



**Loughborough Town  
Swimming Club**

**2006**

**Action Plan,  
Club Profile  
And Validation**



## Club Profile

<b>NAME OF CLUB:</b>	Loughborough Town Swimming Club		
<b>Club website address: <a href="http://www.ltsc.org.uk">www.ltsc.org.uk</a></b>			
<b>County ASA: Leicestershire</b>		<b>ASA Region: East Midland</b>	
<b>County Sports Partnership – Swimming Development Officer: Sarah Brown</b>			
<b>CLUB CONTACT DETAILS:</b>			
<b>Swim 21 Co-ordinator:</b> Name: Mark Fritche Address: 57 St Columba Way, Syston, Leicester. LE7 1RP Telephone: 07971 165928 Email: m.fritche@ltsc.org.uk		<b>Club secretary:</b> Name: Mark Fritche Address: 57 St Columba Way, Syston, Leicester. LE7 1RP Telephone: 07971 165928 Email: m.fritche@ltsc.org.uk	
<b>Chairperson:</b> Name: Edward Bakewell Address: 6 Holt Drive, Loughborough. LE11 3JA Telephone: 01509 215594 Email: e.bakewell@ltsc.org.uk		<b>Head Coach:</b> Name: Sarah James Address: 34 Chestnut Street, Loughborough. LE11 3BE Telephone: 07921 365570 Email: s.james@ltsc.org.uk	
<b>Volunteer Co-ordinator:</b> Name: Paul Dean Address: 35 The Garland, Rothley, Leicestershire. LE7 7 RG Telephone: 0116 2302105 Email: p.dean@ltsc.org.uk			

<b>CURRENT LEVEL OF ACCREDITATION</b>			
<b>Standard:</b>		<b>Level:</b>	
Silver	**	Teaching	
		Skill Development	**
Gold		Competitive Development	
		Performance	

<b>CURRENT CLUB MEMBERSHIP</b>				
	Male	Female	Ethnic	Disability
Junior (<16)	85	95	10	
Senior (16+)	55	45	4	1
Totals	140	140	14	1

<b>Profile checked / amended by:</b>	<b>For office use only</b>
Name:	Date received:
Signed:	Date validation recommended to ASA:
Date:	Date validation awarded:
Comments by RDO:	

What needs to be done?	How it will be done?	Who is responsible?	What are the targets?	When will they be achieved?	What will it cost?	Details and evaluation
Bring up to date education levels within the club, including all Teachers/Coaches, Team Management and volunteers.	Through existing mailing lists and contacts, enrol on courses available. Funding provided by club and/or Charnwood Sports Council.	Head Coach and Club Management.	To educate as many volunteers as possible in their area of work within the club.	On-going throughout the year.	Various courses, workshop and clinics. £2000.00 to be paid by club or by grants from Charnwood Sports Council.	To include courses such as Child Protection for all, coach workshops, nutrition, sports science, LTAD, NTP and various other courses as necessary. Introduce a suitable Awards Scheme for club.
Improve all lines of communication, e.g. Swimmer/teacher/coach appraisal, club or committee matters or improvements/and developments within the club.	Audit uncovered faults within certain areas of communication. Ensure these are addressed and introduce new ideas and procedures. Produce club Handbook will all relevant information.	Management Committee and Head Coach	To ensure those that needed informing of a particular issue are informed in the correct manner and correct timescale.	Start implementing ideas in February 2006 and then on-going until all areas are covered.	Copying of forms - £5.00 Meetings with swimmers & parents – no room hire charge. Handbook production costs - £200.00	We identified in the 2006 Audit that although all areas are covered within the club, we don't necessarily pass this onto to all those who may benefit e.g. criteria for moving swim groups and roles/job descriptions. Volunteer time was a factor in this. Club Handbook will ensure new members have full knowledge of the club.
Introduce a monthly payment plan to cover cost of club training sessions.	Through working party, establish rates per month for groups/squads.	Four members of management committee on working party.	Establish a Scheme proposal in time for committee meeting on 16 <sup>th</sup> Feb 2006.	Payment Scheme to be in place on 1 <sup>st</sup> April 2006.	Time of meetings, set-up cost and photo copying of forms. £5.00	A Scheme has been discussed for several months and it was decided to wait until return to L'boro LC before implementation. Scheme will be more efficient for Treasurer as we know the amount of income into club each month.
Continue to build on the excellent links between the club and other parties and organisations.	The club maintains its excellent links with CBC, Serco, L'boro Uni and Burleigh College. This needs to continue year on year.	Club Management Committee and Head Coach.	Maintain links in order that club makes full use of any opportunity available to the best advantage of the club.	On-going throughout the year.	Time for Meetings – nothing. Emails and telephone calls - £100.00	The club is in daily contact with all facilities re: pool bookings, problems that have arisen, financial matters, new plans etc. This must continue.
Develop links with local schools.	The club already has established links with Quorn and Fairfield Schools. List of schools will be expanded during the year.	Head Coach and School Coord.	Provide swimmers with a club to progress into after swim lessons are complete. Keeping them in the sport and increasing club membership.	Visit initial 2 schools lessons in April 2006 and then at agreed dates throughout the year.	Time at visits – no cost. Leaflets for distribution - £20.00	Head Coach to visit lessons as a rep from the club and to identify suitable swimmers that want to move into club. Inform schools of club programme and activities.
Implement all ideas, plans and visions of new Head Coach (appointed Jan 15 <sup>th</sup> 2006)	Implement ideas and knowledge the Coach has into the new timetable of club. Total 19 hour water time per week	Head Coach for ideas, working with Club Management for timescale.	To find the correct balance between existing club set-up and new ideas for the future.	Once Head Coach has settled in, implement ideas in Feb 2006 and throughout the year.	Production of information leaflets. £20.00 Room for meetings with parents and swimmers. £100.00	Previous coach changed swim groups within club which is working well and help move club forward. Sarah James has her own ideas and will adapt them to the existing set-up without making too many changes overnight.

# Swim21 VALIDATION

## Please list your 3 priority work areas:-

1. **Education** – the club is informed and invited to courses, workshops and clinics within the Region, from a variety of sources and it is our intention to have at least one representative from the club at every one – where ever possible. This will enable each and every volunteer, from which ever section of the club to be fully educated in that area. In addition to this we will pass onto our swimmers all necessary and relevant information by way of meetings, appraisal sessions (with parents present) and information documents. Where necessary, we will hold our own courses, workshops or clinics through our existing links with qualified personnel at Loughborough University Swim Programme.
2. **Links** – over the last few years, the club has established excellent working relationships with the Local Authority, all Facilities Managers, Loughborough University and ASA. We feel these links play a great part in the way the club operates day to day and in the way it has moved forward in the Club Management/Partnerships side of the club. Lessons learnt from building these links, was important in the way we established new links with 2 local schools swim programmes. We envisage this will lead to a long working relationship between club and schools in the area and will provide an excellent source for new members into the club. These links must continue year on year and will, therefore, always be a main priority of the clubs management committee.
3. **Coaching and Swimming Development** – a previous Head Coach of the club established new training groups for our swimmers. The new Head Coach (Sarah James) has quickly established herself with the set-up, but obviously has her own ideas for the groups and club overall. Meetings have already taken place between senior teachers/coaches from the club and Sarah to plan this years overall plan/goals. If the club is to continue to progress in the pool following the work the two previous coaches did during 2005, this has to be a priority area. The Management Committee will provide every opportunity for Sarah to implement her plans and visions, educate her staff of volunteer teacher/coaches and take the club forward.

## What do you feel has been the Club's main achievement / s?

The clubs Committee worked closely with Charnwood Borough Council, Serco Leisure, Loughborough University, Burleigh College and Loughborough Grammar School to produce an excellent weekly training session timetable. The club can now boast a total of 19 hours pool time plus one hour Land Room work. This has to be one of the most comprehensive timetables for any club at our level in the Region.

Identified possible Head Coach (twice) when the previous ones left for higher coaching roles. We wanted continuity and the personnel we appointed on both occasions, have bought that to the club.

Maintained a high number of members whilst away from our home pool in Loughborough, attracting many new members from the surrounding areas of our temporary home of Soar Valley Leisure Centre. These new members were nearly all in the 8 years to 12 years age groups and this showed in the numbers in these age groups at our Annual Club Championships in 2005.

## Are there any areas / issues relating to Swim 21 that you would like to raise?

The club is fully committed to Swim21 and wishes to be informed of any up dates, developments or changes to it's format or criteria and would welcome any opportunity to assist the ASA with such changes at an early stage.



<b>Name of Club:</b>	Loughborough Town Swimming Club
<b>Date completed</b>	22 <sup>nd</sup> January 2005

<b>How many qualified poolside personnel do you have within the club? Please itemise below.</b>					
Lifeguard	7	Poolside Helper		Assistant Teacher	5
Teacher	6	ASA Club Coach	2	ASA Coach	
Sarah James and Chris Davison (a L'boro Uni Student) are currently looking to attend a suitable ASA Club Coach course during 2006. Once they have passed, the number of qualified ASA Club Coaches within the club will be 4.					
<b>How many people have gained new swimming qualifications during the last 12 months?</b>					4
<b>How many officials have been newly qualified during the last 12 months?</b>					1
<b>How many new volunteers have become involved with the Club's activities during the last 12 months?</b>					10