

Bromley Swimming Club Manual

For parents & swimmers



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1 Club ethos

Bromley Swimming Club is a competitive swimming club. We aim to cater for a wide range of abilities and ambitions.

We are, first and foremost a competitive club catering for swimmers from 5-18+ who are keen to compete to the highest levels. The club also caters for those swimmers who want to train for fitness.

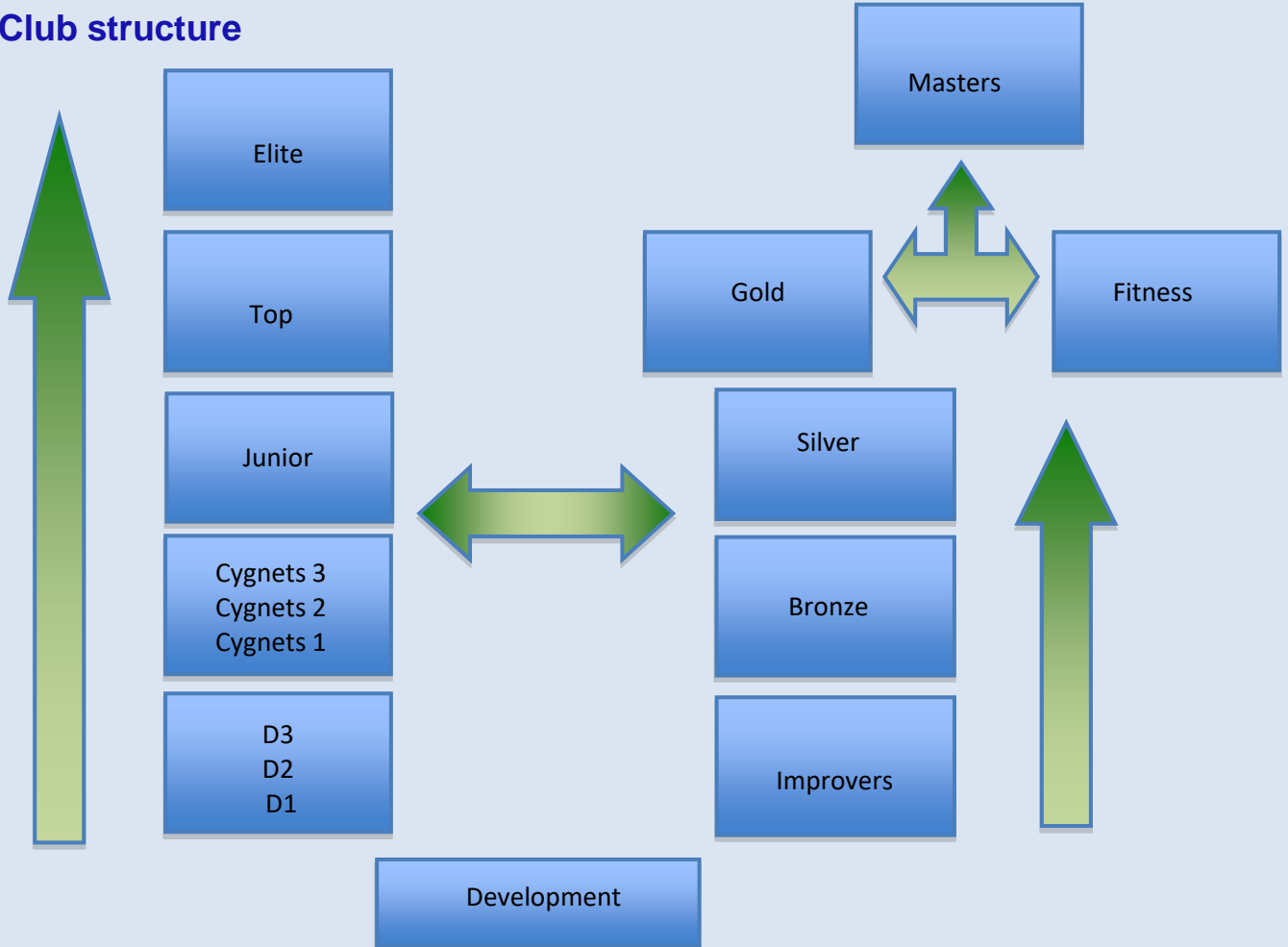
Our squad structure is designed to give swimmers quality pool-time and squads are based on ability and age. It is a relatively flexible structure that allows swimmers to move both upwards through the squads and sideways depending on their ability and dedication.

We are one of the top clubs in both Kent and London, competing in the Premiership of the National Arena League, with a regular cohort of National Swimmers and even International representation.

It is our duty as a club to support these athletes and we hope to continue to encourage and inspire our swimmers to be the best they can be.



2 Club structure



3 Squad Progression

Children take different lengths of time to progress through the club; they grow at different rates and they learn at different rates.

One may take longer to learn the strokes to the standard we expect but then may progress through the next squad very quickly whilst others may have an early start in terms of technique but then take a little longer to achieve the necessary requirements further down the line.

Squad progression is dependent on several factors. The age of the swimmer comes into play to a certain extent but swimmers will not be promoted until the criteria have been met. Another factor is the need to maintain a balanced number of swimmers in each squad to ensure all swimmers have space to swim in safety and get the most out of their sessions.

Promotions take place once per month, usually by the middle of the month to allow for the admin process.

Occasionally a swimmer maybe invited to one or two sessions of the squad above before they are fully promoted. This is to help prepare the swimmer for the increase in intensity/amount of training required.

If you have questions regarding promotions, your first port of call should be the swimmer's coach, but it is not our policy to keep swimmers back if it is not in their best interest so it is usually best to trust in the process.



4 Squads and criteria

Squad	Criteria				
D	Entry Level. Swimmers must be prepared to attend regularly and listen well.				
	Skills: Working towards effective front crawl and backstroke. Knowledge of breaststroke and butterfly.				
	Attendance n/a	Age 5-8 yrs	Speed n/a		Competitions Time trials
Improvers	Swimmers who are keen to learn, attend regularly and listen well. Swimmers may take a little longer to gain strength and develop skills. Swimmers should arrive 5 minutes before the session and be ready to begin.				
	Skills: Efficient front crawl, backstroke and breaststroke. Improved butterfly, able to dolphin kick length of teaching pool.				
	Attendance n/a	Age 6-8 yrs	Speed n/a		Competitions Time trials & Club Championships
D1/D2/ D3	Swimmers who are keen to learn, attend regularly, listen and progress quickly showing natural aptitude for the sport. Swimmers should arrive 5 minutes before the session and be ready to begin.				
	Skills: 1/2 length legal butterfly, 25m other strokes legally.				
	Attendance n/a	Age 6-8 yrs	Speed n/a	Promotion Set	Competitions Time trials & Club Championships

Squad	Criteria				
Cygnets 1	Swimmers who are keen to learn and progress, attend regularly and listen. Swimmers should arrive 5 minutes before the session and be ready to begin.				
	Skills: 33m legal butterfly. 66m other strokes with legal starts, turns and finishes				
	Attendance 2 sessions p week or 60% attendance p month	Age 6-7 yrs	Speed n/a		Competitions Time trials, Club Championships & Galas (as selected)
Cygnets 2	Swimmers who are keen attendees and beginning to enter entry level competitions and regularly attend time trials.				
	Skills: Be able to efficiently swim 100m front crawl, backstroke and breaststroke. Maintain legal butterfly for 50m. Be able to use the pace clock. Be turning correctly as a matter of course. Knowledge of lane discipline essential.				
	Speed: Competitors who show regular improvements in their times at competitions and are among the best of their age group in terms of speed				
	Attendance 3 sessions p week or 60% attendance p month	Age 7-8 yrs		Competitions Time trials, Club Championships & Galas (as selected)	
Cygnets 3	Swimmers who are motivated and keen to compete. A commitment to hard work and consistent attendance are required and swimmers must meet the following criteria				
	Skills: Competitive standard in all 4 strokes over 100m. Comfortable working to simple time repeats using the clock. Be able to swim at different paces and demonstrate ability to sprint.				
	Speed: Working towards County Championship times or are among the best in their age group.				
	Attendance 3 sessions p week or 60% attendance p month	Age 8-9 yrs	Promotion Set	Com Competitions-all galas and open meets as selected. Working to County Championships	

Squad	Criteria				
Bronze	Swimmers who require more time and skills work to meet the levels of Cygnets 2.				
	Skills 33m legal butterfly, 66m other strokes with legal starts, turns and finishes				
	Attendance n/a	Age 9+ yrs	Speed n/a	Promotion set n/a	Competitions Trophy Galas, Time Trials & Club Championships
Silver	Swimmers who want to continue to train and compete but cannot reach the levels required for C3/Junior Squad. Promotion is always possible if the swimmers ambitions should change.				
	Skills: Must be competent and legal in all 4 stokes (over 100m and 50m on fly), turns and starts. Should have some or a good understanding of how to use the pace clock for repetition sets.				
	Attendance n/a	Age 12+ yrs	Speed n/a	Promotion set n/a	Competitions Trophy Galas, Time Trials & Club Championships, Open meets
Gold	Swimmers who want to continue to train and compete but cannot reach the levels required for Top Squad. Promotion is always possible if the swimmers ambitions should change.				
	Skills: Must be competent and legal in all 4 stokes (over 100m), turns and start				
	Attendance n/a	Age 13+ yrs	Speed n/a	Promotion Set n/a	Competitions League Galas, Trophy Galas, Time Trials & Club Championships

Squad	Criteria *KQT = Kent Qualifying Time			
Junior	Swimmers who show dedication, ambition and the talent to compete at county level and those who aim to be promoted to Top Squad.			
	Skills Competent and legal in all 4 strokes over 100m, all starts and all turns. Adhere to good lane discipline and understand the pace clock.			
	Attendance 4 sessions p week or 80% attendance p month	Age 9-10 yrs	Speed Within 4 secs p 50 m of a KQT*.	Competitions League Galas (as selected). A min of 4 open meets p annum as directed by the Junior squad coach. Kent championships if qualified.
Top	County standard swimmers who show the dedication, ambition and talent to compete at regional level or above and those who aim to be promoted to Elite Squad.			
	Skills: n/a			
	Attendance 4 sessions p week or 80% attendance p month	Age 11-13	Speed Min 1 KQT	Competitions League Galas (as selected). A min of 5 open meets p annum. Kent championships and above if qualified. Kent relays if selected.
Elite	Regional swimmers who show the dedication, ambition and talent to compete at national level or above.			
	Skills: n/a			
	Attendance 4 sessions 6 sessions per week	Age 11+ 13+yrs	Speed Min 1 Regional	Competitions League Galas, Open meets as directed by Head Coach. Kent championships & above &. Kent relays if selected.

Fitness	Swimmers who want to train for fitness and socialising or who are not meeting the commitment/competition levels or other standard of another squad.
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5 Kit requirements

The following are the main items of kit swimmers will need.

Most items are available for our online swim shop or by contacting clubkit@bromleys.com

A range of branded club clothes; hoodies, shirts, shorts, backpacks, tracksuits are available from our swim shop.

- Club hat (plus spare)
- Drinking bottle
- Short fins
- Goggles (plus spare)
- Hand paddles
- Kickboard
- Pull-buoy

Fins and paddles are required from Cygnets 2 upwards. Bronze Squad swimmers do not need to purchase them but may wish to as they are used often.

Please note, when purchasing fins and paddles ensure correct sizes are bought.

Fins should be short and not the flippers used for scuba diving. If you are at all unsure about sizes please discuss it with your coach.



6 Behaviour

All swimmers are required to adhere to Club Rules and the Code of Conduct.

Basic guidelines are as follows:

1. Always be on time for every session. If you are late you should apologise to your coach.
2. Demonstrate good lane discipline.
3. Listen to your coach and do your best to improve.
4. Always ask permission from your coach if you need to leave poolside.

NB All coaches reserve the right to ask a swimmer to leave the session if they are not behaving appropriately.

Attendance at competitions is vital if you wish to progress. Under the instruction of their coach all swimmers will develop a mature and dedicated attitude towards their swimming.

From Cygnets 3 upwards it is expected that swimmers should know their personal best times for all events. Personal best times can be recorded from club championships, time trials or any other competitions.

7 Competitions

There are three different types of galas:

1. Club galas are league, or trophy galas, which usually take place on a Saturday evening and involve six or eight teams competing against each other in a programme of events.

Age groups and distances vary but usually there will be one butterfly, one backstroke, one breaststroke and one freestyle race in every age group where one swimmer will be put forward to compete.

Points are awarded for each race dependent on the position the child achieves (e.g. 1st place = 6 points, 6th place = 1 point). At the end of the gala these points are added up to determine where each team has come.

2. Open Meets usually take place over a whole weekend at various times throughout the year. These competitions give swimmers the opportunity to enter as many different races as they wish.

Distances available vary, often depending on age, and they are usually run in two or three different sessions each day, all sessions beginning with a warm up period.

3. Kent Championships, Regional Championships and National Championships are competitions for those with the appropriate qualifying times and follow the format of Open Meets.



What's the point of swimming in competitions?

We are a competitive swimming club and our training is geared towards competing and many of our swimmers go on to compete at a very high level.

Swimming can often be seen as an unsociable or individual sport but we are a team and very proud of it. The more swimmers we have at competitions the more enjoyable they are for everyone involved, and the more support and interest our swimmers' parents take in their child's swimming career the further they will go.

As well as this, in order to race well, our swimmers need to practice racing. Racing is very different to training both in terms of effort put in by the swimmer and the psychological

approach - only practise can help a swimmer perform their best.

What level should my child be competing at?

The best answer is to ask your child's coach who will have an accurate opinion of his/her current ability based on their training. Every member of Bromley S.C. is invited to compete at time trials and club championships every year and this is the best place to start competitive swimming.

From these events your child will get a list of personal best times. For parents of swimmers aged nine and over we recommend you familiarise yourself with your child's personal best times from time trials, club championships or club galas and compare them with the county qualifying times from the Kent County ASA website (details at the back of the manual). Even if your child is a long way off these times at the moment it is something for them to aim for. For details of other racing opportunities please speak to your child's coach or our gala secretary.

What should you take with you to a gala?

- Club hat (plus spare) - compulsory
- Club polo shirt - compulsory
- Club hoodie - compulsory
- Goggles (plus spare)
- Racing swimming costume (NB you are not permitted to wear multiple swimming costumes when competing and will be disqualified for doing so)
- Towel (plus spare)
- Club shorts - optional
- Adequate fluid and appropriate food (not sweets!) to fuel you throughout the gala - talk to your coach about this if you're not sure.

It is likely that the first competition our younger swimmers will compete in is the club's Time Trials or Club Championships. These are informal races where you can get experience at the racing procedure, as well as to get an idea of your personal best times.

At time trials swimmers will be entered into appropriate races for their age or races their coach would like them to get times for. At club championships swimmers have the choice of which events they swim.



Bromley Swimming Club can compete in three swimming leagues every year;

- Whitehorse league
- Kent Junior League
- National Arena League

Each league has several rounds. These galas usually take place on Saturday evenings. If selected to swim, it is important that swimmers attend. Reliability of attendance affects progression through the club as preference for promotion goes to those who regularly swim in galas.

As a competitive club it is essential that swimmers get race practice. Competing gives purpose to the hard work and effort in training. Team selection is something to be proud of.

Gala Process

All competition dates are available on our club website. If your swimmer is likely to be selected please note the dates and try to keep them free.

If selected you will receive an email from the gala secretary near the time of the gala. Please reply as soon as possible indicating availability.

On the day of the competition swimmers should arrive at the time stated on the invite. Often a land warm up is done as a team before changing. The warm-up is an essential part of every competition and swimmers cannot expect to perform well without it. Parents are encouraged to attend to watch their child and offer valued support from the balcony - the louder the better! Galas can be very exciting and the more support we have and the more involved our parents get the better we will do.



Swimmers **MUST** stay poolside in club kit until the end of every gala. The team manager must be notified if your swimmer intends to leave early.

Parents should try to record their children's PB times. As swimmers move up the club they will be expected to know their PBs and, although we keep a record, it is important that to know PBs in order to know which competitions you qualify for.

Whitehorse League

This league has four galas each the year. We compete against other London clubs and face tough competition. The selection process is based on effort and discipline during training as well as speed. The last three galas are often used to trial swimmers for our National Arena League team.

Kent Junior League

This league has three galas each the year. It is divided into 5 divisions, division 1 being the best teams in Kent. We compete against other Kent teams and at the end of the third gala the winning team is promoted and the loser is demoted from each division. These galas are for swimmers aged 9-13 and are a chance for junior swimmers to put the club on the map. The selection process is based on performance as we aim to put out our best team.



National Arena Swimming League

This league has three galas each year. Teams from across the country are divided into location groups ie North East, North West, E Midlands, W Midlands, South and London. We compete in the South league. There are three divisions. We compete against teams in each of the three galas. At the end of all three rounds two teams are promoted and two relegated. The winners of the premiership division in each of the regional groups compete in the National Cup Final- an exciting display of the best teams in the country. The selection process for the Arena League team is based on performance



Bromley S.C. takes part in several Open Meets throughout the year. These give swimmers of nine years and above the opportunity to race in several events usually over a whole weekend.

Open Meets are competitions run by swimming clubs across the country. The host club decides upon the format of the meet ie distances available (50m, 100m, etc) to which age groups, when each race takes place, how many sessions there will be etc. They also set qualifying times which swimmers must have achieved to enter that event. Sometimes there are upper time limits too which means you must not be faster than these times.

Open Meets charge a fee per event entered and payment is to Bromley.

Open Meets give you the opportunity to win medals and trophies as well as awards such as Top Girl/Top Boy, awarded to top point scorers in each age group

We usually enter around six open meets per year. Most will be in the local area, but some may be further afield.

There are five different levels of Open Meets. Host swimming clubs will base their qualifying times on these levels. In order to enter some Open Meets and County, Regional and National championships, swimmers are required to have achieved the qualifying times at a certain level of Open Meet within the past 12 months. Open Meets are an opportunity for swimmers to be able to get times to enter these higher-level competitions.

Open Meets can also be held in different length pools; 25m, 33 1/3m or 50m.

The table on the next page details the standard of the qualifying times for different level Open Meets as well as which competitions the various levels allow you to do in the future

Level of meet	Pool length	Qualification for	Upper limit	Lower limit
Level 1	50m	Regional & National Championships	n/a	Approx. county QT
Level 2	25m	Short Course National, Regional & County Champs	n/a	Slightly slower than county QT
Level 3	25 or 50m	Regional & County Champs	Not faster than NQT	Slower than county QT
Level 4	Any	County Champs	n/a	n/a
Unlicensed	Any	PB times Only	n/a	n/a

Open Meet process

You need to enter Open Meets at least a month in advance of the competition. Dates of all Open Meets that we intend to enter are available on the calendar on our website. If you are interested please make a note of these dates in your diary.

All entries should be complete on the club's website or via the Team Unify app. If you need guidance on this please contact the gala secretary who will be able to assist you.

Soon after the entry deadline you will receive an email confirming your entry and listing any rejections (sometimes open meets are oversubscribed; refunds will be made for any rejections).

Before the day of the meet a draft programme will be released containing the signing in and warm up times for each session. There are often three sessions a day so, for example if you are swimming in the second session it is acceptable to arrive at the sign in time of the second warm up of the day.

Open Meets often follow a 'signing in' policy which means you are required to arrive 15 minutes before warm up in order to sign in for races. Late arrivals will not be allowed to swim.

Other meets require coaches to indicate which of their swimmers have withdrawn - if your child does not intend to swim you **MUST** inform your child's coach, otherwise you will incur a fine.

All rules and signing in details will have been sent to you before the day of the gala- please ensure you read them properly.

Swimmers are expected to sit with the team during the competition and remain on poolside for the duration of the session. It is essential that swimmers have enough food and fluid as well as all the other equipment needed. Several swimming costumes may also be useful as some swimmers prefer to warm up in training costumes and then race in a racing costume.

For advice on appropriate swimwear for racing please speak to your coach.

Often Open Meets consist of heats and finals. For example, one event may be the Boys 13/u 100m Butterfly and there may be 64 boys in this event. If the pool has eight lanes this means there will be eight heats. The fastest eight boys from the heats will then go on to swim the race again in the final at the end of the session. At other meets, there are no finals and races are swum as 'Heat Declared Winner'.



Kent Championships

Kent Championships are the first level of championship competition that swimmers must have achieved a qualifying time for in order to enter. They are open to those aged 9+.

Qualifying times are published each year on the Kent County swimming website and will be sent out by the club too.

The competition is for all swimmers in who have also achieved qualifying times.

The championships run over a series of weekends, usually spanning two months. Different events occur on different weekends.

You can enter any number of events (usually including all four strokes over 50m, 100m and 200m, individual medley over 100m, 200m and 400m and long-distance freestyle events) as long as they are open to your age group. The events available to swimmers are dependent on ASA laws and the long term athlete development plan (found on the British swimming website).



Finals take place for the top eight swimmers from the heats in open age groups. Winners receive medals and older swimmers are awarded trophies. There are event best performance records (ie the holder of the record is the fastest person ever to compete in that event during the Kent Championships) as well as county records to aim for.

The top eight swimmers in each event also earn points for their team (1st place = 8 points) and at the end of the championships these points are added up and the teams are placed.

There are also relays in which teams participate by sending their best four swimmers in each age group.

Kent Championships are run in an open-meet format with different sessions and a warm-up preceding each session.

If a swimmer is competing in more than one race or session per day it is advisable to bring multiple racing costumes, towels, club t-shirts etc to keep warm and dry. Adequate and appropriate food and fluid is vital.

Swimmers will also be awarded FINA points.

London Regional Championships

London regionals are the second highest level of championship competition that swimmers must have achieved the qualifying time for in order to compete.

Swimmers from London compete in events (usually all four strokes over 50, 100, 200m, IM over 100, 200 and 400m, and long distance freestyle events).

The championships are divided into three separate galas - London Winter Championships (senior and junior age groups only) usually held in November. London Youth Championships (15 years+) usually held in April/May. London Age Group Championships (11/12, 13 & 14 years) usually held in May/June.

The Championships are usually held in a long-course (50m) pool. Swimmers compete in their age group for places in the final where medals are awarded to the top three swimmers. Swimmers receive points for a top eight placing that helps their team's position in London, as well as FINA points. There are also London regional records to aim for.

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London Regional Championships are held in an open meet format with several sessions. Each of the three competitions is run over one weekend.

National Championships

National championships are the highest level of domestic competition available to our swimmers. Qualifying times are applicable t



The FINA Points system

The FINA Point Scoring allows comparisons of results among different events. The FINA Point Scoring assigns point values to swimming performances; more points for world-class performances typically 1,000 or more, and fewer points for slower performances. Point values are assigned every year. The charts have one set of points for Short Course and another for Long Course. The scoring is named by the year after which the base times were defined, e.g. 'FINA Point Scoring 2012'.

The points are calculated using a cubic curve. With the swim time (T) and the base time (B) in seconds the points (P) are calculated with the following formula: $P = 1000 * (B / T)^3$ The exact formula is used to calculate points from times. Then all point values are rounded to the next integer number using normal rounding (932.499... -> 932, 932.50... -> 933). If the needed time (T) for a certain number of points (P) should be calculated,

The exact formula is used to calculate a first estimation. Then the time should be reduced by one hundredth of a second as long as the reverse calculation with the time still results in the original number of points.

The base times are defined for all common individual events and relays, separated for men / women and long course / short course. The base times are recalculated every year, based on the average of the top ten of the All Time World Rankings.

For short course (SCM) the base times are defined with the cut-off date of June 30th. For long course (LCM) the base times are defined at the end of the year (December 31st). For 'FINA Point Scoring 2012' this means for example: Short course times until '30 Jun 2012', long course times until '31 Dec 2012'. The base times are published on the FINA website within one month after the end of the relevant period. Charts and further information are available on the FINA website.

8 Contacting the club

There are people the club available to help you during your time at Bromley. A full list is on our website, with their contact details.

The key ones are: Gala Secretary/Open Secretary for information about entry into competitions, availability for galas.

Fundraising Officer: to discuss any fundraising ideas, or questions about how to take part in the club's fundraising efforts.

Child Welfare Officer: to discuss any concerns about child welfare.

Membership secretary: For information on membership.

Treasurer: For information on payments.

Coach: Any questions about performance, training hours, training sessions etc should be directed to the coach.

Our club website is located at **www.bromleysc.com**
A lot of useful information can be found on our website and it is regularly updated with gala reports, results and club news.

Other useful websites:

Kent ASA: www.kentswimming.org

London Swimming: www.swimming.org/london/#

British Swimming: www.britishswimming.org