

INFORMATION HANDBOOK



DUNS Amateur Swimming Club



www.dunsasc.co.uk



ABOUT THE CLUB

Established in 1972 and based at Duns Swimming Pool we have members from across the Borders and welcome swimmers of all ages and abilities. The club is run by a committee of parents and coaches.

WHO CAN JOIN?

Duns ASC is a friendly, fun and of course competitive swimming club open to swimmers looking to develop stroke technique and fitness. Those looking to join should be able to swim 2 lengths in at least 3 of the 4 strokes to a reasonable standard. Swimmers will be invited to attend for a trial to be assessed by the Head Coach before being invited to join the club. Swimmers coming through from lessons at Duns Swimming Pool will be given priority.

If interested in joining the club, please email our Membership Secretary Anna White on anna@scotlandshop.com

TRAINING SESSION TIMES

MON	TUE S	WED	THURS	FRI	SAT	SUN
18:30–20:30		18:30–20:30	18:30– 20:30	18:30– 20:30		08:00-10:00 *

* Please note the pool is open to the public during part of these sessions.

COST AND REGISTRATION

Regardless of how many sessions you attend monthly fees, paid in advance by standing order to Duns ASC, currently £42 per person to be paid by 4th monthly.

To support our registration to SwiMark all swimmers must be registered with the Scottish Amateur Swimming Association (SASA), currently £45 per swimmer and £10 per adult if you wish to go poolside/join the committee, renewed annually in March. This is an insurance policy for all swimming members and committee.

All swimmers are required to complete:

- Club Registration Form
- Code of Conduct Agreement (Appendix 1)
- Photo Permission Form (Appendix 2)
- Acceptable use of mobile phone policy (Appendix 3)
- Medical form (Appendix 4)

COMMUNICATION

We encourage parents to download the app called Team App which can easily be found in your mobile phone/tablet app store. Lots of information e.g. news, competition calendar, information on swimming galas etc. can be found on this app and it is the preferred method of communication with parents and/or swimmers. Urgent messages are also posted on this app.

RECOMMENDED EQUIPMENT

- Mesh bag
- Flippers
- Kickboard
- Pull Buoy
- Hand Paddles – when advised by coach

Some equipment is available to order from the club, speak to the Kit Secretary for advice.

You can also help to raise funds for the Club by making purchases with the affiliate programme from Proswimwear. www.proswimwear.co.uk

Personalised Duns ASC kit can be bought from Border Embroideries www.border-embroideries.co.uk and follow the 'Club online Ordering' link.

Club swimming caps are available from the committee.

We suggest you do not buy equipment until you're sure your child wishes to swim regularly.

All swimmers must bring adequate drinks to training in a plastic water bottle.

Glass bottles, fizzy drinks and food are not allowed on poolside.

SWIMMING CLUB COMMITTEE

HEAD COACH	Neil Tait
ASSISTANT COACHES	Susanne Simpson, Karen Haldane, Kirk Lakie, Gordon Webster and Barry Warner
CHAIRPERSON	Wanda-Jane Field
VICE CHAIRPERSON	Vacant
TREASURER	Elaine Webster
VICE TREASURER	Helen Milton
SECRETARY	Jacqui Bennett
MEMBERSHIP SECRETARY	Anna White
PRESS ASSISTANT PRESS	Pauline Dawson Suzanne Lakie
CPO VICE CPO	Sean Trevarthen Vacant
GALA SECRETARY VICE GALA SECRETARY	Susan Hay Pauline Dawson
TEAM MANAGER	Jacqui Bennett
FUNDRAISING ASSISTANT FUNDRAISING	Suzie Lakie Sam Warner
OTHER MEMBERS WITH NON SPECIFIC ROLES	Kirsty Martin Hazel Critchlow

All of our volunteers are required to adhere to Scottish Swimming Code of conduct. (Appendix 2). Volunteers going poolside must be SASA registered and those assisting with coaching and poolside duties must be PVG checked. The club CPO officer can provide forms.

CAN YOU HELP?

Besides the committee, volunteers are always needed to assist with running the club. Help in organising home galas, fundraising, timekeeping and numerous other

jobs. Please put yourself forward to help out, contact any member of the committee to get involved and help the club. Training can be provided if required.

BEHAVIOUR AND PERSONAL CONDUCT

Behaviour and personal conduct must at all times be of a high standard and designed to reflect favourably on the club and the sport.

Any other behaviour is unacceptable. Pool regulations must be adhered to at all times. All members must sign up to the Scottish Swimming codes of conduct and behaviour and these will form the basis of our behaviour policy.

In accordance with the Scottish Swimming acceptable use of mobile phone policy there are 'mobile phone free' areas within the Club setting. These are areas that are considered to be the most vulnerable and sensitive: Changing Rooms, Toilets, Showers. There is a zero-tolerance policy in place with regards to use of mobile phones by any individual in these areas.

Towards fellow swimmers:

Duns ASC is committed to providing a caring, friendly and safe environment for all of our members so that they can swim and compete in a relaxed and secure atmosphere.

Conduct of any kind that undermines this commitment is unacceptable at our Club.

Behaviour such as:

- Being unfriendly
- Excluding and tormenting
- Sending hurtful text messages
- Exchanging hurtful chat room and website gossip (including social media)
- Spreading rumours
- Name-calling and teasing in any form
- Sarcasm

WILL NOT BE TOLERATED.

Individuals will not always share the same view or agree on things but that does not mean that they should not respect each other. Please help us keep the good spirit we have in our club.

Towards our fellow pool users and staff:

Our training takes place in pools where there are other users, either at the same time as one of our sessions, or at the beginning or end of the session. Swimmers must be aware that at all times they are representing our club. Any unruly behaviour reflects badly on the whole club and may result in consequences for the club through, for example, exclusion of the club from a pool.

Please always:

- Treat pool staff with respect
- Treat fellow pool users with respect
- Avoid unruly behaviour in the showers and changing rooms (when we are sharing changing rooms with young children this can be particularly intimidating for them)
- Leave changing room areas as you found them – no litter, shampoo spills etc. If you come across any damage to property on entering a pool/changing room area, please report it to a club adult or member of pool staff. This is particularly important as we want to avoid getting the blame for any damage not committed by one of our swimmers.

If any swimmer or parent has any concerns or is feeling intimidated or bullied in any way by a fellow swimmer, a club adult or anyone else involved with the club or pool, then please speak to the club Child Protection Officer. All issues will be taken seriously and dealt with appropriately.

COMPETITIVE SWIMMING

Many of our members compete at various levels, but we are aware that competition is not for everyone, so swimmers just wanting to improve technique and fitness are warmly welcomed. There is an expectation that as a minimum level swimmers will represent the club at Border League and our own club competitions to ensure we are able to field relay teams. Parents and senior swimmers not competing are expected to support and volunteer their time to support the club in various capacities.

FIRST COMPETITION INFORMATION (FAQ)

Q) What stroke will I swim?

A) Your coach should discuss this with you before you are entered.

If you are accepted this information will be confirmed before the swim meet.

Q) How will the race start?

A) Roughly 3 events before your race you will be sent together with the other swimmers in your race. This is called Marshalling. When it is your turn you will be guided by a series of whistles. Young swimmers who don't feel comfortable diving in are normally allowed to start in the water. Whilst waiting in the Marshalling area you should do some simple stretching exercises to warm up.

Q) Will the pool be the same as Duns?

A) Most pools are the same length (25metres) as Duns, but usually have more lanes.

Q) Who will tell me what to do and when?

A) A coach will be with you, if there are a lot of swimmers, there will be another adult helper. If you are nervous ask if an adult or older swimmer can go to the start with you.

Q) Will I sit with my parents?

A) You will sit with your club and the other swimmers.

Your parents will sit in the spectator area.

If you leave the poolside you **MUST** let the coach or adult know.

Q) When will the event start and how long will it last?

A) This information will be forwarded to those taking part in the competition.

Aim to be at the venue at least 30 minutes before the warm up.

Most take 3 hours per session or 6-7 hours if two sessions including lunch break.

Q) What do I need to bring?

A) Towels for poolside for each session as well as one for showering with
Club kit i.e. Club shorts and t-shirt, club cap etc. Also bring pool shoes i.e. Flip flops.
Snacks for each session. Remember you need to snack little but often throughout the day of the gala to maintain your energy levels. Fresh or dried fruit, sliced vegetables like carrot sticks or cucumber, even sugar rushes like jaffa cakes, jelly beans or jelly.
Lunch e.g. Pasta, sandwich, wrap if it is a whole day meet.
Drinks - plenty of water or drinks (not fizzy)

Information on galas can be found at www.swimscotland.co.uk

GUIDE TO GALAS

Level 3 Galas These are usually entry level galas where mistakes are not normally penalised with disqualification (DQ). For example a one handed touch in breaststroke is an infringement of the rules and should result in DQ. However since these swimmers are still learning, the referee will speak to the swimmer so they know what do the next time, without DQ.

However some disqualifications will still take place i.e. relay team take off before the next swimmer touches – really anything where the swimmer gains an advantage.

Level 2 Galas are open Galas similar to the East District Championships, Swimmers will be disqualified if any infringements (not adhering to swimming rules) are reported.

Graded Galas These can be level 2 or level 3 galas. They normally have time limits so swimmers cannot enter if they are faster than or slower than a certain time.

Level 1 Galas are the top level e.g. Nationals. Infringements lead to DQ.

To be entered for a gala the club must have times for your child.

The club will run time trials at training sessions throughout the year.

How Galas Work (FAQ)

Q) When is my child eligible to be entered into a Gala?

A) Upcoming galas are posted on the club notice board at uns pool. Check with The Gala Secretary who will have the entry information and closing date for entries. You must sign to say you agree to the swims.

Q) How do I know if my child has been accepted for swims?

A) The club has to wait until we know the child has had a definite acceptance for their swims. Once this is complete the Gala Secretary will inform everyone using the notice board and sometimes by email or text

Q) When do I pay the Gala entry fees?

A) If you ask for your child to be entered you MUST pay when the draft of the swim meet is available and BEFORE the meet takes place.

Q) When am I informed of the Gala schedule (draft)?

A) This information will be posted on both the notice board and the Team App

Q) What time should my child arrive at the venue?

A) Try to arrive at the venue at least 30 minutes before warm-up time. All swimmers must take part in the warm-up. If your child does not take part in the warm-up, they will not be permitted to participate in the main event. There will be a Coach/ representative at poolside who will look after your child during the meet. You can then go to the spectator area.

Q) What if our circumstances change and my child cannot swim ie. Going to a birthday party, studying or doesn't want to swim?

A) If you do not turn up for a gala you will be charged for the full entry fee ie. 3 swims at a gala costing £4 you will be charged £12. It is essential that you inform the coach of their non-attendance prior to the event.

Q) My child was entered for 5 swims but only ended up with 2 – why is that?

A) Entries to Galas come from lots of clubs, for example 20 clubs sent their entries in and the girls 100m Freestyle had space for 4 events of 6 swimmer so 24 swims, there may well be 30 girls names put forward for that event. This would mean that the 10 girls slowest or further away from the entry times would be rejected. Some Galas would reject 8 and make 2 reserves but the qualifying notice on the board will reflect if you are a reserve in any event and where possible we will let you know if you get your swim prior to going

Q) What if my child injures themselves or is sick and can't make a gala?

A) Inform the coach on duty at the gala – this will be advised prior to the meet on Team App.

Q) What if my child just gets a reserve swim and nothing else?

A) A reserves swim means that should anyone withdraw on the day your child will be entered as a replacement. You can still go for that one swim but we understand that you may not want to travel a distance and not get the swim. If you decide not to take your child inform the coach your child will not be attending prior to the event. You will normally still have to pay for the swim.

Q) What if my child is in a relay team but we cannot make the gala for whatever reason?

A) Inform the coach as soon as possible verbally so a replacement swimmer can be put in. Please be aware as a small club, replacement swimmers may not be available and if your child is suddenly unavailable, this may result in the other three swimmers not being able to compete.

Q) How can I help at a gala?

A) The club runs timekeepers course's a couple of times a year. Keep an eye on the club notice board or Team App for details. We are always happy to have volunteers but particularly during our home gala in May each year.

CONTACT DETAILS:

Website www.dunsasc.co.uk
Email Chair : Wanda-Jane Field - wj.dev@btinternet.com

Head Coach Neil Tait can be contacted at Duns Swimming Pool...he almost lives there!

We hope this helps but should you need to know anything else then please ask.
Swimming in competitions is fun and is a great way of getting to know your teammates.

Appendix 1

Duns ASC

Code of Conduct

At Duns ASC we are committed to developing a culture of excellence in providing high quality swimming training and competition opportunities in a safe and secure environment.

We expect everyone to be courteous and agree to follow this simple code of conduct. I agree:

- To treat everyone with respect and consideration.
- To display good manners to everyone in the club.
- To respect the property and privacy of others at all times especially while in the changing rooms.
- To behave in an orderly manner at all times when representing the club.
- To make the best use of my time while at the club and always work to the best of my ability.
- To listen and respect the coaches at all times.
- To return any trophies in good condition and polished.
- To understand that competition entry fees are non refundable unless the competition is cancelled or your entry has been rejected. Fees must be paid to the Assistant Treasurer BEFORE the gala takes place.
- To be SASA registered for all competitions (if applicable)
- To be medically fit to train and compete.
- To attend prize giving ceremonies and in team events always stay until the end of the gala to support the rest of the team.

In the unlikely event of confirmed misconduct the parents of the child will be informed and the coaches and club committee reserve the right to exclude the child from the club.

I(Swimmers name) agree to
the above code of conduct.

I.....(Parents name) agree to
the above code of conduct.

Continued...

Parents/guardians Disclaimer

I hereby free Duns Amateur Swimming Club and its coaches, committee members and voluntary assistants of any liability for injury, loss or damage of any kind received by me or caused to any other party whomsoever whether due to negligence, breach of any contractual or statutory obligation or otherwise.

Signed.....

(Parent or guardian if swimmer is under the age of 16)

Appendix 2

Photography & Video Consent Form

Duns ASC will sometimes be photographing / videoing swimmers during training sessions / competitions. Duns ASC will follow the guidance for the use of images of young people as detailed within the Child Protection Policy and Procedures and will take steps to ensure these images are used solely for the purposes they are intended (indicated below).

Please tick yes / no and if yes complete and sign below to give your consent for your child to be videoed / photographed.

Yes, I give consent / No, I don't give consent (Delete as appropriate)

Purpose of use: Club website and social media pages, local newspaper reports and promotional materials

Childs Name (please print):

Parent / Guardian Name (please print):

Parent / Guardian Signature:

Date:

If you have any concerns regarding the nature of filming or photography please contact the Club CPO.

If the video / photos are on Duns ASC website / social media sites and either the parent / guardian or the young person wished the data to be removed, please note 7 days notice must be given to the Press Officer after which the data will be removed.

Appendix 4

DUNS ASC Annual emergency contact and medical form (confidential)

Name of swimmer		
Date of birth		
Address & tel		
GP address & tel		
Emergency contact 1 - name & tel		
Emergency contact 2 - name & tel		
Please detail any conditions we should be aware of – medical, etc. Please also list any known allergies		
Signature of Parent		Date

If there is anything that you would prefer to discuss in person please contact Neil Tait (Head Coach), Wanda Jane Field (chair), or another committee member