

# INFORMATION HANDBOOK



## Duns Amateur Swimming Club



[www.dunsasc.co.uk](http://www.dunsasc.co.uk)

<https://www.facebook.com/DunsASC>

[Download the Stack Team App:](#)



## SECTION 1: About the Club

Established in 1972 and based at Duns Swimming Pool we have members from across the Borders. Duns ASC is a friendly, fun and of course competitive swimming club open to swimmers looking to develop stroke technique and fitness. The club is run by a committee of volunteer parents and coaches.

### WHO CAN JOIN?

Duns ASC is open to under 18s who can swim several lengths of recognisable strokes, and are keen to learn and work hard. Those thinking about joining can get in touch with the club for 3 free try out sessions.

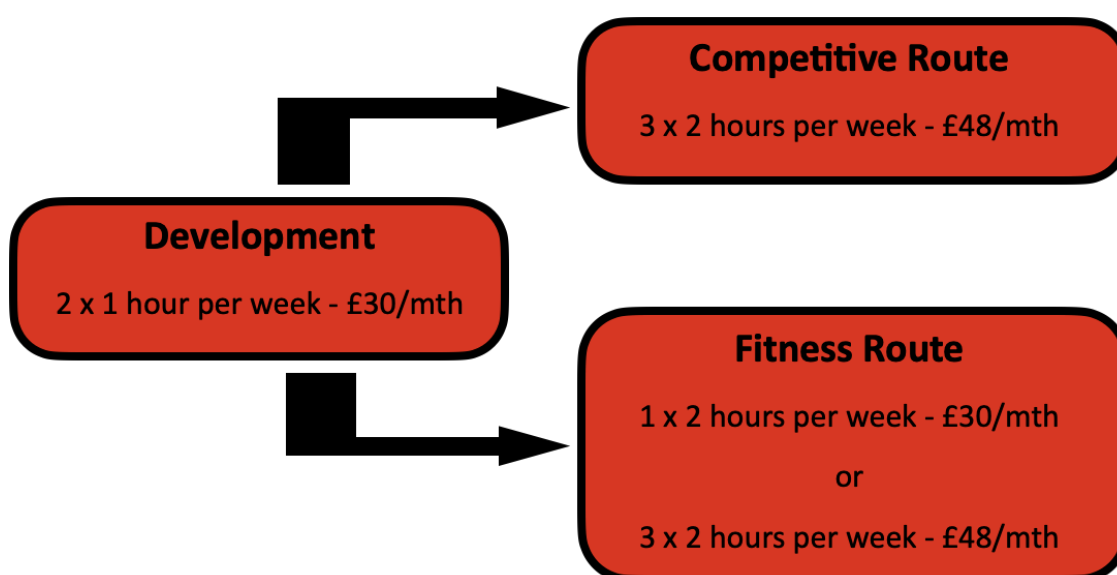
If interested in joining the club, please email our Membership Secretary, Jo Roberts, on [membership@dunsasc.co.uk](mailto:membership@dunsasc.co.uk)

### TRAINING SESSION TIMES

MON	TUES	WED	THURS	FRI	SAT	SUN
18:30–20:30		18:30–20:30		18.30-20.30		

Training times may change during school holidays to fit in with pool holiday timetable.

### MEMBERSHIP ORGANISATION



#### What this means?

Development is for new swimmers and swimmers under the age of 10. Swimmers can move from Development following discussion with the coaching team around ability and stamina to either the

Fitness Route or Competitive Route, or when they turn 10. The Competitive Route will support swimmers to improve technique, stamina, and times with the aim of attending competitions regularly. The Fitness Route is for those who wish to swim for fitness without the aim of competing. These swimmers will still train alongside those of similar ability, stamina and times. These routes are a guide, and swimmer progress and training expectations can be discussed at any time with the coaching team. All swimmers will be encouraged to participate in Border League and Duns 500 competitions.

Monthly fees are to be paid in advance by standing order to Duns ASC on 1st of the month. As we are a small club we need fees paid on time so we can pay our fees and insurance.

## **SCOTTISH SWIMMING (SASA) REGISTRATION**

As a club we are members of the national swimming body for Scotland, called Scottish Swimming, or SASA<sup>1</sup>. To support our required Affiliation all swimmers must be registered with SASA. This is an annual fee of £55 per swimmer and £13 per adult if you wish to go poolside/join the committee. It is renewed in March each year. This is an insurance policy for all swimming members and committee. Here are the membership fees listed below from Scottish Swimming for 2025-26:

### **Membership Fees – 1 April 2025 – 31 March 2026**

Athlete	1 Apr–31 Aug 2025	100% of annual fee	£55.00
	1 Sep–31 Dec 2025	60% of annual fee	£33.00
	1 Jan 2026–31 Mar 2026	25% of annual fee	£13.75
Non-Athlete	1 Apr 2025–31 Mar 2026		£13.00

### **All swimmers are required to complete the following:**

- Codes of Conduct (provided by Club Wellbeing and Protection Officer)
- Photo and Media Permission Form (Appendix 1)
- Medical and Emergency Contact form (Appendix 1)

## **COMMUNICATION & INFORMATION SHARING**

We require parents to download the app called [Stack Team App](#) as this is where you sign up for the weekly sessions. This can easily be found in your mobile phone/tablet app store. Lots of information e.g. news, competition calendar, weekly schedules, 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 TO BUY**

- Mesh bag (needs to be for being poolside to keep all the individual equipment in)
- Short Fins (flippers)

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<sup>1</sup> Scottish Swimming is also known as the Scottish Amateur Swimming Association (SASA), is the national governing body for swimming, diving, water polo and artistic swimming in Scotland.

- Kickboard
- Pull Buoy
- Hand Paddles – when advised by coach
- Snorkel - when advised by coach

Swimmers who wish to compete will be given a Duns ASC competition swim cap.

Try buying equipment through the easyfundraising website. Whilst buying equipment you can also help to raise funds for the Club. <https://www.easyfundraising.org.uk> and search for Duns Amateur Swimming Club.

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. We have a bag of a few spare pieces equipment your child can use until then.

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**

<b>HEAD COACH</b>	Morag Stephens (trainee)
<b>CHAIRPERSON</b>	Ellie Spence
<b>TREASURER</b>	Robert Landon
<b>SECRETARY</b>	Jill Graham
<b>MEMBERSHIP SECRETARY</b>	Jo Roberts
<b>COMPETITION (MEET ENTRIES) SECRETARY</b>	Cathy MacFarlane
<b>WELLBEING &amp; PROTECTION OFFICER (WPO)</b>	Sean Trevarthen
<b>TEAM MANAGERS</b>	Cathy MacFarlane
<b>FUNDRAISING</b>	Whole committee: individuals to lead on a project by project basis
<b>NON-OFFICE BEARING MEMBERS</b>	Heather Borthwick

## **CAN YOU HELP?**

Yes! Besides the committee, volunteers are always needed to assist with running the club. Help in organising home galas, fundraising, timekeeping and poolside helpers. Please put yourself forward to help, contact any member of the committee to get involved and help the club. Training can be provided.

All our volunteers are required to adhere to the Scottish Swimming Code of conduct. Volunteers going poolside must be SASA registered and those assisting with coaching and

poolside duties must be members of PVG scheme and must complete the Scottish Swimming Child and Welfare in sports course. The club WPO officer can provide forms.

**The AGM is held annually, in March, and we require one parent/guardian per swimming family to attend the AGM.**

## **BEHAVIOUR AND PERSONAL CONDUCT**

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

Any other behaviour is unacceptable. Pool regulations must always be adhered to. 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 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 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 always be aware that 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 Well-being and Protection Officer (CWPO). All issues will be taken seriously and dealt with appropriately.**

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## **Section 2: Competitions/Swim Meets/Galas**

### **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 (ie Duns 500) 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)How do I sign up?**

**A)** In Stack Team app you go into the competition calendar section, this shows a list of the competitions the club hopes to enter. This is constantly updated. Just click 'going' then the coach will allocate you to appropriate races. The costs of competing will range from £4-£8 per race.

**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](http://www.swimscotland.co.uk)

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## **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 to 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:** 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 TeamApp and sometimes the club notice board at Duns pool. Check with The Gala Secretary as they 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 TeamApp.

**Q) When do I pay the Gala entry fees?**

**A)** If you ask for your child to be entered you must pay prior to entry deadline. Refunds will be arranged if swimmer does not get swims due to being over subscribed.

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

**A)** This information will be posted on 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)** Each club is normally asked to provide a minimum of two timekeepers and judges for a gala. It is really important that we are able to provide this service as without officials, the galas can't be run and swimmers' times are not officially recognized. SASA run online timekeeper courses throughout the year. These are followed up with one short practical session run by a qualified instructor.

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.

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**CONTACT DETAILS:**

Website                    [www.dunsasc.co.uk](http://www.dunsasc.co.uk)

Chair	Ellie Spence	<a href="mailto:dunsasc2022@gmail.com">dunsasc2022@gmail.com</a>
Secretary	Jill Graham	<a href="mailto:secretary@dunsasc.co.uk">secretary@dunsasc.co.uk</a>
Treasurer	Robert Landon	<a href="mailto:treasurer@dunsasc.co.uk">treasurer@dunsasc.co.uk</a>
Head Coach	Morag Stephens (trainee)	<a href="mailto:dunsasc2022@gmail.com">dunsasc2022@gmail.com</a>
Membership secretary	Jo Roberts	<a href="mailto:membership@dunsasc.co.uk">membership@dunsasc.co.uk</a>
Competition Secretary	Cathy MacFarlane	<a href="mailto:dunsasc2022@gmail.com">dunsasc2022@gmail.com</a>
CWPO	Sean Trevarthen	<a href="mailto:Trog23867@gmail.com">Trog23867@gmail.com</a>

## Appendix 1: Forms to Complete

### **Form 1: 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.

Please complete the form online: <https://form.jotform.com/251254651626052>.

### **Form 2: Emergency Contact(s) 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 (online signature or printed and handed in at the first swim session):	
Date:	

If there is anything that you would prefer to discuss in person please contact Ellie Spence (chair), or another committee member.