



# **MILFORD HAVEN SWIMMING CLUB**



## **WELCOME PACK**



## Introduction

All club information including training times, squad criteria, gala guides, news, results and much more can be found on our website at [www.milfordtigers.co.uk](http://www.milfordtigers.co.uk) we also have a Facebook page, so please come along and give us a

## Coaching Team

We have a Level 2 qualified Head Coach in Milford alongside three Level 1 qualified volunteer assistant coaches and 2 volunteer assistant coaches.

Pool time is allocated, monitored and agreed by Pembrokeshire County Council:

Alison Marsh	Head Coach (Level 2)
Sarah Davies	Level 1 Assistant Coach
Neil Arnold	Level 1 Assistant Coach
Richard Lewis	Level 1 Assistant Coach
Sara Kenny	Volunteer Assistant Coach
Vicky Lloyd Roberts	Volunteer Assistant Coach

If you are interested in volunteering please email [mhss.memberssecretary@gmail.com](mailto:mhss.memberssecretary@gmail.com) or speak to a member of the committee.

## Application

At the end of this pack you will find forms to be completed in order to enrol in the squad, consisting of a behaviour policy agreement for swimmers and parents to sign and a bank mandate form to set up payments for training. The club is now using a paperless system, so rather than print a copy, please ask either our membership or fixture secretary to fill out the forms with you.



## Membership Fees

There are three fees that need to be paid to enable swimmers to swim competitively for Milford Tigers

1. All swimmers have to pay an annual Swim Wales fee, currently (2023-2024):

<b>Category 12 (Competitive)</b>	<b>£39.00</b>
----------------------------------	---------------

2. Club Membership fees of £15.00 (reduced to £7.50 for second and subsequent sibling swimmers) are due on registration and then again annually in January, payable to the club by direct bank payment. Club details are:

Milford Haven Swimming Squad  
Sort Code : 20-37-82  
Account Number : 20635383

3. All swimmers will also need a Pembrokeshire County Council Tier membership - this is arranged with reception at the Leisure Centre. The club will advise which Tier of membership you need to take out for your swimmer.

(Please note, these monthly fees are subject to change by Pembrokeshire County Council):

### Pricing from 1st September 2021

<b>Tier 1:</b> Waterdragons (up to 2 hours per week)	<b>£22.90</b>
<b>Tier 2:</b> Club Development Squads	<b>£33.10</b>
<b>Tier 3:</b> Academy	<b>£39.70</b>
<b>Tier 4:</b> Transition	<b>£44.80</b>
<b>Tier 5:</b> Development	<b>£49.80</b>
<b>Tier 6:</b> Performance	<b>£55.00</b>

- Tiers 3 and above include training with the Pembrokeshire County Swimming squad

Swimming club members are eligible to:

- Junior fitness sessions and classes.  
(children 13+ will also be able to access the fitness suite at all times and attend adult fitness classes).
- Public swimming.
- Discounted holiday scheme activities (25% off).
- Tier 2 and above memberships also include Rookie Lifesaving.

# MILFORD HAVEN SWIMMING CLUB



## New Swimmer Trials

New Swimmers wanting to enter the club will require an assessment (unless they are a known competitive swimmer transferring from another club).

If the swimmer is accepted, they will be eligible for a 4 week trial to see if they enjoy the swimming club structure. After this trial they will need to enrol with the club and payments to be implemented.

Please message our Facebook page, or email [mhss.headcoach@gmail.com](mailto:mhss.headcoach@gmail.com) to arrange a trial

## Training Times

Our training times are below - new swimmers typically train on a Friday, building as they gain experience and move up through the squad.

Monday 6.00pm – 8.00pm

Wednesday 6.00pm – 8.00pm

Friday 6.00pm – 7.30pm

*Swimmers are asked to be at the centre at least 5 minutes before the session.*



## Data Sharing/ Information Privacy Policy

- Why do we collect and use your personal information?

We collect and use your personal information to manage your swimming club membership, including entry into and payment for swimming galas, tracking of competitive swimming times and communication with members. Therefore, our lawful basis for processing is consent, which you give when joining the club and you can withdraw at any time by ending your membership.

If you undertake a volunteering role, we will also collect and use your information to facilitate DBS checks, which is a requirement for all volunteers to help keep our swimmers safe in the competitive swimming environment.

- How Information about you is used.

The information you provide will be processed according to the General Data Protection Regulations 2016 and the Data Protection Act 2018.

We will only share relevant information with Swim Wales affiliated associations in regard to your membership, swimming competitions entered by your swimmer or, if necessary, with relevant organisations under a legal obligation in relation to safeguarding. Data will be shared with Pembrokeshire County Council and Pembrokeshire Leisure to ensure Tiered leisure memberships are up to date.

Your personal information will be kept secure and confidential at all times and we will only collect the information that is required to facilitate your swimming club membership.

We will use the email you have provided us to contact you in relation to swimming club matters, including a regular newsletter.

We will not make any disclosures to third parties for marketing purposes and we will not transfer any information outside of the EU.

- How long do we keep hold of your information?

We will retain the information provided to us for as long as you are a member of the club and it will be disposed of securely when your information is no longer needed as part of your membership.

After leaving the club for a period of time some swimmers may wish to return to competitive swimming, in order to retain a record of their times for this use we will retain swimmers data for a period of up to 12 months unless advised otherwise.

- Your Information Rights Under the General Data Protection Regulations.

You have several rights as an individual which you can exercise in relation to the information we hold about you:

# MILFORD HAVEN SWIMMING CLUB



- The right to be informed – we must tell you how we process your information at the earliest opportunity.
  - The right of access – you are entitled to request access to and a copy of, information we hold about you.
  - You can find out if we hold any personal information about you by making a subject access request under the General Data Protection Act Regulations.
  - To request a copy of any personal information we may hold about you, email [mhss.secretary@gmail.com](mailto:mhss.secretary@gmail.com).
  - The right to rectification – you have the right to have inaccurate personal information about you corrected.
  - The right to erasure – you have a right to ask for your information to be erased. This right is also known as ‘the right to be forgotten’.
  - The right to restrict processing – you may request that we stop processing your personal data.
  - The right to object – you have the right to stop your data being used for direct marketing. We will not use your data for this purpose. To exercise any of your information rights, email [mhss.secretary@gmail.com](mailto:mhss.secretary@gmail.com)
- Complaints or Queries  
Milford Haven Swimming Club endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this seriously. We encourage people to bring to our attention if they believe that our collection or use of information is inappropriate.

We are happy to provide any additional information or explanation needed in regard to how we process your information. Any requests for this should be sent to the Milford Haven Swimming Club Secretary via email on [mhss.secretary@gmail.com](mailto:mhss.secretary@gmail.com)

If you wish to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner’s Office as the statutory body which oversees data protection law: Information Commissioner’s Office Wycliffe House Water Lane Wilmslow SK9 5AF Email [case.worker@ico.org.uk](mailto:case.worker@ico.org.uk) Telephone No: 0303 123 1113

- Changes to this Privacy Notice  
We keep our privacy notice under regular review.



## Squad Structure, Progression and Kit Requirements

### Waterdragons

Must have passed stage 6 of the Learn to Swim scheme

**Development 1 - To progress to Development Squad 1, swimmers must be able to demonstrate the following:**

- Swim 50m Front crawl and Backstroke to include legal turns and streamline off the wall, good technique and body position.
- 25m Breaststroke with gliding and good stroke timing
- 25m Butterfly arms clearing the water with fins.
- Be able to perform legal starts and turns.

Swimmers in Development 1 will need: Fins, Kickboard, Pull buoy and a Front Snorkel

**Development 2 - To progress to Development Squad 2, swimmers must be able to demonstrate the following:**

- Swim 100m Front crawl to include perfect technique, 3 correct and legal tumble turns, streamline at least 5m off each turn
- Swim 100m Backstroke as above. Must also be performed with bent arm pulling action
- Swim 100m Breaststroke to include legal pull out, legal turns, gliding and efficient stroke timing.
- Swim 50m Butterfly so that arms clear the water, correct stroke timing & 5m streamline out of turn.
- Swim a 200m IM to maintain technique across all strokes, Correct IM Turns

Swimmers in Development 2 will need: Fins, Kickboard, Pull Buoy and a Front Snorkel

**Development 3 – Entry into Development Squad 3 is at the discretion of the Head Coach**

Swimmers in Development 3 will need: Fins, Kickboard, Pull Buoy, Front Snorkel & Hand Paddles

Progression through the squads will be initiated by a continuous assessment process.

Swimmers will progress when coaches feel they are ready and have met the above criteria.





## Quick Gala Guide

Please note a full gala guide is available on our website. No galas should be entered without club permission.

## Team Events

These are galas where you swim as part of a team for Milford Tigers. They are inter-club events often against other Pembrokeshire swimming clubs. They are a great opportunity to gain competition experience in a friendly environment, to swim as part of a team, be encouraged by and encourage your fellow team mates, and have a bit of fun on poolside. There is no cost to enter.

## In House Galas (Club Champs & Colours Gala)

We ask all swimmers to enter these events.

**Club Champs** – these offer the chance to break club records, receive trophies and medals all in the friendly atmosphere of the club. It is a good way for new swimmers to experience a gala. Medals and trophies are presented at our Presentation evening.

**Colours Gala** - this is like a Sports Day for swimmers – it's purely fun based and includes coaches' races, novelty races, and relays.

## Pembrokeshire League Galas

The Pembrokeshire League is a series of galas run by Pembrokeshire County Swimming involving all 6 of the County clubs – Milford Haven, Haverfordwest, Fishguard, Tenby, Pembroke and Preseli in rounds. These are a fun series of galas for all swimmers to enter, winning points for the team & a great introduction to racing.

Every swim completed wins points for the club which is why entering the Pembrokeshire League galas is mandatory for all squad members.

## Open Meets

These are for swimmers to gain and update licensed times for all strokes and distances.

They are events organised by other clubs (e.g. Swim Swansea Open), the county (Pembrokeshire County Championships) or an organising body (West Wales/Swim Wales). Notification and Meet Packs for these events are put on the notice board and on our website as early as possible, often some months before they take place. The Meet pack contains all the information you will need, the dates, venue, programme of events, necessary qualifying times and the cost per swim – these events are not free to enter. Additionally, if it is needed, an eligibility report of your entitlement to swim will be produced by the club



# MILFORD HAVEN SWIMMING CLUB



and posted on the website/notice board.

All of this can be very confusing to start so we will try to help you where we can - please contact us anytime to discuss any queries you may have.

Information and advice (for a particular swimmer) can be obtained from:

## The Fixture Secretary

## The Coaching Team

Fees are due on **entering** your child for an event. Please pay promptly via BACS to the club bank account.

## Information & Queries

We are here to help with any queries you may have. You can always seek advice from the coaching team or our committee members. Email addresses to contact team members are below.

## Committee Members

Chair	Neil Arnold	<a href="mailto:mhss.chairperson@gmail.com">mhss.chairperson@gmail.com</a>
Club Secretary	Meg McFarlane	<a href="mailto:mhss.secretary@gmail.com">mhss.secretary@gmail.com</a>
Treasurer	Owain Davies	<a href="mailto:mhss.clubtreasurer@gmail.com">mhss.clubtreasurer@gmail.com</a>
Membership Secretary	Vicki Lloyd-Roberts	<a href="mailto:mhss.membersecretary@gmail.com">mhss.membersecretary@gmail.com</a>
Child Welfare Officer	Sarah Starling	<a href="mailto:mhss.clubwelfare@gmail.com">mhss.clubwelfare@gmail.com</a>
Team Manager / County Rep	Heidi Thomas	<a href="mailto:mhss.teammanager@gmail.com">mhss.teammanager@gmail.com</a>
Head Coach	Alison Marsh	<a href="mailto:mhss.headcoach@gmail.com">mhss.headcoach@gmail.com</a>
Fixtures Secretary	Karen Burton	<a href="mailto:mhss.fixture.sec@gmail.com">mhss.fixture.sec@gmail.com</a>
Fundraising Secretary	<i>position open</i>	<a href="mailto:mhss.clubfundraising@gmail.com">mhss.clubfundraising@gmail.com</a>

## Club Shop

Our club shop is available online at St Brides Bay Clothing [www.stbridesbay.com](http://www.stbridesbay.com); you can order over the phone 01646 696904 or by calling into the shop at Agamemnon House, Nelson Quay, Milford Marina

Club t-shirts are yellow (swimmers usually have these for galas when on poolside)

Club Sweatshirts are black (These are not essential but handy to keep warm after training in the winter).

# MILFORD HAVEN SWIMMING CLUB



## Complaints procedure

Most of our coaches and committee members are volunteers - if you have a complaint please respect their volunteer status. Issues can be raised with coaches and/or committee members but if you have a complaint please forward in writing to our club committee chair email address [mhss.chairperson@gmail.com](mailto:mhss.chairperson@gmail.com) so we can deal with it calmly & fairly.

**Unless deemed urgent, your issue/complaint/query will be discussed at our next committee meeting** usually the first Thursday of every month. We will then contact you by email and, if appropriate, arrange a convenient meeting to discuss.

If you would rather speak face to face, we have a welfare officer – Sarah Starling. She may not be able to answer/deal with your issue immediately but can bring it to the attention of the committee on your behalf. Committee members are quite often at the pool when their children swim and can be approached anytime for a chat. If you don't know who the specific people are, let any coach know and they will point them out.

Full information on our complaints procedure can be found on our website.

## Any further questions?

Please do not hesitate to contact anyone on the committee if there are any other queries that you have.

# Welcome to Milford Tigers!



## Membership

This pack contains all the forms and information that you will need to enrol with Milford Tigers.

## Registration Form

Name of Swimmer	
Address	
Postcode	
Date of Birth	
Telephone Number	
Email Address	

## Emergency Contact & Medical Information

Name of Swimmer	
Primary Contact	
Contact Number	
Relationship to Swimmer	
Secondary Contact	
Contact Number	
Relationship to Swimmer	
Medical Information (Including any medication / disabilities)	
Allergy Information	

# MILFORD HAVEN SWIMMING CLUB



## Club Publicity

From time to time Milford Tigers wish to promote its activities and achievements through press reports, Facebook and on our website.

Please indicate below if you are willing for the following:

*(delete as appropriate)*

Have Name Published	Yes / No
Have Photograph Published	Yes / No
Be Video Recorded	Yes / No

## Parental / Swimmer (over 18) agreement:

- I agree to notify Club officials, teachers or coaches of any changes in the above circumstances
- I also agree that \*my child / \*I shall be bound by the club rules

Parent / Guardian Signature	
Swimmer Signature	
Date	