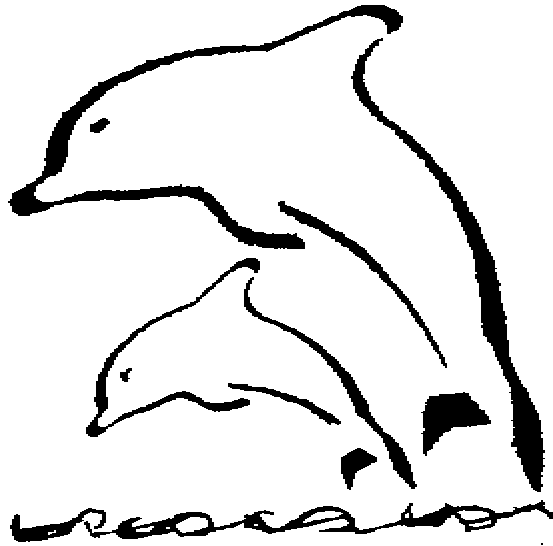


HARPENDEN SWIMMING CLUB



Affiliated to A.S.A. East Region

MEMBERS HANDBOOK

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Introduction

Harpenden S.C. was established in 1960 by an action group set up to campaign for a swimming pool in Harpenden. The Club came into being with the building of the pool in Rothamsted Park. The objective was to provide teaching for young swimmers with a competitive section as well. When the Rothamsted pool closed in the early 1990's, the club established regular teaching sessions at Aldwickbury School pool.

In January 1999, the new Rothamsted indoor pool was completed and the club moved back to it's rightful home. We now have a swimming membership of approximately 150, with water time available at Rothamsted, Aldwickbury and St. Albans High School for Girls.

Our Chief Coach has established a very strong competitive section in the club, working in 3 groups; Stroke Development; Intermediate Squad and Advanced Squad. As well as new members already at these levels, we also feed swimmers in from the teaching section.

In order for our competitive swimmers to realise their potential, they must train regularly and, just as importantly, properly. To facilitate this we are always looking for new ideas and opportunities. Swim training demands a high degree of self-discipline, self-control and motivation. All of these skills are encouraged and nurtured and are useful skills for many aspects of everyday life.

The club aims to provide appropriate competition for all levels of swimmers to improve their skills and to maximise their potential. We aim to create effective progressive training programmes on land as well as in the water.

Our swimmers are encouraged to enter other associated events as well and we have a number of swimmers who have recently, successfully, taken part in Biathlons, Biathles and Triathlons.

Training

As a Club, we hold a number of sessions during the week which swimmers may attend depending upon their ability. These sessions are notified to the swimmers and their parents via emails; notes on the notice board and our website. We have a weekly Club Night during which every swimmer in the competitive club is offered the chance to swim. This is our main opportunity to communicate face to face with you the swimmer and the swimmers parents. The Club Shop is open during this session so equipment can be purchased as necessary. We encourage all swimmers to attend at least Club Night, but obviously we would like you to swim as many sessions as you are eligible to. Currently, Club Night is Wednesdays at Rothamsted Pool.

We encourage parents to come and watch training sessions, however parents should not encroach on poolside. That is the domain of the coaches. If parents have a need to go onto poolside for any reason, they **MUST** remove their shoes and go barefoot or wear the blue plastic overshoes provided at all the pools we train at. Parents should also refrain from distracting swimmers in the water.

It is important to point out that no food should be taken onto poolside

Parents, family members and friends are all actively encouraged to attend galas.

Safety

The Club recognises that safety is paramount and as such we do all we can to ensure the safety of our swimmers both in and out of the water at all times. As part of our responsibility to you the swimmer we have adopted a Safe Recruitment Policy and various codes of conduct. (see Policies/Procedures at the back of this document) The club also has a Welfare Officer and has adopted the A.S.A. Policies on Equity and Child Protection.

Training Programme

The following rules must be followed:

- ✓ Swimmers must **NEVER** dive into the pool at the shallow end unless instructed to do so. The only exception to this is a racing dive at the start of a race in a gala.
- ✓ Swimmers must **NEVER** run on poolside or other wet areas such as the changing rooms.
- ✓ Pushing other swimmers into the pool is forbidden.
- ✓ Swimmers must at all times follow instructions given by coaches, club officials and pool staff in respect of all safety measures.
- ✓ Any swimmer who sees another swimmer in difficulty should report it immediately to a coach or lifeguard.

Training Guidelines

- ✓ Ensure that your swimwear and goggles are in good working order.
- ✓ Ensure that you have a drinks bottle at every training session – do NOT share drinks.
- ✓ Ensure that you visit the toilet before starting a training session. You should be able to last a complete session without needing to go to the toilet. The longest session we have is 2 hours.
- ✓ Ensure that you arrive on poolside in good time for the training session – you should be on poolside approximately 10 minutes before your session is due to start. This will allow you time to stretch and to ensure your hat and goggles are on in time to start your session promptly.
- ✓ Ensure that you do not distract other swimmers.
- ✓ Ensure that you do not interfere with other swimmers.
- ✓ Ensure that you streamline properly at all starts and turns.
- ✓ Ensure that you practice correct turns and finishes in all training sets.
- ✓ Ensure that you do not hold up faster swimmers in your lane – give way at a turn.
- ✓ Ensure that you listen to your coaches when they are talking to you. You cannot listen if you are talking or under water.

The overriding principle of training, which must be adhered to, is that of progressive overload. Put simply that means in order to maintain progress you must do more training each and every year. Progressive overload causes muscle tissues to break down, for which the body compensates by developing more strength and endurance.

The ASA have made clear recommendations for the number of hours swimmers need to train to attain a high standard. A senior swimmer (aged 16+) is recommended to train for 18-20 hours per week as well as doing gym work. A swimmer aged 11+ is recommended to do at least 12 hours training. For this reason, given that we cannot provide sufficient water time, we encourage swimmers to attend as many sessions as they can get to as otherwise they stand little chance of effective progression.

Harpenden operate several squads. These are targeted at particular groups of swimmers according to their competitive requirements.

The squads that currently exist are:

SENIOR A
SENIOR B
DEVELOPMENT SQUAD
JUNIOR

Swimmers are assigned to a particular squad according to their ability, stamina and age. The competitive needs of the club also reflect on the movement of swimmers, which is decided by the Chief Coach with input from the other coaches.

Swimmers (and parents!) should expect to make an increasing commitment if they progress through the squads. Progression can occur at any stage, and is based on the following criteria:

Squad movement will generally occur at set points in the year, namely termly. Swimmers will be notified by letter that they are to move to another group. It is important to remember that swimmers could move up a group (or several groups) or down a group. In exceptional circumstances, some swimmers may be moved at times

other than those specified above by recommendation of the Chief Coach and the coaching staff, such movements may be for a limited time to see how they can cope with the increased performance expectation.

Swimmers will be considered for movement between squads on set criteria. These criteria are:

Attendance :

- ✓ Regular attendance at sessions is absolutely crucial if you want to make progress.
- ✓ In some groups, attendance at certain sessions may be compulsory.
- ✓ If for any reason you need to miss a session, you must explain to the coach the reason for your absence before the session.

Age :

- ✓ The age of the swimmers is an important factor in session movement.
- ✓ Whether a swimmer is ready to take on squad training can be based on their physical and mental age.
- ✓ If a swimmer has met criteria times, the decision to move them up or not will be taken by the Chief Coach and the Coaching Staff in conjunction with the swimmers parents.

Attitude :

- ✓ Swimmers will be continuously assessed on their enthusiasm and approach to both training and competition.
- ✓ It is not always a priority to win, although you should never set out to lose.
- ✓ You may want to enter an event to try it for the first time or to try out a new technique.
- ✓ All competitive swims should have an objective and the swimmer should be aware of those objectives.
- ✓ Behaviour in training is very important.
- ✓ The coaches instructions must be obeyed during a session.
- ✓ Self-discipline – commitment, concentration, effort are all required increasingly as you progress through the club.

Ability :

- ✓ The ability of the swimmer in both competition and training will be a factor in squad movement.
- ✓ It may be necessary for a swimmer to be able to complete a set of pre defined training sets in order to ensure they can cope with increased training pressure.

Other abilities will be taken into consideration, such as :

Metres per week, understanding stroke counts, understanding stroke rates, be able to use the pace clock, be competent at starts and turns, be able to complete specific test sets, passed Competitive Start, be able to measure pulse rates

Land Training

Some sessions include Land Training. This training is intended to complement the Swimming Training which is carried out and is designed to build the swimmers Core Body Strength. As with your swimming training it is important that you give 100% effort at any such sessions you attend. You should complete any exercise set you may be given and you **MUST** listen to the instructions you are given. A lot of the work at these sessions involves stretches and you could sustain injuries if you do not complete the exercises as instructed. As with the swimming training, you should show the instructor respect which means being on time and listening to what you are being told.

Competition

Competition is one of the most important things the club exists for, and what you the swimmer trains for. All swimmers in the club will be invited to attend competitions and meets of various kinds and at various standards according to their ability. Competition is a vital part of developing your potential as a swimmer. Young swimmers new to competition are given support and encouragement that is aimed at making their participation an enjoyable and exciting experience. Because the club sees competition as part of your training it is part and parcel of club life and therefore your club membership.

WHEN SELECTED TO REPRESENT THE CLUB, ALL SWIMMERS ARE EXPECTED TO MAKE THEMSELVES AVAILABLE.

Parents are obviously asked for their co-operation in helping to make sure their son or daughter is available to compete whenever they are selected.

It is of the utmost importance that you and your parents read the notice board each week as you need to confirm your availability for galas and keep up to date with competitive events, results and times from galas, extra training opportunities and social events.

Types of Competition and Galas

There are 4 basic types of competition, and Harpenden Swimming Club enter all four.

- ✓ Championships
- ✓ Open Meets
- ✓ Inter-club galas
 - ✓ Invitational
 - ✓ League
- ✓ Internal Club Team galas

Championships :

We are represented by an increasing number of swimmers at the counties annual age group championships (known as BAGCATs – **British Age Group Categories**)

We also have a number of swimmers who also aspire to reach Regional competition (ASA East Region) and more who wish to attend National competitions.

For these events there are entry criteria which include such things as number and types of events to be entered and qualifying times. Swimmers who are eligible for them are normally identified by the club and will be advised of their eligibility.

Open Meets:

Open Meets are exactly what they say. They are Open to anyone although some meets are licensed or graded and do therefore have qualification times. Such times are either minimum entry times (no slower than) or maximum entry times (no faster than). Some meets will have maximum and minimum entry times.

Licensed meets are registered and indeed licensed by the ASA, these tend to be higher standard meets and always have qualification times. Such meets will be graded Level 1, Level 2, Level 3 or Level 4. The results from these meets are collated by the ASA and are published on their website in terms of swimmers national rankings.

Graded meets are not registered with the ASA but generally again do have qualification times. Often at these meets there will be maximum entry times to attempt to encourage the right level of competition. In these events, if a swimmer breaks the qualification time, they will be issued with a speeding ticket for going too fast and will not be placed.

You will also find occasionally Novice Open Meets which are aimed at swimmers who have not generally competed before. These will as a general rule not have qualification times and are a very good way for swimmers to get experience of competition and to post times.

Open Meets are advertised on the Club Notice Board at Rothamsted, in the Club newsletter, by e-mail and on the Club website (www.harpendensc.co.uk). Entries are coordinated by the clubs Open Meet Coordinator who will issue entry forms and collect entries/entry fees before submitting entries on behalf of the club.

There are closing dates for entries for Open Meets, please read notices carefully as late entries will not be accepted.

Inter-Club Galas:

There are 2 kinds of Inter-club gala, Invitation and League.

Invitation:

These are organised by clubs who invite other clubs to enter a team for a set programme of events. They are swum as a team event and generally involve a shield or a cup for the winning team. Team sheets for such galas are posted on the notice board and as far as possible 4 weeks notice is given to the first choice team. Please read the notice board for such notices and indicate as soon as possible your availability. If you cannot make it, it is important to give as much notice as possible so that someone else can be called up.

Some invitation galas are time banded (like some Open Meets) again in order to try and get level competition. As before swimmers who go "too fast" are given speeding tickets and disqualified – however their times still stand within the club.

Leagues:

The club enter 2 Leagues, Hertfordshire Major League & Hertfordshire Peanuts League. Both of these leagues consist of 3 rounds (3 galas).

Herts Major League consists of teams from Hertfordshire, there are 3 divisions and teams are promoted/relegated depending upon league position at the end of the third gala. Teams for this League are posted on the board and swimmers are expected to be available if called up. Age groups for Herts Major League are Under 12; Under 14; Under 16 and Open as with Speedo League, and again as far as possible 4 weeks notice is given to swimmers.

Herts Peanuts League again consists of teams from Hertfordshire and is aimed at the younger swimmers in the clubs. The age groups for this league are single year age groups and are 9 Year Old; Under 11; Under 12 and Under 13. Again there are 3 divisions in the league with teams being promoted/relegated according to performance.

More information on both the Herts Major League and the Herts Peanuts league can be found on the Hertfordshire Swimming League website (www.hsleague.org.uk). As with all gala's as far as possible 4 weeks notice is given to swimmers via notices on the board.

Internal Club Team gala:

This is held once a year and gives all swimmers in the club the chance to compete. When swimmers join the club they are allocated to one of three teams (Manaudou, Phelps or Jones) and these gala's see these teams competing against each other. Team Managers will post notices calling up swimmers and as with all other gala's swimmers are expected to swim. This is a good chance for everyone at the club to get used to competition and have a fun night out as a whole club. The winning team are presented with a trophy.

For ALL Galas, if a swimmer is selected to represent the club, unless there is a serious reason, the club expects you to swim. Representing the club is part of being in the club and helps to make the club successful. We always attempt to field our strongest team in order to get the best result we can. If you are really unavailable it is essential that you let the Gala Selectors know as soon as possible so that a replacement can be found. If you do not swim or give short notice of pulling out, you are letting the team, the club and yourself down.

Club Championships

The club holds an annual internal age group championship. All swimmers are encouraged to enter as many events as they are eligible for. Awards are made, with medals to the top 3, and trophies to the winners in each event and trophies to each overall age group winner. The trophies are retained by the swimmers for the following year.

Training Camps

The club holds an annual training camp for the senior squad swimmers in the club. This is a very intensive weeks training. In past years this has been held in Bath and Slovenia. We also hold a second training camp to which younger swimmers may be invited. Any such camps will be notified to the membership via letters; emails; the website or the notice board.

Biathlons\Biathles\Triathlons

Some of our members enter Biathlons\Biathles\Triathlons. We encourage any such activity. A Biathlon is a swim or run in the morning and the other in the afternoon. A Biathle is a continuous run-swim-run, and a triathlon is a continuous swim-cycle-run. We have had several members make National finals in these events.

To be eligible, you must be aged 10 by 31st December and a member of the MPAGB.

For more information and application forms, see the MPAGB website (www.mpagb.org.uk) or speak to a member of the Committee.

Postal Swim

The club encourages swimmers to enter the annual One Hour Postal Swim organised by the British Long distance swimming Association. The idea is to swim as far as you can in 1 hour. Our results are then sent away and collated with swimmers from around the country and ranking are given according to distance swum.

Social Events

Although Harpenden exists for swimming and for our swimmers, we also place strong emphasis on developing good relationships within the club, particularly as regards encouraging parents to play their part and support their children. As such, we may from time to time organise social events for the membership. Some may be for the swimmers, some for the parents some for both. The committee will always listen to suggestions for events.

General Advice

Nutrition

IT IS VITAL THAT AS AN ATHELETE YOU EAT THE CORRECT TYPES OF FOOD BEFORE AND DURING COMPETITION.

Fatty foods, like chips, burgers, doughnuts etc take a long time for the body to digest. Proteins which also contain fat, such as chicken, beef and fish, take even longer to digest. If as a swimmer you eat these foods just before you are going to compete, the blood rushes to your stomach to try and digest these foods at the same time as you need it in your muscles. When you are training/competing you need a good supply of blood in your muscles and diverting it to your stomach is not a good idea. Unfortunately, the body cannot do both things at once, and this may cause poor performance and stomach ache.

CARBOHYDRATES LIKE PASTA, CEREALS, BAGELS, BREAD, FRUIT AND VEGETABLES ARE DIGESTED THE QUICKEST.

These foods can be in and out of the stomach in approximately 2 hours. Any meal eaten pre training/competition should comprise mainly carbohydrates. It has also been suggested that carbohydrates eaten up to 3 hours before exercise may even improve performance. We therefore suggest that certainly for competition, swimmers should eat a bowl of pasta (or a similar carbohydrate) 2 hours before the event.

It is VERY important to eat properly in the build up to and throughout competition.

CARBOHYDRATE check-list

You should create your meals and snacks around the following list:

Meals:

- ✓ Breakfast cereals
- ✓ Bread/rolls/buns
- ✓ Pasta and rice dishes
- ✓ Noodles

- ✓ Thick base pizzas
- ✓ Potatoes
- ✓ Beans and corn
- ✓ Fresh/dried/tinned fruits
- ✓ Bagels and crumpets
- ✓ Popcorn
- ✓ Toast
- ✓ Low fat milk puddings
- ✓ Low fat yoghurt

Snacks:

- ✓ Sandwiches/rolls/pitta bread/wraps
- ✓ Toast with jam, honey or banana
- ✓ Breakfast cereal/rusks
- ✓ Popcorn/breadsticks
- ✓ Fresh/tinned/dried fruit (raisins,sultanas,banana chips)
- ✓ Currant buns, scones, muffins
- ✓ Potato cakes/oatcakes/ rice cakes
- ✓ Pop Tarts
- ✓ Fig rolls/muesli bars
- ✓ Low fat yoghurts/ rice pudding
- ✓ Sesame snacks
- ✓ Chocolate coated raisins
- ✓ Raw jelly, jelly beans, jelly babies
- ✓ Sports drinks, fruit juice, cordials

Drinking

Most swimming pools are very hot and humid places. Training and competing in such conditions can lead very quickly to dehydration. Dehydration can be VERY dangerous, but in most instances is liable to impair your performance, reduce your ability to train hard and cause fatigue.

If you do not want your performance to suffer, it is vital that you drink regularly during training and competitions in order to replace the fluid that your body is losing. Even if your training sessions are short, it is important to get into the habit of drinking regularly. Ensure you take in fluid between training sets, a little and often is a very good ideal to work to. This gets you into a habit and will prepare you well for competition. Being thirsty is not a good indicator of needing to drink. If you are thirsty, it's too late, you are already dehydrated.

YOU MUST DRINK BEFORE YOU GET THIRSTY

There are numerous sports drinks available should you wish to use them, but the most accessible drink by far, and the easiest and quickest to get into your system is WATER.

Our coaches have more details of how to measure how much you need to drink and instantly recognisable signs of dehydration. If you would like more information please speak to one of the coaches.

Medication

All swimmers in the club are registered with the ASA. Once a swimmer starts swimming competitively, they become subject to formal controls which includes dope

testing. Swimmers competing in Open Meets (particularly higher level meets) should be aware that they may be required to give a sample for testing. Bearing this in mind swimmers who take any medication **MUST** register that medication with the ASA and make the club aware. Medication declaration forms are available from the coaches/committee members. Likewise any swimmer with Asthma **MUST** inform the club so that it can be noted against the swimmers details and the relevant Coaches can be informed as well as registering the condition and medication with the ASA.

Travel & Accommodation

As a general rule, it is the parents responsibility to ensure suitable travel arrangements for their children to and from training and gala's. The club can assume no responsibility for swimmers until they are on poolside.

Where swimmers arrange to travel together to training or competition venues, again the club can take no responsibility.

The club can provide parents with contact details for other parents to arrange lifts, but can not organise lifts for swimmers. This must be done by the parents involved.

Occasionally, the club may hire a coach to transport swimmers and spectators to and from a venue. There will be predefined pick up and drop off points, and all children under 13 must be accompanied by an adult. For children under 13 not being accompanied by a parent/guardian, the Team Manager must be notified prior to travelling. The club may charge a fee for travel by coach, and if so this will be notified and **MUST** be paid in advance.

Unless organised specifically by the club (e.g. for a training camp) overnight accommodation is the responsibility of parents. All swimmers under 18 are expected to be accompanied by a suitable adult. This is normally expected to be the parent/guardian, but if it is not then suitable arrangements must be made with another family. The club does not provide chaperones for overnight accommodation and can accept no responsibility for the safety of children outside of the swimming environment.

Where the club organised accommodation and travel is arranged, chaperones will be present. There may be restrictions on the ages of swimmers allowed, or the need for an accompanying adult. Such restrictions will be notified. In all cases, swimmers are expected to have sufficient travel insurance in place and parents/guardians must complete a consent form as well as providing full details of any medical condition.

A programme of events will be placed on the notice board at the earliest available opportunity to assist with accommodation decisions.

If you require more information about accommodation in general, or for a specific event, please contact the Open Meet Coordinator.

Swimmers and parents/guardians are responsible for any accommodation costs.

Staying Away from Home

Any club is judged not only on the performance of its swimmers in the pool, but also by their behaviour and that of the club members and supporters. For this reason, only the highest standards of behaviour will be acceptable and any member found to be

acting in a way which may bring the club into disrepute will be subject to disciplinary action. At worst, and for serious offences, this could result in expulsion from the club.

Consumption of alcohol and smoking are both strictly forbidden for competitors whilst en-route, prior to, during and following competition, training sessions or any team activity.

Any curfews imposed by coaches/ responsible club officials will be adhered to.

If a swim cap is worn, it should be an official Club cap. Official kit should be worn at meets when representing the club, likewise at presentations.

Any medical conditions must be reported to your coach.

The club benefits from a good team atmosphere. Please remember that we are a team, so you are expected to work at maintaining a good spirit.

Administration

Structure

The club is run by an elected Management Committee, this comprises the Executive (Chair, Treasurer and Secretary) and not less than 3 other members. These are elected annually at the AGM which is held in November. Other members may be seconded onto the Committee as appropriate. The Committee controls all aspects of the club in line with the Constitution. The Management Committee looks to the management and administration of the club and discipline within it.

As well as the Committee, there are obviously the Coaches. Perhaps the most important people in the club after the swimmers. The Coaching team is led by the Chief Coach. The Chief Coach is responsible for all aspects of swimming and competition within the club. They are responsible for ensuring that all coaching and training is in line with the clubs development aims and the A.S.A. National Plan for Teaching Swimming (NPTS). The Chief Coach is also responsible for the development of the club's coaching staff.

The coaching staff are responsible for assisting the Chief Coach and the Junior Swimming Coach/Teacher in the development, organisation and implementation of the clubs coaching/teaching programme and assisting in the delivery of that programme.

The Management Committee and Coaches are all volunteers who generously give up their spare time to assist with the smooth running of the club. The club could not function nor indeed exist, without the many willing volunteers it relies on.

A list of Management Committee members and Coaches, their roles and how to contact them is available in a folder at the club desk at Rothamsted pool, published in the Club Newsletter (members & contacts) and on the Club Website.

The most demanding activity that the club undertakes is the hosting of meets/galas. These are held to provide opportunities for swimmers to take part in competition. It takes approximately 20 people to run a gala, and once again, these are all volunteers. The club is very keen to encourage members/parents to become qualified officials, especially to train as timekeepers/judges/referees. Potential candidates can identify

themselves to the Gala Officials Coordinator who will inform them as and when the County organises courses suitable for them to attend. As a way of showing its gratitude to these volunteers the club reimburses course/examination fees on successful completion of the course. Being involved in any way in the activities of the club can be a source of satisfaction and provides an added interest.

If you are interested in volunteering and getting involved in the club please see a member of the Management Committee. The club is always very grateful for volunteers.

Club Shop

The Club operates a Shop which carries a stock of essential equipment including shirts, sweatshirts, coats, swim caps, hats, male and female swimsuits, tracksuits, paddles, fins etc. If your size is not available, it can be ordered from the shop along with a range of other items. The Club Shop is open on Wednesday night. As you settle into the club you will find it advantageous to own more and more of your own equipment. Almost anything you require can be purchased from the shop albeit that some items may have to be purchased on a special order.

Club Costs & Fees

The Management Committee reviews the Annual Accounts every year prior to their presentation at the AGM. Based upon this review, the levels of fees are assessed and any proposal to change the fee structure is presented to the AGM for approval.

All swimmers and helpers must be registered as members of the club as a condition of our insurance.

Fees are due 3 times per year. All members are issued with a renewal form. The form and the relevant fees must be paid by the due date in order for a member to be able to continue swimming. Our insurance does not allow anyone who has not paid their fees to swim. Fees are set out on the current membership form and are set at a level to cover known costs and take into account occasional planned and unplanned pool closures.

ASA membership is also required for all swimmers and this is payable separately at the rate determined by the ASA. Helpers ASA fees will be paid by the club.

Note : The Management Committee reserves the right to make a “water charge” to cover unforeseen increases in pool costs.

Please Note:

There are no reductions and no refunds as the clubs fees are maintained at as low a level as possible to allow the club to continue to offer the best service it can.

Fees are payable in advance following receipt of your membership renewal notice. They are expected to be paid by the due date shown on the renewal form and must be accompanied by the completed renewal form. Any cheques/money received without a completed renewal form will be refused and the swimmer will be requested to represent it with a completed form.

Please also ensure that when you write a cheque to the Club, you have sufficient funds in your account to cover it. We are charged by our bank for any returned cheque and we will have to pass any such charge on to you.

Late payment of fees is not acceptable as it invalidates the insurance cover for that swimmer and incurs a lot of extra work for our volunteers.

All officials and helpers who have unsupervised contact with children as a result of their club activities are also required to have undergone a Criminal Records Bureau check. As policy, we ask ALL parents who help on poolside to undertake this check.

Swimming structure

The club has a team structure for a number of reasons:

1. Being part of a team engender loyalty to that team and the club as a whole.
2. Each team has members ranging from the older swimmers right down to the youngest, and also experienced & better swimmers mixed with the inexperienced novices. This enables swimmers of all abilities and ages to mix together more, and get to know each other.
3. It allows us to have a “fun”, but competitive event for ALL to participate in. By the use of careful rules ALL eligible swimmers are used equally, and the teams are evenly matched. There is a trophy for the winning team. This gives the teams something to aim at & a sense of achievement for the winners.
4. With each team having two nominated coaches allocated to it there are two specific points of contact for each of the clubs swimmers. This gives swimmers choice in who they take any problems or queries to, and also gives parents another point of contact so some of the pressure is taken away from the Chief Coach.
5. In some cases the swimmer may not normally be coached by their team coach, and so each coach will get to know more of the swimmers, and broaden their horizons within the club.

Swimmer Allocation:

Swimmers are allocated to one of the three teams according to age group/sex allocations within the existing teams to keep the teams as even as possible.

Coach allocation:

Two coaches are allocated to each team. As far as possible, there will be one male coach and one female coach for each team. This forms the basis of the clubs pastoral care system which is backed up by the clubs welfare officer.

The Chief coach will not be allocated to any team.

Team Names:

The names are:

Phelps (Michael)
Manaudou (Laura)
Jones (Leisel)

these are 3 world class swimmers, all quite young so should be around for a while, and none of them are British.

Throughout the year:

In order to “gel” the teams outside of the gala competitions we use a points system whereby the swimmers can gain points for their team throughout the year. These will go towards the final total for the gala.

Points can be gained as follows:

1. attendance at training (1pt per session)
2. PB in competition
3. PB in formal test set or time trial
4. Special achievement as nominated by coaches & ratified by head coach

Training Venues

The club train at a number of venues in the area. Our home pool is Rothamsted Park, but we also swim at Aldwickbury School and St. Albans High School for Girls. However these locations may vary from time to time depending upon circumstances including availability, attendance and cost. The coaching/training programme at each session is overseen by the Chief Coach in line with the clubs development plan, and is implemented by the coaching/teaching staff.

Communication

Communication is vital within any organisation and this club is no different. The Management Committee realise that it is one of their prime responsibilities to keep the swimmers and parents up to date with what is going on in the club and with all policies the club may adopt. There are several communication mediums used within the club. These include our notice board at Rothamsted, regular newsletters, our website and communication by email. The fact that we use email a lot within the club is partly why it is imperative that we are kept up to date with your details. We also pass a lot of information on via the website and our club “blog”. Members performance details are kept in a password protected area. Access can be obtained by emailing webadmin@harpendensc.co.uk.

The Management Committee coordinates all communications, if you would like to be involved or have some input please approach a Committee Member.

Questions relating to any aspect of teaching/coaching should be addressed in the first instance to the one of the swimmers Team Managers, who will either answer it directly or find the answer and get back to you.

Questions relating to the general running of the club should be directed to a member of the Management Committee.

If you have any suggestions/questions/ interesting articles please feel free to submit them to the newsletter editor.

Fund Raising

The club is happy to pursue any fund raising ideas and sponsorship. If you have any fund raising ideas or you work for or know of a company that might be interested in sponsoring us please speak to a member of the Management Committee.

The club also operates an online shopping page which allows members and friends to do their shopping online and at the same time support the club. We have partnerships with over 100 retailers offering various deals to enable us to raise much needed funds.

Club AGM

The Club has an Annual General Meeting in November each year. All parents and older swimmers are encouraged to attend and learn more about the running of Harpenden Swimming Club.

Finally, we hope you enjoy your time in the club, stay with us for a number of years and achieve your goals. BUT, most of all...

ENJOY YOUR SWIMMING



Appendix :

Policies and Procedures

Copies of all of the clubs policies and procedures and on the website (www.harpendenc.co.uk) and are also available in a lever arch file on the club desk at Rothamsted.

The policies\procedures are listed below

HSC001	The Constitution
HSC002	ASA Insurance
HSC003	Child Protection Policy
HSC004	Equity Policy
HSC005	Safe Recruitment Policy
HSC006	Complaints Procedure
HSC007	Code of Conduct – Swimmers
HSC008	Code of Conduct – Teachers and Coaches
HSC009	Mission Statement
HSC010	Appraisal and Development
HSC011	Incentives and Rewards
HSC012	Succession Planning
HSC014	St Albans High School Risk Assessment
HSC015	Galas Risk Assessment
HSC016	Logbook
HSC017	NOP & EAP
HSC018	Logbook Guidance
HSC019	Photographic Authorisation
HSC020	<this document>
HSC021	Job Descriptions

HSC001 The Constitution

The CONSTITUTION and RULES
of
Harpenden Swimming Club.
(adopted 2007)

1. Name

1.1 The name of the Club shall be Harpenden Swimming Club.

2. Objects

2.1 The objects of the Club shall be the teaching, development and practice of swimming for competition, fitness, leisure and related activities for its members.

In the furtherance of these objects:

2.1.1 The Club is committed to treat everyone equally within the context of their activity. This shall be, for example, regardless of sex, age, ethnic origin, religion, disability or political persuasion, on any grounds.

2.1.2 The Club shall implement the A.S.A. Equal Opportunities policy.

2.2 The Club shall be affiliated to ASA East Region and other associations as the committee shall deem appropriate, and shall adopt and conform to the rules of this Association, and to such other bodies as the Club may determine from time to time.

2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association (“ASA Laws”) and in particular:

2.3.1 all competing members shall be eligible competitors as defined in ASA Laws; and

2.3.2 the Club shall in accordance with ASA Laws adopt the ASA Child Protection Procedures; and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.

2.3.3 members of the Club shall in accordance with ASA Laws comply with the ASA Child Protection Procedures.

2.4 By virtue of the affiliation of the Club to ASA East Region, the Club and all members of the Club acknowledge that they are subject to the laws and rules of:

2.4.1 ASA East Region and

2.4.2 the Amateur Swimming Association; (to include the ASA/IOS Code of Ethics); and

2.4.3 British Swimming (in particular its Doping Control Rules and Protocols and Disciplinary Code); and

2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together “the Governing Body Rules”)

2.5 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail

3 Membership

3.1 The total membership of the Club shall not normally be limited. If however the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club.

3.2 All persons who assist in any way with the club’s activities shall become members of the club and hence of the A.S.A. and the relevant A.S.A. membership fee shall be paid.

Paid instructors, teachers and coaches who are not members of the club must be members of a body which accepts that its members are bound by the A.S.A.’s Code of Ethics, the Laws relating to Child Protection and those parts of the Judicial Laws, Judicial Rules and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the A.S.A. shall be subject to all the constraints and privileges of the Judicial Laws and Rules.

Any person who wishes to become a member of the Club must submit a signed application to the Secretary (and in the case of a junior swimmer the application must be signed by the swimmer’s parent or guardian). Election to membership shall be in the discretion of the Committee but other person(s) authorised by the Committee may make recommendation as to the applicants’ acceptability. The Committee shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a review panel appointed by the committee (“Review Panel”) comprised of not less than three members (who may or may not be members of the committee).

The panel shall (wherever practicable) include one independent member nominated by ASA East Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for the review shall be at the discretion of the Review panel whose decision shall be final and binding.

3.5 The Club shall not refuse an application for membership on discriminatory grounds, whether in relation to sex, age, ethnic origin, religion, disability or political persuasion.

4 Subscription and Other Fees

4.1 The joining membership subscription and course/squad fees shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for different classes of membership as it shall determine.

4.2 The membership subscription fee shall be due on joining the Club.

4.3 Any member whose subscription or course/squad fees remain unpaid by the due date for payment (which is notified on the enrolment form) may be suspended by the Committee (or any person to whom the committee shall delegate this power) from some or all Club activities from a date to be determined by the Committee and until such payment is made

4.4 The Committee shall, from time to time, have the power to determine the membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual ASA Membership Fees to the ASA on behalf of members, be consequential upon an increase in individual ASA membership fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.

5 Resignation

5.1 A member wishing to resign membership of the Club must give to the Secretary written notice of his resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.

5.2 Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than two months in arrears shall be deemed to have resigned.

6 Expulsion and other Disciplinary action

6.1 The Committee shall have power to expel a member when, in its opinion, it would

not be in the interests of the Club for him to remain a member.

6.2 The Club shall adopt and comply with the ASA Guidelines for handling Internal Club Disputes ("the Guidelines") as the same may be revised from time to time. The Guidelines are set out as an Appendix to the ASA Judicial Laws and appear in the ASA Handbook. (A copy of the current Guidelines may be obtained from the ASA Legal Affairs Department.)

6.3 A member may not be expelled or (subject to Rule 6.4 below) be made the subject of any other penalty unless the panel hearing the complaint shall by a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the member.

6.4 The Executive Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider club activities, when in their opinion, such action is in the interests of the Club. Where such action is taken the complaint will thereafter be dealt with in accordance with the Guidelines.

7 Committee

7.1 The Committee shall consist of the Chairman, Secretary, Treasurer (together "the Executive Officers of the Club") and not less than 3 other elected members all of whom must be members of the Club. The club shall have a Welfare Officer. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.

7.2 The Committee members shall be proposed, seconded and elected by ballot at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring members of the Committee shall be eligible for re-election. (See also 8.1)

7.3 Committee meetings shall be held not less than three times a year (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be such number as shall represent not less than a simple majority of the Committee members (to include not less than one Executive Officer). The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than seven days oral, written or electronic-mail notice of a meeting.

Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote.) The Secretary or a person designated by the Chairman of the meeting shall take minutes.

7.4 In the event that a quorum is not present within thirty minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 11.1 shall not apply

7.5 In addition to the members so elected the Committee may co-opt further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present.

7.6 The Committee may from time to time appoint from among their number such sub-committees as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.

7.7 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner to be appointed by the members in General Meeting. The Committee shall also have power to make regulations and to settle disputed points not otherwise provided for in this Constitution.

7.8 The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in the management of the affairs of the Club.

7.9 The Committee shall ensure that the financial records and minutes of meetings are retained for a period of at least 6 years.

7.10 The Committee shall maintain an Accident Book in which all accidents to club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the A.S.A. Office. The Club shall make an annual return to the ASA in the prescribed form.

8 Officers and Honorary Members

8.1 The Executive Officers and Committee of the Club shall be proposed, seconded and elected (by ballot) at the Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring officers shall be eligible for re-election.

8.2 The Annual General Meeting of the Club, if it thinks fit, may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the association and on election shall, *ex officio*, be an honorary member of the Club and must be included in the Club's Annual Return of Members to the ASA.

8.3 The Committee may elect any person as an honorary member of the Club for such period as it thinks fit and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as officers or on the Committee unless any such person shall have retained in addition his ordinary membership of the Club. Such honorary members must be included in the Club's annual return as to membership.

9 Annual General Meeting

9.1 The Annual General Meeting of the Club shall be held each year on a date in November. The date for the Annual General Meeting shall be fixed by the Committee

9.2 The purpose of the Annual General Meeting is to transact the following business:

9.2.1 to receive the Chairman's report of the activities of the Club during the previous year;

9.2.2 to receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;

9.2.3 to remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he remain in office;

9.2.4 to elect the Executive Officers and other members of the Committee;

9.2.5 to decide on any resolution which may be duly submitted in accordance with Rule

9.3 Nominations for election of members to any office or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary not later than 10 October. The nominee shall be required to indicate in writing on the nomination form his willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not later than 10th October.

10 Special General Meeting

10.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Secretary within 28 days of receipt by him of a requisition in writing signed by not less than 7 members entitled to attend and vote at a General Meeting stating the purposes for which the meeting is required and the resolutions proposed.

11 Procedure at the Annual and Special General Meetings

11.1 The Secretary shall personally be responsible for the handing out or sending to each member at his last known address a written agenda giving notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least 14 days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts.

11.2 The quorum for the Annual and Special General Meetings shall be 7 members entitled to attend and vote at the Meeting or such number as represents one-tenth in number of such members.

11.3 The Chairman, or in his absence a member selected by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3. In the event of an equality of votes the Chairman shall have a casting or additional vote. Only paid up members who have reached their 16th birthday shall be entitled to be heard and to vote on all matters. (Members who have not reached their 16th birthday shall be entitled to be heard and vote only on those matters determined by the Chairman as matters concerning juniors, such as the election of club captains.)

11.4 The Secretary, or a member of the Committee designated by the Chairman, shall take minutes at the Annual and Special General Meetings.

11.5 The Chairman shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

12 Alteration of the Rules and other Resolutions

12.1 The rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least two-thirds of members present and entitled to vote at the General Meeting. No amendment(s) to the rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as authorised to do so by the ASA East Region.

12.2 Any member shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him not later than 10th October in the case of the Annual General Meeting or, in the case of a Special General Meeting, 18 days before the date of the meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 11.1

13 By-Laws

13.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the well being of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

14 Finance

14.1 All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the signatories who shall be the Chairman, Secretary, Treasurer and any other person authorised by the committee for this purpose. Any moneys not required for immediate use may be invested as the Committee in its discretion think fit.

14.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any

members of the Club, (save as set out in Rule 17.3.)

14.3 The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member or employee of the Club and to any other person or persons for services rendered to the Club.

14.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.

14.5 The financial year of the Club shall be the period commencing on 1 January and ending on 31 December. Any change to the financial year shall require the approval of the members in a General Meeting.

15 Borrowing

15.1 The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion [up to such limits on borrowing as may be laid down from time to time by the General Meeting] for the general upkeep of the Club or with the prior approval of a General Meeting for any other expenditure, additions or improvements.

15.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.

15.3 The Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.

16 Property

16.1 The property of the Club, other than cash at the bank, shall be vested in not more than four Custodians. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.

16.2 The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

16.3 The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

17 Dissolution

17.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.

17.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

17.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to a charity or charities (or other non-profit making organisation having objects similar to those of the Club for the furtherance of such objects) nominated by the last Committee.

18 ACKNOWLEDGEMENT

The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.

In the reading and interpretation of these rules they should be taken to apply equally to each gender

Written communication should be taken to include letters and electronic mail.

The following statement needs to appear on Club membership forms and is to be signed by the member and must also be countersigned by the parent, or a person having parental responsibility for the member, if under 18 years of age:

I acknowledge receipt of the rules of Harpenden Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules.

HSC002 ASA Insurance

AMATEUR SWIMMING ASSOCIATION AFFILIATED SWIMMING CLUBS INSURANCE DETAILS

By virtue of affiliation to the Amateur Swimming Association, Clubs are covered for the following insurance whilst participating in any activity recognised and/or authorised by the Association anywhere in the world. Cover is for UK residents only.
Period of Insurance: For 12 months from your affiliation date to the ASA. .

LIABILITY INSURANCE

Insured are the Association, County Associations, Districts, Leagues and Clubs, including all Officers, Staff, Coaches, Teachers, Members and Voluntary Helpers. The interest of Principals such as Pool or Leisure Centre Proprietors, Event Sponsors and the like is included in the insurance

Cover 1. Civil Liability

The Insurer will pay damages and legal costs arising from any claim made during the period of insurance and notified to Insurers in respect of any Civil Liability incurred by the Insured in accordance with the terms and conditions of the Policy.

2. Employers' Liability

Legal Liability to pay damages and Court costs for injury to employees.
N.B. A separate certificate needs to be displayed in the work place by law, if you have employees.

Limits of Indemnity

1. Civil Liability £10,000,000
 2. Employers' Liability £10,000,000
- The limit of indemnity applies to any one event, except in relation to goods sold or supplied (products) and Child

Protection claims where the limit applies in the aggregate to all events occurring during any one period of insurance.

Main Exceptions Criminal Acts of the Insured
Loss of or damage to your own property
The ownership, possession or use of vehicle, aircraft, hovercraft or waterborne craft
Product Guarantee or recall, repair or replacement
Medical Malpractice

PERSONAL ACCIDENT INSURANCE

Insured are all bona fide members of affiliated Clubs.

Cover Accidental bodily injury which, within two years, is the sole cause of death, disablement or incurring of medical expenses in accordance with the terms and conditions of the Policy

Benefits

1. Death £ 2,000
 2. Loss of two or more Limbs or both eyes or one of each £30,000
 - 3a). Loss of one limb or eye £30,000
 - 3b). Permanent and total loss of speech £30,000
 - 3c). Permanent and total loss of hearing in both ears £30,000
 4. Permanent Total Disablement from gainful employment or gainful occupation for which the Insured Person is fitted for by education, training or knowledge £30,000
 5. Medical expenses necessarily incurred in the treatment of the Insured Person £ 100
- In respect of any Insured Person over 70, cover is restricted to benefits 1, 2, 3 and 5 only.
There is no cover for persons aged over 75
Aircraft accumulation limit £1,000,000 in the case of multi-engined aircraft
£ 250,000 in the case of all other aircraft

Main exceptions Flying, other than as a passenger, Illness, Suicide, War Risks or the Insured Person undertaking sport against medical advice

HSC003 Child Protection Policy

Child Protection Policy

Safeguarding and Protecting Children in Sport

Harpenden Swimming Club complies with the ASA Child Protection Policy and Procedures. National Standards have been developed by the NSPCC that aim to promote best practice so that a safe environment for children and young people is achieved.

The principles behind these Standards are:

Children and young people have a right to enjoy sport, free from all forms of abuse and exploitation.

All children and young people have equal rights to protection from harm.

Everybody has a responsibility to support the care and protection of children.

Sporting organisations have a duty of care to children and young people who take part in sport.

To this end Harpenden Swimming Club acknowledge their Duty of Care towards all our members and are committed to a practice that protects children from harm.

All staff and volunteers have been checked via the Criminals Record Bureau.

Staff and volunteers in this organisation are required to accept and recognise their responsibility to develop awareness of the issues that cause children harm. Training in this area is provided and promoted.

We prioritise the sharing of information about child protection and good practice with children, parents, staff and volunteers.

We acknowledge our responsibility towards sharing information about concerns with agencies that need to know and involving parents and children appropriately. Any incidents/complaints will be recorded in line with ASA policy. This will be undertaken in accordance with the ASA guidance on confidentiality and information sharing.

Should any swimmer or parent/carer or any other person wish to raise any issue related to child welfare please contact the Club's Welfare Officer

email : welfare@harpendensc.co.uk.

Other contacts available are:

ASA swim line - 0808 100 4001 NSPCC

Help line - 008 800 5000

HSC004 – Equity Policy

Equity Policy Statement

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following ASA and Sport England definition of sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The club respects the rights, dignity and worth of every person and will treat everyone equally

within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

HSC005 Safe Recruitment Policy

Safe Recruitment Policy

RECRUITMENT OF VOLUNTEERS – STATEMENT OF PRACTICE

Recruitment of Volunteers for Harpenden SC is primarily the responsibility of our Volunteer Co-ordinator (see job description), whose job it is to match skills with job requirements.

The Club has a volunteer recruitment policy which forms the basis for our recruitment.

Recruitment is mainly aimed at older swimmers, ex-swimmers, parents/grandparents, guardians of swimmers and parents/grandparents/guardians of ex-swimmers.

We are very conscious of the need to protect children and therefore, we are proceeding very cautiously regarding recruitment from outside our club.

All Volunteers will be required to undertake an Enhanced CRB check and attend a Child Protection course. Where appropriate (Teachers/Coaches) there is also a requirement to attend an Equity Course.

Volunteers may be allowed to operate without their CRB check/Child Protection course under very close supervision whilst such checks are being carried out.

Aims:

To provide a safe, friendly environment for the Coaching and Teaching of swimming.

To Coach/Teach all four recognised swimming strokes, including the individual medley as laid down by ASA laws.

To encourage swimmers to go on to achieve their potential within the sport, allowing them to compete in club galas and on to County / District and National level.

Why do we need volunteers?

The Club relies on volunteers to meet our aims. We work to ensure we always have a sufficient number of high quality volunteers working within the club.

What do we do?

There are many different roles within Harpenden SC:

Coaching & Teaching
Officiating
Team Management
Committee posts

Job Descriptions are available for all roles. Other opportunities are also available such as poolside helpers, swimming officials, manning entrance at hosted galas.

Where and when do we do this?

The Committee meets on a regular basis.

The Coaches /Teachers meet on a regular basis.

Galas are normally held on Saturday evenings or Sunday afternoons and can be anywhere!

Who do we recruit?

We welcome anyone who is keen! Most of our current volunteers are swimmers, ex swimmers and parents of swimmers but we are working to widen our catchment area.

We also offer opportunities for teenagers who wish to complete either the skills or service elements of their Duke of Edinburgh Awards.

How do we recruit?

Our Volunteer Co-ordinator may approach you
Posters

By word of mouth

Club newsletter

Club website

If you are interested, contact us for an informal chat so we can find out what interests you, how much time you'd like to give and what you'd like to get involved with.

How do we make sure our swimmers are safe?

All volunteers who will be working directly with swimmers will undergo an induction process, depending on the job they will be doing.

Coaching/ Teaching

Team Management

This covers the main policies of the Club, Health and Safety arrangements, your training needs etc.

We will also ensure that you are checked by the Criminal Records Bureau (Enhanced CRB), offered Child Protection training and Equity Training.

I might be interested

We can offer you the chance to shadow someone who is already doing the job, to let you get a feel for it.

What sort of training do we offer?

Formal training - the club provides two types of training opportunities:

Teaching/Coaching – leading to ASA qualifications for Club Helper, Assistant Teacher, Teacher.

If you want to go further we can offer opportunities to do your coaches qualification. We can also help you to attend workshops and seminars on a wide variety of swimming related topics.

Officiating – the club offers ASA qualifications for timekeepers, judges, starters, race results & referees.

Informal training – we can let you work alongside an experienced teacher or coach to gain experience before you go on to the next level of qualification.

Can I afford it?
Volunteering need cost you nothing but your time – this is especially true of the committee posts.
If you want to take any teaching/coaching or officials exams the club will re-imburse you for the cost of the course.

What sort of support can I expect?
Club poolside helpers will always work under the supervision of at least a qualified teacher. Our club coach supervises all of the Teaching / Coaching staff.
Officials can gain practical experience by working alongside our qualified officials until ready to take the practical exam.

All volunteers should pay the relevant ASA membership fee which means you are covered by the Club's Insurance.

Other useful documents you might want to read:
Club Equity Policy
Club and ASA Child Protection Policy
Club Equal Opportunities Policy
Club Code of Conduct (swimmers)
Club Code of Ethics and Conduct (poolside personnel, committee members and volunteers)

Who do I contact?
Ask any Committee Member who will arrange for the Club Volunteer Co-ordinator to meet with you.

HSC006 Complaints Procedure

Complaints Procedure

The Committee of Harpenden Swimming Club always welcome compliments and positive feedback in order that we can work towards becoming a more successful, competitive and friendly swimming club. Any compliments and positive feedback will be shared with all parties involved.

The Committee also recognise that on occasions there may be a need for someone to make a complaint. It is our aim to deal with any complaints as fairly and confidentially as possible. As a Committee we view complaints seriously and aim to use them as a learning tool. The Committee will conduct a confidential investigation and will strive to ensure that any changes in practice will be recommended to all parties involved and these changes will be reflected in our policies and procedures if found necessary.

Any person who is directly or indirectly involved with Harpenden S.C. has the right to register a compliment/complaint, they also have the right to expect a response from the Committee.

If you are unhappy about the way you are being treated or the way the swimming club is being run, then the best thing to do is discuss the problem with a member of the Committee. If you feel you cannot do this or there is not a

Committee Member available at that time or you feel very strongly about the problem then you should write, with details of your complaint to the club secretary at the address at the bottom of this form. Please explain as clearly as possible what the compliment/complaint is. If a complaint is upheld by the Committee, then disciplinary action may be undertaken as outlined in the Constitution.

If the compliment/complaint is made in writing, we request that you sign it to allow us to keep all parties informed.

Unfortunately we will be unable to investigate anonymous complaints.

All complaints will be acknowledged within 2 days of receipt, and an investigation will follow. Complaints will be investigated by a sub-committee, and it is the aim of the sub-committee to investigate and resolve any complaints within 4 weeks of receipt. All compliments/complaints will be brought to the Committee's attention at their next Meeting.

Address for compliments/complaints :
The Secretary,
Harpenden S.C.,
32 Topstreet Way,
Harpenden,
AL5 5TT

HSC007 Code of Conduct – Swimmers

Code Of Conduct For Swimmers

No swimmer shall enter the water unless specifically directed to do so by the teacher or coach in charge of the session.

All swimmers shall be made aware of the emergency drill to clear the pool.

Jewellery can be a hazard and shall not be worn during swimming and diving activities.

It is desirable for safety and hygiene reasons that caps are worn; that long and shoulder length hair be tied back.

Shorts and bikinis are not considered suitable for swimming activities,

Swimmers and spectators are not allowed to run on the pool surrounds.

There will be no pushing or pulling of swimmers into the water.

Swimmers should arrive at sessions in good time. Lateness disrupts the work of others. Swimmers are required to pay attention and to try their best at all times.

Swimmers should not disrupt lessons or interfere with the activities of other swimmers.

Club members will act responsibly on poolside and in the changing rooms, and not indulge in horseplay which may cause accident or injury.

Bullying of any kind

(Physical/Verbal/Emotional) will not be tolerated.

All members should set a good example at all times whilst representing the club both at the pool and on other organised events, galas etc.

Swimmers should make use of the public changing room lockers. The club will not be liable for any article lost or stolen while on the premises, whether or not stored in a locker.

HSC008 Code of Conduct – Coaches & Teachers

Code Of Conduct For Coaches & Teachers.

A Code of Ethics that governs the way they behave binds all ASA Teachers and Coaches.

Coaches/Teachers are expected to treat members with respect at all times and deal with issues quickly and effectively.

Coaches/Teachers are responsible for planning, developing and monitoring of the swimming programme appropriate to the swimmers age, ability and interest.

Coaches/Teachers will maintain a count of the number of pupils in the group at the beginning, during and end of sessions.

Coaches/Teachers will report to the pool lifeguard immediately a swimmer is in distress or hurt so that appropriate action can be taken.

Coaches/Teachers will be familiar with the emergency equipment available at the poolside.

Coaches/Teachers will start lessons on time.

Coaches/Teachers will give at least two weeks notice of selection for a gala or event.

On matters of discipline, the Coach/Teacher has absolute discretion, regarding the removal of any disruptive swimmer from sessions.

In the event that swimmers are disruptive on a continuing basis, the Coach/Teacher is required to report the matter to the swimming club committee who will deal with the matter in accordance to defined Amateur Swimming Association disciplinary procedures.

Coaches/Teachers will not allow swimmers out of the pool area (toilet breaks excepted) until the end of the session without prior arrangements with parents.

Coaches/Teachers will make time as necessary to discuss coaching/swimming issues with parents.

The Coaches/Teachers and club will endeavour to provide parents with regular updates on their child's progress and advise on any swimming related problems.

HSC009 Mission Statement

Mission Statement

The objects of the club shall be the teaching, development and practice of swimming for competition, fitness, leisure and related activities for it's members.

In the furtherance of these objectives the Club is committed to treat everyone equally within the context of their activity. This shall be, for example, regardless of sex, age, ethnic origin, religion, disability or political persuasion, on any grounds.

HSC010 Appraisal and Development

Appraisal and Development

Within the framework of a small Club that is staffed entirely by volunteers who have little extra time that is not already committed to family or Club, and who work almost always alongside each other on the pool-side, the following takes place, together with more private conversations:

The Chief Coach/Workforce Manager/Swim 21 coordinator discuss progress and involvement with the individual teachers/coaches.
Specific needs for courses and observations are recorded
The individual and coordinator seek appropriate courses and/or seminars
The Committee approves financial support as necessary

HSC011 Incentives and Rewards

Incentives and Rewards

Harpenden swimming Club thanks all it's volunteers by :

Public thanks following galas and other events.
Rewarding specific organisers with occasional gifts.

Written thanks in newsletters and on the website.
The awarding of the 'Sheldon Plate' – an annual award made in memory of a former member to a volunteer who has given exceptional service to the club. The award is decided by the Chair after private consultation with members.
Nominations for County and other awards.

HSC012 Succession Planning

Succession Planning

The Committee seeks :

To recruit additional volunteers to ease the pressure on most jobs within the Club
To attempt to relieve the pressure on the Chief Coach by furthering the qualifications of

current Teachers/Coaches to an appropriate level.
To identify possible successors for the Executive Officers
To encourage younger members to join the Teaching/Coaching staff.

HSC014 St Albans High School Risk Assessment

Risk Assessment
St. Albans High School For Girls

Activities usually carried out by the club at St. Albans High School For Girls			
Competitive Swimming Training Land Training Competitive Swimming Galas			
Risk Factors: 1 – Medium to High – requires attention, control measures required 2 – Low to Medium – requires monitoring and reviewing 3 – Nil to Low – no action required			
COMPETITIVE SWIMMING TRAINING			
HAZARD	Control Measure in Place	Risk Factor	Further Control Measures
Poolside:			
Drowning General injury	Low number of swimmers at session (<40) Training sessions led by an A.S.A. qualified instructor Lifeguard present on poolside at all times The pool has a clear set of Normal Operating Procedures (NOPs) and an Emergency Action Plan which are adhered to.	3	If no Lifeguard is present, the swimmers will not be allowed in the water. Lifesaving equipment is present
Entrapment under the pool cover	No person allowed into the pool area alone.	3	
Slips, Trips & Falls	All swimmers are warned to take care on poolside and not to run.	2	
Diving (spinal/head injuries)	Swimmers only dive under supervision.	3	
Building defects (sharp edges, faulty tiles etc)	The club are to be proactive and report ALL defects with the pool and poolside to the facility manager.	3	
Equipment defects (lane ropes/blocks etc)	The club are to be proactive and report ALL defects with the pool and poolside to the facility manager.	3	

Cramp/exhaustion/dehydration	The club require swimmers to engage in a pre swim warm up on dry land. Coaches regulate the training programmes and monitor individual training levels. Large quantities of water can be lost during strenuous exercise it is therefore stressed to the swimmers that they must drink before, during and after training. No glass bottles are allowed on poolside.	3	
Medical conditions Asthma, diabetes, epilepsy etc	ALL swimmers are to complete an A.S.A. medical declaration form. No swimmer will be allowed to enter the water if they feel unwell. Inhalers etc should be handed to the lifeguard.	3	
Jewellery	No jewellery is to be worn. It is the swimmers responsibility to ensure jewellery is removed.	3	

LAND TRAINING			
HAZARD	Control Measure in Place	Risk Factor	Further Control Measures
Slips, Trips & Falls	All swimmers are warned to take care on poolside and not to run.	2	
Strains	Land Training sessions are supervised by knowledgeable Coaches/Assistants	3	Swimmers perform warm up stretches prior to engaging in Land training.
Drowning	Land training takes place as far away from the pool as is practicable.	3	

Competitive Swimming Galas
An Individual Risk Assessment will be carried out for any event to be held at the pool.

HSC015 Galas Risk Assessment

Risk Assessment

Attending Open Meets/League Gala's/Championships

<p>Swimmers from the club regularly attend Gala's hosted by other clubs (Open Meets), League Gala's and County/Regional/National Championships.</p> <p>Risk Assessments are carried out for all of these events by the event Promotor in conjunction with Pool Staff and the Referee. However it is worth recording our own general Risk Assessment for all such events as below.</p> <p>Risk Factors: 1 – Medium to High – requires attention, control measures required 2 – Low to Medium – requires monitoring and reviewing 3 – Nil to Low – no action required</p>			
AT A COMPETITION :			
HAZARD	Control Measure in Place	Risk Factor	Further Control Measures
Personal :			
Changing :	Swimmers are encouraged NOT to enter changing areas on their own.	3	Adults of both sexes are available on poolside to escort swimmers if necessary. Open Meets/ Championships usually have designated changing area stewards. All Club personnel are CRB checked and have attended Child Protection courses.
Photography	Meets require any person wishing to engage in photography to register at the entrance desk.	3	Any person NOT registering but taking photographs is liable to be ejected.
Poolside:			
General	The Club appoint a Team Manager and various support staff to monitor and control the swimmers during the event	3	
Drowning General injury	The pools have clear Normal Operating Procedures (NOPs) and an Emergency Action Plan which are adhered to. Warm up is strictly monitored in terms of number of swimmers in the water. Swimmers must follow defined lane discipline in terms of which way round they swim.	3	If no Lifeguard is present, the swimmers will not be allowed in the water. Lifesaving equipment is present
Entrapment under the pool cover	No person allowed into the pool area until the pool is set up for competition.	3	

Slips, Trips & Falls	All swimmers are warned to take care on poolside and not to run.	2	
Diving (spinal/head injuries)	Swimmers only dive under supervision. Diving is NOT permitted during the warm up except in designated "Sprint Lanes" which are marshalled at both ends.	2	
Building defects (sharp edges, faulty tiles etc)	The club are to be proactive and report ALL defects with the pool and poolside to the referee or another official.	3	All officials are Health and Safety Officers and if necessary the referee will stop the gala until a problem is resolved.
Equipment defects (lane ropes/blocks etc)	The club are to be proactive and report ALL defects with the pool and poolside to the referee or another official.		
Cramp/exhaustion/dehydration	The club require swimmers to engage in a pre swim warm up on dry land. Coaches regulate the training programmes and monitor individual training levels. Large quantities of water can be lost during strenuous exercise it is therefore stressed to the swimmers that they must drink before, during and after training. No glass bottles are allowed on poolside.	3	
Medical conditions Asthma, diabetes, epilepsy etc	ALL swimmers are to complete an A.S.A. medical declaration form. No swimmer will be allowed to enter the water if they feel unwell. Inhalers etc should be handed to the lifeguard.	3	
Jewellery	No jewellery is to be worn. It is the swimmers responsibility to ensure jewellery is removed.	3	

HSC017 NOP & EAP

Normal Operating Procedure

Parents should ensure that the clubs representatives are present before leaving swimmers at any event. Swimmers must be checked in at all training sessions so we know who is in the building. Parents are responsible for their children before they reach the poolside and immediately after swimming sessions. Should a swimmer need to leave poolside during a training session or at a gala, we would ask that initially they talk to the Coach during a training session or the Team Manager at a gala or a person delegated to be responsible. When undertaking land or swimming training it is the responsibility of the swimmer or parent to bring any medical problem or injury to the attention of the Coach or Trainer.

Emergency Action Plan

Serious Incidents

Upon observing a serious or potentially serious incident in the water or on the poolside the Teacher/Coach (lifeguard), will effect any necessary rescue or other action according to their training ensuring that "back-up" is available from other lifeguard(s) or responsible adult(s) at the earliest opportunity. The pool should be cleared immediately when a serious situation arises to avoid any secondary incidents. As a matter of course 999 should be rung from the pool telephone or a mobile. If in doubt the call should be made to avoid any delays in medical treatment. All incidents should be recorded in the club and facility accident report book.

Non-Serious Incidents

For non-serious incidents e.g. nose bleeds, cuts, nausea, cramp etc. the pool may not need to be cleared. This will be dependant upon having more than one coach and or lifeguard available, one to maintain on participants in the pool, and one to deal with the incident. If the non-serious incident then becomes serious then the serious incident process above should be followed. All incidents should be recorded in the club and facility accident report book.

Evacuation of The Pool Area

If there is an actual fire or suspected fire or the fire alarm has been activated or if there is a bomb threat, lighting failure, structural failure or chemical contamination then the pool should be evacuated following the pool evacuation plan. Once evacuated, the Coach in charge of the session should call a register to ensure all swimmers are accounted for. If someone is unaccounted for, no one should reenter the building. When emergency services arrive they should be informed if anyone is unaccounted for. Assuming the pool is not going to reopen, swimmers parents should be contacted to arrange to come and pick them up. The coach in charge must not leave the site until all swimmers have been collected.

First Aid and Emergency Aid

A first aid kit is available at the pool; cuts may be dressed and a plaster applied though re-entry into the pool is not allowed. Those who complain of feeling unwell should be supervised by a nominated adult while changing.

Emergency Aid Equipment

Emergency aid equipment: reaching pole, reaching stick, throw ropes, floats, balls etc are located around the pool and should be used as required by a qualified person.

HSC018 Logbook Guidance

LOGBOOK Guidance Notes

Height /Arm Span – try take these measurements on the same day every month – they should be the same, differences indicate that you are growing which does affect your swimming.

These are joint assessments between you and your coach. These scores range from "Good" if there is no room for improvement, to "Poor" if

there is an area for improvement that needs to be seriously addressed.

The agreed scores are filled out then by you (the swimmer) shading in the relevant square.

Question:

1. An overall assessment of your performance for the last month, taking into account all commitment, technical and physiological factors.
2. An assessment of your attitude in pool sessions, and willingness to do everything that is asked by your coach.
3. An assessment of your commitment to attending land training sessions (and applying

yourself to their content), and improving your flexibility.

4. An assessment of the technical quality of your streamlining as you come off the wall from every start, push-off, and turn.
5. An assessment of the technical quality and speed of all of your turns.
6. An assessment of the distance achieved off the wall from all turns. The *aim* for swimmers should be to travel in excess of 7.5 meters on all strokes, working up to 10 metres on breaststroke and freestyle events and towards 15 metres on backstroke and butterfly events.
7. An assessment of the speed, technical quality, and distance you are able to stay beneath the surface when carrying out underwater dolphin kick.
8. An assessment with guidance of your coach of the quality of your technique when you are asked to swim at maximum speeds.
9. An assessment of how regularly you count your strokes (when asked to by your coach and for your own self interest).
10. An assessment of how regularly you check your heart rate (when asked to by your coach and for your own self interest).
11. An assessment of your overall attitude and approach to your training in the last month.

MY TOP 5 MOST IMPROVED SKILLS

"5 most improved skills for this month": critically assess the quality of your skills over this training month and write down the 5 skills that you have most improved upon. These do not necessarily have to be your best 5 skills – they are more likely to be the ones which you know are not very effective but have improved when you race.

MY TOP 5 AREAS TO WORK ON

"5 areas for improvement this next month": ask your coach to identify with you 5 areas for

improvement next month. Hopefully, in the near future the skills that you need work on at the moment will appear in the "5 most improved skills of this month"!

TRAINING SUMMARY

Week Commencing: enter the date of the Monday at the start of each training week
Total swimming volume completed: enter the total swimming volume you have completed for the week (in metres). Ensure this is specific to your completed work.
Training hours completed (Pool / Land): enter the total number of pool hours and land training hours you have completed for the week
Competitions attended: include a brief note of any competitions you have competed in plus any exceptional performances / personal best times
Number of racing starts practised in training: enter the total number of racing starts you have practised in training (do not include competitions)
Number of takeovers practised in training: enter the total number of relay takeovers you have practised in training (do not include competitions)
Notes / Comments: include any notes or comments you wish. This could include any illness, thoughts on competition results, notes on missed sessions, or particularly good sessions!

SIGNATURES

Once this form has been completed, it should be signed off by one of your coaches, one of your parents/guardians, and yourself.

You should then file this sheet so that you and your coaches can compare performance month on month.

HSC019 Photographic Authorisation

Authorisation to take / publish Photographs

From time to time, we may wish to take photographs of Individuals and or Teams from the Club for publication on our website, in our Newsletter, or in the local press. We may also take still and/or video images during training sessions to assist the coaches.

We require your authorisation to be able to publish any such photographs, and will take all steps possible to ensure the correct use of any such image.

Please fill in the form below, and return it to the desk at a training session. We will retain a copy of your wishes and act accordingly with

respect to any image in which you child features.

Swimmers Name :

Parent Name :

I Do / Do Not* agree to images of my child being published in any of the aforementioned media for the benefit of Harpenden Swimming Club.

*Delete as applicable

I acknowledge that Harpenden Swimming Club will take all reasonable steps to ensure that any image of my child is treated in a responsible manner.

Signed :

Relationship to swimmer :

HSC021 Job Descriptions

A. Chairman

As well as supporting and enforcing the club's policies for equity and child protection the chairman will :

Chair Committee meetings on a regular basis

Report to the Annual General Meeting on the activities of the Club during the previous year

Be responsible for day-to-day management of the club

Coordinate the organisation's recruitment and induction of volunteers.

Co-sign cheques (shared with Secretary and Treasurer)

To share the representation of the club at local, regional and national meetings as is appropriate.

B. Secretary

As well as supporting and enforcing the club's policies for equity and child protection the secretary will :

Hold the club records

Be a contact point for correspondence and telephone enquiries
receive letters
send letters on behalf of the club

Organise Committee and Annual General Meetings
deal with nominations and motions
write Secretary's reports
take minutes.

Co-sign cheques (shared with Treasurer and Chairman)

To share the representation of the club at local, regional and national meetings as is appropriate.

C. Treasurer

As well as supporting and enforcing the club's policies for equity and child protection the treasurer will :

Hold club financial records for 7 years
Cooperate in the formation of an annual budget forecast, detailed financial plan, membership, training and course fee proposals, pool hire budget.

Monitor actual budget to forecast

review variances
make revised recommendations on fees or costs

Banking and Tax

ensure receipt of monies collected
record financial breakdown of income and expenditure
bank funds
pay invoices
arrange for books to be 'authenticated'

Committee meetings

prepare and deliver financial report at the annual general meeting
review any proposals with a financial impact that are made
Co-sign cheques (shared with chairman and Secretary).

D. Head Coach

As well as supporting and enforcing the club's policies for equity and child protection the Head Coach will :

Lead and support the team of coaches and teachers

Develop and update a rolling 12-month training programme for all of the squads

Deliver the club's coaching programme with the help of the clubs coaching and teaching team

Ensure that training schedules are prepared for the squads

Encourage the continuous development of coaching and teaching skills within the coaching and teaching team

Oversee the allocation of training facilities

Allocate water time to squads after consultation with the committee

Allocate swimmers to squads after consultation with the committee

Be aware and understand the facilities Emergency Action Plan and Normal Operating Procedures (EAP &NOP)

To follow and promote the Equity and Child Protection Policies

To support the club teams at Galas

To share the representation of the club at local, regional and national meetings as is appropriate.

E. Membership Secretaries

As well as supporting and enforcing the club's policies for equity and child protection the Membership Secretaries will cooperate together :

Hold club membership records and update computer records

Provide membership details (including essential medical notes) to committee members, coaches, teachers and gala organisers

Report to committee meetings

Provide figures relating to membership numbers

Oversee annual membership renewals to ensure that payment is up-to-date.

For those who do not renew promptly write to let them know that payment is due and ask for advise when payment will be made if previous members refuse to pay their current membership but continue to attend sessions, advise them that they cannot attend until full payment is made and advise the coaches accordingly

Advise the committee of any evidence of hardship

Keep attendance records for attendance at sessions

Liase with swimmers and coaches to ensure accurate information on availability for galas

Maintain contact with parents and swimmers at the 'front line desk'

F. Swimming Teacher/Coach

As well as supporting and enforcing the club's policies for equity and child protection the Swimming Teacher/Coach will :

Assist the chief coach to deliver the club's coaching and teaching programme

To work with a group of swimmers to help them achieve their aims

Make a note of details of any particular need of an individual swimmer

Ensure that you can access emergency contact details for all swimmers in your group

Abide by all policies and codes as required by the club

Ensure that you record injuries and accidents at the times

Ensure that all qualifications are renewed and updated as and when required

Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP).

To follow and promote the ASA Child Protection policy.

Ensure that you arrange cover if you know you are going to be absent.

G. Welfare Officer

As well as supporting and enforcing the club's policies for equity and child protection the welfare officer will :

Ensure all possible child protection concerns (urgent and non urgent) are dealt with following the ASA Child Protection Guidelines (Wavepower document)

Maintain, administer and manage the completion of the CRB check forms

Be aware of the child protection policies and procedures of the ASA and to receive all updates of this nature from the ASA

Ensure Swimline is promoted by the leaflet on the club notice board

raise awareness of good child protection practice with the teachers and coaches through the ASA/Sports Coach UK Good Practice and Child Protection workshop.

Ensure volunteers (other than teachers and coaches) within the club are introduced to good child protection practice through the NSPCC module, Keeping Children Safe in Sport

Attend the ASA Time to Listen workshop .

H. Schools' Liaison Officer

As well as supporting and enforcing the club's policies for equity and child protection the schools' liaison officer will :

Source, establish and develop sustainable links with local schools

Manage and promote club links with identified schools

Liaise with Development Officer, Club Coach and Head teacher to organise taster/come and try sessions

Invite pupils to attend specific taster/come and try sessions

Communicate delivery of taster sessions to schools

Liaise with local Schools, Sports/Swimming Development Officer, Schools Sports Coordinators & Active Sports Swimming Development Officer (where applicable)

Distribute information as required to Schools

I. Public Relations Officer

As well as supporting and enforcing the club's policies for equity and child protection the public relations officer will :

Promote and Publicise, in a positive way all aspects of the club

Establish working relations with local media

Produce informative and unbiased newsletters with regards to all sections within the club as and when appropriate information is available

Report on club events (internally and externally)

Organise non-swimming social events for the relevant members of the club as requested / approved by the management committee.

J. Workforce Co-ordinator

As well as supporting and enforcing the club's policies for equity and child protection the workforce co-ordinator will :

Main contact for all volunteers

Get to know all club volunteers and potential volunteers by name

Ensure all jobs have job descriptions

Liaise with the Chairperson to ensure all tasks required to run the club are carried out

Co-ordinate the implementation of the volunteers requirements

Liaise closely with the Child Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures

Awareness of the Sport England – Volunteers Investment Programme (VIP)

Ensure volunteers are directed to the ASA website for useful information on volunteering

K. Team Manager

As well as supporting and enforcing the club's policies for equity and child protection the team managers will :

Ensure that arrangements are made for the transport of teams to galas

Ensure that the team is taken to the appropriate venue

Ensure that athletes report in good time for each event

Ensure that all appropriate athletes are registered to swim in the appropriate competitions/events

Ensure that team behaviour is controlled

Submit results to club public relations officer

Promote team spirit

To follow and promote the ASA Child Protection policy.

L. Swim 21 Coordinator.

To liaise with the Regional Development Officer, Swim 21 Committee and club members.

To organise and oversee the audit and action planning stages of the swim 21 process for the club.

To keep the club updated on their progress through the swim21 process.

To inform the members of swim 21 courses and seminars.

To liaise with the treasures and committee with regard to funding.

To follow and promote the ASA Child Protection policy.