
Welcome to the Sheffield City Council Swim Training Scheme

Handbook 2010

Sheffield *where everyone matters*



CUSTOMER SERVICE EXCELLENCE



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Introduction

Sheffield City Council Swim Training Scheme is the top competitive swimming programme in South Yorkshire and North Derbyshire, producing over 30 International swimmers in the past two decades including 5 Olympians. It offers the latest, top-level coaching for competitive swimmers in the area, providing a pathway from swimming lesson programmes and local clubs, right through to international level competition.

We also offer training for water polo and masters swimmers.

Our aim is to produce elite swimmers, and make sure that all members are nurtured to their full potential

Scheme Structure

Sheffield is very fortunate to have the world-famous Ponds Forge facility, and Sheffield City Council has developed a Swim Training Scheme (STS) to rival the best in the country. The whole philosophy of the programme, is to give each swimmer the tools to become a "Champion".

These include top-level swim training, land training, weight training, nutritional/lifestyle advice and psychological training. Obviously, not everybody can become a winner, but everybody can become a "Champion" by striving to become the best that they can. Each swimmer's development is taken very seriously, and the programme is structured to follow the guidelines laid out by British Swimming in the Long Term Athlete Development Plan.

Sheffield City Council is committed to and proud of its swimming programme and has appointed two full-time coaches and a number of fully qualified part-time coaches to run the programme. The scheme's competitive outlet is the City of Sheffield Swim Squad (COSSS), and there is a close partnership between the council and club.

The club is a modern, forward thinking team, and in the summer of 2003, it was accredited as a Swim 21 Gold Performance Club¹, and in 2008 was appointed as one of only three British Swimming Podium Clubs, designed to help swimmers to success in London 2012.

This is the highest accolade that the Amateur Swimming Association and British Swimming can award to a club, showing the clubs commitment to excellence, and that it has the structure in place to achieve results at the highest level. The club is regularly ranked in the top 5 clubs at major GB Championships and is currently the top Senior Club in Yorkshire.

As it is a competitive programme, all members of the Swim Training Scheme are required to become a member of City of Sheffield Swim Squad, and therefore pay the appropriate membership fee. Please see the notice board on the balcony or club website for further details at www.cityofsheffieldswimsquad.co.uk.

Although swimmers can join the STS via a number of routes (gifted and talented programmes, KES Squad, local clubs, university etc), the natural progression for a young swimmer in Sheffield would be to move through to the higher stages in their swimming lesson programme (stages 6 - 10). Once in these stages, swimmers will be given the opportunity to compete in Sheffield's Little Olympics that are held twice a year at Ponds Forge.

The senior scheme coaches select swimmers they feel have potential from these galas. If the selected swimmers fit the squad entry criteria, they will be given the opportunity to join the Junior Olympic programme or the Concord squad.

Details of all the squads, their coaches, entry criteria and training times are as follows.

¹ Swim 21 is the Amateur Swimming Association's quality assurance mark for swimming clubs nationally

Junior Olympic Programme (inc Concord squad)

This is a comprehensive period of training that covers all aspects of a developing swimmer's needs. Over their time in these squads, they will be taught:

- Advanced stroke technique
- Starting, turning and finishing techniques
- How to train effectively (warming up and swimming down, endurance, clock reading, lane discipline)
- Training discipline
- Basic land training and flexibility routines
- Gala procedures and rules
- Basic nutritional advice
- General mentorship and advice for competitive swimming

Entry criteria

- Swimmers will normally be between 7 and 8 years of age
- Must be competent at three strokes and have a basic knowledge of all four strokes, diving and turning
- Be able to swim 400m continuously
- Must initially commit to a minimum of two sessions per week, rising to seven sessions before being considered for a move up to Age Group National Squad.

Competitions

At the younger ages (7 - 8yrs) swimmers will compete in local and friendly mini-galas. As the swimmers reach 9yrs, they will be eligible to compete in the Yorkshire Championships and other local meets.

The Junior Olympic programme is broken into 3 squads:-

Junior Olympic 3 and Concord Squad

Head Coach Richard Kimpton

Assistant Coaches Lynn Finch, Lee Holmeshaw

This is the start of the programme for children 7 - 9yrs, where they will learn the basics of becoming a competitive swimmer. They will build upon the principles of advanced stroke technique taught in the pre competition squads, including race starts, turns and finishes, lane discipline and being part of a training squad.

Swimmers are now also introduced to basic dry land training, which will take place before some water sessions. This is basic athletic training, involving body weight exercises, balance work, core stability and movement skills. Swimmers will need their own shorts, t – shirts, trainers and drinks bottles to be allowed to take part. They will also need their own short fins for the water training (these are available from the club shop at Ponds Forge on Monday evenings).

JO3

Monday	6.15pm Land	7.00 - 8.00pm Swim
Wednesday	5.45pm Land	6.05 - 7.20pm Swim
Friday		7.00 - 8.00pm Swim

Concord Squad

Monday	6.30 – 7.30pm
Wednesday	6.15 – 7.15pm
Saturday	8.00 – 9.00am

Junior Olympic 2

Head Coach Karen Clifton

Assistant Coach Dannii Oldham

The swimmers will maintain the skill work they have been learning in JO3/Concord/K.E.S, but there is now a larger endurance component to the training. The swimmers will be expected to commit to at least 4 sessions, in order to be ready for the Yorkshire Championships (that start at nine years), and the harder training in JO1.

Swimmers will normally be 8-10yrs in this squad.

Training times:

Monday		6.00 – 7.00pm Swim
Tuesday	5.45pm Land	6.15 – 7.30pm Swim
Thursday	5.45pm Land	6.15 – 7.30pm Swim
Friday		6.15 – 7.30pm Swim
Saturday		6.00 – 8.00am*

*This session is often disrupted due to galas. Please check the notice board for availability

Please note that land training is an integral part of a swimmer's development. All swimmers are expected to attend at least one of these sessions per week, in addition to the water work.

Junior Olympic 1

Head Coach Mike Taylor

Assistant Coach Simon Gregg

Training is stepped up again, with longer and harder sessions, more advanced land training and an introduction to morning training. Swimmers are normally 10 – 13yrs girls and 10 – 14yrs boys and will be aiming towards competing in the North Eastern Region Championships, and to become accustomed to training everyday, in preparation for a move to Age Group National Squad.

Minimum weekly attendance levels for this squad will be advised by the Head Coach, but as a guide: 5 sessions for 9/10 year olds, 6 sessions for 10/11 year olds and those swimmers aged 12 years plus are expected to do all 7 sessions.

Training times:-

Monday	5.30pm	Land	6.15 - 8.00pm	Swim
Tuesday	5.45pm	Land	6.00 - 7.45pm	Swim
Wednesday	5.30pm	Land	6.00 - 7.45pm	Swim
Thursday	5.45pm	Land	6.00 - 7.30pm	Swim
Friday			5.30 - 7.00am	Swim
Friday	5.30pm	Land	6.00 - 7.30pm	Swim
*Saturday	6.00am	Swim		

*This session is often disrupted due to galas. Please check the notice board for availability

Please note that land training is an integral part of a swimmer's development. All swimmers are expected to attend these sessions, in addition to the water work.

Age Group National Squad

Head Coach Mark Lappin

Assistant Coach Mike Taylor

Criteria

- Swimmers would normally be between 11 - 14 years of age (girls) and 11 – 15 years (boys)
- Have advanced stroke technique and effective turns in all four strokes
- Swimmers will normally be of North Eastern Region finalist standard (for 10 - 12 year olds) and be National qualifiers (13+ year olds)
- Session attendance will be advised by the Head Coach, but as a guide: 6/7 sessions for 11-12 year olds, 7/8 sessions for 12 - 13 year olds and 8/9 sessions for swimmers aged 14 plus

Aims

- To enforce the swimmers competition and training skills, ready for the intensive training required in Senior Elite Squad
- To introduce swimmers to cyclical training
- To build stability and basic strength through harder land training
- To educate swimmers on time management, healthy lifestyles and gala protocols
- To build the swimmers' discipline and commitment level
- Swimmers will target National Championships, North East Counties Championships, Yorkshire Championships and various Open Meets.

Age Group National Squad - Training times

Monday	5.30 – 7.15am	Swim		
	4.00 – 6.00pm	Swim	6.15 – 7.00pm	Land
Tuesday	4.00 – 6.00pm	Swim	6.15 – 7.00pm	Land
Wednesday	5.30 – 7.15am	Swim		
	4.00 – 6.00pm	Swim	6.15 – 6.30pm	Land
Thursday	4.00 – 6.00pm	Swim	6.15 – 7.00pm	Land
Friday	5.30 – 7.15am	Swim		
	4.00 – 6.00pm	Swim	6.15 – 7.00pm	Land
*Saturday	6.00 – 8.00am	Swim		

*This session is often disrupted due to galas. Please check the notice board for availability

Senior Elite Squad

Head Coach Russ Barber

Assistant Coaches Dave Taylor

- Swimmers will normally be 16 years and older and be National finalists. They will be selected based on commitment, attitude, long-term potential and gala performance
- Total commitment with exceptional discipline is required in this squad
- Swimmers will be targeting British Championships and National/International competition whilst still representing the club in County, District, and high standard open meets.

Training times

Monday	5.30 – 7.30am Swim	
	4.00 - 6.15pm Swim	6.30 - 7.15pm Land
Tuesday	4.00 - 6.15pm Swim	6.30 - 7.15pm Land
Wednesday	5.30 – 7.30am Swim	
	4.00 - 6.15pm Swim	6.30 - 7.15pm Land
Thursday	4.00 - 6.15pm Swim	6.30 - 7.15pm Land
Friday	5.30 – 7.30am Swim	
	4.00 - 6.15pm Swim	6.30 - 7.15pm Land
Saturday	6.00 – 8.00am Swim	8.30 - 9.30am Land

Junior Development Squad

Head Coach Dave Naughton

Assistant Coaches Steve Thorpe

This squad is for swimmers, 11 – 17 years old, who do not fulfil the criteria to be a member of Junior Olympic 1 or a National Squad, but have talent, want to train hard and be a competitive swimmer. Training is well structured and a high level of discipline is expected within this squad.

Swimmers in this squad will normally compete in local B+C Grade competitions, Sheffield and District galas, Yorkshire Championships and in various open meets.

Training times

Monday 7.15pm Land 8.00 – 9.00pm Swim

Tuesday 6.00 – 7.00pm (Younger swimmers)
6.45pm Land 7.30 – 9.00pm Swim

Wednesday 6.15 – 7.30pm

Friday 7.30 – 8.30pm Swim

*Sunday 6.00 - 8.00pm Swim

*This session is often disrupted due to galas. Please check the notice board for availability.

Extra training

Any members of this squad that show good commitment will also be entitled to train on early mornings, by arrangement with Dave Naughton and Mark Lappin.

Masters

Coaches Andy Scutt, Dan Silkstone,
Emma Greenfield

There is a thriving Masters section in our scheme. It is geared towards giving training/competition opportunities for adult swimmers 18+, who may have been competitive in the past and want to stay involved, or perhaps late starters in the sport. This is a competitive programme so all members are expected to join the club. Please see the notice board/website for details.

Training times

Monday	8.00 – 9.00pm
Wednesday	7.45 – 8.45pm
Friday	7.30 – 8.30pm
*Sunday	6.00 – 8.00pm

*This session is often disrupted due to galas. Please check the notice board for availability

Extra training

Any members of the Masters section who wish to do some extra training can join us on the morning training sessions. This is un-coached but allows experienced swimmers to access some extra training time. This is usually available Monday, Wednesday and Friday mornings 5.30 – 7.00am. Please contact Head Coach Russ Barber to register your interest in these extra sessions

Water polo

Water polo has been part of the training scheme since 1989, and the squad has a very successful history. The women's team first becoming National Champions in 2004/5 and several times since; past winners of the National youth boys championship; and the men compete successfully in the National League second division. The squad has produced many internationals and have full GB caps both male and female at Youth, Junior and Senior level.

The fully qualified, volunteer coaches cater for all levels from beginners through to International standard.

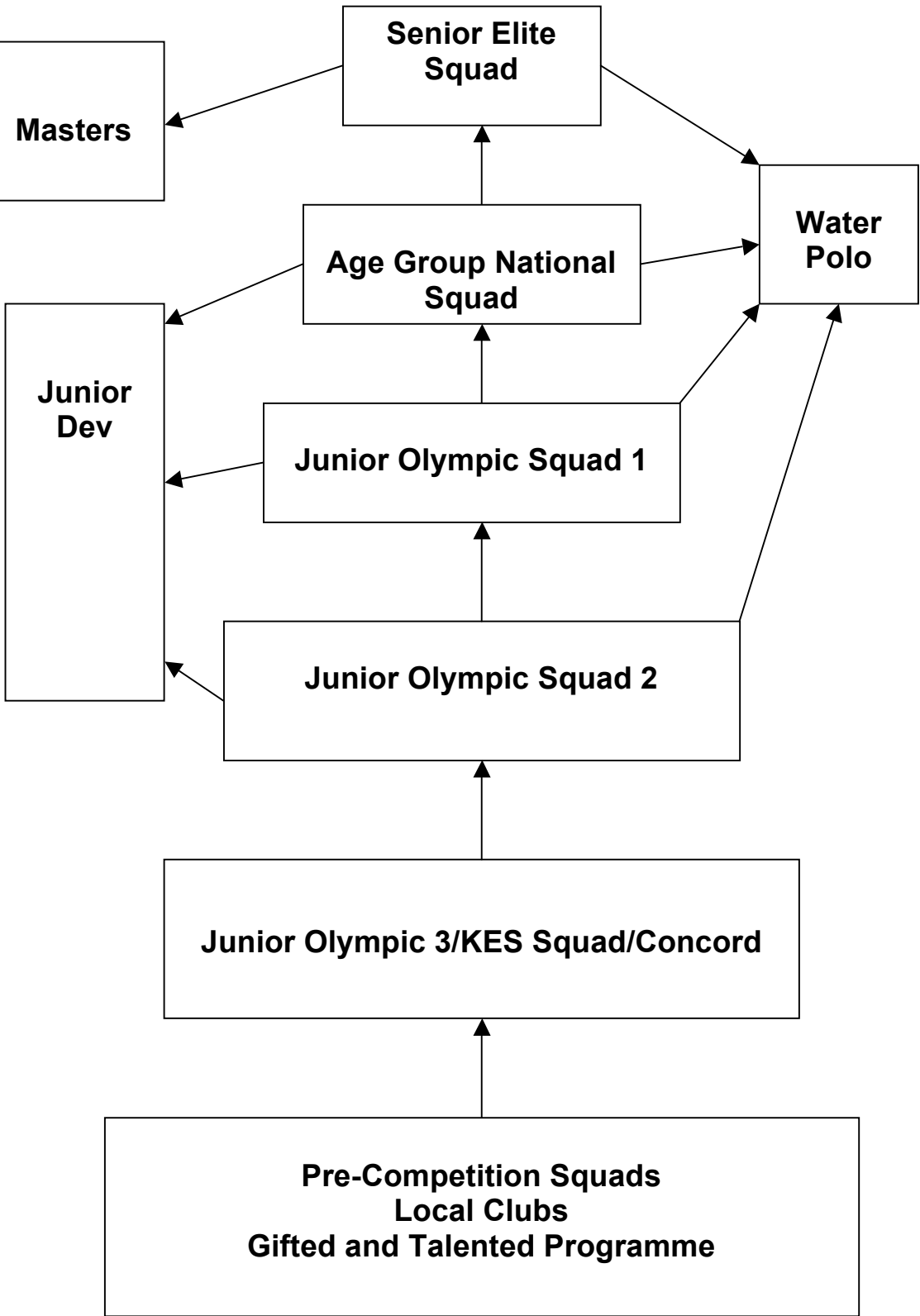
For more information see the Water Polo club website at www.sheffieldwaterpolo.moonfruit.com

Coaches Martin Kelly, Linzi Gaywood, Oliver Burkitt, Pippa Jones, Nick Gaywood, Kirsty Wilde and Denry Leighton

Training times

Junior:	Tuesday 7.00 - 8.15pm
	Sunday 5.30 - 7.00pm
Men:	Tuesday 8.15 - 10.00pm
	Sunday 7.00 - 9.30pm
Women:	Tuesday 8.15 - 10.00pm
	Thursday 7.30 - 10.00pm

Structure of the Swim Training Scheme



General information

Training scheme fees

Training fees are paid monthly by direct debit at Ponds Forge reception. These fees contribute to the cost of the pool time we access each month. On payment of your training fees at reception, you will be issued with a pass which will allow you access to the poolside (a discounted monthly car park pass can be also purchased if required).

Note: Do not confuse your monthly training fees with your club membership fee, as these are two different payments.

Movements between squads

We've worked very hard putting a framework in place so that each swimmer can move through the squads and hopefully go on to achieve their full potential. Swimmers are formally assessed twice per year (Summer and New Year) and the coaching staff will recommend which squad is most appropriate for them. This is based upon attendance, training attitude, skill development and performance at galas, but will always be done with sensitivity and through consultation with the parent or guardian where appropriate.

As the scheme is an elite competitive programme, there may also be occasions when swimmers are asked to leave the scheme if minimum attendance and competitive standards are not achieved. In this situation, verbal and written communications will be issued before any action is taken.

Competitions

The City of Sheffield Swim Squad (COSSS) is the competitive outlet for the Swim Training Scheme. COSSS run a detailed website with all relevant club information.

This can be accessed at www.cityofsheffieldswimsquad.co.uk

Swimmers will be chosen to represent the squad in competitions when of they are of sufficient standard. This selection will be done through the recommendations of the squad coaches. As we are a competitive programme, swimmers are expected to represent the club when selected.

The coaches

All coaching staff employed on the scheme are qualified ASA Coaches and are fully police checked in relation to working with children. In order to maintain the best training environment for each child, the coaching staff are all committed to using their knowledge of swimming in a positive and enthusiastic fashion, and by adhering to a coaches code of conduct.

Regular training courses for teachers and coaches are run in Sheffield, giving interested parents and swimmers the opportunity to become qualified to teach and coach swimming. All information is posted on the squad notice board or can be collected from the Head Coach. Alternatively, contact Rachel Jones (Sheffield City Council, Swimming Development Manager on 0114 2728578).

Swimmers/parents code of conduct

Swimming is a very tough and passionate sport, however, all swimmers and parents are expected to behave with respect and discipline at all times. This includes their attitude towards coaches, pool staff and club officials.

Also, any instances of bullying amongst swimmers will not be tolerated and will be dealt with appropriately. A detailed code of conduct will be given to each swimmer/parent annually that they must sign.

Sanctions

Any swimmer/parent found to be in breach of the code of conduct will be dealt with appropriately. This could range, depending on the severity of the incident(s), from a verbal

warning to, in the very worst instances, expulsion from the programme.

The coaching staff also reserve the right to remove a swimmer from a session for health and safety, or for disciplinary reasons. If this situation arises, they will be kept with us on poolside until collected by the parent/guardian.

Duty of care

Our duty of care for all swimmers, starts once they enter poolside at the start of the session, and finishes once they leave poolside at the end of the session. **Sheffield City Council Swim Training Scheme is not responsible for swimmers outside of these hours.** Therefore, arrangements should be made for all swimmers to be fully supervised until the arranged start time of their session, and be picked up immediately at the end of training.

Also, it would be advisable to make sure that a coach is in attendance before parents leave the building. All efforts will be made to ensure that prior notification will be given in the case of any cancellation.

Access to poolside

Access to poolside for parents is strictly prohibited during training times unless in an emergency. If any parents have any questions or problems, please contact the swimming office on the numbers at the back of this booklet. Alternatively, see individual squad coaches after the session if they are available.

Notice board

Important details of both the Training Scheme and COSSS are displayed on the notice boards, which are located on the competition pool balcony. Swimmers and parents are advised to check the board on arrival for training re-arrangements, gala details and results, cancellations etc

Equal opportunities policy

Sheffield City Council provides a wide range of services to the general public. A major part of its duties is to ensure that no person is discriminated against during access to a council facility or services. Sheffield City Council is committed to providing equal opportunities to all people, regardless of age, gender, religion, race or disability.

Customer Care policy

The Swimming Development Team is striving to provide a service of quality. It believes that everyone has the right to a service, which is free from discrimination. Sheffield City Council Swim Training Scheme is committed to providing customer care to the highest standards. The management of the Swim Training Scheme will use their best endeavours to make your experience at Ponds Forge as stimulating as possible. If you have any suggestions or comments to improve the service, please put your comments to the Head Coach who will be pleased to help.

Complaints procedure

Any problems that occur within the training scheme, should be discussed at the time and hopefully resolved with the squad coach concerned. However, should it be necessary to take the complaint further, this should be taken up with Russ Barber (Head Coach) who will deal with the matter according to Sheffield City Council procedures, or refer you to the relevant Council Officer if necessary.

Any complaints relating to the structure and running of the club/competitions should be addressed to the **COSSS Honorary Secretary** Val Ragsdale, 51 Woodburn Dr, Sheffield, S35 1YT.

Squad Liaison Officers

Each Squad has its own squad liaison officer appointed through the club Swimming Committee. These are volunteer parents who distribute gala entry forms and letters to other parents on behalf of the club, and collect completed forms, to be handed back to the relevant club officer.

Senior Elite - Dave Taylor
AGN - Sue Humpage
JO1 - Karen Moss
JO2 - Pam Ellis
JO3 - Tina Herft
Junior Dev - Rose Royles
KES -

Contact details

Russ Barber - Head Coach

Mobile: 07837 371135
Email: russ.barber@sheffield.gov.uk

Mark Lappin – Assistant Head Coach

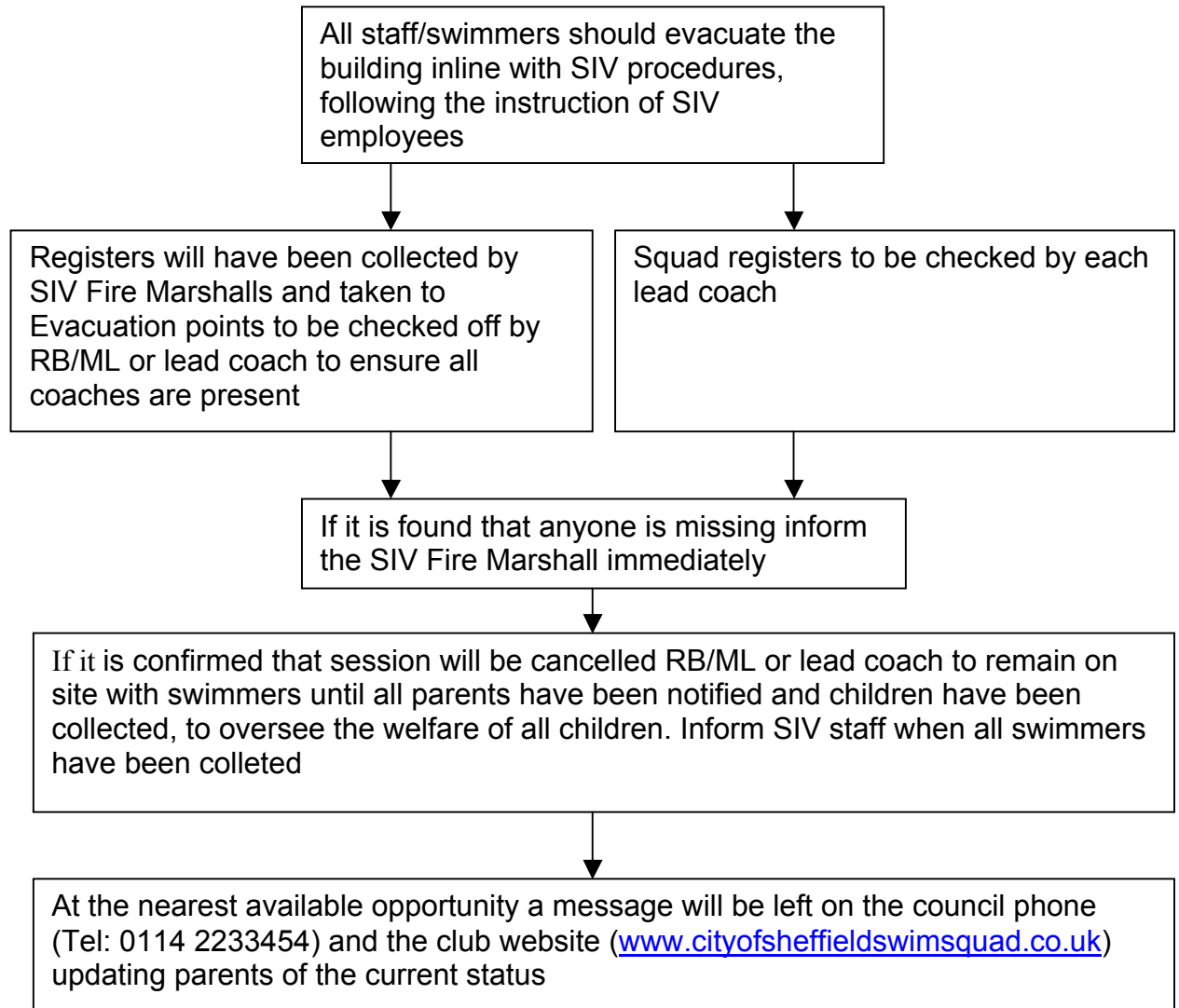
Mobile: 07974 170873
Email: mark.lappin@sheffield.gov.uk

Address: Swim Office
Ponds Forge ISC
Sheaf Street
Sheffield
S1 2BP

Swim Office: 0114 223 3454
Reception: 0114 223 3400
COSSS website: www.cityofsheffieldswimsquad.co.uk

Emergency Procedures

Emergency Procedure should a major incident occur during a training session resulting in the venue being closed



Emergency Procedure should a major incident occur resulting in the training venue being closed within short notice

A standard email/text will be sent to all on the Council Database informing them that training has been cancelled and further updates to follow



Once more information has been gathered a message will be left on the council phone (Tel: 0114 2233454), the Head Coach and Assistant Head coaches mobile phone and the club website (www.cityofsheffieldswimsquad.co.uk), updating parents of the situation and if known when training will resume.



Parents are also advised to check the venue's website as more information may be found on there
