



# LEEDS CITY COUNCIL SWIMMING TRAINING SCHEME & CITY OF LEEDS SWIMMING CLUB HANDBOOK

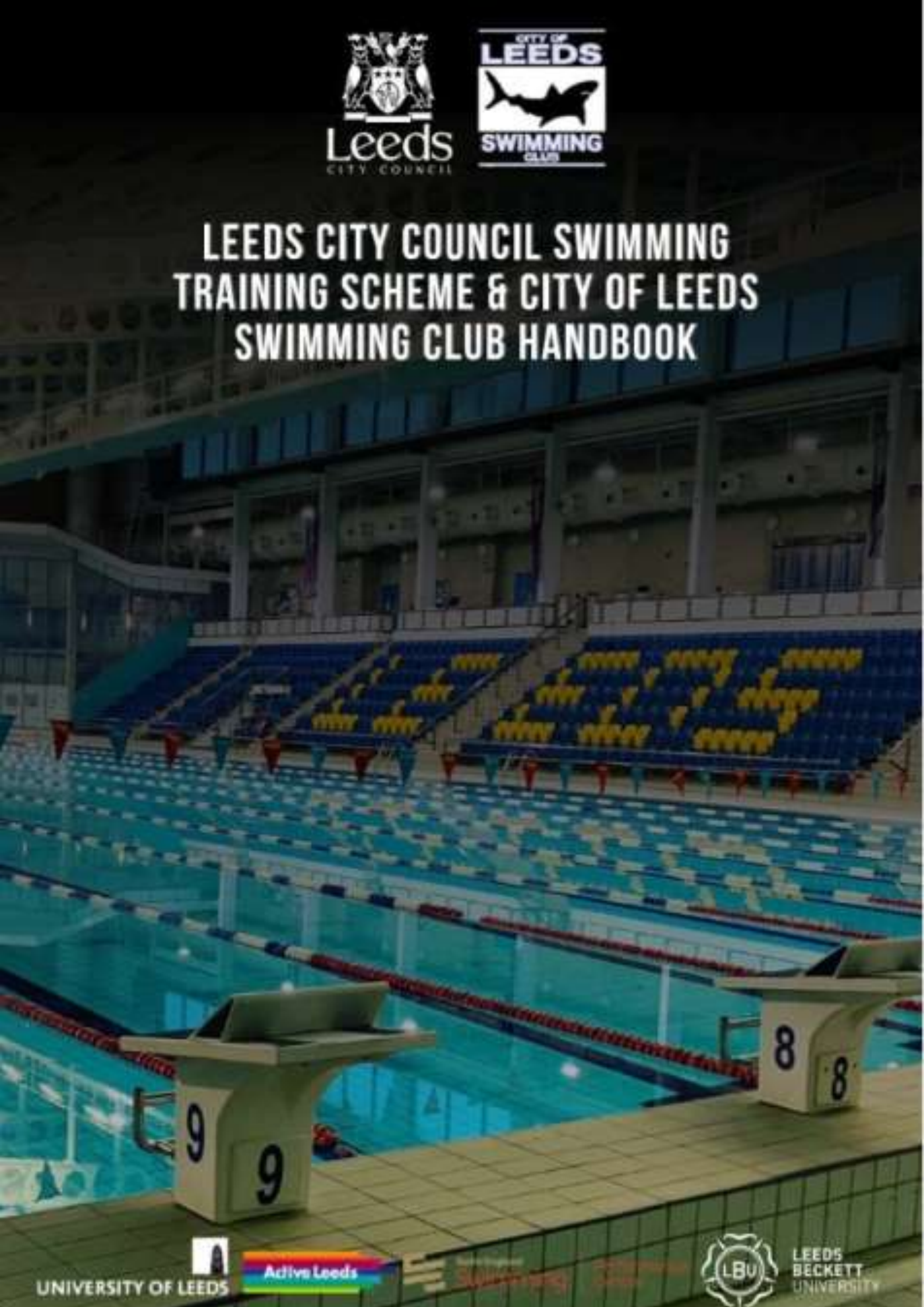


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## Introduction

Leeds City Council Swimming Training Scheme (LCC STS) is a city-wide initiative and one of the most successful of its kind in the UK. The scheme is a testament to Leeds City Council's forward-thinking in its endeavour to promote sport and wellbeing within the City of Leeds. The scheme provides opportunities for members to learn the art of training and competing at all levels of the competitive spectrum spanning from county-level swimming to the Olympic Games. Endeavouring to be the best you can be to fulfil your individual potential is promoted through all levels of the training scheme.

The training scheme in Leeds was first founded in December 1963, in its infant days, the programme ran out of several local swimming pools until 1967 when Leeds International Pool (LIP) was opened. It was at this point the training scheme's headquarters moved to the LIP where it resided until October 2007 before moving to the John Charles Centre for Sport.

The programme has produced 24 Olympians from 1960 to present-day Olympics in Rio de Janeiro 2016. Winning 8 medals and 4 finalists, including Adrian Moorhouse's Gold medal in Seoul 1988. Further to the Olympic Games, we have had a further 73 senior international athletes competing for Great Britain or the home countries. Our juniors have also been well represented on international teams with 84 athletes competing for Great Britain or their respective home countries. Leeds have contributed to medals won at every major senior and junior competition which is a testament to the progressive structure and coaching staff of the training scheme.

Being part of the training scheme and the City of Leeds Swimming Club will take swimmers on a journey of discovery. Being part of a large successful organisation will present opportunities to test athletes in many capacities. You will make lifelong friends and experience success and adversity together as each swimmer develops through the structure of the scheme.

The City of Leeds Swimming Club was also part of the original training scheme. The Club is volunteer-based and is the competitive arm of the LCC STS. The Swimming Club and the LCC STS work together to provide a competitive opportunity to swimmers within the programme that will help them achieve their full potential.

***Our Mission is: to enable swimmers to achieve their full competitive potential.***

***Our Vision is: to create a training environment that develops robust individuals and empower them to be the best that they can be.***

## Our Olympians & Paralympians

**Georgia Coates**  
*2016*

**Jason Hender**  
*1992*

**Claire Cashmore**  
*2012*

**Rick Leishman**  
*1992*

**Gavin Meadows**  
*2004*

**Matthew O'Conner**  
*1992*

**Aidan McGlynn**  
*2004*

**Jonathon Broughton**  
*1988*

**James Hickman**  
*2000*

**Tony Day**  
*1988*

**Claire Huddart**  
*1996/2000*

**Helen Frank**  
*1988*

**Andrew Clayton**  
*1996/2000*

**James Parrack**  
*1988*

**Tatsuya Kinugasa**  
*1996*

**Kathy White**  
*1984*

**Giles Long**  
*1996*

**Andrew Astbury**  
*1980/1984*

**Ian Wilson**  
*1996*

**Kaye Lovatt**  
*1980*

**Adrian Moorhouse MBE**  
*1984/1988/1992*

**Jon Jon Park**  
*1976*

**Steven Akers**  
*1992*

**Pamela Johnson**  
*1964*

## Our Olympic Staff

**Rod Wardle**

*Team Manager*  
2016

**Dr David Fodden**

*Team Doctor*  
2000

**Barbara Lancaster MBE**

*Team Manager*  
1992/1996

**Pam Smith**

*Physiotherapist*  
1992

**Dr Robin Muir-Cochrane**

*Team Doctor*  
1988

**Paul Bush**

*Team Manager*  
1988

**Terry Denison MBE**

*Team Coach*  
1980/1984/1988/1992/1996/2000

### Special Mentions to:

**Richard Denigan**

*Olympic Coach – Georgia Coates*  
2016

**Dave Calleja**

*Olympic Coach – Claire Cashmore*  
2012

**Ian Greyson**

*Olympic Coach – Gavin Meadows*  
2008

## Training Scheme Key Behaviours

### **Hard Work**

An athlete can engage consistently at levels of effort that are extremely challenging throughout the training week. The athlete shows mental and physical resilience when training is demanding. The athlete embraces the demand of training and thrives off the challenge that faces them.

### **Commitment**

An athlete will mould their lifestyle to what is needed to be the best they can be and invest whole heartedly in the process of training and the art of competition. An athlete prioritises their choices around training and maximising their engagement within each session whilst making performance decisions outside of training.

### **Coachable**

An athlete engages with the coaches as a person and an athlete to develop positive supportive relationships.

The athlete listens to feedback with emotional intelligence, applies it and improves their performance.

The athlete trains to the best of their ability every session practising their technical and racing skills in the process of improving performance.

The athlete LOVES to train with passionate aggression to give their best effort dictated via the session emphasis, embracing the physical and mental challenges they may face.

### **Common Courtesy**

Each person sets the tone when arriving on poolside or at any venue. A person's willingness to engage with the people in their company or who they will be working with opens up communication and friendliness. Hello, Goodbye, Please, thank you, go a long way with those who you work within all aspects of life. The ability and willingness to chat to those in your company whether it be coaches, teammates, employers or teachers, help build positive relationships

## Training Scheme Structure

Leeds City Council Training Scheme is structured in line with the Long-Term Athlete Development (LTAD) model which is based on the principles of human growth and development which is endorsed by UK Sport, British Swimming and Swim England. The structure allows individuals to develop at their own biological and maturation rate. Some swimmers will have an accelerated ability to develop which will see them be promoted through the scheme quickly. Normally this accelerated process will be female swimmers more often than not due to their ability to develop quickly biologically, physically and emotionally.

The structure outlines a clear swimmer pathway which will provide the most appropriate technical skills, tactical intelligence, physical and mental skills and abilities necessary for achieving excellence on the world stage. Every swimmer will not reach the optimum levels of our sport however, the scheme can provide the environment and framework for everyone to achieve their full potential if swimmers and parents choose to engage fully with the programme.

The LTAD model has five phases of development in swimming which are as follows:

- Fundamentals
- Swim Skills
- Training to Train
- Training to Compete
- Training to Win

Within the training scheme, the five stages will overlap with the stage a swimmer will come from and progress to.



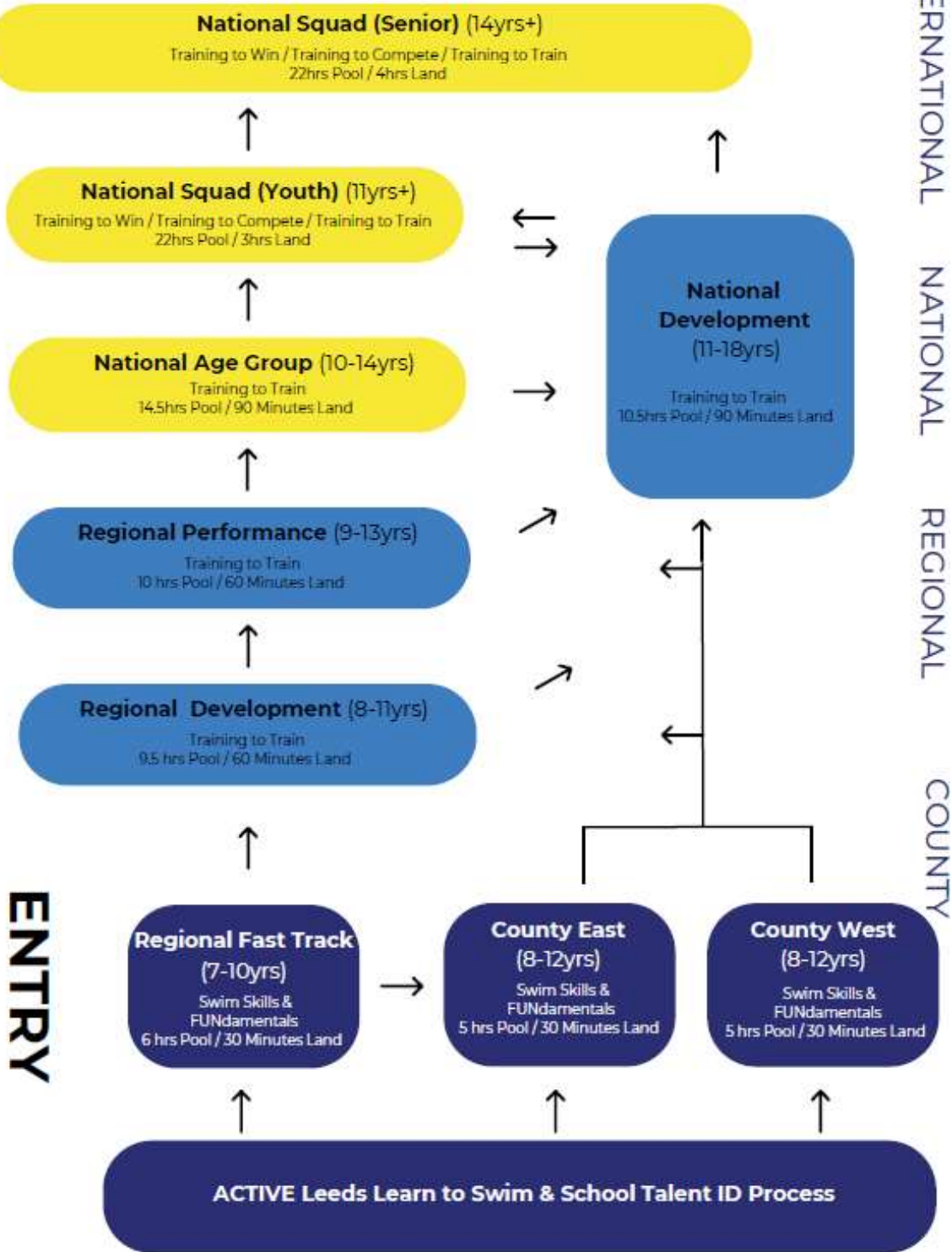
## *Swim England Performance Centre*

Leeds has been awarded Swim England Performance Centre status from a joint bid from Leeds City Council, City of Leeds Swimming Club, University of Leeds and Leeds Beckett University. The nature of the performance centre is to provide a pathway from developmental swimming through to senior swimming competing at the highest levels of our sport. Swim England will advise athletes on their programmes to look at the Swim England Performance Centres as an option to continue with their swimming as well as their higher academic studies. The centre will provide training, support services, lifestyle support and flexible degrees to help and support both aspects of the student athlete's life, helping them reach their full potential as senior athletes.

**The University of Leeds** is one of the leading universities in the country. It was recently ranked number 1 in the UK by the Times and Sunday Times. Sport is recognised as an important part of a students' sporting experience and the University, and its staff have significant experience of supporting student-athletes who are high achievers in both their sport and their studies. The University is in the process of adopting an institution-wide Dual-Career policy to provide a consistent approach to the flexibility required to train, compete and study at a world-class level. The University of Leeds is a TASS hub and has 5 level 3 TASS lifestyle advisors working within the Sport & Physical Activity Service.

**Leeds Beckett University** is the biggest HE provider for sport education in the UK. In addition to being sector leading for sport education, the University has a long tradition of supporting high-performance athletes, coaches and officials across many sports. The University has been a hub site for TASS delivery since its inception in 2005. The University has also been a high-performance centre for many sports including athletics, badminton, tennis and triathlon. The University has a track record of supporting student-athletes to reach their potential both academically and for their chosen sport and has a proud alumni list of students who have progressed to World and Olympic championships.

# Swim Training Scheme Pathway



### ***Squad Criteria***

The squad criteria are in place for several reasons. There are 10,000 swimmers learning to swim within the council programme from Stages 1-8 and a further 10,000 swimmers learning through school swimming lesson in conjunction with Leeds City Council. The swimming training scheme caters for the best swimmers within the city and has a finite number of places and space. Swimmers within the training scheme must meet certain standards to maintain their membership to the scheme as well as showing continued improvement reaching the standards set by the coaching staff.

The scheme and the City of Leeds Swimming Club is one of the premier programmes in Great Britain contributing to success for Great Britain at every level of National and International swimming. The standards are progressive and competitive to maintain the highest quality of swimmer within the programme to continue to compete at a national and international level; whilst progressing swimmers through each level of the scheme and swimming levels within the external structure of Swim England and British Swimming.

### ***Considerations within Criteria and Promotions***

- Age
- Attendance & Commitment
- Work Ethic & Trainability
- Coachability & Behaviour
- Biological maturation
- Emotional maturity
- Performance standards
- Developmental age (rate of development)
- Potential
- Coaches experience

### ***When will Promotions Happen?***

- Promotions will happen generally in September and March. All of the above will be considered with each swimmer's respective coach, Junior Development Coach, Senior Age Group Coach and Head Coach.
- September is generally the busiest promotions of the season.
- If the coaching staff feel that an individual (s) have developed quicker than their peers promotions could happen outside of September and March promotions.
- Constant assessment will be made on all swimmers through the season to monitor their progress.
- For September promotions Information will be sent to parents/guardians via email in July in which any offer needs to be accepted in August before training recommences. Squad meetings will be organised in early September to provide information for the newly promoted swimmers to the group.
- For March promotions information will be sent out in early March for an end of March early April start in the swimmer's new squads. Meetings will be held in March to give further information regarding the promotion.

***If your child is not selected for promotion?***

If your child is not selected for promotion this isn't a bad thing. The coaches will feel at this moment in time your child is still progressing and developing at a good rate in their current squad.

If you need to talk to about your child's progress please talk to your squad coach in the first instance, either before or after the training session. Please do not attempt to engage the coaching staff during training sessions.

***Training Expectations***

The best way to achieve the most from your training sessions is to arrive early, have your equipment ready, look and listen at all times, work hard and apply yourselves well to the task in hand.

Remember that everyone is there to enjoy the challenge and to achieve success, and that a poor attitude or bad behaviour during training sessions will compromise both your performance and that of your teammates.

Swimmers should respect the pool facilities, equipment and other pool users when attending training sessions. It should be stressed that the highest standards of conduct and behaviour are expected from members of the Swimming Training Scheme.

### *National Senior & Youth Squad*

The Leeds City Council Swimming Training Scheme's National Senior and Youth Squad provides an opportunity for our highest-level swimmers to engage successfully in the sport of competitive swimming. Our philosophy is that each swimmer in this squad should aim to be the 'best they can be' as they aspire towards the National and International stages of competition.

The National Senior and Youth Squad is the most 'Elite' in the Leeds Swim Programme and we expect the highest levels of training and performance standards. To succeed at this level, a swimmer needs to become fully self-motivated, show exceptional levels of commitment, show advanced levels of training ability and strive to achieve a 100% level of weekly attendance as defined by the Head Coach and Senior Age Group Coach.

A more individualised approach will be applied when the coaching team feel this is appropriate to further the athlete's development as we look to help them qualify and impact in senior finals in Great Britain and qualify for international teams. Within the National Squad, there are three phases of the LTAD. This is because the swimmers that are showing early potential within the domestic competition structure and advanced technical and training abilities will be accelerated to maximise their potential.

As a part of this commitment, we look to National Senior and Youth Squad members to be 'role models' for the whole Training Scheme to look up to and learn from. This will always require good examples of behaviour in conjunction with our standards as set out in the CODE OF CONDUCT.

This squad will be reviewed continually against these training, behavioural and performance standards.

**ENTRY CRITERIA:** Invitation by the Head Coach & Senior Age Group coach.

## *National Youth Squad*

The National Youth Squad concentrates on the Training to Train and Training and Training to compete. At this stage, an increase in volume, intensity, tactical skill and technical skill will be introduced. The athlete's ability to train consistently well and practice skills will determine how well they can race. Good practice in training will transfer into a race providing individuals can control their emotions on race day. A commitment to their training becomes a way of life to succeed at their highest levels of competition.

### **Advice to Parents at this Phase:**

- Encourage your son/daughter to listen to the coaching staff and try to execute the technical points being given to them to improve their technique.
- The coach is the coach, please support the coach's advice so that the swimmers are receiving one message.
- Encourage your son/daughter to embrace and practice turning skills i.e., dolphin kicking FAST off every wall, this is imperative at the elite end of our sport.
- Liaise with the coaching staff for competition entries so that all events and strokes are covered equally during the season to develop all four strokes and a range of events.
- Be patient during this phase when your respective child is going through physical and biological changes. Appreciate the impact that maturation has on a developing athlete's performance. It can be a two-year window the body needs to adjust to maturation.
- Encourage good attendance and work ethic to maximise your child's short- and long-term development.
- The journey will be a roller coaster, don't get carried away during the good times or the challenging times.

<b>1. Age</b>	(Age @ 31 <sup>st</sup> December)	Male	13+
	<i>*ages are for indicative purposes only</i>	Female	11+

### **2. Aims of National Youth Squad**

- Maintain efficient stroke technique across all four strokes.
- Compete regularly across all four strokes in including Distance Freestyle & IM events.
- Race at a National level striving to make finals and win medals.
- Selection for Regional and National programmes.
- Understand the different training methods.
- Progression of racing speed and skills.
- Effective kicking across all four strokes.
- Efficient dive starts, turns & finishes.
- Understand the importance of stroke counting and how this helps efficiency through the water.
- Land conditioning including circuits, core stability, flexibility, stretch cords and medicine balls.
- Introduction to weight-based training.
- Start to be more knowledgeable in tactical and mental preparation.
- Show the ability to reflect on training and racing performances.
- Show an understanding of positive nutrition and hydration.

**3. Maintaining Squad Membership**

All swimmers enter National Youth Squad on a 3-month trial which will be under constant review by the Head Coach and Senior Age Group Coach. All National Youth Squad must have achieved the following minimum criteria as defined in the table below relevant to their age as of 31<sup>st</sup> December to maintain their squad membership. If a swimmer does not achieve the minimum criteria for their respective age groups, a notice of membership will be given or a place in an alternative squad relevant to their competition performance.

Age @ 31 <sup>st</sup> December	12 Years	13 Years	14 Years	15 Years	16 Years +
<b>Female</b>	NER Final/ English Qualifier	English Medallist/ British Qualifier	British (Finals & Medals)	Trials/ British (Finals & Medals)	Trials/ British (Finals & Medals)
<b>Male</b>			English/ British Qualifier	British (Finals & Medals)	Trials/ British (Finals & Medals)

**4. Consideration for Promotion**

This will be at the discretion of the Head Coach and Senior Age Group Coach.

**5. Training and Competition Required Attendance**

There are a limited number of places available in the National Youth Squad; the aim is to attend 100% of sessions prescribed by the Senior Age Group Coach. It is an expectation of National Squad that missed sessions will be made up.

MALE

Age	Workouts	Weekday PM Workouts	Weekday AM Workouts	Weekend PM Workouts
13-14 Years	7	5	1-2	1
14-15 Years	8	5	2	1

FEMALE

Age	Workouts	Weekday PM Workouts	Weekday AM Workouts	Weekend PM Workouts
12 Years	7	5	1	1
13 Years	7	5	1	1
14 Years	8	5	2	1
15 Years +	9	5	3	1

*Racing & Competition Calendar*

- The coaching staff select the competitions that will help develop technical skills required to become a World Class swimmer in a racing environment.
- The competition calendar is designed so that the correct amount of training can be delivered so that improvements in racing are achieved.
- The competition calendar is designed to ensure that over competing is not detrimental to World Class development.
- All members are expected to regularly compete for the City of Leeds Swimming Club within the competition programme provided for their squad only.



## *National Development Squad*

The National Development Squad sits in parallel to the central pathway for swimmers, who for instance may aspire to compete at a national level but develop at a later stage, struggle with the demand of the National Age Group Squad, or who may find that whilst their level of commitment is of a high standard, their level of ability and performance is compatible with County or Regional swimming. The squad consists of swimmers as well as those who also excel at other aquatic and sporting disciplines, where swim training would complement their other chosen sports to enhance their performance levels. Swimmers at this stage can enjoy a variety of racing opportunities with swimmers taking part at every level of the competition programme. The main focus for this squad is Train to Train where they continue to build their engine to maximise their potential at the level they compete at. The National Development Squad is also working with Leeds Triathlon Centre (LTC). The coaches from the LTC will talent ID swimmers from within the squad for potential exposure to more specific training on the bike and run with a potential to compete for Great Britain in years to come. This is an initiative that will hopefully identify good county and regional swimmers that could potentially transfer into the three disciplined sport.

### **Advice to parents at this phase:**

- Encourage your son/daughter to listen to the coaching staff and try to execute the technical points being given to them to improve their technique.
- The coach is the coach, please support the coach's advice so that the swimmers are receiving one message.
- Encourage your son/daughter to embrace and practice turning skills i.e., dolphin kicking FAST off every wall, this is imperative at the elite end of our sport.
- Liaise with the coaching staff for competition entries so that all events and strokes are covered equally during the season to develop all four strokes and a range of events.
- Be patient during this phase when your respective child is going through physical and biological changes. Appreciate the impact that maturation has on a developing athlete's performance. It can be a two-year window the body needs to adjust to maturation.
- Encourage good attendance throughout your child's membership to the squad so that they maximise their potential both as a swimmer and possible triathlete.

<b>1. Age</b>	(Age @ 31 <sup>st</sup> December)	Male	11 – 18 Years
	<i>*ages are for indicative purposes only</i>	Female	11 – 18 Years

### **2. Aims of National Development Squad**

- Maintain efficient stroke techniques across all four strokes.
- Work towards competing in distance Freestyle & IM events.
- Introduction to more advanced training methods.
- Progression of racing speed and skills.
- Effective kicking across all four strokes.
- Efficient dive starts, turns & finishes.

**2. Aims of National Development Squad Continued**

- Understand the importance of stroke counting how this helps efficiency through the water.
- Land conditioning including circuits, core stability, flexibility, stretch cords and medicine balls.
- Introduction into tactical and mental preparation.
- Show an understanding of positive nutrition and hydration.

**3. Maintaining Squad Membership**

All National Development Squad swimmers must have achieved the following minimum criteria as defined in the table below relevant to their age as of 31<sup>st</sup> December to maintain their squad membership. If a swimmer does not achieve the minimum criteria for their respective age groups, a notice of membership will be given. At the start of each season it will be communicated to members when the deadline for meeting the below criteria is. This may vary dependent on pressure for spaces within the scheme.

Age @ 31 <sup>st</sup> December	Girls 11/Boys 12	Girls 12/Boys 13	Girls 13/ Boys 14	Girls 14/Boys 15	Girls 15-18/ Boys 16-18
<b>Yorkshire County Championships</b>	2 x 50m YQT's	2 x 50m YQT's 1 x 100m YQT	2 x 50m YQT's 1 x 100m YQT 1 x 200m YQT	2 x 50m YQT's 1 x 100m YQT 1 x 200m YQT	2 x 50m YQT's 1 x 100m YQT 1 x 200m YQT
<b>North East Regional Championships</b>			1 NER Time	2 NER Times	3 NER Times

**4. Consideration for Promotion**

National Age Group Squad

Age @ 31 <sup>st</sup> December	12 Years	13 Years	14 Years	15 Years
<b>Female</b>	NER Finalist	English Nationals	English Finalist	
<b>Male</b>	NER Finalist	NER Finalist	English Nationals	English Finalist

National Squad

Age @ 31 <sup>st</sup> December	12 Years	13 Years	14 Years	15 Years	16 Years	17 Years	18 Years
<b>Female</b>	NER Medallist	English Medallist	British Nationals	British Qualifier	British Qualifier	British Qualifier	British Qualifier
<b>Male</b>		English Nationals	English Nationals	English Finalist	English Finalist	English Finalist	British Qualifier

\*Please note these are considerations for promotion and does not guarantee progression to the next level. Training ability, attendance, technique, coachability and work ethic will also be considered.



### ***5. Training and Competition Required Attendance***

There are a limited number of places available in the National Development Squad; the aim is to attend 100% of sessions allocated to the squad for all swimmers.

### ***6. Racing & Competition Calendar***

- The coaching staff select the competitions that will help develop technical skills required to become a World Class swimmer in a racing environment.
- The competition calendar is designed so that the correct amount of training can be delivered in order for improvements in racing to be achieved.
- The competition calendar is designed to ensure that over competing is not detrimental to World Class development.
- All members are expected to regularly compete for the City of Leeds Swimming Club within the competition programme provided for their squad only.

## *National Age Group Squad*

The National Age Group Squad emphasis is solely to develop the engine of the swimmers, the "train to train" stage of the LTAD. This phase of a swimmer's development needs a vast increase in training time, commitment, and volume to help the process. Tactical application will need to be maximised to learn how to train effectively, and those skills transferred into the racing environment. The importance of improving starting and turning skills with a highly important emphasis on underwater dolphin kicking is needed by the swimmers to maximise their potential when transitioning from Age Group swimming to Youth and then Senior competition. If the swimmers can hold efficient technique and starting and turning skills under the increase in volume and training time, they will give themselves the best opportunity to develop fully with the tools required to compete at their maximum potential.

During this phase, a girl's development will be accelerated due to them being at peak height velocity and biological maturation. The girls will be able to embrace more work than their chronological counterparts due to their advanced physical, biological, and emotional development. Within the scheme, you will see younger girls training with older males which will complement each of their stages of development. Please note there will always be late developers that do not follow the majority. Generally, the boys will be two years behind the girls in terms of their physical and biological development.

Whilst the body is going through maturation both males and females will embark on a roller coaster journey. Performances in competition and training may be inconsistent and a plateau may happen due to increase in height, weight, body shape and body composition. Strength and coordination are always last to catch up.

The National Age Group Squad aims to develop swimmers from a Regional Level and prepare them to compete on a National Stage. The athletes that graduate to this squad will develop skills and technique that will enable them to have a foundation of World Class technical skills, to succeed when they are considered for promotion to the National Squad and compete on a National and International stage. Athletes will also learn how to train and apply themselves efficiently to ensure they have the potential to become a World Class athlete.

Places in the National Age Group Squad are very limited and requires that the swimmers show an extraordinary level of commitment to the programme.

### ***Advice to parents at this phase:***

- Encourage your son/daughter to listen to the coaching staff and try to execute the technical points being given to them to improve their technique.
- The coach is the coach, please support the coach's advice so that the swimmers are receiving one message.
- Encourage your son/daughter to embrace and practice turning skills i.e., dolphin kicking FAST off every wall, this is imperative at the elite end of our sport.
- Liaise with the coaching staff for competition entries so that all events and strokes are covered equally during the season to develop all four strokes and a range of events.
- Be patient during this phase when your respective child is going through physical and biological changes. Appreciate the impact that maturation has on a developing athlete's performance. It can be a two-year window the body needs to adjust to maturation.

<b>1. Age</b>	(Age @ 31 <sup>st</sup> December)	Male	Minimum Age: 12 years
	<i>*ages are for indicative purposes only</i>		Maximum Age: 14 years (+ 1 Year discretion)
		Female	Minimum Age: 10 years Maximum Age: 13 years (+ 1 Year discretion)

**2. Aims of National Age Group (NAG) Squad**

- Maintain efficient stroke technique under pressure.
- Training is geared towards 200m IM and swimmers start to compete more regularly in distance FS events.
- Work towards competing in distance Freestyle & IM events.
- Introduction to advanced training methods.
- Progression and development of speed and racing skills.
- Effective kicking across all four strokes.
- Efficient dive starts, turns & finishes.
- Understand the importance of stroke counting how this helps efficiency through the water.
- Land conditioning including circuits, core stability, flexibility, stretch cords and medicine balls.
- Participate in regular 'Pre-Pool' exercises before every pool session.
- Introduction into tactical and mental preparation.
- Show an understanding of positive nutrition and hydration.

**3. Maintaining Membership**

All National Age Group swimmers must have achieved the following minimum criteria as defined in the table below relevant to their age as of 31<sup>st</sup> December to maintain their squad membership. If a swimmer does not achieve the minimum criteria for their respective age groups, a notice of membership will be given.

Swimmers promoted to the National Age Squad must demonstrate constant improvement in technique and performance in all **Olympic events** to retain their place relative to their age group with each passing season.

Swimmers and parents must demonstrate an understanding of the level of commitment expected. Swimmers must show the highest standards in attendance, preparation, application, enthusiasm, co-operation and contribution to the team to strive to become a World Class Athlete.

Age @ 31 <sup>st</sup> December	Female	Male
11 Years	Yorkshire Finalist	
12 Years	NER Finalist	NER QT
13 Years	English Nationals	NER Finalist
14 Years	British Nationals	English Nationals
15 Years		British Nationals

**4. Progression**

Consideration for Promotion to National Squad

<b>Female</b>	<b>11 Years</b>	<b>12 Years</b>	<b>13 Years</b>	<b>14 Years</b>
	NER Finalist	NER Medallist	English Nationals	British Nationals
<b>Male</b>	<b>12 Years</b>	<b>13 Years</b>	<b>14 Years</b>	<b>15 Years</b>
			English Nationals	British Nationals

\*Please note these are considerations for promotion and does not guarantee progression to the next level. Training ability, attendance, technique, coachability and work ethic will also be considered.

Consideration for Promotion to National Development

The National Development Squad is for swimmers who for instance may aspire to compete at a national level but develop at a later stage, struggle with the demand of the National Age Group Squad, or who may find that whilst their level of commitment is of a high standard, their level of ability and performance is compatible with County or Regional swimming. The squad consists of swimmers as well as those who also excel at other aquatic and sporting disciplines, where swim training would complement their other chosen sports to enhance their performance levels. Swimmers at this stage can enjoy a variety of racing opportunities across a variety of sports.

**5. Training and Competition Required Attendance**

Squad members are expected to attend **ALL** workouts prescribed by the coaching staff.

MALE

Age	Workouts	Weekday PM Workouts	Weekday AM Workouts	Weekend PM Workouts
12-13 Years	7	5	1-2	1
14-15 Years	8	5	2	1

FEMALE

Age	Workouts	Weekday PM Workouts	Weekday AM Workouts	Weekend PM Workouts
10-11 Years	6	5	1	1
12 Years	7	5	1-2	1
13-14 Years	8	5	2	1



#### **6. Racing & Competition Calendar**

- The coaching staff select the competitions that will help develop technical skills required to become a World Class swimmer in a racing environment.
- The competition calendar is designed so that the correct amount of training can be delivered so that improvements in racing are achieved.
- The competition calendar is designed to ensure that over competing is not detrimental to World Class development.
- All members are expected to regularly compete for the City of Leeds Swimming Club within the competition programme provided.

## *Regional Performance Squad*

The Regional Performance Squad is still largely focused on Swim Skills and Training to Train as in Regional Development Squad. Swimmers will engage in 5-7 practices per week whilst still playing other sports and building self-awareness of their athleticism and ability.

The Major emphasis is to condition stroke mechanics that are efficient at a low intensity so that every stroke, length and repeat are executed with the highest level of technical proficiency and turning skills are maximised. The volume will be slightly higher to give extra practice and a tactical emphasis will be introduced that will be transferable into the competitive racing environment. A level of discipline and consistency in application should start to be learned and shown to the coaching staff, this will show a basic understanding of what is required to maximise an individual's potential as a swimmer starts to progress and compete at higher levels of the domestic calendar. Developing ALL four strokes and dolphin kicking is of the highest priority.

The squad is structured so that members of the squad are preparing to achieve Regional qualifying times and competing at Regional Championships which then prepares them in the following seasons to make finals.

Swimmers can progress to National Age Group Squad or National Development Squad depending on their progress both technically and competition performance.

This squad aims to develop technical skills that are the foundation of World Class performance. Athletes will be exposed to training practices that will prepare them to start understanding the journey and what is required to become a World Class Athlete.

There is also an increase in the number and standard of racing opportunities available with swimmers beginning to take part in both County and Regional Championships and other team and open swim meets in the Northeast Region and around the UK.

### ***Advice to parents at this phase:***

- Encourage your son/daughter to listen to the coaching staff and try to execute the technical points being given to them to improve their technique.
- The coach is the coach, please support the coach's advice so that the swimmers are receiving one message.
- Encourage your son/daughter to embrace and practice turning skills i.e., dolphin kicking FAST off every wall, this is imperative at the elite end of our sport.
- Liaise with the coaching staff for competition entries so that all events and strokes are covered equally during the season to develop all four strokes and a range of events.



<b>1. Age</b>	(Age @ 31 <sup>st</sup> December)	Male	Minimum Age: 10 years
			Maximum Age: 13 years (+ 1 Year discretion)
	<i>*ages are for indicative purposes only</i>	Female	Minimum Age: 09 years
			Maximum Age: 12 years (+ 1 Year discretion)

**2. Aims of Squad**

- Continue to develop stroke technique on all four strokes.
- Race all strokes including 400m FS & 400m IM.
- Introduction to distance FS events.
- Development of endurance and repeat sets.
- Short distances for stroke development and correction leading into holding stroke technique over a longer distance.
- Correct understanding of the training clock.
- Development of speed (with good technique).
- Further development of leg kick in all four strokes.
- Have an understanding of stroke counting how this helps efficiency through the water.
- Introduction to flexibility, stretch cords and more strength-based land training.
- Preparation of swimmer for main age group squads and ongoing Long-Term Athlete Development.
- Further turn practice and correction with an emphasis on the transition into stroke.
- Start practice and correction and understanding how to generate the most power off the block.
- Take-over practice and correction .

**3. Maintaining Squad Membership**

All Regional Performance Squad swimmers must have achieved the following minimum criteria as defined below relevant to their age as of 31<sup>st</sup> December to maintain their squad membership.

09 Years

Compete at Level 2 and 3 licenced meets prescribed on the competition calendar. Show improvement in racing technical ability.

10 Years

50m and/or 100m Yorkshire County Championships (February) qualifying standard in a minimum of two of the four strokes and the 200m Individual Medley.

11 Years & Over

100m and/or 200m Yorkshire County & Northeast Region Long Course Championships (February & May) qualifying standard in a minimum of two of the four strokes and the 200m and or 400m Individual Medley.

If a swimmer does not achieve the minimum criteria for their respective age groups, a notice of membership will be given. Swimmers promoted to the Regional Performance Squad must demonstrate improvement in technique and performance in all four strokes and the 200m Individual Medley to retain their place relative to their age group with each passing season.

**4. Progression**

Consideration for Promotion to National Age Group Squad

Age at 31 <sup>st</sup> Dec	Female	Male
10 Years	400m FS YQT & 200m IM YQT	
11 Years	Yorkshire Finalist + 200m IM YQT	
12+ Years	Regional Finalist	400m FS/ 400m IM YQT & 200m IM NER QT

Consideration for Promotion to National Development Squad

Age at 31 <sup>st</sup> Dec	Female	Male
11-12 Years	2 x 50m YQT + 1 x 100m YQT	2 x YQT
13 Years		2 x 50m YQT + 1 x 100m YQT

\*Please note these are considerations for promotion and does not guarantee progression to the next level. Training ability, attendance, technique, coachability and work ethic will also be considered.

**5. Training & Competition Required Attendance**

Squad members are expected to attend **ALL** workouts prescribed by the coaching staff.

MALE

Age	Workouts	Weekday PM Workouts	Weekday AM Workouts	Weekend AM Workouts
9 Years	4-5	3-4	1	0-1
10 Years	5-6	3-4	1	1
11+ Years	6-7	4	1-2	1

FEMALE

Age	Workouts	Weekday PM Workouts	Weekday AM Workouts	Weekend AM Workouts
9 Years	5-6	3-4	1	1
10 Years	6-7	4	1-2	1
11+ Years	7	4	2	1

- The number of sessions will differ between males and females.
- The coaching staff will prescribe the required amount of attendance appropriate to the individual's stage of development.
- Biological and emotional development will also be taken into consideration.

**6. Racing & Competition Calendar**

- The coaching staff selects competitions that will help develop the technical skills required to become a World Class swimmer in a racing environment.
- The competition calendar is designed so that the correct amount of training can be delivered so that improvements in racing are achieved.
- The competition calendar is designed to ensure that over competing is not detrimental to World Class development.
- All members are expected to regularly compete for the City of Leeds Swimming club within the competition programme provided for their prescribed squad only.

## *Regional Development Squad*

The Regional Development Squad is focused on the latter part of the Swim Skills stage and starts to embrace the Training to Train phase within the LTAD. The main focus is still on Swim Skills with the content of work being more structured and increased volume within the sessions. Swimmers will engage in 4-6 practices per week whilst still playing other sports and building self-awareness of their athleticism and ability.

The volume will remain at a low intensity with the emphasis being to hold a high level of technical and stroke efficiency, whilst developing turning and underwater phases that will be needed at higher levels of competitive swimming. Stroke counting to develop an appreciation for efficiency and self-awareness is introduced. It is important at this stage that excellent starting and turning skills are encouraged in each training session so that the swimmers have the tools and skills to maximise advantages they give in a competitive race. Developing ALL four strokes and dolphin kicking is of the highest priority.

The squad is structured to prepare swimmers to achieve county qualifying times and preparing to achieve Regional qualifying times when they are old enough to compete. The competition programme will allow swimmers to compete at different levels of competitions exposing them to environments where they will be tested. Transferring the technical skills and techniques they learn and practice in training to the competition arena is paramount to being successful at a senior level.

Swimmers can progress to Regional Performance Squad or National Development Squad depending on their progress both technically and competition performance.

### *Advice to parents at this phase:*

- Encourage your son/daughter to listen to the coaching staff and try to execute the technical points being given to them to improve their technique.
- The coach is the coach, please support the coach's advice so that the swimmers are receiving one message.
- Encourage your son/daughter to embrace and practice turning skills i.e., dolphin kicking FAST off every wall, this is imperative at the elite end of our sport.

This squad aims to develop technical skills that are the foundation of World Class performance. Swimmers will learn how to execute technical skills in basic training practices and apply these across longer swimming distances.

The demand of the training programme increases in terms of the number, duration and content of the training sessions. The emphasis remains that of developing good technique and skills but with an increase in endurance and fitness training, achieving good all-round swimming ability. An increase in commitment comes in the form of early morning training which will become an integral part of the serious swimmer's lifestyle as they progress through the scheme over a period of time.

There is also an increase in the number and standard of racing opportunities available with swimmers beginning to take part in local and County Championships.

<b>1. Age</b>	(Age @ 31 <sup>st</sup> December)	Male	Minimum Age: 08 years Maximum Age: 11 years (+ 1 Year discretion)
	<i>*ages are for indicative purposes only</i>	Female	Minimum Age: 08 years Maximum Age: 10 years (+ 1 Year discretion)

**2. Aims of Squad**

- Keep improving stroke technique in all four strokes.
- Swim short distances for stroke correction.
- Introduction to morning training and have regular attendance at these workouts.
- Race all strokes including 200m IM.
- Introduction to longer swims in training and racing, 100,200,300,400 (STROKE TECHNIQUE MUST BE HELD).
- Short speed swim sets.
- Development of leg kick in all four strokes.
- Learn the basics of stroke counting and why this is important.
- Turn practice and correction with emphasis into stroke transition.
- Start practice and correction into stroke transition.
- Learn training techniques- clock reading, punctuality, lane discipline, and benefits of regular attendance.
- Land training becomes more bodyweight circuit based. Swimmers will also learn about competition land warm-ups and post pool flexibility.
- Further develop take-over practice and correction.

**3. Maintaining Squad Membership**

All Regional Development Squad swimmers must have achieved the following minimum criteria as defined below relevant to their age as of 31<sup>st</sup> December to maintain their squad membership.

08-09 Years

Compete at Leeds City Council and City of Leeds Swimming Club development gala's showing improvement in racing technical ability.

10 Years

A 50m, 100m and/or a 200m Yorkshire County Championships (February) qualifying standard in a minimum of two of the four strokes and the 200m Individual Medley.

11 Years

100m, 200m and/ or a 400m Yorkshire County Championships (February) qualifying standard in a minimum of two of the four strokes and the 200m Individual Medley.

If a swimmer does not achieve the minimum criteria for their respective age groups, a notice of membership will be given. Swimmers promoted to the Regional Development Squad must demonstrate constant improvement in technique and performance in all four strokes and the 200m Individual Medley to retain their place relative to their age group with each passing season.

**4. Progression**

Consideration for Promotion to Regional Performance

Age at 31 <sup>st</sup> Dec	Female	Male
09 Years	2 x 50m (9yrs) + Technical Ability	
10 Years	2 YQT in 2 Strokes + 200m IM YQT	2 YQT in 2 Strokes + 200m IM YQT
11+ Years	200m & 400m IM YQT & 400m FS YQT	200m or 400m IM YQT & 400m FS YQT

Consideration for Promotion to National Development Squad

Age at 31 <sup>st</sup> Dec	Female	Male
11-12 Years	2 x 50m YQT + 1 x 100m YQT	2 x YQT

\*Please note these are considerations for promotion and does not guarantee progression to the next level. Training ability, attendance, technique, coachability and work ethic will also be considered.

**5. Training and Competition Required Attendance**

Squad members are expected to attend **ALL** workouts prescribed by the coaching staff.

MALE

Age	Workouts	Weekday PM Workouts	Weekday AM Workouts	Weekend AM Workouts
8 Years	3-4	3-4	0	0
9 Years	4-5	3	1	0-1
10 Years	5-6	3-4	1	1
11+ Years	6-7	4	1	1

\*This is a guide

FEMALE

Age	Workouts	Weekday PM Workouts	Weekday AM Workouts	Weekend AM Workouts
8 Years	3-4	3-4	0	0
9 Years	4-5	3-4	1	1
10+ Years	6-7	4	1-2	1

\*This is a guide



- The number of sessions will differ between males and females.
- The coaching staff will prescribe the required amount of attendance appropriate to the individual's stage of development.
- Biological and emotional development will also be taken into consideration.

#### ***6. Racing & Competition Calendar***

- The coaching staff select competitions that will help develop the technical skills required to become a World Class swimmer in a racing environment.
- The competition calendar is designed so that the correct amount of training can be delivered so that improvements in racing are achieved.
- The competition calendar is designed to ensure that over competing is not detrimental to World Class development.
- All members are expected to regularly compete for the City of Leeds Swimming club within the competition programme provided for their prescribed squad only.

## *Regional Fast Track Squad*

Swimmers in the Regional Fast Track Squad are those who have been identified in Leeds City Council Swimming Lessons and School lessons who have shown an advanced technical ability for their developmental age. Advanced technical competitive skills will be prioritised, building foundations for future World-Class performance.

This squad is part of the fast-track system in which swimmers who are selected to be in this squad are showing advanced technical ability for their stage of development. Swimmers in this squad may have started swimming lessons at a very early age which means their developmental age in swimming terms is higher than someone who started swimming lessons in later childhood. As females develop quicker than males, this group may be female dominant due to their physical, biological, and emotional maturity.

Advanced technical competitive skills will be learnt in this squad along with building the foundations for potential future World-Class performance. A high emphasis on technique and competitive skills are imperative to develop each individual both short term and long term.

Swimmers will be introduced to all four competitive strokes and taught the skills they will need to successfully take part in a competition such as the correct racing starts and turns. There is an introduction to the disciplines of formal training, albeit at an elementary level, including the importance of regular attendance, punctuality and good training practise and behaviour, together with an increasing emphasis on achieving basic physical fitness.

Swimmers at this stage will have the opportunity to take part in several local swim meets with the ultimate challenge of representing the City of Leeds Swimming Club at the Yorkshire County Championships.

<b>1. Age</b>	(Age @ 31 <sup>st</sup> December)	Male	Minimum Age: 8 years Maximum Age: 10 years (+ 1 Year discretion)
	<i>*ages are for indicative purposes only</i>	Female	Minimum Age: 7 years Maximum Age: 9 years (+ 1 Year discretion)

## **2. Aims of the squad**

- Develop efficient stroke techniques across all four strokes.
- Learn starts, turns and finish techniques.
- Complete short distances for stroke corrections.
- Introduction to speed, emphasis on enjoyment of sensation of swimming fast
- Develop tight and effective streamlining.
- Learn how to train (warming up and swimming down, clock reading, lane discipline).
- Introduction to land training and flexibility routines.
- Introduction into gala procedures and rule.
- Understand basic nutritional and hydration advice.



**3. Maintaining Squad Membership**

All swimmers invited to join the Regional Fast Track Squad have a one-year probationary membership of this squad in which they have to achieve or show the potential to achieve two Yorkshire County Championship (February) qualifying times relevant to their age group (age on 31<sup>st</sup> December). At this point, the coaching staff will evaluate each swimmer's performance levels and technical ability on an individual basis to be considered for a second year in the Regional Fast Track Squad in which time they must achieve two Yorkshire County Qualifying (February) times to be considered for promotion to the Regional Development Squad or National Development Squad.

Unfortunately, we cannot guarantee progression from this squad through the programme for all swimmers. If a swimmer is not able to achieve the performance target within this time frame, the individual will be offered alternative aquatic disciplines and local swimming clubs.

**4. Progression**

Consideration for Promotion to Regional Development Squad

Age @ 31 <sup>st</sup> December	Female	Male
9 Years	Show improvement in technical ability	Show improvement in technical ability
10 Years	2 x 50m YQT's and / or 1 x 100m stroke	2 x 50m YQT's
11 – 12 Years	2 x 100m YQT's	2 x 100m YQT's

\*Please note these are considerations for promotion and does not guarantee progression to the next level. Training ability, attendance, technique, coachability and work ethic will also be considered.

Consideration for Promotion into County East/West

Regional Fast Track swimmers may also be promoted into a County East/West Squad for the swimmer to progress at a level relevant to their age group.

**5. Training and Competition Required Attendance**

A minimum of 3-4 Workouts each week is required. Squad members are expected to attend ALL workouts prescribed by the coaching staff.

MALE

Age	Workouts	Weekday PM Workouts	Weekday AM Workouts	Weekend PM Workouts
8 Years	3-4	3-4	0	0-1
9 Years	4-5	3-4	0	0-1
10 Years	5	4	0	1



FEMALE

Age	Workouts	Weekday PM Workouts	Weekday AM Workouts	Weekend PM Workouts
7-8 Years	3-4	3-4	0	0
9 Years	5	4	0	1
10 Years	5	4	0	1

- The number of sessions will differ between males and females.
- The coaching staff will prescribe the required amount of attendance appropriate to the individual's stage of development.
- Biological and emotional development will also be taken into consideration.

All squad members are expected to regularly compete for the City of Leeds Swimming club within the competition programme provided for their prescribed squad only.

## County East & West Squads

County East, West and Regional Fast Track Squads are the starting level of the swimming training scheme (STS) which enter from the councils learn to swim programme. This level is the first competitive training element of the pathway. Swimmers will engage in 3-5 practices per week whilst still playing other sports and building self-awareness of their athleticism and ability.

This phase concentrates on the swimmer learning how to basic skills for competitive swimming and how their body and limbs feel when executing it. Learning self-awareness is key to perfecting important skills such as agility, balance, coordination, speed, starting, turning, gliding, buoyancy and kicking. The swimmer at this phase will practice short training sets that are technical focused. The emphasis on technique and maintain good skill level is the main emphasis. Conditioning correct and efficient movement patterns are extremely important, at this level, the swimmer's technique is formed and will be their foundation for the rest of their careers. Developing ALL four strokes and dolphin kicking is of the highest priority.

Swimmers are limited to 1 Year in these squads. Within this time frame, a swimmer if old enough to compete will have to achieve a minimum of two Yorkshire Qualifying times to progress within the STS. If a swimmer is too young to compete but is showing good progress and extension may be given to that individual.

### Advice to parents at this phase:

- Encourage your son/daughter to listen to the coaching staff and try to execute the technical points being given to them to improve their technique.
- The coach is the coach, please support the coach's advice so that the swimmers are receiving one message.

<b>1. Age</b>	(Age @ 31 <sup>st</sup> December)	Male	Minimum Age: 8 years Maximum Age: 12 years (+ 1 Year discretion)
	<i>*ages are for indicative purposes only</i>	Female	Minimum Age: 8 years Maximum Age: 11 years (+ 1 Year discretion)

### 2. Aims of the squad

- Develop efficient stroke techniques across all four strokes.
- Learn starts, turns and finish techniques.
- Complete short distances for stroke corrections.
- Introduction to speed, emphasis on enjoyment of sensation of swimming fast.
- Develop tight and effective streamlining.
- Learn how to train (warming up and swimming down, clock reading, lane discipline).
- Introduction to land training and flexibility routines.
- Introduction into gala procedures and rules.
- Understand basic nutritional and hydration advice.

### 3. Maintaining Squad Membership

All swimmers invited to join the County East & West Squads have a one-year probationary membership of this squad in which they must achieve or show the potential to achieve two Yorkshire County Championship (February) qualifying times relevant to their age group (age on 31<sup>st</sup> December). At this point, the coaching staff will evaluate each swimmer's performance levels and technical ability on an individual basis to be considered for a second year in the County East & West Squads in which time they must achieve two Yorkshire County Qualifying (February) times to be considered for promotion to the Regional Development Squad or National Development Squad.

Unfortunately, we cannot guarantee progression from this squad through the programme for all swimmers. If a swimmer is not able to achieve the performance target within the probationary time frame, the individual will be offered alternative aquatic disciplines and local swimming clubs.

### 4. Progression

#### Consideration for Promotion to Regional Development Squad

Age @ 31 <sup>st</sup> December	Female	Male
9 Years	Show improvement in technical ability	Show improvement in technical ability
10 Years	2 x 50m YQT's and / or 1 x 100m stroke	2 x 50m YQT's
11 – 12 Years	2 x 100m or 2 x 200m & 200m IM YQT's	2 x 100m YQT's

#### Consideration for Promotion to National Development Squad

Age @ 31 <sup>st</sup> December	Female	Male
11 – 12 Years	2 x YQT's	2 x YQT's

\*Please note these are considerations for promotion and does not guarantee progression to the next level. Training ability, attendance, technique, coachability and work ethic will also be considered.

### 5. Training and Competition Required Attendance

A minimum of 3-4 Workouts each week is required. Squad members are expected to attend ALL workouts prescribed by the coaching staff.

#### MALE

Age	Workouts	Weekday PM workouts	Weekday AM Workouts	Weekend PM Workouts
8 Years	3-4	2-3	0	0-1
9 Years	3-4	2-3	0	0-1
10 Years	4	3	0	1
11+ Years	4	3	0	1

Age	Workouts	Weekday PM workouts	Weekday AM Workouts	Weekend PM Workouts
8 Years	3-4	3-4	0	0
9 Years	4	4	0	1
10+ Years	4	4	0	1

- The number of sessions will differ between males and females.
- The coaching staff will prescribe the required amount of attendance appropriate for the individual's stage of development.
- Biological and emotional development will also be taken into consideration.

All squad members are expected to regularly compete for the City of Leeds Swimming club within the competition programme provided for their prescribed squad only.

## Code of Conduct

The purpose of this Code is to establish a clear set of daily standards, responsibilities and behaviours for all members participating in the Swimming Training Scheme (STS), Diving Training Scheme (DTS) or Synchronised Swimming Training Scheme (SSTS) to adhere too. All schemes are professional organisations that exist solely for the purposes of developing, maintaining, and delivering exceptional sporting performance.

### Membership

Once you accept your membership to your squad you will.

- ensure consistent and regular attendance at squad training sessions.
- strive to achieve 100% weekly attendance.
- make every effort to 'make up' sessions to maintain your 100% attendance.
- be punctual to all sessions.
- notify your Coach or the Training Scheme Coordinator if you are going to be absent at your earliest convenience.
- 30 days absence from training will automatically forfeit your squad place.
- Please remember that when you are representing the city with one of our aquatic clubs you are also an ambassador of the council's training scheme's. This code will still apply in all cases.

### Training Conduct

- Take responsibility for your performance at all times by focusing on your goals and lifestyle choices.
- Embrace the challenges of your sport and use a positive approach to all that is asked of you.
- Commit to your teammates in the way you commit to yourself.
- Make every reasonable effort to complete your sessions.
- Understand that being a part of our training scheme demands the consistent adoption and demonstration of professional behaviours, including positivity, readiness, good humour, commitment, and RESPECT for others at all times.
- In the instance that you do arrive late to training, make your apologies and prepare yourself to be ready to train as quickly as you can.
- Mobile phones are not to be used during training at any time.
- Changing is not permitted on poolside or in the gym.

### **Behaviour**

- Respect is to be always shown to others.
- Follow directions from the coaching staff in training sessions.
- Use of poor language at **any time** is not acceptable.
- Any use of social media that is derogatory or abusive to any staff or member for the training scheme will result in immediate exclusion from the training schemes.
- Vandalism and damage to the facility and equipment will not be tolerated.
- Do not disrupt training sessions with poor behaviour.
- Bullying other squad members will not be tolerated in any form (including social media).
- Demonstrate through your behaviour a commitment to your training.
- The use/consumption of Drugs, Cigarettes, Vape Products, E-Cigarettes or Alcohol is strictly prohibited within Leeds City Council facilities.
- Always represent the STS with the highest standards.

### **Breach of the Code**

Any breaches of this code will be dealt with as follows.

1. Verbal warning from the Training Scheme Manager (Strike 1)
2. Written warning from the Training Scheme Manager (Strike 2)
3. Written removal from the programme.

## LCC STS Etiquette for Parents/Guardians

To ensure that the Swimming Training Scheme and its coaches can operate to maximum effectiveness, we would like to request that the following etiquette is adhered to when visiting STS training venues across the city:

### **Access to poolside/balcony areas**

- Parents/guardians should not access poolside unless requested to do so by the squad coach or leisure centre staff.
- Access to the balcony should be via the entrance foyer and not through the changing rooms/walking along poolside.
- Under no circumstances should parents/guardians enter the poolside gym.

### **Competition Entries**

- Entry advice will be sent out via your squad coach or the training scheme coordinator in advance of the closing date.
- Please make sure that gala entries are submitted and paid for on time via your online portal. Failure to pay for entries before the closing date will result in the entries not being processed.
- If you need further advice please ensure that gala entries are discussed with your squad coach before submission. Please do not leave this until the entry closing date.
- As you know, our coaches are extremely busy and cannot guarantee that they will be available to discuss entries on the day that the entry is due.

### **Communicating with your Coach**

- Parents/guardians should not interrupt coaches during sessions or attempt to interact with their child(ren) during sessions. This will allow the children to have full focus on the training session.
- If you would like to speak to your coach, please arrange to do so at the end of the session, so that the group can start on time. If there is an urgent issue that the coach needs to be made aware of, please try to speak to the coach as early as possible, so that the session can start on time.
- If you feel that your coach needs information about your child before the session, please contact the Training Scheme Coordinator so that this information can be relayed to the appropriate coach.

### **Absences/Illness/Injuries**

- The STS expects that swimmers who arrive for sessions are fit and able to meet the demand of the training session prescribed in every respect.
- Should a swimmer fall ill or become injured to such a degree that their performance or the performance of other swimmers in the squad may be compromised, the requirement of the STS is that they remain away from training until they are fit and well. Apart from the negative impact continuing to attend training when poorly can have on their wellbeing, it may be the case that the illness is passed to others in the squad.
- If you are going to be absent from training, you must inform your squad coach/training scheme coordinator at the earliest possible convenience.
- If a swimmer is ill and needs to withdraw from competition, please contact [leedsentries@gmail.com](mailto:leedsentries@gmail.com), in this instance swimmers should withdraw from all events.





# PARENTS ETIQUETTE



- 1** Be a Role Model by showing Good Sportsmanship & Character.
- 2** I will Support Coaches & Officials working with my Child in to Encourage a Positive & Enjoyable Experience for All.
- 3** Applaud Effort, Hard Work & the process, not just the Outcome.
- 4** Let the Coaches do their job, and not confuse your child by telling them what to do.
- 5** Coaches, Referees & Officials are Volunteers, please do not approach them during training or competition and distract them from their role.
- 6** I understand & Respect the importance of the process of warm up & cooling down at competitions, for the short & long term understanding of the sport.
- 7** Respect all decisions made by Referees and Officials, they are following the rules of the sport.
- 8** If you have any queries about a decision, approach your child's coach at training after the competition.
- 9** Your child may get disqualified at a competition. It is part of the learning process in becoming a better swimmer. Allow your child to learn from these mistakes and it may help them in all areas of their lives.
- 10** Encourage all participants at all times.
- 11** Your child is involved in swimming for their enjoyment, not yours.
- 12** Ensure your child has a positive experience regardless of the outcome.
- 13** You should not be on poolside at any point. If you wish to volunteer please contact a club official to become a fully qualified member of the team.

The coaching staff strongly advises against swimmers attending additional 1-2-1 coaching sessions because;

- At Leeds we have one of the most experienced coaching teams in the country, we are very fortunate to have within our ranks coaches who have not only done this for many years but have been doing so at a very high level and with great success.
- All our coaches follow a clear and detailed process set out in a document titled "THE OLYMPIC WAY". This document is unique to the Leeds City Council Swim Training Scheme and the City of Leeds Swimming Club and has been an evolving document since 1996 helping coaches to produce swimmers who are successful at Yorkshire, North East Region, National and International level.
- The coaches that work within the training scheme trust this wholeheartedly. When swimmers start going elsewhere for coaching it risks undermining the process that we follow and shows a lack of trust in the process. This can often end up with swimmers receiving mixed messages and coaches within the training scheme having to spend time unpicking technical developments that do not align with the process that we follow within The Olympic Way.

By trusting the process that we follow within the training scheme you will in turn encourage your child to trust the process that we follow. This will increase the likelihood of your child being successful within the sport they love.

## Leeds City Council Social Media Guidance

This Document is a Leeds City Council document on guidance when using social media.

Many of us are now using social media websites such as Facebook, Instagram, Twitter, and many other social network platforms to communicate and keep up to date with the latest news. Even if we don't have an account we may view and comment on YouTube clips or blog posts. We may also use social media in both a personal and professional capacity and the lines can often become blurred. The purpose of this Guidance is to ensure you are aware of the proper, effective, and lawful use of social media. This can be as a member of staff who uses social media as part of their job or who uses it in a personal capacity that may have an impact or effect on people using our services, our organisations, employees, contractors, or partner organisations.

### **Using social media**

As with any form of communication, we should all be using our common sense when using social media. So, what can, and can't you do? These are the important points:

#### **Privacy settings**

Understand and check your privacy settings on your social media profiles so you can choose to limit who has access to your data. You may also wish to consider how much personal information you include on your profile.

#### **Be professional.**

When posting, assume your comments are public for all the world to see. If you are representing your club, Training Schemes, profession or organisation you should be polite, open and respectful. Make sure that what is said online is consistent with other communications. Don't get angry. Take time to consider all responses. It can sometimes be helpful to take difficult conversations offline.

#### **Confidentiality**

In all cases, confidentiality must be respected. Do not post information which could lead to the identification of someone using your service, or a colleague, without their permission. This could breach their right to confidentiality, and you could breach your Professional Code of Conduct. Do not disclose sensitive personal or business (protectively marked) information about your organisation, its employees, customers, or any other stakeholders.

#### **Only share content that you are happy to be public knowledge.**

All postings to social media websites should be considered in the public domain. Therefore, only post comments, videos, and pictures which you and your organisation would be happy to share with any group of friends or strangers. Don't post photographs of people without their permission or use images without consent. Remember once you have published information you cannot guarantee it can be fully removed, and you cannot control how it is shared.

#### **Be Transparent**

Any accounts or profiles which relate to your organisation should be clearly and easily identified as such and should have approval.

### ***Branding and logos***

Use your organisation's logo or branding only if you are authorised to speak on behalf of the organisation.

### ***Be responsive.***

If responding to questions or comments on behalf of a service or organisation, do so in a timely and informative manner and remember that expectations for response times are more immediate for social media.

### ***At work***

Use social networking sites at work only for work purposes. If in doubt, speak to your line manager about whether using social media for your work is appropriate.

### ***Accepting friend requests***

For staff who directly provide care or support, you should not accept friend requests on Facebook and on Twitter do not follow or respond to @mentions from people who you are directly caring for. You may wish to have a conversation about your organisation's social media guidelines with people you support.

### ***Conduct***

Your organisation's code of conduct applies online as it does anywhere else and should be adhered to on social media. Not following this guidance may be regarded as serious and could result in disciplinary action.

## Sickness, injury and Absences from Training

It is an expectation of the STS that swimmers who arrive for sessions are fit and able to meet the demand of the training session prescribed in every respect.

Should a swimmer fall ill or become injured to such a degree that their performance or the performance of other swimmers in the squad may be compromised, the requirement of the STS is that they remain away from training until they are fit and well.

Apart from the negative impact continuing to attend training when poorly can have on their own wellbeing, it may be the case that the illness is passed to others in the squad.

If you are going to be absent from training, you must inform your squad coach/training scheme coordinator at the earliest possible convenience.

If you do not attend training for 30 days or more, without contacting your coach or the Training Schemes Coordinator to report your absence, it will be taken that you have left the scheme and your place may be made available for others.

Before your son or daughter returns to training after two weeks or more away from training due to illness, injury or an operation, you will have to meet your respective coach and/or a full-time member of staff to complete a risk assessment and plan of agreed return to training. A copy of a doctor's note must be provided so that we are aware that the medical professionals have agreed your son/daughter is physically and mentally fit enough to return to an agreed return to training plan.

## Fees and Scheme Administration

### **Fee Payments**

The Leeds City Council and the people of Leeds support the Swimming Training Scheme by subsidising the cost of taking part in the programme and this is reflected in the level of squad fees which compare extremely favourably with comparative programmes across the UK.

### **Calculating Fees**

Monthly training fees are calculated as a twelfth of an annually calculated fee, which incorporates 6 weeks of STS holidays (not including bank holidays) and/or cancellations. For example, fees for County East Squad which has 4 sessions available each week, incorporates 24 cancelled training sessions. Personal holidays within training time are taken at your own discretion and are not included in the 6-week cancellation bracket.

### **Payment Methods**

Swimmers at County Squad level and above pay fees by annual invoice. Invoices run from 1<sup>st</sup> April to 31<sup>st</sup> March each year (start date to 31<sup>st</sup> March, when joining part way through a year). Invoices are accompanied by an instalment schedule and customers can opt for their preferred payment method from a list of options.

The recommended option is Direct Debit.

If you have any queries regarding payment of your training fees, please contact the Training Scheme Coordinator on 0113 378 0295.

### **Discounted Fees**

There is a discount available for Leeds Card Extra holders. Eligibility for this discount is subject to the swimmer being under 18 years of age and residing at the same address as the parent/guardian who is the holder of the Leeds Card Extra. Information with respect to the Leeds Card Extra is available by contacting the Training Scheme Coordinator on 0113 378 0295.

Sibling discount, the child in the highest squad pays the full rate with siblings in lower squads getting a 10% discount (sibling discount is only applicable on the training schemes and will not apply to any other membership type). The sibling discount does not apply to anyone with LCX.

### **Fee Refunds**

Refunds can be applied for at the end of the financial year (31<sup>st</sup> March) should you have evidence of cancelled sessions going beyond the 6-weeks allowance.

Applications throughout the year for refunds to swimmers where they were absent due to illness or injury must be accompanied by medical documentation.

**Swimming Training Scheme Fees 2023/24**

<b>SWIMMING</b>	<b>Standard Fee</b>
County & Regional Fast Track (5-6 hrs)	£74.27
National Development Squad (10.5 hrs)	£96.80
Regional Age Group (8-11 hrs)	£96.80
National Age Group (13 hrs)	£114.57
National (24 hrs)	£127.75

\*Fees are Subject to Change. You will be notified if this occurs.

## The Optimal Athlete Development Framework

### THE PERSON.... THE ATHLETE.... THE PERFORMER

The Olympic way is based on the Long-Term Athlete Development Model (LTAD), this is a prescriptive framework on the growth and development of athletes. It outlines the swimmer's journey and provides a common swimming development framework that helps the swimmers achieve their full potential. It does this by maximising their physical capacities; provides guidance of training development, technical and tactical skills which need to be learnt for maximising performance.

In 2020, the current regime within British Swimming (from October 2012) have been focusing on character, resilience under pressure or in discomfort and building a tough, rounded person that will cope with the stresses at major competitions. With these aims in mind, they developed the Optimal Athlete Development Framework (OADF). The OADF was launched in 2019 and describes, in British Swimming's opinion, the types of characteristics shown by an individual (In terms of the person, the athlete and the swimmer) that will be successful at major competitions.

This document is an extended version of the OADF of what we try to promote in Leeds. As a coaching team, we want to help young people develop holistically so that they are equipped to deal with the different challenges life may present in our programme both short term and long term.

### *The Person*

#### **The Supportive Network**

(Family / Coaches (Practitioners) /

Teammates / Friends

Each part of the support network understands their role to help the person achieve. Everyone is a part of the journey and needs to understand that success is a process that also includes failure. Let the athlete live the journey and grow, the support network is there to facilitate.

#### **Happy & Positive**

The person has a growth mind-set in success and failure and holds a contented, happy demeanour with a positive outlook to life and sport. The person enjoys the journey that the sport takes them on and identifies with the life skills that can be learned daily. They bring the best version of themselves to the pool each day. They can keep everything in context and be appreciative of their life.

#### **Strong personal identity**

(Your Why?)

A person with a strong identity that knows their values and beliefs will be able to determine how they want to live their life and commit to it in the way you live and work. Your values help determine your priorities and are a measure of if you feel your life is turning out how you want it to. When the things that you do and the way you behave align with your values, you feel a sense of accomplishment and fulfilment.



**Common Courtesy & Engagement**

Each person sets the tone when arriving on poolside or at any venue. A person's willingness to engage with the people in their company or who they will be working with opens communication and friendliness. Hello, Goodbye, please, thank you, go a long way with those who you work within all aspects of life. The ability and willingness to chat to those in your company whether it be coaches, teammates, employers or teachers, help build positive relationships.

**Resilient & Robust**

A person recovers quickly, both physically and mentally and is extremely strong in both areas. They consistently make daily decisions that aid recovery to the best of their ability. This is a 'choice mind-set', to be prepared to recover quickly and learn from tough conditions or disappointment. A Growth mind-set is important so that a person learns quickly from success and failure. They adapt and embrace change and learning while keeping their self-confidence and maintaining their personal strategies to continue their personal development.

**Aspirational & Driven**

A person has a higher appetite for achievement, setting goals that are challenging, but, realistic. Their thirst to have a competitive edge motivates them to be a fierce competitor in training and the competition arena. Their intrinsic desire to learn, adapt and apply, drives them to achieve their goals. They have a willingness to make decisions that will impact positively on their development and performance. To achieve such high standards the person sets themselves professional standards and behaviours that will allow them to operate at higher levels. Thus, driving their daily standards to apply themselves to the process of striving for their goals.

Behave like a champion, in the process of becoming a champion, to be able to achieve the success of a champion.

**Self-managing and Performance orientated**

The person has a “do more than what it takes” attitude to work ethic, improvement, and thirst for learning. The person has a growth mind-set that allows them to receive feedback, process the information and apply it. The feedback is received with a passion to improve and a mind-set that ALL feedback gives them the foundation to improve both physically and mentally.

The person is a scholar of their sport. They want to learn every session, every competition so that they can be better the next day. Every experience is a learning opportunity.

The person is COURAGEOUS. They can stand independently and with a group. They will make decisions that are specific to their own needs to help them perform at the highest level each day.

**Emotional Intelligence**

The person has a levelled emotional response to success and failure. They can visualise and understand the bigger picture during the journey.

The person is comfortable in new ARENAS and new, more CHALLENGING environments.

Receiving praise and critical feedback is taken with a growth-minded approach and an understanding that all feedback gives them the ability to learn and apply to move forwards.

### *The Athlete*

#### **Athletic Intelligence**

The athlete has the capacity for learning and an aptitude for applying a new physical stimulus to improve their performance.

Their range of movement and flexibility gives them the ability to adapt to new physical demands in all joints, muscle groups, ligaments and tendons.

The Athlete has physical competence in learning physical literacy and movement patterns associated with performance sport.

The athlete in their early developing years has had a range of experience in other physical activity that has given them physical challenges in their development.

#### **Technical Skill**

The athlete has a superior level of technical ability for their age and stage of development.

The athlete applies powerful propulsion through their ability to learn efficient stroke mechanics in the upper and lower body.

The athlete minimises drag and resistance through their athletic intelligence. They do this by maximising their bodyline in training and competition.

#### **Racing Skills**

Through their athletic intelligence, the athlete learns, and practices Starts, Turns, Underwater and Transitions the most efficient way.

The athlete chooses to practice these skills from their early stages of competitive swimming every session to start the process of becoming WORLD CLASS at racing skills.

#### **Coachable**

An Athlete engages with the coaches as a person and an athlete to develop positive supportive relationships.

The athlete listens to feedback with emotional intelligence, applies it and improves their performance.

The athlete trains to the best of their ability every session practising their technical and racing skills in the process of improving performance.

The athlete LOVES to train with passionate aggression to give their best effort dictated via the session emphasis, embracing the physical and mental challenges they may face.

#### **Training Pathway**

The athlete follows a progressive training pathway that allows them to develop year on year. The pathway creates the environment at each level to learn and progress physically and mentally. Athletes learn to understand the demands of the sport as they progress through each level. The athlete practices technical skills, racing skills, and tactical skills progressively through the pathway, learning the process of competing at the highest level they can compete at.

**Performance Behaviours**

The athlete takes ownership and accountability for their performance.

The athlete understands what they need to do and how they need to do it in training to help them achieve their goals. They have motivation, drive and direction that empowers them to be the best they can be every day.

The athlete learns and demonstrates psychological skills and techniques that advance their training each day, making them robust and resilient. They demonstrate advanced self-awareness, reflect on their performance, and engage in purposeful practice.

The athlete is a scholar of their sport and has in-depth knowledge of their event(s) and where they feel they need to progress to be competitive. The athlete is inquisitive in learning about their event and wants to know more and understand the training process to gain a competitive edge. The athlete embraces working with others, building relationships to help them progress and develop.

**Embrace the journey**

An Athletes journey is one of a “rollercoaster”. There will be highs, lows, and plateaus. During the journey, a consistent level of emotional intelligence and rational thinking is needed. The athlete and parent need to think about the journey, not getting to the destination as quickly as possible. The journey in sport is one of discovery and learning about oneself to develop as a person and athlete. It is imperative that the Support Network and athlete travels the journey with a consistent rational level of emotional control in highs, lows and plateaus the sport will present everyone with.

**Understanding the value of Sports Science and Sports Medicine (SSSM)**

An Athlete understands the value that the SSSM team brings to the performance process of an athlete. The athlete builds relationships with their positive common courtesy and engagement so that they understand the person they are working with. They engage with the team and apply their recommendation daily to help long term and short-term improvement.

### *The Performer*

#### **Race Development**

The performer experiences what is like to win, lose and be disqualified whilst maintaining a rational level of emotional control. The performer embraces the fact that you learn more from loses and disqualification, which in turn helps you become a more accomplished racer.

#### **Race Day**

The performer loves race day. They are energised by the racing arena. They embrace all the excitement and distractions that race day brings, whilst controlling their emotions to stay emotionally calm and focused on their process and race execution. Their emotions remain under control and consistent throughout their competition, using their emotional energy only when it is needed for the race.

#### **Adaptive to Situations**

The performer adapts to situations which may vary from their normal routine quickly, whilst maintaining a low level of emotional stress. They can quickly adapt their timelines, mental and physical preparation to suit the "NEW" situation so that they get the best out of themselves. The performer is comfortable being in uncomfortable situations.

#### **Competition arena experience**

The performer has been through a progressive competition programme and has become accustomed to the competition environment.

Their experience in the arena is an accumulation of competitions that have taught them ARENA SKILLS that will help them in the competitive arena. The performer has experienced a similar type of competitions that will mirror what the biggest competition they will attend; the performer will be familiar with this environment.

#### **Race Process & Plan**

The performer has a race plan that has been executed and rehearsed many times in training and competition. They focus on their race process without being distracted by their opponents and the "what-if's".

Focusing on the process will enable the performer to follow the rehearsed steps that will help achieve the outcome regardless of external factors.

#### **Tactical Intelligence under pressure**

The performer can apply themselves to the race plan under emotional control and adapt to the race when they need to so that they achieve their desired outcome.

The performer can race through multiple rounds with the appropriate amount of effort and emotional engagement that is required for that round.

The performer can perform on the day of the most important competition of the season by staying focused on PROCESS and executing their technical and tactical skills to the best of their ability.

## **Competition Intelligence**

The performer knows how to always be at their best at the most important competition of the season.

The performer always focuses their mind on their performance by following the process.

The performer is ready to race each day as if it's their first day of the competition. They can bring the same level of energy, engagement, preparation, and effort with a "DAY 1" mentality.

The performer has a well-rehearsed, impactful physical and psychological warm-up routine to prepare them to race to the best of their ability.

The performer understands that race days may not always go to plan. They have emotional intelligence and understanding of themselves, both physically and mentally, so that the performance does not affect their next race whether it be the same day or the next day.

The performer reflects and evaluates their performance and has the aptitude to apply strategies for their next race.

## A Parent's Guide to a Happy Swimmer

All parents start off taking their child to swimming lessons and then progress into a scheme situation before you know it you are entrenched and absorbed by our sport and it becomes a way of life for the family. Swimming is a lifelong project and one that is enjoyable and brings many happy experiences and challenges that make us all better people. A parent of a swimmer that is involved in a structured competitive training environment will see their respective child have exception life skills from an early age such as discipline, commitment, time management, independence, taking responsibility, working with others; and being able to win and lose. These values will give your child a foundation to assist them in their entire life.

A few pointers:

- Encourage "honest" efforts in training and racing. Giving their honest best needs to be encouraged and promoted.
- Re-enforce your child is valued as a person from their behaviour, values, manners and attitude, not through the medals or personal bests they achieve.
- Coaches will focus on the process. "How" to swim rather than outcome-based targets within training and competition. Support "following the process" to help the outcome be achieved.
- Keep expectation to a minimum, it is a heavy burden.
- Keep a level head whether your child has a great performance or if the performance wasn't as good as what anyone expected. As long as they have tried their best that is all we can ask for. See the positive (s) ready for their next race.
- Controlling your disappointment is key to helping your child stay happy and focused.
- As much as it is important to be supportive, there is a fine line between what is seen as "support" and what is perceived as pressure.
- Help your child learn from the wins and losses. We all learn the most by things we do not do so well or fail at. It is advantageous to learn how to deal with wins and losses that your child experiences. Sport is a roller coaster and there will be times where everything goes well and times when things do not go so well. At any point, enjoy the journey tomorrow is another day, learn from yesterday.
- Leave the tactical and technical advice to the coaches so that your child has one message, this will help with better performances.
- Keep to the prescribed amount of training. Doing extra training increases pressure on your child without thought of their enjoyment and feelings. They may walk away from the sport too early and not fulfil their potential.
- If you are struggling with a situation or understanding something, speak to your coach or a club official. They will give you the right advice and information, the balcony conversations will not!
- Teach your child independence and responsibility for their preparation. Give them the responsibility to pack their bag from an early age, build their understanding of self-preparation.
- All children develop at different rates. Be patient on your child's development. Some early developers will have success early, be patient. Later developers will have success in the later teenage years and senior years.
- Enjoy your child's experience and journey, do not try to re-live your youth through your child.

***Are you a Pressure Parent?***

- Is winning more important to you than your child?
- When your child has a poor swim or training session, is your disappointment easily picked up by your child through your body language and vocal tone?
- Do you feel that you are the one that needs to psyche your child up before their race or competition?
- Do you feel that winning is the only way for your child can enjoy the sport?
- Do you conduct post-mortems after training and competition?
- Do you feel that you must force your child to go to training?
- Do you find yourself wanting to interfere with coaching and instructions during training and competition thinking you could do better?
- Do you find yourself disliking your child opponents or resenting others success?
- Are your child's goals more important to you than they are to your child?
- Do you provide material rewards for performance?



## Leeds City Council Swim Training Scheme 'CAPS' – FAQs

### **Q) What is a CAP and why does the Swim Training Scheme (STS) have CAPS for swimmers?**

**A)** The STS has a CAPS time frame procedure in place due to the volume of swimmers competing for membership to the STS and the constraints we have on access to facilities within the STS structure. A competitive swimmer within the Leeds Swimming Pathway can achieve a county qualifying time within 12 months of their membership starting, providing they are old enough to compete that season.

### **Q) How long is my CAP when I first join the Leeds City Council Swim Training Scheme?**

**A)** When a swimmer first joins the STS, they are automatically given a 12-month CAP.

3 months before the CAP is due to expire you will be notified of either 1) a 3-month notification stating that the swimmer has not achieved the required standard to maintain their membership in the squad, 2) a 6-month extension or 3) a 12-month extension.

### **Q) How do I know when my CAP is up for a review?**

**A)** When a swimmer first joins the STS, they are automatically given a 12-month CAP.

3 months before the swimmer's CAP is due to expire you will be notified of either.

- 1) A 3-month notification as the swimmer has not achieved the required standard to maintain their membership in the squad.
- 2) A 6-month extension as the swimmer may be either close to achieving a Yorkshire Qualifying Time or maybe showing an increased rate of development at a later stage in their swimming and the senior coaching staff feel the swimmer requires an extension of 6 months to prove themselves.
- 3) A 12-month extension for swimmers who are too young to achieve Yorkshire Qualifying Times (YQT), they will be given an automatic extension until they are at a YQT competing age group, which is 10 years old (age as of 31<sup>st</sup> December).

### **Q) How are the CAP extensions decided?**

**A)** For CAP extensions the STS coaching staff consider several different factors. We look at the swimmer's current performance levels in comparison to the Yorkshire Qualifying Times relevant to their age group (age on 31<sup>st</sup> December). We also take into consideration factors such as stroke technique, attendance levels and coachability. Coaches also consider how quickly an individual develops in the amount of time they have been in the scheme and their swimming journey to date.

**Q) Is our CAP likely to be extended without achieving a Yorkshire Qualifying Time?**

**A)** The minimum squad criteria to maintain squad membership the STS is a 50/100m YQT in two or more strokes depending on the swimmer's age. However, if the training scheme is able to extend swimmers caps without achieving a YQT, the coaching team will consider this if the scheme does not have any pressure from the Leeds City Council Stage 8 Competitive Swimming Programme for spaces in either of the County Squads and the Regional Fast Track Squad.

**Q) What happens when our CAP expires, and we are not given an extension?**

**A)** If a swimmer has not achieved the criteria to maintain membership to the swim training scheme, we will be more than happy to help guide you in a direction for any swimmer to continue to swim locally at a competitive level or transfer you over to a different aquatic discipline such as Diving, Synchronized Swimming, Junior SwimFit sessions or Rookie Lifeguarding. Please contact us for more contact details.

**Q) What happens if I achieve the CAP criteria?**

**A)** If you achieve the squad criteria to maintain your membership in the scheme you will receive an email confirming that the swimmer has an extended CAP in the STS for a further 12 months.

**Q) How will I be notified?**

**A)** You will be contacted via email in a PDF document as the Leeds City Council is moving towards reducing the amount of paper used where necessary.

**Q) Does the CAP continue all the way through the scheme?**

**A)** No, once a swimmer is promoted into either the Regional Development or National Development squad the CAP stops. The swimmer is, however, expected to maintain their squad place relevant to the 'Leeds City Council - Squad Criteria' document –which can be found on the noticeboard at John Charles Centre for Sport (on the left once you walk through the glass door onto the spectator balcony).

If you have any other questions or queries, please do not hesitate to contact the [Junior Age Group Coach](#)

## LCC Swimming Training Scheme – Quick Guide

### 1. Who is responsible for what?

- a. Leeds City Council Swim Training Scheme (LCC STS) – This is managed by Leeds City Council and funded by monthly training fees. The LCC STS provides pool training time and professionally paid coaches to train swimmers within the scheme. The LCC STS prepares young swimmers in terms of fitness, technique etc. to compete in swim meets.
- b. City of Leeds Swimming Club (COLSC) – As part of the conditions of the LCC STS swimmers must join the club as this enables athletes to compete. The club is managed by volunteers and funded by annual membership fees and other fundraising. The club also provides coaches, team managers and officials to attend and run competitions which they do so voluntarily.

### 2. What fees do we pay?

- a. LCC STS – Monthly training fees must be paid by direct debit. Fees differ for each squad and are based on the number of training sessions applicable to the squad that the swimmers are a member of. Fees will be communicated by the LCC STS when a swimmer joins the scheme or is assigned to a new squad.
- b. Club – An annual fee is required to maintain club membership. In addition to being a member of the club, it is also necessary to become registered with Swim England (SE). This is predominantly for insurance purposes and is closely monitored by SE to make sure unregistered swimmers do not compete. SE membership is included in the club's annual fees below.

SE Club Compete fees are as follows.

1 <sup>st</sup> child in family	£156.10
2 <sup>nd</sup> child in family	£111.10
3 <sup>rd</sup> and further child in family	£ 86.10

Any fees for competition entries, hotels, travel, training camps etc. will be in addition to the above.

### 3. Why do I have to be a member of the COLSC?

The City of Leeds SC is the competitive arm of the LCC STS. The club was established in its early form in 1963 and works together with Leeds City Council in developing and organising swimming opportunities in the city. All members of the LCC STS must be a member of the club and SE registered to compete.

**4. When are LCC STS fees due?** Invoices are generated every year from 1<sup>st</sup> April-31<sup>st</sup> March. If joining the LCC STS part way through a year, then fees are calculated from then. Members have the option for their LCC STS monthly fees to be taken on the 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> or 25<sup>th</sup> of the month. Swimmers who move squads will automatically have their monthly fee adjusted to reflect the squad that their child trains in.

**5. How do I pay LCC STS fees?** The easiest way to pay your LCC STS fee is to set up a monthly direct debit. If you have moved into the scheme from a stage 8 squad this will automatically be adjusted to your new squad's fee. If you have joined the LCC STS from another club or are new to Leeds City Council, then a monthly direct debit can be set up easily by using the tablet at the sports centre's reception. If you require help, please ask one of the full-time coaching staff.

**6. When are club and SE fees due?** When joining the LCC STS's County Squad, you must become a member of the club and SE which will be pro-rata for the rest of the year. For all other squads, this fee must be paid by 31<sup>st</sup> January each year.

**7. How do I pay club and SE fees?** When Joining the COLSC you will be sent an email with a link to register for an online account. Payment for yearly club and SE fees will be taken through this. An email will be sent by the memberships secretary to say when these fees are due along with instructions of how to pay.

**8. Do I report absences?** Absences that are due to a short illness (day/week etc) should be notified to the swim squad coach on 1<sup>st</sup> day back to training or via email. Long term illness/injury or absences should be communicated to the LCC Training Scheme Coordinator at [Swimming.Training.Scheme@leeds.gov.uk](mailto:Swimming.Training.Scheme@leeds.gov.uk). Medical proof will be required for any refund in fees. Before your son or daughter returns to training after two weeks or more away from training due to illness, injury or an operation, you will have to meet your respective coach and/or a full-time member of staff to complete a risk assessment and plan of agreed return to training. A copy of a doctor's note must be provided so that we are aware that the medical professionals have agreed your son/daughter is physically and mentally fit enough to return to an agreed return to training plan.

**9. How do I communicate with my swimmer's squad coach?** If you need to communicate with your squad's coach, please do this after the session. Please do not attempt to engage the coaching staff during training sessions. For urgent matters please email [Swimming.Training.Scheme@leeds.gov.uk](mailto:Swimming.Training.Scheme@leeds.gov.uk) where the message will be passed onto your child's coach.

**10. When will my child move up?** Promotions will happen generally in September and March. Squad promotion criteria will be published prior to promotions taking place. In some instances, promotions may happen elsewhere in the year at the discretion of the coaching team.

**11. What if my child isn't selected for promotion?** If your child isn't selected for promotion this is not necessarily a bad thing. The coaches may feel at this moment in time your child is still progressing and developing at a good rate in their current squad. If you need to talk to about your child's progress please talk to your squad coach in the first instance, either before or after the training session.

**12. Which competitions should my child be entering?** Your child's coach will tell swimmers which meets to enter. If a swimmer moves squad these meets will then change, but all details will be on the competition calendar and coaches will pass on at the start of the swimming season or upon joining. A copy of the competition calendar can also be found on the City of Leeds Swimming Club website at [www.swimleeds.org.uk/meets](http://www.swimleeds.org.uk/meets).

**13. How do I enter my child for a meet?** Please use the City of Leeds competition entry guide given to you upon joining to help. Swimmers should enter competitions through their online membership account. Log in can be found on the City of Leeds homepage at [www.swimleeds.org.uk](http://www.swimleeds.org.uk)

**14. How will I know if my child has been entered?** After the meet closing date please check the website of the swimming club hosting the competition for a draft programme, any rejections will be put up on the club noticeboard before the meet.

**15. What if my child is rejected from a competition?** This is controlled by the meet organiser. It may mean that your child does not meet the criteria for the competition, or the meet has become oversubscribed. Any refunds will be sent back to you from the club Treasurer via your online entries account.

**16. How do I get club kit?** Club kit is available to purchase through our online shop. A link to this can be found on the website homepage at [www.swimleeds.org.uk](http://www.swimleeds.org.uk) . Please be aware Kit locker is our external supplier and orders can take 4-6 weeks to be delivered.

## City of Leeds Competition Entry Guide

Entering competitions can be confusing. There are entry times, consideration times and qualifying times, 50m and 25m competitions and Open Meets, Graded Meets and Championship Events. What should you be entering; how do you enter and where can you find those times that you can't remember?

Hopefully, this guide will help you through this minefield and make the whole process of entering meets more understandable.

There are four different levels of meet that swimmers and parents need to be aware of. These are:

### **Level 1 Meet**

Long Course, minimum standard qualifying time i.e.

County, Regional, National Championships

### **Level 2 Meet**

Short Course, minimum standard qualifying time i.e.

County, Regional, National Championships

### **Level 3 Meet**

Either Long/Short Course, no faster than National Qualifying Times i.e.

City of Leeds Summer Meet

### **Level 4 Meet**

Either Long/Short Course, no qualifying times i.e.

City of Leeds Development Galas

After identifying which meets you will be required to attend by checking the Competition Planner on the City of Leeds Swimming Club website or the club notice board at the JCCS you will need to print the relevant entry form from the City of Leeds Swimming Club Website.

The entry forms can be found at [www.swimleeds.org.uk/meets](http://www.swimleeds.org.uk/meets). You then need to select the required meet and from the right-hand side of the page select 'Entry Form (Leeds Swimmers ONLY)'.

After printing the entry form you need to fill out the required details. These include the swimmer's name, squad, Swim England (SE) membership number and the events they wish to enter. You should always check with the swimmer's coach to confirm which events they will be required to enter although often this is left up to the swimmer or decided by qualifying times.

Finally, you will need to fill in the entry times for the events that the swimmer wishes to enter. When filling in entry times there are some things that you will need to consider.

**Swim England Number:** The Leeds City Council Swimming Training Scheme (LCC STS) is only part of the picture and prepares young swimmers in terms of fitness, technique etc. to compete in swim meets. Membership of a swimming club affiliated to SE and registration with SE is mandatory if you wish to compete in swim meets above a certain level. This is predominantly for insurance purposes and is closely monitored by the SE to make sure unregistered swimmers do not compete.

Upon registering, swimmers will be issued with their own SE number which will be required to enter all competitions. There are two types of SE memberships, category 1 and category 2. Most swimmers will require category 2 membership as this allows you to compete at Level 3 swimming meets or higher, to do this you must be aged 9 or over. Swimmers under the age of 9, who only take part in the City of Leeds Development meets will need category 1 membership. Swimmers should upgrade to category 2 memberships following their 9<sup>th</sup> birthday so they can start taking part in their squad's prescribed competition calendar.

**Qualifying Times:** A qualifying time is a time you have to achieve to make an entry to a specific event.

**Consideration Time:** A consideration time, is a time you have to achieve to make an entry into a specific event. However, if the meet becomes oversubscribed the swimmers with the slowest entry times may be rejected so that the competition can meet the licence timing requirements. This is done at the Meet Director's discretion.

**Graded Meet Qualifying Time (Not faster than times):** Graded meets are opportunities for less experienced swimmers to gain exposure to competition. Swimmers are not eligible to enter if they have swum faster than the qualifying standard for the meet.

It is the responsibility of parents and swimmers to find and fill out their child's entry times and ensure that they meet the entry criteria. Parents and swimmers should keep a record of their best times.

If for any reason you are uncertain of your best times these can be found on the National ranking's website. By entering a swimmers SE number or surname you can search their current best times or their historical best times back to 1997.

You can access the site on the British Swimming web site at [www.swimmingresults.org/individualbest/](http://www.swimmingresults.org/individualbest/)

Competition entry forms should be completed and taken to your child's coach for signing in advance of the entry date (you will not be allowed to enter a meet if the form is not signed). Competition entry dates can be found on the City of Leeds Swimming Club website ([www.swimleeds.org.uk](http://www.swimleeds.org.uk)) or the bottom of the entry form. Once filled out and signed the form should then be taken along with the correct payment (cash or cheque only) to the Denison Suite on a Monday night (17:30 – 19:30).

Some competitions are filled on a first come first serve basis, with this in mind no late entries will be accepted. Forms and payment are processed almost immediately after closing to secure places for City of Leeds swimmers. If the entry times do not meet the entry criteria or if the meet becomes oversubscribed, it may be that your entry is rejected. This is controlled by the meet organiser and not the City of Leeds Swimming Club.

Rejections will be posted on the City of Leeds Swimming Club notice board and you will be able to get a full refund of your entry money from the team in the Denison Suite on a Monday night.

For those swimmers who want to try new events and do not have a qualifying time please use the standard times formula on the page below for the distance you require which will then enable you to fill in your entry form correctly.

*Formulas for Estimated Times*

PB = Personal Best

\* Please note these are only estimated times

**100m Estimated Times:** 50m Pb x 2 =? + 8

**38.3 x 2 = 1.16.60 + 8 = 1.24.6**

**200m Estimated Times:** 100m Pb x 2 =? + 12

**1.24.6 x 2 = 2.49.2 + 12 = 3.02.2**

**200m Estimated Times: (If you only have a 50m PB)**

50m PB x 4 =? + 30

**38.3 x 4 = 2.33.20 + 30 = 3.03.40**

**400m Fs Estimated Time:**

100m PB x 4 = + 35

**1.24.6 x 4 = 5.38.4 + 35 = 6.13.4**

**OR**

200m PB x 2 = + 15

**3.02.2 x 2 = 6.04.4 + 15 = 6.17.4**

**OR**

If you only have a 50m PB

50m PB x 8 =? + 1.10.0

**38.3 x 8 = 5.06.2 + 1.10.0 = 6.16.4**

**200m IM Estimated Time:**

50m PB for each individual Stroke added together =? + 15

Fly 30.15

Bk 33.67 (1.03.82)

Br 38.90 (1.42.72)

Fs 28.50 (2.11.22 + 15 = **2.26.22**)

**400m IM Estimated Time:**

200m Pb (or Estimated PB) x 2 + 16

**2.26.22 x 2 = 4.52.44 + 15 = 5.08.22**



## *A Guide & Explanation to Which Events I Should Be Entering*

The Leeds City Council Swim Training Scheme (LCC STS) is one of the most successful training schemes in the country. The LCC STS has been in operation since 1963. It is run by Leeds City Council, as a natural progression from the Council swimming lessons. The scheme aims to allow individuals to achieve success in swimming and have the opportunity to reach their full potential.

Throughout the Leeds City Council Training Scheme and City of Leeds Swimming Club (COLSC) programme, one of our philosophies is that we pride ourselves on being a multi-stroke programme, therefore developing the “All Round Swimmer”. We will provide a planned development of technique and fitness training that will equip all our swimmers to take part in a full season’s competition programme relevant to their level of development. All the way through the scheme swimmers will continue to develop all four strokes with correct starts, turns and finishes.

The Individual Medley (IM) is the most important event for all age group swimmers both in training and competition, to ensure all-round development. The 200m IM should be a competition priority and then when ready the focus should shift to the 400m IM to develop overall fitness and improve stroke efficiency. The event stimulates skill acquisition and skill enhancement in all four strokes and develops and aerobic background for each of the strokes. The events also provide variety and mental stimulus that will carry the athlete into successful senior swimming.

Some of the benefits from participation in this sport are.

- Physical fitness & feeling of wellbeing.
- Personal confidence as a result of the success.
- A sense of discipline and a positive attitude.
- Social benefits of mixing with other young people.
- Ability to accept and deal with both success and failure.
- Learning to work as a team.

The season in swimming runs from September to August. The competitive part of swimming [the meet or gala] can seem pretty daunting for those swimmers and parents new to the sport. However, once you’ve competed in or watched a couple of competitions, you will quickly get used to it, and there is always help and advice at hand.

To help you and your child/children choose the correct events to be entering within each competition your coach should be the first point of reference, but here is a guide to help with any questions you may have.

### *Why do we race all four strokes at Leeds?*

The LCC STS and COLSC Competition Calendar is geared towards developing all four strokes so that you can fulfil your potential as an “All Round” swimmer. Racing all four strokes also indicates to the coaching team strengths, weaknesses and overall progression.

***Which competitions should I be entering?***

The LCC STS and COLSC Competition Calendar can be found on the City of Leeds Swimming Club website ([www.swimleeds.org.uk](http://www.swimleeds.org.uk)). Each squad has a wide range of racing opportunities to take part in throughout the season.

***What happens if I have not competed in a certain race before?***

Your squad coach will advise you on when to enter races you have not tried before. Liaise with your child's coach to see if they think the swimmer is physically capable of swimming the distance and stroke legally. This will be on an individual process, some swimmers will be ready earlier than others; it is a marathon, not a sprint!!

***What entry time do I use if I have not raced the event before?***

If your child does not have an official time, please liaise with your coach to swim a time-trial so they have a time that can be entered into the competition. Your coach must be involved with this process so that your child is entered into an appropriate heat relevant to their ability.

***How long will I be able to use my entry time for?***

Once you have competed in a race, your times will be automatically posted on the Swim England rankings database. Ranked times can only be used to enter future meets if they have been achieved within the 12 months before the date of the competition you are entering. This is why it is important to swim in all races and distances to make sure your times are kept up to date and valid for entry into Level 1 & 2 competitions (Please see Meet Entry Guide for an explanation on competition levels)

***Which stroke should I be racing?***

Your coach will be best to advise you on this. Usually, at the start of the season between September and January, you should focus on competing in all four strokes in all the distances to determine where the swimmer's strengths and weaknesses are. Entering all events also ensures your times remain eligible for use in making future gala entries. Most athletes will be given process goals by their coach. During this time the focus should be made on improving skills and maintaining technique.

***What distance should I be racing?***

Your coach is best to advise you on this. If you are new to competing, then you should start with the 50m races first and then build up to longer distance events. Long-distance events require a greater aerobic base to achieve the distance, with the correct swimming technique.

We encourage swimmers to be able to hold the stroke technique throughout their race. If the stroke technique breaks down too much, the stroke may be considered illegal. This means you are not ready to compete in that distance yet as you would likely be disqualified under competition rules. Your coach will advise you which events are appropriate to you when they are confident that you can perform the strokes for the distance in accordance with the FINA rules.

After you have posted a time in a range of different events it becomes easier to pick your race entries. Firstly, look at what you have qualified for. Each squad will have a series of qualification competitions (Yorkshire Championships & Northeast Regional Championships). Any swimmers who have qualified for these competitions should enter **ALL** races they have achieved times for. It may be that you only get one qualifying time to start with. Qualifying for these events is a big achievement and will give you the experience of competing with the best swimmers in Yorkshire & the Northeast of England. Some swimmers higher up the scheme will achieve more qualifying times and as a result, will have a lot more races. It should be noted once you have achieved a qualifying time you should focus on achieving additional qualification times on different distances and strokes. There will be the opportunity to do this at a Level 3 meet (See Meet Entry Guide) or discuss with your coach on what would be the most appropriate entry.

***How many races should I be entering at a competition?***

We usually advise 2-3 races per session depending on the distance of the event and how spread out they are over the weekend's competition. We want swimmers to get into the routine of warming up and swimming down correctly in-between races. If swimmers have too many events, they can become fatigued and will not perform as well.

***Should I enter races outside of my squad's competition calendar?***

There is no need to enter any competitions outside your squad's calendar. The LCC STS and COLSC Competition Calendar is carefully programmed to provide enough racing opportunity. In some cases, swimmers may be asked to do competitions that lie within another squad's calendar; however, this is at the discretion of the LCC STS coaching team and City of Leeds meet management staff.

***I am tired, should I pull out of some of the races I have entered?***

Please plan race entries in advance. Have a look at the weekend schedule of when races will be. Once entered swimmers must race the events they have entered. There will be **NO WITHDRAWALS** from events unless under exceptional circumstances and only with the permission of the coaching staff. Sometimes coaches may want swimmers to race tired. Swimmers may not get a personal best time when they compete tired, but it is an opportunity to learn to swim skilfully under stress. This is all part of the process and teaches swimmers to be resilient and robust.

***If I do well in an event, should I repeat it all the time?***

You may go through a period where you improve or win medals in one event, this will probably be the race you qualify for at the Level 1 & 2 completions. Your coach will probably advise that you do not repeat your stronger event at the Level 3/4 meets as this should be time to focus on obtaining more qualifying times or improving in weaker events.

***Why is it important to keep my 50m times up to date?***

This is important as any selections for team events will take place from the Swim England rankings in the 50m events. Please see competition selection policies on the City of Leeds Swimming Club website ([www.swimleeds.org.uk](http://www.swimleeds.org.uk)).

***What happens if I am selected for a City of Leeds Team event, and it clashes with another swimming event?***

If you are selected to represent the City of Leeds Team in a team event, then it is expected that this will take president over any other events on the same day.

***What happens if I am unable to make a competition on my squad's calendar?***

You may not be able to attend all the competitions in your squad's calendar and you also may not need to. The squad calendar is written to provide opportunities to all levels of development within the squad, it may be that not all of them are relevant to you. If this is the case careful planning should take place to ensure you have competed in all the necessary events to retain your place within the scheme.

***What if I have improved my time after processing my entry into a competition?***

The rankings in the programme are a statement of what swimmers have achieved in the past. They are not necessarily a testament to what they will achieve at the meet. What you do today is all that counts!

***What happened if I make a final?***

Swimmers who make finals will be expected to race. The aim of the final will be for the swimmer to improve on their performance in the heat. Heat to final racing is all part of the swimmer's journey. The winner of the final is often the best-prepared swimmer, the one who has recovered best from heat to final and can then race again improving on their heat performance.

***What happens if I am unwell at a competition?***

If you are not well enough to race, please inform a member of the coaching team who will withdraw you from the rest of the day or full event.

***How do I know what my best stroke is?***

You will not know what your best stroke is until your body goes through maturation. As swimmers are growing and developing all the time from age group swimmer to senior swimmer the stroke you seem to be doing well in now may not necessarily be your best stroke in the future, all 4 strokes will not improve equally. Swimmers do not specialise in a certain event or stroke until they are at a more senior level.

***What is my full potential?***

A swimmer's full potential will differ. Some swimmers may only ever compete at Yorkshire level, and some may progress to a senior level and make it to the Olympic Games. Swimmers regularly hit a performance plateau and may not improve on a personal best time for a full season (sometimes more). The key is to stay focused, train hard and think about improving the process so you stay as close to your best time as possible. You should strive to always be the best that you can be.

***What happens if I get disqualified (DQ)?***

Do not worry, your coach will often see a DQ as a good thing as this is part of the learning process of becoming a better athlete. Most children do things wrong at first, it is part of the natural progression of learning. Then, if they get it right later, they appreciate the benefits. Most fail before they succeed. Winners do not accept failure; they move on to find success.

*How do I find out what my DQ was for and how do I correct it?*

The Team Manager for Leeds at the competition will be able to find out why you were DQ'd. Your coach will be able to explain in more detail what it was for and how to go about correction. Most DQ's are something small e.g., moving on the block which could be down to nerves or forgetting to touch with two hands-on Butterfly. With practice and more confidence, these mistakes can be corrected by their coach in training. Some DQ's may take longer to be rectified and require more practice in training before competing in that particular stroke again. This is known as a technical infringement (an illegal stroke) an example of this is a screw kick on Breaststroke.

*Why should we focus on the process at competition rather than the outcome?*

Processes are small manageable objectives set by the coach that help the swimmer focus on small tasks within their race. These objectives will help the swimmer take the steps necessary to attain short-term, intermediate and long-term goals. When athletes focus on results this can cause undue pressure. The process helps athletes strive for success and cope with pressure. When emphasis in the competition is placed on the process the outcome eventually becomes inevitable.

As a general guide we suggest considering the following events in relation to your age group when making your competition entries.

All swimmers must enter 200 Fs & 200 IM

- |              |   |
|--------------|---|
| 9 Yrs –      | 200 Fs<br>200 IM<br>50's on all strokes<br>100 Fs, Bk & Br<br>Plus, any other events you would like to enter  |
| 10 Yrs –     | 200 Fs<br>200 IM<br>200's on all strokes (fly on coach's decision)<br>50's on all strokes<br>100's on all strokes<br>Maybe 400 Fs (on coach's decision) |
| 11/ 12 Yrs – | All 200's<br>All 100's<br>400 Fs/ IM<br>800/1500Fs (on coach's decision)  |

Examples of Different Levels of Competition & Target Meets at Different Levels of The Scheme					
Squad	Level of Meet	Process Meet Example	Process Example	Target Meet Example	Target Example
National Senior Squad "Training to Win" "Training to Compete"	1	City of Leeds National Qualifier	Practise Descending	British Nationals	Best Time/ Finals/ Podium
	2	Winter Yorkshires	Great Underwater & Turns	Winter Nationals	Best Times/ Finals/ Podium
	3	Stockport Metro Open Meet	Swimming Technique & Racing Skills	N/A	N/A
	4	N/A	N/A	N/A	N/A
National Youth Squad "Training to Win" "Training to Compete" Training to Train"	1	City of Leeds National Qualifier	Practise Descending	British/ English Nationals	Best Time/ Finals/ Podium
	2	SC Regional Champs	Great Racing Skills	Winter Nationals	Best Times/ Finals/ Podium
	3	City of Leeds New Year Meet	Practice Race Strategy	City of Leeds Xmas Meet	3rd 50m Fastest on 200's
	4	N/A	N/A	N/A	N/A
National Age Group "Training to Train"	1	Regional Championships	Correct Skills Under Pressure	English Nationals	Best Times/ Finals/ Podium
	2	Winter Yorkshires	Correct Turns & Underwater/ No DQ's	Regional SC Champs	Best Times/ Finals/ Podium
	3	City of Leeds Summer Meet	Practice Race Strategy	City of Leeds Xmas Meet	3rd 50m Fastest on 200's
	4	N/A	N/A	N/A	N/A
Junior Performance "Training to Train"	1	Regional Championships	Correct Skills Under Pressure	Welsh Summer Nationals	Best Times/ Finals/ Podium
	2	Winter Yorkshires	Correct Turns & Underwater/ No DQ's	Regional SC Champs	Best Times/ Finals
	3	Harrogate Spa Town Meet	400 IM or 200 Fly Technically Well	City of Leeds New Year Meet	Qualify for NER's/ Yorkshires
	4	N/A	N/A	N/A	N/A
Regional Performance Training to Train & Swim Skills"	1	Regional Championships	Correct Skills Under Pressure	Welsh Summer Nationals	Best Times/ Finals/ Podium
	2	Winter Yorkshires	Correct Turns & Underwater/ No DQ's	Regional SC Champs	Best Times/ Finals
	3	Harrogate Spa Town Meet	400 IM or 200 Fly Technically Well	City of Leeds New Year Meet	Qualify for NER's/ Yorkshires
	4	N/A	N/A	N/A	N/A
Regional Development Training to Train & Swim Skills"	1	Yorkshire Championships	Correct Skills Under Pressure	Sheffield Summer Meet	Best Times/ Finals
	2	Winter Yorkshires	Correct Skills Under Pressure/ No DQ's	Winter Yorkshires	Best Times/ Finals
	3	City of Leeds October Meet	Correct Swimming Technique When Racing	City of Leeds Xmas Meet	Qualify for Yorkshire Champs
	4	City of Leeds Development Meet	Great Skills Off Starts & Turns	N/A	N/A
County & Regional Fast Track "Swim Skills & Fundamentals"	1	Yorkshire Championships	Correct Skills/ No DQ's	Yorkshire Championships	Best Times
	2	Winter Yorkshires	Correct Skills/ No DQ's	Winter Yorkshires	Best Times
	3	City of Leeds September Sprints	Correct Finishes	City of Leeds Summer Meet	Best Times
	4	City of Leeds Development Meet	Great Skills Off Starts & Turns	N/A	N/A



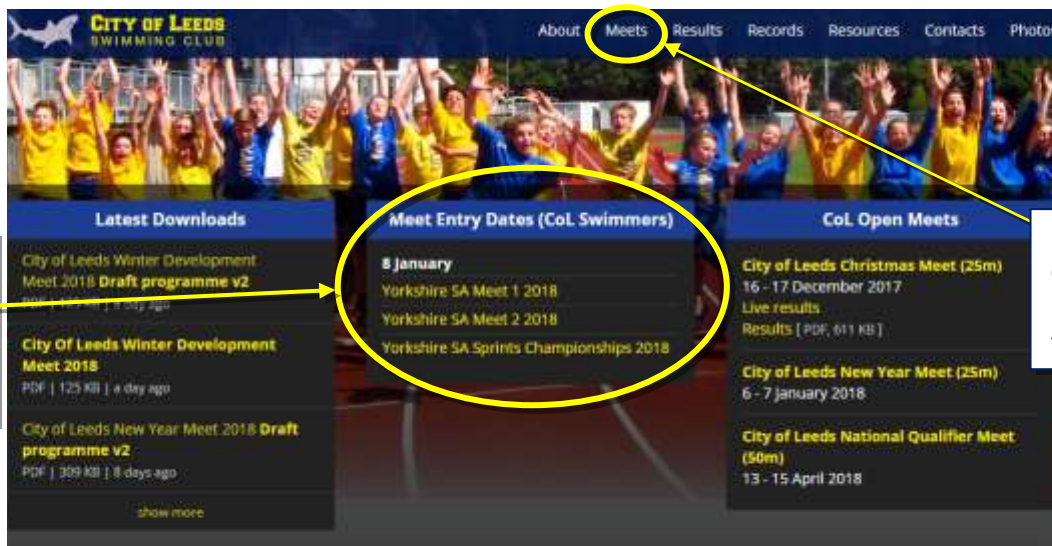
*Race Preparation Timeline for Swimmers*

**RACE DAY ROUTINE**



## A Guide to Entering City of Leeds Development Meets

The Leeds City Council (LCC) Development Meets are Level 4 competitions where swimmers can race other members of the Club's County squads and LCC Stage 8 competitive squads. The Training Scheme Coordinator will email out when entries for the City of Leeds Development Meets become available to enter via your online accounts. Once open for entry this will also show on the City of Leeds Swimming Club website ([www.swimleeds.org.uk](http://www.swimleeds.org.uk)). If you require more information about the competition, please click on the Meets section of the website and click on the Development Meet information.



On the City of Leeds website click on Meets.

Keep an eye out for Development Meet



Select the Development Meet require information about.

Once you are ready to make your entries please log into your online account. This can be found on the City of Leeds website ([www.swimleeds.org.uk](http://www.swimleeds.org.uk)) in the top right-hand corner.

If this is your first-time logging into your account, please use the forgotten password function to set your password.

Once logged in, go to Galas on the main menu and select Enter Gala. There may be a few Galas open for entry, please select the correct competition from the drop-down list. Races available to enter will be listed, along with the price for each.

Please use the tick box to select which races you wish to enter. If this is your first time competing, please provide times using the function available, if not, your entry times will automatically be pulled from the Swim England rankings. If your son/ daughter has never swum in a Development Meet, please see their coach who will be able to provide you with entry





**Hello Kevin**

Welcome to the City of Leeds Swimming Club Membership System:

**Current training sessions**

Swimming  
15:00 - 16:45

- Home
- Enter Gala
- My Entries
- Pay for Entries
- Time Converter
- Gala List
- Add New Gala
- View Entries

Once you have selected your races, please press submit. This will take you to the checkout where you can pay for your entries. Please note, any entries left unpaid after the closing date will not be processed, therefore you will not be able to race.

The City of Leeds Swimming Club relies heavily on volunteers to help run the meets. If you are available to help on the day of competition, please send your details to [leedsentries@gmail.com](mailto:leedsentries@gmail.com)

The draft programme will be posted on the City of Leeds website the week following the competition closing date. Please take time to check the draft programme and email [leedsentries@gmail.com](mailto:leedsentries@gmail.com) with any errors.



**NO ENTRIES WILL BE ACCEPTED AFTER THE CLOSING DATE**

Click to view  
draft programme

## Pre-Pool Advice –

Swimmers are encouraged to arrive early to training so that they can prepare physically and mentally for the session they are about to take part in. Part of this can include a pre-pool routine which is designed to prepare the swimmer's body for the upcoming pool session. Below you can find an example of a routine which should take around 10 minutes to complete. You are reminded that you complete these exercises at your own risk and pre-pool is not supervised by a coach.

# PRE-POOL ROUTINE

Arrive 15 mins early before the session to allow enough time to complete this routine. You are encouraged to complete these exercises prior to every pool session to prepare yourself for the pool session.

### Jogging on spot

(1 minute - 5 second burst every 10 seconds)



### Mountain climbers

(40 reps - 20 for each leg)



### Lunge Twist

(20 reps - 10 for each leg)



### Spider-Man

(20 reps - 10 on each side)



### Superman

(20 reps - 10 on each side)



### Squat Jump

(10 reps - POWERFUL)



# IMPROVE SLEEPING QUALITY

## Key Sleep Facts



## Key Sleep Tips

- 1**  
**Maintain A Sleep Routine**  
Try to go to bed and wake up at around the same time each day.
- 2**  
**Relax**  
Your body responds to stress. Try and avoid anything that makes you stressed before bedtime. Utilise Breathing Exercise or Meditation.
- 3**  
**Ensure Darkness**  
Ensure the room is dark with night light sources present
- 4**  
**Power Naps**  
A Short Nap (15-20mins) has shown to be beneficial when Sleep deprived. These should be taken during the early afternoon (1-3 pm) so that it does not interfere with the ability to sleep at night
- 5**  
**Avoid Technology**  
Try and avoid Smartphones, Laptops or Video Games before bedtime. Use the Blue Light Blocking to help reduce their stimulating effects.
- 6**  
**Avoid Large Meals**  
Avoid large fatty meals at night as this will keep your bodies digestive system working through the night.
- 7**  
**Avoid Caffeine**  
Consuming Caffeine late in the afternoon can impair sleep (-6 hours before bedtime)
- 8**  
**Bedding/ Clothing**  
Ensure that bedding/clothing does not cause an environment that is too hot.

**IF YOU NEED FURTHER SUPPORT CONTACT US BY EMAIL:**

**CRAIG ROBERTSON** :  
SE SPORT SCIENCE DISTANCE  
LEAD  
craig.robertson@leedsbeckett.ac.uk



**SWIMMING TALENT TEAM**  
swimmingtalent@swimming.org



# EXAM PREPARATION TIPS

Swim England's SSSM Team

## Training During Exams

### Training Improves Mental Capabilities

**Increased Speed & Accuracy of Task Processing.**  
Short Term (1 - 3 Hours) & Long Term

**Stopping Training Showed a Decline in Cognitive Ability for a number of Weeks (Short Term Memory and Spatial Learning)**

### Training Improves Hormone Circulation

**Increases Dopamine Levels (The Feel Good Hormone)**

**Improves Alertness and Reduces Anxiety**

## Exam Tips

**1**

### Organise

Plan your study schedule. Set realistic time goals for study periods (e.g. 45mins). Build in breaks and give yourself 5 minutes to set up before you start.

**2**

### Communicate

Communicate with your Coach and agree on a training/revision schedule.

Discuss with your coach when your key sessions are during each week to ensure a balance is maintained.

**3**

### Stay Tidy & Avoid Distractions

Keep your study space tidy. When you switch subjects put away books etc. you're not using. Avoid distractions (e.g. put your phone out of reach). Be honest with yourself about what distracts you.

**4**

### Relax

Stress reduces our memory function so find time to relax while revising and during exams. Chat to friends, watch something funny and use breathing or imagery to relax. During exams take deep breaths and avoid rushing.

**5**

### Sleep

Sleep is essential for maintaining concentration and memory recall. See the Swim England Sleep Infographic for further support.

**6**

### Hydration & Fuel

Your brain needs energy just like your muscles. Maintain a healthy diet to help fuel yourself optimally. Also maintain hydration through the day this improves memory and attention.

**7**

### Prepare

Reducing the number of unknowns has been shown to reduce exam anxiety.

Where is the exam?  
What time does it start/end?  
What equipment do you need to take?

**8**

### Maintain your Mobility

Poor posture while revising can cause back, shoulder and hip tightness. To avoid this move around between revision blocks and perform your self-checks everyday. See self-check resource for more details.

**IF YOU NEED FURTHER SUPPORT CONTACT US BY EMAIL:**

**CRAIG ROBERTSON**  
SE SPORT SCIENCE DISTANCE  
LEAD  
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**SWIMMING TALENT TEAM**  
swimmingtalent@swimming.org



## Child Protection and Welfare

Leeds City Council Swimming Training Scheme and City of Leeds Swimming Club have a zero-tolerance towards bullying or any other behaviour that may cause distress and anxiety to our membership or members of staff. Both organisations share the same code of conduct and will be enforced at competition and training accordingly.

Issues involving child protection will be referred to Leeds City Council's Active Leeds Safeguarding Officer during the operation of Leeds City Council's Swimming Training Scheme and City of Leeds Swimming Club.

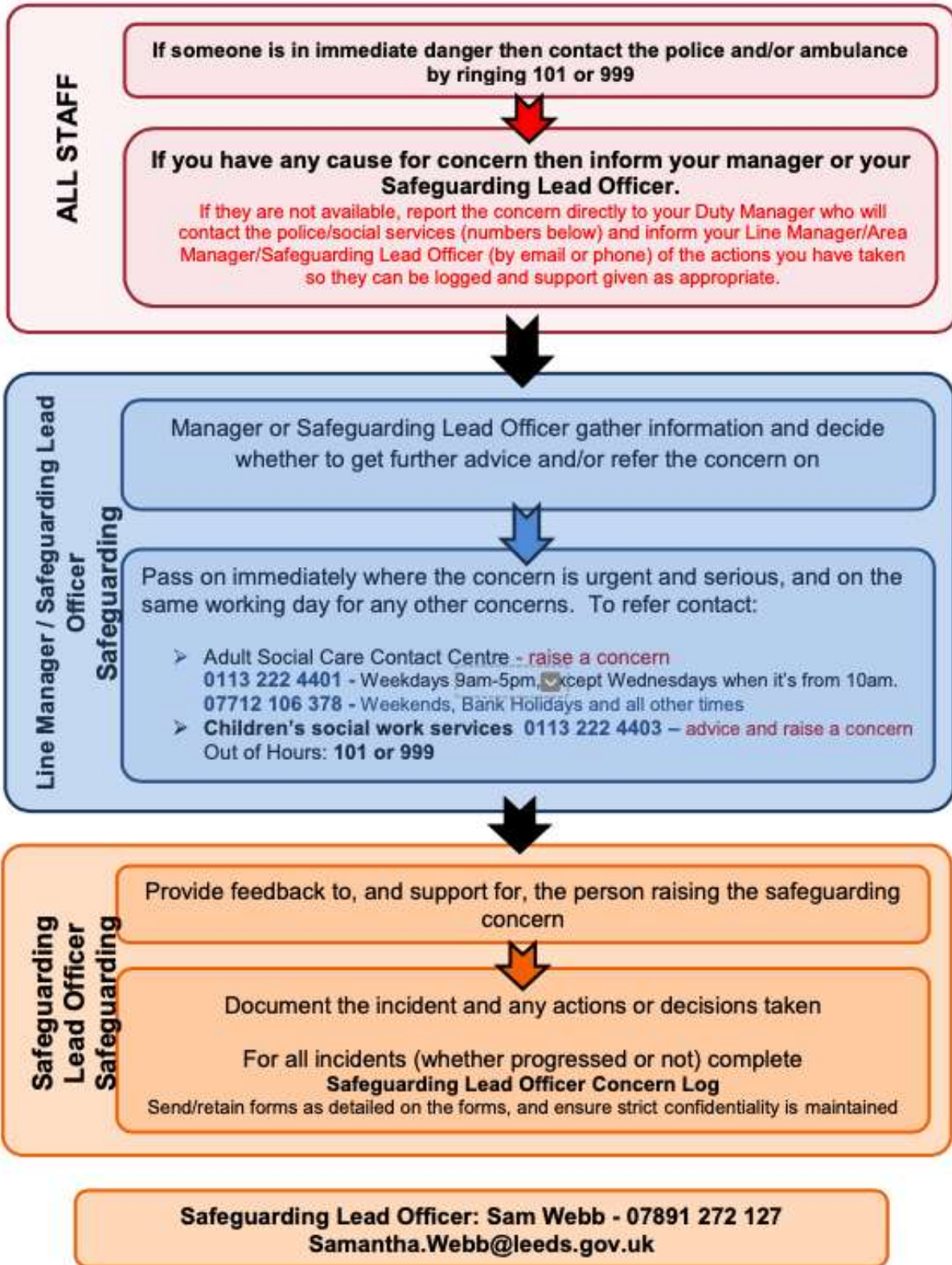
When the City of Leeds Swimming Club is competing away from Leeds, the Club's Child Welfare Officer will receive all referrals and will work with Leeds City Council Coaching staff and Safeguarding officer during any investigation.

Leeds City Council will follow LCC protocols and will seek guidance from Swim England if necessary. The City of Leeds Swimming Club works with Leeds City Council and is guided by British Swimming and Swim England (the National Governing Body) in all matters regarding child protection and welfare. Policies are available on the club website.

Please see below a flow chart of reporting safeguarding concerns.

*Flowchart*

Where there is a Safeguarding concern follow the Flowchart below:



## Article from the Internet

*One of my friends asked:*

### **"Why do you pay so much money for your kids to Swim?"**

Well, I have a confession to make, I don't pay for my kids Swim. Personally, I couldn't care less about the pool.

So, if I am not paying for Swimming what am I paying for?

- I pay for those moments when my kids become so tired, they want to quit but don't.
- I pay for those days when my kids come home from school and are "too tired" to go the pool but go anyway.
- I pay for my kids to learn to be disciplined.
- I pay for my kids to learn to take care of their body.
- I pay for my kids to learn to work with others and to be good teammates.
- I pay for my kids to learn to deal with disappointment, when they don't get that place or PB they'd hoped for, but still have to work hard.
- I pay for my kids to learn to make and accomplish goals.
- I pay for my kids to learn that it takes hours and hours and hours and hours of hard work and practice to create a champion, and that success does not happen overnight.
- I pay for the opportunity my kids have and will have to make life-long friendships.
- I pay so that my kids can be in the pool instead of in front of a screen...

...I could go on but, to be short, I don't pay for swimming I pay for the opportunities that it provides my kids with to develop attributes that will serve them well throughout their lives and give them the opportunity to bless the lives of others. From what I have seen so far, I think it is a great investment!

This post was originally intended for a couple of parent friends at the Club. It's been shared many times by the #SwimFamily which is remarkable. It wasn't written by anyone at COLSC, original author unknown. I agree it's important for any child in any sport to have self-belief and motivation and to have fun .



## Honours Board

### *Team Honours*

#### **Team Championships**

EEC Club Team Champions (Men)	1990
National Club Team Champions	1983 – 1991 & 1994 – 1999
Harold Fern Trophy Winners	1996 – 1997
Henry Benjamin Trophy Winners (Men)	1981, 1985 – 1986, 1989 – 1997
National Swim League Champions	1980 – 1984, 1988, 1990 – 1999, 2001, 2003 – 2004
National Junior League Champions	2010 – 2013, 2017 – 2019, 2022

#### **British National Championships**

Top Female Team	2015 – 2017
National Age Group Team Champions	2002, 2004, 2008, 2010, 2013 – 2014
National Age Group Girls Team Champions	1981 – 1982, 1993 – 1997, 1999 – 2000, 2011 – 2014
National Age Group Boys Team Champions	1980, 1992, 1995 – 1996, 1998, 2004, 2007

#### **Yorkshire Championships**

Yorkshire Senior (Yorkshire Bank Trophy)	1974 – 2004, 2006 – 2007, 2010
Yorkshire Age Group Champions	1965 – 1966, 1968 – 1969, 1972 – 1989, 1991, 1995 – 2007, 2009 – 2019

### *World Records*

Adrian Moorhouse 100m Breaststroke (SC)	1987	59.75
Adrian Moorhouse 100m Breaststroke (SC)	1990	1:00.53 World Best
Adrian Moorhouse 100m Breaststroke (LC)	1989	1:01.49
Adrian Moorhouse 100m Breaststroke (LC)	1990	1:01.49 Equalled WR
Adrian Moorhouse 100m Breaststroke (LC)	1991	1:01.49 Equalled WR
James Hickman 200m Butterfly (SC)	1998	1:51.76
James Hickman 100m Butterfly (SC)	1998	51.02
Claire Huddart (4x200 Freestyle Relay – SC)	2000	
Claire Cashmore 100m Ind. Medley (SM9)	2009	1:11.83

### *Club Records*

Can be found at the following [website](#) and are regularly updated. Records are set as age on day of swim.





*Senior Internationals*

Jon Jon Park	Andrew Clayton
Susan Fish	John Davey
Evie Horton	Stephen Akers
Andrew Astbury	David Warren
Moira Houston	John Cunningham
Peter Robinson	Rik Leishman
Nuala Muir-Cochrane	Jason Hender
Kaye Lovatt	Helen Jepson
Linda Purchon	Sharlene Brown
Louise Tate	Richard Maden
John Heward	Gavin Meadows
Adrian Moorhouse	Claire Huddart
David Emerson	Linda Hindmarsh
Peter Musgrave	Matthew O'Connor
Tony Day	Claire Booker
Maxine McKinnell	Ben Lafferty
Richard Williams	Karen Nisbet
Murray Buswell	Shelly Moores
Kathy White	Charlotte Niblett
Andrew Pearce	Kirsty Thompson
Jonathon Broughton	Tatsuya Kinugasa
Katy Archer	Stuart Trees
Juliet Archer	James Hickman
Susan Brooksbank	Rebecca Shaw
Carl Cockroft	Jono Andrews
Alison McKellican	Liam Smith
Neil Metcalfe	Rachel Jack
James Parrack	Siroos Saeed
Steven Dronsfield	Ian Perrell
Stephen Waterhouse	Sophie Taylor
Anne Bochmann	Georgia Coates
Claire Cashmore	

*Age Group, Junior & Youth Internationals*

Rachel Hoare	Jayne Farnsworth	Andrew Clayton
Janet Collinson	Neil Speed	Elina Arter
Sandra Lambert	Caroline Dakers	Mark Wilson
Stewart Yates	Rachel Plaxton	Stacey Wood
Martin Hackett	Adam Prendegast	Ben Shaw
David Cocking	Gavin Meadows	Linda Hindmarsh
Susan Brady	Jonathon Openshaw	Karen Nisbet
Andrew Astbury	Ian Wilson	Michael Courtman
Moira Houston	Michael Shaw	Vicky Barradell
Nuala Muir-Cochrane	Elizabeth Fish	Mark Racher
Linda Purchon	Stuart Trees	Julia Preston
Sharon Hill	Claire Johnson	Ryan Webster
Louise Tate	Tom Herbert	Martin Webster
Gary Swaine	Danielle Place	Yvette Hayden
Johanne Illingworth	Richard Greenwood	Liam Smith
Adrian Moorhouse	Stephen Ferriday	Rachel Jack
Eugene Stirk	Helen Frank	Joseph Sowden
Martyn Webster	Paul Clemence	Emma Graham
Maxine McKinnell	Matthew Pickard	Stephen Waterhouse
Lisa Tate	Anne Bochman	Rachel Gardner
Jill Foster	Beth Coggins	James Harrison
Lester Lee	Danielle Hall-Jackson	Hannah Wardle
Philip Baldasera	Sophie Taylor	Gareth Mills
Richard Smith	Georgia Coates	Linda Shaw
David Lyles	Magdalena Cygan	Amelia Clynes
Judith Spensley	Layla Black	Sophie Hobbah
Jannine Illingworth	Ciara Schlosshan	Leah Crisp
Nigel Adams	Charlotte Robinson	Rebecca Clynes
Leah Schlosshan	Lara Thomson	Kourosh Khodakhah
	Hollie Wilson	Gabriel Shepherd

## Glossary of Swimming Terms

When you or your child first start swimming, it can seem like everyone else is speaking a foreign language, so here is a glossary of some terms commonly used in swimming which can be hard for a newcomer to understand.

### **Age Group**

Swimmer or competition for under 16s.

### **City of Leeds Development Meets**

Held by City of Leeds Swimming Club, this gala is open to all under 12's (Age on 31<sup>st</sup> December) who are in County East, County West and Regional Fast Track. Swimmers from Regional Development who are too young to take part in their squad's competition calendar will also be invited to this meet.

### **County Championships**

Usually referred to within the club as the Yorkshire Championships. All swimmers who achieve the qualifying times should take part in these galas. Held in February and March every year. Times **MUST** be achieved at licensed meets during the qualifying period (usually since the last day of the previous year's competition). Swimmers are required to enter all events qualified in unless directed differently by their squad coach.

### **DNC**

Did not compete.

### **DNF**

Did not finish.

### **DQ**

Disqualified – swimmers may be disqualified for several reasons e.g., false start, incorrect stroke, incorrect turn.

### **Energy Systems**

Swimmers use different energy levels when they train, which relate to how much oxygen is used up by the muscles and how fast the heart is beating.

### **FINA**

Federation Internationale de National Amateur. The Worlds governing body for Swimming.

### **Form Stroke**

Backstroke, breaststroke, butterfly.

### **Freestyle**

In practice freestyle races swam as front crawl as this is the fastest stroke, however, technically it means any stroke

### **HDW (Heat Declared Winner)**

Only heats are swum, not heats and finals. The swimmer with the fastest heat time in the relevant age group wins the event regardless of which swimmer wins the heat. This seems to be very hard for younger swimmers to understand, but basically, they just need to swim as fast as they can!

### **IM (Individual Medley)**

All four strokes - fly, back, breast and free – are swum in the same race, either over 100m, 200m or 400m. In a medley relay the order of the strokes is slightly different – back, fly, breast and free – to avoid a takeover on backstroke.



The officials who will be responsible for judging stroke style, turns, and finishes in accordance with the technical laws.

### **Lane order**

In finals, the lane order is decided from times swum in the heats or semis. The fastest qualifier goes in lane 4, the second-fastest in lane 5, third fastest in lane 3, fourth fastest in lane 6, fifth fastest in lane 2, sixth fastest in lane 7, seventh fastest in lane 1 with the slowest qualifier in lane 8. In theory, this should produce a spearheaded race – looked at from above, the swimmers are in the shape of a spearhead. Sometimes the later heats in HDW events will be spearheaded as well.

### **Licensed meets**

Licensed meets are swimming events licensed by Swim England. This means they have to meet certain standards to ensure fair competition. The City of Leeds competition calendar contains a range of licensed meets, designed to give all competitive swimmers in Leeds the chance to achieve their true potential.

All licensed meets are subject to Swim England Regulations and the Swim England Technical Rules of Racing. They are graded into the four levels below.

- 1. Level 1** Meets are long course (50m) only and cover National, Regional and County Championships. Their purpose is to enable athletes to achieve qualifying times for entry into National, Regional and County Championships.
- 2. Level 2** Meets are short course (25m) only and cover National, Regional and County Championships. Their purpose is to enable athletes to achieve qualifying times for entry into National, Regional and County Championships in short course.
- 3. Level 3** Meets are long and short course events. Their purpose is to enable athletes to achieve times for entry into Regional and County Championships and other Meets at Level 1 or Level 2.
- 4. Level 4** Meets are entry-level competitions held in pools 25m or greater. City of Leeds Development Meets are an example. They are for inexperienced athletes and swimmers seeking to compete outside their club environment. If times are good athletes progress to Level 3 Meets.

### **Long Course**

Galas swam in a 50m pool – times are usually slower than those achieved in a 25m pool.

### **NQT**

The qualifying time for the National Championships.

### **One Start Rule**

Swimmers are disqualified if they start before the referee sounds the horn or whistle.

### **Open Meet**

Gala open to swimmers from any club, aged 9 yrs+ and are an ideal introduction to competitive swimming. Usually, swimmers have to be faster than set qualifying times – some meets also have cut-off times which means swimmers have to be no faster than the set time. They are also the best way for you and us to find out how well you are progressing.

### **Over the top start**

Swimmers stay in the water until the next race has started.



The best time achieved by a swimmer in a particular event so far. Swimmers will have both short course and long course PBs. The times will differ between short and long course swimming. Short course times would normally be faster because of the advantage gained from extra turns.

**Post-pool**

A routine performed by swimmers on land after racing and swim down to further aid recovery. This routine can consist of stretching and foam rolling to prevent injury.

**Pre-pool**

A blood flow routine which is taken place on dry land to loosen muscles and elevate heart rate before entering the main pool for warm-up.

**Referee**

The official who has the authority over all the officials at a meet. The referee makes the final decisions and sees to the efficient running of the meets.

**Regional Championships**

The next step up from County Championships, swimmers will compete against clubs from all over the North East of England. Times must be achieved at a Level 1, 2 or 3 licensed meet – City of Leeds Development Meet times are NOT valid for the Regionals. Swimmers are required to enter all events they have qualified in unless directed differently by their squad coach.

**SE**

Swim England – National governing body for swimming in England.

**SE Number**

When swimmers register with SE, they will be given their own SE number. This is asked for when entering competitions, as results posted in meets will be linked back to each swimmer's number. Registration with SE is mandatory if you wish to compete in swim meets. This is predominantly for insurance purposes and is closely monitored by the SE to make sure unregistered swimmers do not compete.

**Short Course**

Galas swam in a 25m pool. Because there are more turns, times are usually faster than those achieved in long course events.

**Splits**

The times from each race are broken down into 25m or 50m chunks, which enables swimmers to see how they paced a race.

**Starter**

The official that is responsible for starting each race.

**Swim Down**

Gentle swimming to relax the muscles after training or competing. All swimmers will be required to swim down before leaving the competition venue.



The officials who are responsible for recording the manual time for each swimmer.

*Time-trial*

A test of an individual's speed on a specific stroke over a set distance. Coaches may hold time trials to see how swimmers are progressing. A coach may also use a time trial to gain a benchmark time for swimmers who have not raced in a specific event before. This will then give swimmers a time for entry into a Level 3 or 4 competition.

*Warm-up*

Gentle swimming to loosen up the body at the start of training or before a gala.