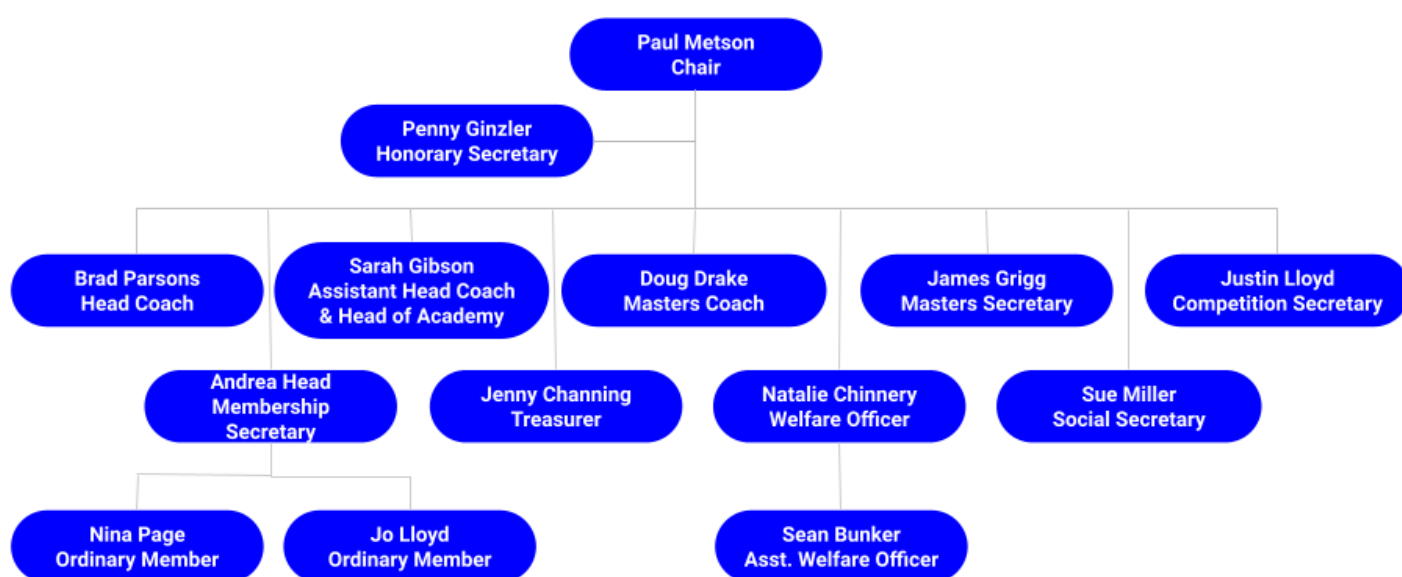
Committee Members

Rochford and District Swimming Club could not function without the volunteer members of the committee. Each year the Club holds an AGM in July, where a new committee of 9 members is selected.

Each member can be contacted directly via e-mail, addresses can be found at

<https://radsswimming.org.uk/committees.html>

Below are the Current members of the committee:





Safeguarding Policy Statement

Rochford and District Swimming Club is committed to providing an environment in which all children participating in its activities have a safe and positive experience. In order to achieve this Rochford and District Swimming Club agrees to:

- Adopt and implement Wavepower the Swim England Child Safeguarding Policy and Procedures in full.
- Recognise that all children participating in activities regardless of their age, gender, race, faith, sexual orientation, and ability have the right to enjoy their involvement in our sports in a safe environment and be protected from harm.
- Ensure that all individuals who work or volunteer with children in our organisation provide a positive, safe, and enjoyable experience for children.
- Appoint a Welfare Officer with the necessary skills and training as outlined in Wavepower who will take the lead in dealing with all child safeguarding matters raised within the organisation.
- Ensure that the Welfare Officers' name and contact details are known to all staff, members and parents/guardians of members that are under 18.
- Ensure that all individuals who work with children in the organisation have undertaken the appropriate training, have had the relevant DBS checks and adhere to Wavepower and the Regulations of our sports.
- Ensure that all individuals who will be working or will work with children in either a paid or voluntary role have been recruited in accordance with the Safe Recruitment Policy contained in Wavepower.
- Ensure that all individuals who work with children in the organisation have received the appropriate training for their role and been provided, understand, and adhere to the requirements of the Codes of Conduct and Wavepower.
- Provide all members of the organisation and parents/guardians of members under 18 with the opportunity to raise concerns in relation to a child's welfare in a safe and confidential manner.
- Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower.
- Ensure that confidentiality is always maintained and in line with the best interests of the child.
- Ensure all information relating to child safeguarding matters are held safely and securely.





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Key Safeguarding Contacts

Club Welfare Officer:

Natalie Chinnery - Email: welfare@radsswimming.org.uk

Swim England Website:

www.swimming.org/swimengland/safeguarding-information-parents/

Swimline Tel:

0808 100 4001





Joining Forms

Annual Membership runs from 1st January to 31st December. All membership fees must be paid in full before competition/ gala entries are accepted. Renewal of club membership is to be paid by 31st January or club facilities may be withdrawn. Family membership only applies for parents and children and is not extended to Grandchildren/Grandparents.

Annual membership fees include ASA Registration Fee and Regional Fees which are also due for renewal in January. ASA Registration is a compulsory Insurance Requirement and is split into categories:

Club Training - All club members
Club Compete - Competitive Swimmers
Club Support - Teachers, Officials, Volunteers

MEMBERSHIP - £35

Monthly training fees must be paid promptly each month by Standing Order.

All club committee members are unpaid volunteers, here to help run the club for you. You can make their jobs easier by ensuring that monthly fees are paid up to date and on time.

First fee must be paid before your first training session

You may lose your place if club fees are not paid on time.

The monthly training costs are:

	Available Sessions	Cost	Monday AM	Monday PM Land Training	Tuesday PM	Thursday AM	Thursday PM	Friday AM	Saturday AM	Sunday PM
Teaching Pool (Tues or Thurs)	1	£17	☐	☐	☒	☐	☒	☐	☐	☐
Teaching Pool	2	£25	☐	☐	☒	☐	☒	☐	☐	☐
Academy	2	£33	☐	☐	☒	☐	☒	☐	☐	☐
Development	4	£33	☒	☐	☒	☐	☒	☐	☒	☐
Young Performance	5	£35	☒	☒	☒	☐	☒	☒	☐	☒
Juniors	4	£35	☒	☒	☒	☐	☒	☒	☐	☐
Performance	7	£40	☒	☒	☒	☒	☒	☒	☐	☒
Seniors	6	£40	☒	☒	☒	☒	☒	☒	☐	☐
Masters	7	Bronze - 1 swim £30 Silver - 2-3 swims £33 Gold - 4+ swims £36 (will increase to £40 Jan '25)	☒	☐	☒	☒	☒	☒	☐	☒





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Title			
First Name		Middle Name	
Surname		Known As	
Date Of Birth			
Gender		Nationality	
Any Medical Conditions: It is the Swimmers / Parents or Guardians responsibility to fully disclose medical conditions and update those details should there be any changes. The club will not be held responsible if medical conditions are not disclosed or updated.			
Membership Category	Club Training	Club Compete	Club Support
Address			
Postcode			
Email Address			
Phone Number		Mobile Number	





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Emergency Contact 1		Emergency Contact 2	
Name		Name	
Phone Number		Phone Number	
Relationship		Relationship	

Acknowledgement			
I Acknowledge receipt of the rules of Rochford and District Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the club. I further acknowledge and accept the responsibilities of membership upon members as set up in these rules. If the member is under 18 years of age this form must be countersigned by a parent or guardian. The information provided on this form will be used to create a membership with Swim England, information on how they use your information is attached, Rochford and District Swimming Club will only use your information for maintaining records, responding to enquiries from yourself, administering events in which you may be participating and contact you about swimming events and opportunities. Information will not be shared with any outside organisation without your prior consent.			
Member Signature		Date	
Parent / Guardian Signature		Date	





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CLEMENTS HALL LEISURE CENTRE, CLEMENTS HALL WAY, HAWKWELL,
ESSEX. SS5 4LN

Chairman Hon.
Paul Metson

Secretary Hon.
Penny Ginzler

Treasurer
Jenny Channing

Standing Order Payment

Please instruct your bank to set up a Standing Order payment by either going into the bank or by using on-line banking.

Details required are as follows:

Beneficiary Name: Rochford and District Swim Club
Your Reference: Your child/children's name

Account Number: 10478237

Sort Code: 20-70-93

Date of First Payment: As applicable

Date of Subsequent Payment: Anytime in the due month

Amount: Please check with the desk, website or notice board

**PLEASE REMEMBER TO AMEND YOUR STANDING ORDER AS APPROPRIATE
WHEN YOUR CHILD MOVES UP THROUGH THE SQUADS.**

Please complete and return this slip to the RADs desk when the standing order has been set up.

This is to confirm that a Standing Order has been set up for the following
swimmer / swimmers.

Name:

Name:

Date:





Photography and filming consent form

Rochford and District Swimming Club may wish to take photographs or film individuals, or groups of members under the age of 18 that may include your child during their membership of the organisation. All photographs and filming and all use of such images will be in accordance with the Swim England Photography and Filming Guidance and the organisation's Privacy Policy (available at the website above or otherwise on request).

Rochford and District Swimming Club will take all reasonable steps to ensure images and any footage is being used solely for their intended purpose and not kept for any longer than is necessary for that purpose. If you have any concerns or questions about how they are being used, please contact the Welfare Officer to discuss this further.





As a parent/guardian please complete the below in respect of your child/children. We encourage all parents/guardians to discuss and explain their choices with their child/children. Please note that either you or your child can withdraw consent or object to a particular type of use by notifying the Welfare Officer at any time. For the purposes of the organisation's record keeping, we ask if possible that such requests are made in writing wherever possible.

As the parent/guardian I am happy for:

Yes	No	Media uses
☐	☐	My child's photograph to be used on the organisation's website.
☐	☐	My child's photograph to be used on the organisation's social media platform/s.
☐	☐	My child's photograph to be used within other printed publications such as newspaper articles about the organisation.
☐	☐	My child's photograph to be taken by a professional photographer employed by the organisation as the official photographer at competitions, galas, and other organisational events.

Yes	No	Training uses (training videos to be deleted once the relevant training is complete)
☐	☐	My child to be filmed by the organisation for training purposes.

Signature	
Printed name	
Date	

Please return this form to the desk.





Codes of Conduct

The codes of conduct forms are required to be signed by both the swimmer and parent/ guardian, to show their commitment to uphold the values of Rochford and district Swimming club.

These are the standards we hold anyone associated with the club to and are an important part of imbedding our friendly and supportive culture that has been established at the club.

Below you will find the following Codes that are to be signed and returned to the RADS desk at your first session. Copies of the codes can be found on the RADS website at the following link.

<https://radsswimming.org.uk/codesofconduct.html>





Code of Conduct for Swimmers

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

- Enjoy the time you spend with us and know that you are safe.
- Be told who you can talk to if something's not right.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.
- Be respected by us and other team members and be treated fairly.
- Feel welcomed, valued, and not judged based on your race, gender, sexuality, faith, or ability.
- Be encouraged and develop your swimming, para-swimming, diving and open water swimming skills with our help and support.
- Be looked after if there's an accident or injury and have your parents/guardians informed, where appropriate.

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

Essentials

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





Behaviour

- Make our club and activity a fun, happy, friendly, and welcoming place to be.
- Respect and celebrate differences in our club or activity and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith, or ability.
- Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- Not use any device to take photographs or footage of others in the changing rooms or cubicles.
- Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
- Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.
- Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.
- Treat other children with respect and appreciate that everyone has a different level of skill or talent.
- Support and encourage your teammates, tell them when they've done well and be there for them when they are struggling.
- Respect the children and adults competing for other teams at competitions.
- Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- Get involved in club decisions, it's your sport too.

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

Signature of the child

Signature of parent/guardian

Date

Please Sign and return to the RADS desk by First Session





Code of Conduct for Parents/Guardians

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

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

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

Essentials

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





Behaviour

- Remember that children get a wide range of benefits from participating in one of our sports, like making friends, getting exercise, and developing skills. It's not all about wins and losses.
- Behave positively as a spectator at training or competitions and treat others with respect.
- Give encouragement to your child and tell them when they've done well and provide support when they are struggling.
- Respect and celebrate differences in our club or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation, faith, or ability.
- Respect the children and adults competing for other teams at competitions.
- Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which alleges a criminal offence will be reported to police by the club.
- Talk to your child and ensure they understand the rules of the club and the sport.
- Ensure your child understands their Code of Conduct.

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

Signature of parent/guardian

Print name

Date





Useful Links

Kingfishers Swim School

Location: King Edmund School, Rochford, Vaughan Close, Rochford, Essex, SS4 1TL
Website: kingfishersswimschool.co.uk
Email: denise@kingfishersswimschool.co.uk

SJB Swimming

Location: 14 Clayspring Close, Hockley, Essex, SS5 5AW
Tel: 07759 938011

Clements Hall Swim School

Location: Clements Hall Leisure Centre, Clements Hall Way, Hawkwell, Essex,
SS5 4LN
Website: fusion-lifestyle.com/swimschool/

Maddocks Fitness Training

Location: 31a Rectory Road, Rochford, Essex, SS4 1UD
Website: craigmaddocks.com

