

**Membership Handbook**

**Revised February 2017**

 

 

 

**Welcome to Bircotes Swimming Club**

The aim of the Club is to support swimmers to reach their full potential and support those that can and want to compete both locally and nationally. The Club will provide the opportunity for members to achieve their potential in an enjoyable environment.

**Training Times and Days**

Tuesday 7.00-8.00pm Club session

 8.00-9.00pm Club Session

 9.00-10.00pm Masters Session (no session 2nd Tuesday of month)

Wednesday 5-6pm BPL Advanced lesson (BPL cost applies)\*

Thursday 6.15-7am Club Session

Friday 6-7pm BPL Advanced Lesson (BPL cost applies)\*

Saturday 4.30-5.30pm Club session

 5.30-6.30pm Club session

Sunday 7pm – 8pm Development session for 9 and over, selected swimmers

Various Various Open Water Training (Seasonal)

\* Members are recommended to attend one BPL session until achieved Stage 10.

The club closes for first 2 weeks of the school summer holidays, 2 weeks over Christmas and the New Year, and Easter Saturday.

**Entry to Club**

Members will have completed Stage 7 of ASA awards or equivalent.

Members are recommended to complete Stage 8-10 of ASA awards through BPL Advanced Lesson whilst training at club.

Members have to be committed to training in order to represent the club at competitions.

If a child hasn’t completed Stage 7 then a trial may be required.

Entry for Masters – all swimmers must be 16 years or over and can complete one length comfortably.

**Recommended Training**

Child members are recommended to attend 2 club sessions per week plus 1 BPL Advanced Lesson\*

Child members 11 years and over are recommended to attend a minimum of 3 club sessions per week plus 1 BPL Advanced Lesson\*

\* BPL Advanced Lesson to be attended until achieved Stage 10.

**Costs to Club**

Hire of Pool See below

Head Coach Salary See below

Holiday cover See below

ASA Affiliation See below

\* Costs to the club are continually being revised as the Club gets established. Club costs to be confirmed at AGM 2017. Costs for year 2015/2016 have been reported in the minutes of the AGM 2016. Copies of minutes are available on request through the Club Secretary.

**Cost to Members**

Club Membership per year £40 per year

Club Training Fees £21 per month

(this includes 2 - one hour and 1 – 45 minute session a week)

BPL Advanced Class: £21 per month (only through direct debit)

Benefits to members: 3 sessions a week

 BPL lesson is 1 hour duration

 Free public swimming at Bircotes, Worksop and Retford Leisure Centres for those on BPL lessons

Masters Swimmer: £15 or (£35 if competitive swimmer) annual membership

 £12 per month training fees

Membership fees are payable in December each year and should be made by standing order or cheque (payable to Bircotes Swimming Club).

Club Training Fees are payable by standing order on 1st of each month to Bircotes Swimming Club bank account.

**Dress Code** – Training and Galas

All swimmers must wear hats for training (except those with very short hair). All need to wear hats during competitions. Swimwear to be in club colours (Blue, Black or White). Your choice of club coloured hat can be worn in training but the official club hat to be worn at galas.

During galas club shirts needs to be worn on poolside. It is also advisable that during galas pool shoes are worn.

Members need to bring kickboard, pull buoy, flippers, goggles, hat and water bottle to every training session.

Dress code does not apply to Masters swimmers.

**Holidays**

The club will be closed for 2 weeks of school holidays in the summer, 2 weeks at Christmas and Easter Saturday. Please see website for dates as confirmed.

**Committee Members**

Chair Person Mike Dale

Secretary Helen Chamberlain

Treasurer Andrew Willis

Committee Members Stephanie Watchorn-Orr, Tamsin Watkins,

 Janice Wilkie, Samantha Holmes and Guy Wilkinson

Welfare Officer Barbara Dale

Head Coach Ericka Willis

The Committee will meet at least every 2 months and at the Annual General Meeting in June. Everyone is welcome to the AGM.

**Volunteers**

The club is mainly operated by volunteers. If you would like to be involved please contact any member of the Committee

**Competitions/Galas**

There will be opportunity for members of the club to take part in galas and time trials. The time trials will be held at Bircotes and are for members of our club only. Galas/Meets will take place at other venues. Dates of these events can be found on the website calendar.

**Time Trials**

The club will run time trials every 3 months during one of the club sessions. Swimmers will be provided with a certificate with their times. The club has target times based on the ASA Competitive Performance Awards; Bronze, Silver and Gold. Swimmers achieving those times will be presented with a relevant medal. Members 8 years and under have separate target times and if achieved will receive a merit medal. Those who do not receive a medal but have gained a Personal Best will be presented with a Ribbon.

Sprint (20m and 100m);

Middle Distance (All 200m & 400m freestyle)

Distance (800m and 1500m Freestyle). Please see targets on next page.

**Performance Development**

The Head Coach keeps an attainment record showing swimmers times across all strokes in our pool [20m] and any other distance pool times from Galas and other meets .The record will show times over distances and start and turn times and will be sent out biannually.

The Head Coach reviews this regularly and adapts training plans according to each child’s development needs

The Head Coach has a Nottinghamshire County Championships plan identifying those members with potential to achieve, their strokes and distances and times; showing how many steps (seconds) they need to improve to qualify for the Championships.

Within the Bassetlaw area there is a new Performance Team which will be headed up by a new Coach who will provide performance development to swimmers identified through their own Head Coaches from Retford, Worksop and Bircotes swimming clubs. The Head Coach will identify those swimmers with potential for County Championship standard and beyond to put forward for the Performance Team

**Amateur Swimming Association (ASA) Website**

Once a child becomes a member of the Club they will be issued with their own personal ASA accreditation membership number. This allows you to access their rankings against their age group in various events. This is the website - [www.swimming.org](http://www.swimming.org)

The site will enable you to log in for the first time. Once you are up and running go to the ‘results’ section in the menu bar, within that you can view swimmer’s rankings. It will ask for your child’s name or membership number and allow you to search under different strokes, years, ages etc.

Please keep this so you can record your/child’s performance.

Member’s Name…………………………………………………………

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| --- | --- | --- | --- | --- | --- | --- |
| **SPRINT TARGETS** | Bronze | Date Achieved | Silver | Date Achieved | Gold | DateAchieved |
| Freestyle 20m | 16.2 |  | 14.1 |  | 12.8 |  |
| Freestyle 50m | 47 |  | 41 |  | 37.20 |  |
| Freestyle 100m | 1.44.30 |  | 1.31.00 |  | 1.22.80 |  |
| Back stroke 20m | 19.1 |  | 16.7 |  | 15.1 |  |
| Back stroke 50m | 54 |  | 47.50 |  | 43 |  |
| Back stroke 100m | 1.56.00 |  | 1.41.40 |  | 1.32.00 |  |
| Breast stroke 20m | 21.2 |  | 18.5 |  | 16.7 |  |
| Breast Stroke 50m | 1.00.40 |  | 52.70 |  | 48 |  |
| Breast stroke 100m | 2.12.00 |  | 1.55.4 |  | 1.44.8 |  |
| Butterfly 20m | 17.8 |  | 15.6 |  | 14.1 |  |
| Butterfly 50m | 52.40 |  | 45.70 |  | 41.50 |  |
| Butterfly 100m | 1.53.8 |  | 1.39.4 |  | 1.30.4 |  |
| Individual Medley (4 x 20m) | 1.32.5 |  | 1.20.9 |  | 1.13.5 |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **MIDDLE TARGETS** | Bronze | Date Achieved | Silver | Date Achieved | Gold | DateAchieved |
| Freestyle 200m | 3.49.9 |  | 3.20.8 |  | 3.02.4 |  |
| Freestyle 400m | 8.04.7 |  | 7.03.5 |  | 6.24.7 |  |
| Back stroke 200m | 4.11.1 |  | 3.39.4 |  | 3.19.3 |  |
| Breast stroke 200m | 4.40.4 |  | 4.05.0 |  | 3.42.6 |  |
| Butterfly 200m | 4.09.2 |  | 3.37.7 |  | 3.17.8 |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **DISTANCE TARGETS** | Bronze | Date Achieved | Silver | Date Achieved | Gold | DateAchieved |
| Freestyle 800m | 16.45.3 |  | 14.38.2 |  | 13.17.9 |  |
| Freestyle 1500m | 31.43.4 |  | 27.42.8 |  | 25.10.7 |  |

**Time Trial Targets for 8 years and under**

|  |  |  |
| --- | --- | --- |
| **SPRINT TARGETS** | Merit Award  | Date Achieved |
| Freestyle 20m | 21 |  |
| Back stroke 20m | 24 |  |
| Breast stroke 20m | 30 |  |
| Butterfly 20m | 30 |  |
| Individual Medley (4 x 20m) | 2.00.00 |  |

**Code of Conduct for Swimmers**

**General Behaviour**

1. Treat all members of and persons associated with the ASA with due dignity and respect.
2. Treat everyone equally and never discriminate against another person associated with the ASA on any grounds including that of age, sexual orientation, ethnic origin or nationality.
3. The use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.
4. Display a high standard of behaviour at all times. Always report any poor behaviour by others to an appropriate club officer.
5. Recognise and celebrate the good performance and success of fellow club and team members.

**Swimming training**

1. Treat your coach and fellow swimmers with respect.
2. Make your coach aware if you have difficulties in attending training sessions as laid down for your squad.
3. Arrive in good time on poolside before the training session starts to complete poolside warm up as directed by your coach.
4. If you arrive late report to your coach before entering the pool.
5. Ensure you have all your equipment with you i.e. kickboards, hats, goggles, water bottle etc.
6. If you need to leave the pool for any reason during training inform your coach before doing so.
7. Listen to what your coach is telling you at all times and obey instructions given.
8. Always swim to the wall as you do in a race, and practice turns as instructed.
9. Do not stop and stand in the lane, or obstruct others from completing their training.
10. Do not pull on the lane ropes as this may injure other swimmers.
11. Do not skip lengths or sets, you are only cheating yourself.
12. Think about what you are doing during training and if you have any problems discuss them with your coach at an appropriate time.
13. If you have any problems with the behaviour of fellow club members report them at the time to an appropriate adult.

**……..Continued Code of Conduct for Swimmers**

**Competition**

1. At competitions whether they be open meets, national event or club galas always behave in a manner that show respect to both your club coach, officers and team mates and the members of all competing clubs.
2. You will be required to attend events and galas that the Head Coach has entered/selected you for unless previously agreed otherwise with the relevant club official and coach.
3. You must wear club coloured swimwear (plain black or Royal Blue), club t shirts and hats.
4. Report to your club coach on arrival on poolside.
5. Warm-up before the event as directed by the coach in charge on that day and ensure you fully prepare yourself for the race.
6. Be Part of the Team. Stay with the Team on poolside. If you have to leave the poolside for any reason inform, and in some cases, get the consent of the Coach before doing so.
7. After your race report to your coach for feedback.
8. Support your team mates. Everyone likes to be supported and they will be supporting you.
9. Swim down after the race. If possible again as advised by the coach. Your behaviour in the swim down facility must be appropriate and respectful to other uses at all times
10. Never leave an event until either the gala is complete or you have the explicit agreement of the club coach or team manager.

**Code of Conduct for Parents**

**Parents are expected to:**

1. Complete and return the Medical Information Form as requested by the club and detail any health conditions/concerns relevant to your child on the consent form. Any changes in the state of your child’s health should be reported to the coach prior to coaching sessions. Ensure the club has up to date contact details for you and any alternative person.
2. Deliver and collect your child punctually to and from coaching sessions/swim meets. Please inform a member of the committee or coaching staff if there is an unavoidable problem. If the club changes your child’s lane and thus training time, please remember the change is to provide appropriate levels of training and enable your child to progress and should be facilitated and encouraged always.
3. Ensure your child is properly and adequately attired for the training sessions/events including all required equipment (i.e. hats, goggles etc.)
4. Inform the Coach/Welfare Officer before a session if your child is to be collected early from a coaching session/meet and if so by whom
5. Encourage your child to obey rules and teach them that they can only do their best.
6. Behave responsibly as a spectator at training/meets and treat swimmers, coaches, committee members and parents of yours and other clubs with due respect meeting the ASA commitment to equality.
7. Ensure you do not use inappropriate language within the club environment.
8. Show appreciation and support your child and all the team members.
9. Ensure your child’s needs are met in terms of nutritional needs and listen to advice given from the club coach.
10. Support the club coach and committee appropriately and raise any concerns you have in an appropriate manner, Details of the Club Welfare Officer can be found in this booklet.
11. Do not enter poolside unless requested to do so or in an emergency. If you wish to have a discussion with the coach check with the club Welfare Officer how this can be arranged.
12. Most of all help your child enjoy the sport and achieve to the best of their ability.

**The club will undertake to:**

1. Inform you at once if your child is ill and ensure their wellbeing until you are able to collect him/her.
2. Ensure goof child safeguarding guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised/taught/coached and consent is obtained for any activity outside of the previously agreed.

**…….Continued Code of Conduct for Parents**

**The parent has a right to:**

1. Make a complaint to the club if they feel the club or a member of the club is not acting appropriate to ASA/club rules and regulations. Details of how to do this can be obtained from the club Welfare Officer.
2. Make a complaint on behalf of their child to the ASA officer of Judicial Administration.

**Bircotes Swimming Club**

**SAFEGUARDING POLICY STATEMENT**

Bircotes Swimming Club is committed to a club environment in which all children and young people participating in its activities have a safe and positive experience.

In order to achieve this the club agrees to:

1. Adopt and implement the ASA Wavepower 2012/15 policy in full.
2. Recognise that all children participating in Bircotes Swimming Club (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in swimming in a safe environment and be protected from harm,
3. Ensure that those individuals, who work with children at the club, whether paid or voluntary provide a positive, safe and enjoyable experience for children.
4. Appoint a Club Welfare Officer with the necessary skills and training as outlined by the ASA who will take the lead in dealing with all child safeguarding matters raised within the club.
5. Ensure that the Club Welfare Officers name and contact details are known to all staff, club members and parents of members.
6. The Welfare Officer to be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower 2012/15.
7. Ensure all those persons who work with children at the club have undertaken the appropriate training and relevant CRB checks and adhere to the required practices for safeguarding children as outlined in Wavepower 2012/15.
8. Ensure that all individuals who will be working or will work children at the club have been recruited in accordance with the ASA Safe Recruitment Policy.
9. Ensure that all individuals who work with children in the club have the appropriate training and codes of conduct and good practice to follow in line with the guidance in Wavepower 2012/15.
10. Provide all club members and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child’s welfare.
11. Ensure that all child safeguarding matters, whether they be concerns about child welfare of protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower 2012/15.
12. Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
13. Ensure all papers relating to child safeguarding matters are held in a safe and secure manner.

**Bircotes Swimming Club**

**Frequently Asked Questions**

Q. How much should my child train?

A. It depends on the age and the ability. Children working towards Stage 8-10 we recommend they train for at least 3 hours a week. Those children selected to swim for Nottinghamshire will train 5+ hours a week. Also the age and gender of the child should be taken into account. If unsure please see the team coach. Also look at Long Term Athlete Development on the internet for further advice.

Q. What do abbreviations/words mean?

A. LTAD Long Term Athlete Development

 ASA Amateur Swimming Association

 Stage 8-10 The ASA’s competitive awards

 Time Trial Children will be timed over a set distance in order for the club,

parents and the child to understand the progression being made.

 Gala A competitive race event

 Open Meet This is a competitive race event and is open to all swimmers that

 come under the level of the meet.

Q. How are children selected for galas?

A. All swimmers are welcome to take part in competitions subject to the individual meet/gala criteria. Please speak to Head Coach for advice if unsure.

Q. When will my child move up to the next training lane?

A. Children are placed in a lane based on their ability to swim the number of lengths, speed, technical ability for that lane and/or age.

Q. How is the best way to contact a coach or other official of the club?

A. The easiest way is to send an e mail to bircotesswimmingclub@gmail.com. The relevant member of the club will then reply to your query. Alternatively you can speak to the coaches at the end of the training session.

Q. What should my child eat or drink before training/gala?

A. Ideally they shouldn’t eat within an hour of training. They should have eaten as close to this time as possible in order to give them the required energy they will need for the training/gala. They should have a drink before training and also bring a bottle of water to training/gala to be consumed at regular intervals. When attending galas they will need light healthy snacks to take onto the poolside.

Q. Will my child receive certificates, medals and trophies for their achievements?

A. Following a time trial your child will receive a certificate. If they meet the required time (see handbook) they will be presented with a medal or if they achieve a Personal Best time they will receive a Ribbon. When they represent the club they may receive a medal/trophy depending upon their achievements.

Q. What can my child do away from swimming to improve their performance?

A. Physical activity out of the pool is very important. Activities that stretch your muscles, strengthen your core and work on stamina will help a lot. Swimmers should complete stretches prior to training/galas. Further information will be published on the website shortly.

Q. Where can I found out more about swimming rules, training etc.

A. Visit swimming.org website. This is a comprehensive resource about all levels of swimming.

Q. How do I know what progress my child is making?

A. Time trials are a good indication about their progress. In the handbook are all the times they need to aim for. In December and June you will receive a written report on your child’s progress for that year along with how to improve further. Please feel free to speak to the Head Coach if you have any concerns.