

Chapelton & District Amateur Swimming Club

Affiliated to ASA, NERASA, YSA, S&D ASA, RLSS



Club Handbook

Headquarters: Chapelton Baths, Burncross Road,
Chapelton, Sheffield, S35 1RX

www.chapeltonasc.org



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30/12/06	Addition of Swim Fit details	Kevin Canetti	4
11/03/07	Added text regarding team galas taking priority over individual galas	Kevin Canetti	5
02/02/08	Added in Gala Grade details	Kevin Canetti	6
04/05/08	Gym details added and training schedule updated	Kevin Canetti	7
15/10/08	Added race preparation and nutrition & diet	Kevin Canetti	8
20/03/09	Added on benefits & fundraising	Kevin Canetti	9
05/04/12	Reviewed and updated fees and booklet	Tracy Lever	12



Welcome to Chapelton Swimming Club

Formed in 1961, we are a friendly Club in a small local community. Our aim is to coach and train swimmers of all ages in the art of competitive swimming. The swimmers have the chance to represent the Club in local galas, open galas, and national championships. We have coached swimmers that have reached both the Yorkshire Championship level, the North East Region Counties, National and International level.

Swimmers are trained by Head Coach Bob Grayson, who is a professional swimming teacher. He is also supported by a number of other qualified teachers and coaches. Bob has been the Head coach of the Club for several years. Pool side assistance such as Lifeguards, Time Keepers, Judges and Fitness Trainers is provided by parents and volunteers so there's a great opportunity to be involved in many aspects of the Club.

The Club, which is run by parents/guardians, has a strong emphasis on fun and friendship with social events for parents and swimmers throughout the year.

Club Structure

The overall responsibility for running the Club is assigned to the Management Committee, elected into office each year at the Annual General Meeting (AGM). All members and parents/guardians are encouraged to attend; we welcome any new participants.

A list of committee members is on both the Club Noticeboard, which can be found at the top of the stairs in Chapelton Baths, and on the Club web site (www.chapeltonasc.org). Both the noticeboard and the web site are updated with galas, news and events – you must check the noticeboard at least once per week for gala details and ensure you are either "ticked off" (confirm you can attend) or add "n/a" (not attending) on the list if you are selected to represent the Club.

The management committee meet on the second Thursday of each month in the Meeting Room at Chapelton Baths; this is an open meeting, please feel free to come along and see how the Club is run. Constructive criticism is also always welcome. The Club's AGM takes place in February each year, where annual reports are received from the officers of the Club; you are welcome to attend the meeting and optionally volunteer to help in the running of the Club.

The Club doesn't just encourage parents/guardians to get involved with the running of the Club, it **needs** them to be involved – why not see how you can help out on the pool side, time keeping or judging at galas (training available), or help the Club committee by writing press releases, organising social events or helping to fund raise. For more information on being part of your Club speak to one of the committee members or attend one of the monthly meetings (details of both are on the noticeboard and web site).

In order to foster a greater team spirit we encourage the wearing of Chapelton Club T-shirts, Track Suits and Swimming Caps at all galas.

Chapelton ASC Club Shop

Thursday night at Chapelton is designated as Club night when all members are encouraged to attend. There is a small swim shop open on Club Night where members can purchase swimsuits, goggles, caps, kick boards, pull buoys, Club T-shirts etc, all at **cheaper prices than you can normally find elsewhere**. A selection of sweets is also available to replace that used up energy after training. **Please note that all the proceeds go to help Club funds.**



Training

We have the use of two pools for training, Chapelton Swimming Baths and Concord Sports Centre. We would recommend that swimmers attend at least 3 training sessions per week to maximise their potential.

Swimmers are split into groups according to their ability and more details on these, training times etc, can be found below.

Swimmers should bring along a sports drinks bottle (available from the Club Shop) for use on the poolside; continual intake of fluids is important during training sessions.

Training Times & Venues

Teaching		
Monday		7.30pm – 8.30pm
Tuesday	Swim training at Concord	7.30pm – 8.30pm
Wednesday		8.00pm – 9.00pm
Thursday		7.30pm – 8.30pm
Friday		6.30pm – 7.30pm

Intermediate		
Monday		7.30pm – 8.30pm
Tuesday	Swim training at Concord	7.30pm – 8.30pm
Wednesday		8.00pm – 9.00pm
Thursday		7.30pm – 8.30pm
Friday		6.30pm – 7.30pm

Junior		
Monday	Swim Training	7.30pm – 9.30pm
Tuesday	Swim training at Concord	7.30pm – 9.30pm
Wednesday		8.00pm – 9.30pm
Thursday	Swim Training	7.30pm – 9.30pm
Friday		6.30pm – 7.30pm

Bronze		
Monday	Gym	6.30pm – 7.30pm
	Swim Training	7.30pm – 9.30pm
Tuesday	Swim training at Concord	7.30pm – 9.30pm
Wednesday		8.00pm – 9.30pm
Thursday	Gym	6.30pm – 7.30pm
	Swim Training	7.30pm – 9.30pm
Friday		6.30pm – 7.30pm

Silver and Gold		
Monday	Gym	6.30pm – 7.30pm
	Swim Training	7.30pm – 9.30pm
Tuesday	Swim training at Concord	7.30pm – 9.30pm
Wednesday		8.00pm – 9.30pm
Thursday	Gym	6.30pm – 7.30pm
	Swim Training	7.30pm – 9.30pm
Friday		6.30pm – 7.30pm



Training

The following explains the different squads/groups in the Club. Training is normally pool based although we do carry out Gym training on Monday's and Thursday's for Bronze, Silver and Gold squads.

Teaching Groups

Swimmers are taught the correct competitive strokes, racing starts, and turns. They are assessed every three months by qualified teachers.

- ✓ Marks given are compared to previous assessments.
- ✓ Swimmers must achieve 16 points from the marking system before moving up to Intermediate.

Intermediate

This level is for swimmers who are progressing. Teaching is maintained whilst there is an introduction to some training. It is not usually expected that anyone below the age of 9 will be moved into this group. In order to progress to the next group the swimmers must:

- ✓ Achieve the standard of the ASA Preliminary Competitive Start Award.
- ✓ Be able to swim all four strokes legally.
- ✓ Swim 100yds Front Crawl in a specified time, or two strokes in comparable times.
- ✓ Be able to complete the Junior training schedule.

Junior Squad

Emphasis in training is on speed and stamina. In order to progress to the next squad swimmers must:

- ✓ Swim 100yds Front Crawl in a specified time, or two strokes in comparable times.
- ✓ Be able to complete the Bronze training schedule.

Bronze Squad

A serious competitive training squad; all swimmers should be capable of competing, and willing to swim in galas. In order to progress to the next squad swimmers must:

- ✓ Swim 100yds Front Crawl in a specified time, or two strokes in comparable times.
- ✓ Be able to complete the Silver training schedule.

Silver and Gold Squads

These are our top swimmers and we expect them to show discipline, commitment, and to be a good example for younger swimmers.

Senior

For adult members who still wish to compete.

Important Note: Swimmers who are struggling in any squad should ask to be moved down either temporarily or permanently rather than continue to struggle. When moving swimmers up, the Coach will aim to introduce them to the new squad over a number of training sessions to ease them into their new squads.

Training Schedules

The Club uses a set of training plans devised by the Club Coach and have proven time and again to be an effective way to build up technique and stamina for the swimmers. **The training plan and schedules are fully in line with the ASA's "Long-Term Athlete Development" programme for swimmers.**



The schedules are broken down into the following cycles which last a number of weeks:

General

Delivers a combination of stamina and technique across all strokes.

Endurance

Aims to build up the stamina of the swimmers through longer sections of swimming throughout each session. As front crawl is proven to be the best stroke to build stamina this tends to be used throughout the schedules.

Technique

A series of schedules that help build up key areas of technique in each stroke.

Competition

Schedules focussed on building up to main competitions.

Within the schedules the Coaches will also periodically build in Starts & Turns, and Relay takeovers.

The timing of the training plans is decided by the Coach at the start of each year; the plans do not cover a full year so will start over once completed.

Important Note: It's vital that swimmers remain hydrated throughout the training schedules – they must bring a sports drink bottle with them to all sessions and drink regularly from it during each rest point. If they don't have time to have the full rest and take a drink they should make the pool side team aware so they can be allowed the rest and drink.

Club Gym

Physical fitness and stamina are obviously two key elements in maximising the performance of any swimmer. As a result top swimmers now spend as much, if not more time training out of the water as in it. To give our swimmers the best opportunity the Club has invested in its own gym at Chapelton Baths. There is no additional cost for the use of the gym and its use is set out below.

1. For athlete development reasons the gym is only open to the Gold, Silver, Bronze and Senior squads on the times set out within the timetable in this Handbook.
2. Importantly, due to health & safety restrictions, swimmers are not allowed up and down the stairs to the gym unsupervised and therefore all swimmers who are attending the gym **MUST be on the poolside and ready for the gym at least 10 minutes prior to the start of the session.**
3. Swimmers can only access the gym from the poolside and accompanied by an adult appointed by the Club;
4. Unless authorised by one of the Club's coaching staff, **no parents or guardians are allowed down to the gym.**
5. The gym is solely for use of the swimmers of the Club; it is not open to parents, friends, or family of Club swimmers at any time.
6. Swimmers attending gym sessions must bring a **round-neck** t-shirt, appropriate shorts for wearing in a mixed gym, socks, and clean trainers, along with a drink, for use in the gym. Normal swim kit for the swimming training session will obviously be required.
7. The gym will be supervised by an adult at all times.
8. Use of some of the equipment, such as the weights, will be restricted to swimmers aged 14 years and above.



As with all Club training and activities, the gym work is made possible by volunteers supervising the swimmers. We therefore expect the swimmers to behave sensibly during the gym work, and listen to and obey the instructions of the supervising adults at all times. The code of conduct set out later in this handbook applies to both the pool and the gym. Misbehaviour of any kind in the gym will not be tolerated and will be reported to the Club committee. Serious or repeated issues will result in the swimmer being called before the committee for a disciplinary hearing.

Competitions

The world of galas and competitive events can be confusing with different types of galas, 'cut off times', 'consideration times' or 'qualifying times' and A or B or C grades etc. This very short guide is just an introduction to help swimmers and parents to understand what to expect when deciding on entering events. Our Club is about developing swimming skills (and it's good to know that our children will carry those skills for life) but there is a competitive element to the Club as well. The ASA (Amateur Swimming Association) sets all registered Clubs the aim of ensuring that **'every swimmer will have the opportunity to swim in appropriate, quality competition to enable them to achieve their full potential'**.

In the coming year, you can expect to see the appearance (on the website and noticeboard) of a competition calendar, details of individual galas and other information. Our Club wants to cater for all the swimmers and give them opportunities to achieve and enjoy their swimming as they move up through the grades.

What is the range of competitions and galas?

Galas posted on the noticeboard might be of a type listed below. But watch out for ones that are not too clear at first glance, perhaps going under a particular name, such as 'Snow Frills' or 'Teaspoon Gala'. There might also be special ones like the Sheffield 'Winter Teams' Gala.

Internal/Club galas

Every year, the calendar contains a number of internal Club galas (just for our Club members). These are 'interhouse galas' (about three each year) and the annual Club championships – held towards the end of the year and leading up to the Presentation Evening. All swimmers are involved. They are good fun as well as giving new or younger swimmers crucial experience and a chance to push forward their 'personal best' times.

Barnsley Minors League ('BML')

Also featuring regularly are the BML events (Barnsley Minors League). Many of the Clubs from our region take part and it is very competitive. The top and bottom Clubs in each division face the glory of promotion or the more bitter taste of relegation. Each Club hosts one of the galas during the season. The Club team is chosen by the coaching staff/team managers for each round. Swimmers from each age group, boys and girls, should be proud to be selected and are expected to make every effort to compete. Those selected are posted on the noticeboard and should tick the list to state if they are able to swim or not.

Invitation/inter-Club galas (hosted by Chapelton ASC)

The Club hosts and organises occasional 'invitation galas'. The Club team is selected by the coaching staff/team managers. Again, these galas provide the opportunity for gaining experience, developing personal best times ('PB's). For such galas, we purchase trophies for the competing Clubs. The Club always encourages parents and supporters to help out. All helpers at the Club, from the Head Coach down, are unpaid volunteers. It's fun and rewarding and you will always be welcomed.



Invitation/inter-Club galas/meets (hosted by other Clubs)

In a similar manner, other local Clubs arrange and host invitation galas. The details are put on the noticeboard and swimmers are encouraged to sign up. They won't always be clearly labelled as 'invitation galas' and might often go by the name of the host (Stocksbridge Sprints or Thorne Tigers Gala etc). These are usually suitable for all swimmers but, as always, ask the poolside staff and coaches for advice if you are not sure (we don't want swimmers to be 'out of their depth' early in their swimming careers – it is important to build up experience and confidence over time). But, as with most events, enter these in good time – when a gala is 'full' late entries might be turned down.

Development galas/meets

Some Clubs host galas aimed at developing swimmers. Typically, these might be called 'B' or 'C' Grade events (more about 'grades' below). They provide a fine chance for developing swimmers to gain experience. These events will normally have a set list of entry times to ensure that swimmers are well matched. This can be confusing, as some will have 'cut off times'. These might be times that swimmers must not have previously bettered. Our coaches/competition secretary will help you with this – please ask if you are unsure about it.

A and B grade galas/meets

These galas are arranged to be suitable for swimmers with a bit more experience and who have recorded times that fall within set times for each stroke/distance/IM. Swimmers who are doing well at B grade events, might look forward to entering an A grade next time around. Those doing well at A grade, might be getting close to achieving 'Yorkshire times' (qualifying times for county level championships).

Open galas

'Open galas' are similar in many ways to the ones mentioned above, but are open to individual swimmers to enter subject to the organiser's conditions (so awards are for individuals rather than Club teams). Most often, these galas will be labelled as 'C', 'B' or 'A' Grade meets (like the ones mentioned above) and might well have both 'consideration times'/'qualifying times' and 'cut-off times'. Thus, swimmers might need to have a recorded time above a consideration/qualifying time – but which is below a 'cut-off time'. This is to ensure that the swimmers are all about the same 'grade' – limiting numbers and avoiding swimmers winning or losing by too great a margin. Some of these galas attract ambitious swimmers from around the whole country so competition can be quite hot.

Some of these galas might be particularly aiming to enable swimmers to set qualifying times for county, regional or national competition. For this reason, it is important for the Club to advise swimmers what sort of competition they should enter. It is useful to build up a portfolio of recorded times at different strokes and distances – and to understand that a time set in an interhouse gala, for example, might not be acceptable for entry to some competitions (some need electronic timing and qualified time-keepers etc). Some of these types of gala will be labelled as 'Licenced Meets' (at different levels like level 1, 2 or 3). This means that the ASA has approved the event subject to its fixed criteria and conditions. Qualifying times for regional and national events must have been set at 'licenced' events (and it is preferred for entry to county events). So if a swimmer has set fast times at, for example, interhouse galas, it is important to look out for 'licenced' galas to be eligible to enter County level and above Competitions.

Swimmers and parents can be reassured that many galas, regardless of the level, are organised so that swimmers in each 'heat' are matched with others with similar entry times.

Yorkshire ASA County Championships and other county competitions

Of course, our 'county' events are the 'Yorkshires'. Times to enter these events must normally be achieved under suitable 'licenced' conditions. To gain entry to the Yorkshires is an achievement that swimmers will value throughout their lives. Please ask coaches/competition



secretary for advice at any stage. At this level, the term 'BAGCATs' will be spotted in documents and on websites. This is not a children's TV programme! It is short for the British Age Group Categories – competition for younger age groups, before they attain an age to enter 'junior', 'senior' events etc. You can get some ideas from the Yorkshire ASA website, www.yorkshireswimming.org.

Regional and national competition

A small Club like ours will not normally have many swimmers at this level but when we do, we will provide as much support as possible. Chapelton is in the North East region. It has a pretty good website - search for ASANER (Amateur Swimming Association for North East Region).

Times, grades and other complications!

The ASA recommends that swimmers do not enter too many competitive events. Normally, swimmers should aim for no more than one a month. Approach most galas with the intention of gaining personal best times, but some can be for gaining experience at longer distances etc. Enter some galas that are well within your grade and, as experience grows, consider some that will be very challenging. But please take advice from the coaching team.

The ASA sets graded times each year to give swimmers some idea of the level at which they are performing. So, for example, 'AAA' grade is equivalent to National level, 'AA' is equivalent to Regional (North East for us) level and 'A' grade is equivalent to County level. Then there are good Club swimmers at grade 'B' and developing swimmers at grade 'C'. Times are set for events swum in a 25m pool ('short course') and in a 50m pool ('long course') and at different distances from 50m to 1500m. For young boys, you might notice that girls of your age are a bit faster on average. For older girls, you might notice the opposite!

But mind out, because although these graded times are similar to County level etc, actual County championship qualifying times might differ above or below by a second or two (yes it's confusing at times). If you are unsure about your recorded times, ask for help and advice. For example, a swimmer might have good times recorded at 50 yards but might be interested in entering a 50m or 100m race – the rules on this are different at different levels of competition and it can be confusing. Our systems allow for some times to be 'converted' (e.g. from a time set in a 25m pool to a time for a 50m pool) but this is not always allowed – it depends on the level/grade of the event! At the top end, like entering national/international events, conversions might not be allowed at all. As swimmers approach a birthday, watch out for the rules determining the age of a swimmer with regard to entry times. These are normally 'age on the day' of the event.

Clubs are encouraged by the ASA to give swimmers some idea of their overall grade, if that is useful to them. So a swimmer who has one time, at one distance and stroke, at a certain grade might not be considered as at that grade 'overall'. To have a grade, overall, a Club might advise the swimmer to achieve times at that grade at several distances and strokes. Again, ask coaches or competition secretary for advice about all this. Our competition 'calendar' for the year will include all of the 'regular' galas that are suitable for all as well as providing opportunities for those moving up through the higher grades.

Finally, note that swimmers who are ASA registered (including all of our swimmers) appear in the ASA database available online. You might be surprised to see that your times are not all listed. To be listed, times must be set in a 'licenced' meet.

Please pay any fees for galas to the competition secretary promptly or risk missing out.
Details will be attached to each gala on the notice board.



Competition Grades

The official types of gala are as follows:

- A – Below County Level
- B – Designated open meet (see Open Competitions below)
- C – County Level
- D – District Level
- E – National Level
- F – International Level
- O – Open Water Level
- M – Masters Level (18 years and over)

Should you have any questions in relation to Galas/Competitions please do not hesitate to contact the Competition Secretary or any Coaching staff.

Race Preparation

Training

Training is your main race preparation so make the most of every session. Your training will help you mentally as well as physically so get in the right frame of mind every time you swim. Remember to always swim your best and take pride in your swimming.

Do not rush your training sessions and only sprint when your coach tells you to. You need a good technique to win races and this is developed when you train carefully rather than fast. Training too fast can be worse than not swimming at all as it will encourage you to learn bad habits.

Look after yourself

You will probably need more sleep than those who do less exercise than you so make sure you get plenty of rest. Remember that you are what you eat and food is your fuel. See the guide on nutrition for some top advice.

Things to bring to the gala

Bring the following:

- 2 towels
- Club t-shirt
- Drink (not fizzy drinks, cans or glass)
- Costume/trunks (spare optional)
- Shorts/tracksuit bottoms (optional)
- Club swimming cap and spare
- Goggles and a spare pair
- Pool shoes

Don't do the following:

- Eat for 1 hour before the gala
- Drop any litter on poolside
- Bring valuables

On the day

Get everything ready in plenty of time, e.g. the night before! Use the gala checklist to make sure you have everything packed well in advance. Have spares of everything if you can — the last thing you need is to find your cap is ripped or your goggles broken.



Relax as much as you can before the race and try to get yourself in the right frame of mind. Think positively and above all, look forward to the race. Eat two or three hours before the race, but make sure you do not eat anything in the hour before the race.

At the pool

Spend your spare time before the race checking everything you may need to know at the pool. Which is the deep end and how deep is it? What do the racing blocks look like? How far are the flags from the pool end? Where in the lanes are the black lines? Where will you report to for your swim? Who will you ask if you need help?

Try to warm up in the pool for at least 15 minutes, starting with a slow and steady front crawl. If you have a backstroke race, check how many strokes there are between the flags and the pool end. Practice turns and remember **TWO HANDED TOUCH FINISH FOR BREASTSTROKE AND BUTTERFLY.**

Waiting for your race

Make sure your muscles stay warm. Dry yourself and wear your Club t-shirt before your race and between races.

Keep moving around and stretching gently to keep your muscles working. Cheer on your team mates. This will keep you moving around, help motivate them and keep you in the mood for your race.

Keep sipping your drink throughout the whole meet. Remember that by the time you are thirsty, you are already 2% - 3% dehydrated and that is enough to stop you from doing your best.

Stay positive and know that you will swim your best. See yourself pushing off the wall on the turns, streamlining and sprinting your finish. Stick to your plan and do not let the other swimmers put you off.

The race

Stay alert and focused. Do not think about the other swimmers or let negative thoughts distract you. Aim to beat your PB on every race. Race to beat your own PB rather than beat the other swimmers.

After the race

Dry yourself as soon as you can and put on your poolside clothes. Think about what you did well and what you may be able to improve on next time. Have some of your drink and talk to your Coach and friends about how you felt it went. If you have another swim, put the last race behind you and focus on the next!



Nutrition & Diet

Food is the fuel that your body needs to work, so everyone needs a healthy diet to help them stay fit and well. A swimmer's diet is based on a normal diet but with a few changes to cope with the extra work you do.

Food is made up of three different components: carbohydrates, proteins and fat.

Carbohydrates

Carbohydrates give you the energy that you need to train. If you do not have enough carbohydrates, you will tire easily during your training. You also need carbohydrates to get through the rest of the day, so you need a lot more carbohydrates than people who are not as active as you are. Carbohydrates should make up over half of the food you eat.

Carbohydrates come in two forms: complex and simple. Simple carbohydrates will give you more energy for a short while, but after just a few minutes you will find that you are more tired than before you ate. Examples of simple carbohydrates are: sweets, sugar, jam, fruit, cakes, biscuits and soft drinks.

Complex carbohydrates are released slowly throughout the day, so they are a much better source of energy. Examples of complex carbohydrates are: rice, pasta, potatoes, oats, bread, peas and lentils.

Protein

Protein is important because:

- It helps you to recover after your training session
- Your muscles need it to get stronger
- You need it to grow properly

Examples of protein are: eggs, cheese, milk, meat, peas and beans. You should have some protein in your diet every day, but try to make sure it is low in fat.

Fat

Fat is bad for everyone so you should try not to eat too much of it. If you eat too much fat, you will probably also find that you are not eating enough protein and carbohydrates to meet your body's needs while you are training.

Fruit & Vegetables

You should aim to eat 5 portions of fruit and vegetables a day to give you all the vitamins and minerals your body needs. Calcium, iron, zinc etc. are all important to help you grow and to fight off infections. A portion of fruit is an apple, a pear, a couple of plums or glass of fruit juice. A portion of vegetables is two tablespoons of peas, carrots, sweet corn or broccoli. Remember frozen vegetables count too.

Drinking

You should drink regularly throughout the day and make sure you drink plenty during your training sessions. Always take your drinks bottle onto the poolside and leave it at the end of the lane so it is to hand. If you do not drink enough, your body will not have enough water in it and you will not be able to exercise or think as well. This is called being dehydrated.

Fizzy drinks or drinks with a lot of sugar in may quench your thirst for a while but they actually make you more dehydrated and so you will soon be thirstier than ever. Water is one of the best drinks you can have. If you do not like drinking water, then drink weak squash instead.



By the time you feel thirsty, you are already dehydrated by 2% - 3% and you will not be able to swim as well as you should, so you should aim to prevent yourself from becoming dehydrated rather than waiting until you are thirsty before you drink. When you are training, take regular sips whenever you stop.

Remember to carry on drinking during competitions too so you are fully hydrated and ready when it is your time to race.

Security & Changing

All swimmers should be aware that all personal items, including clothing and shoes etc, must be placed in their bags and taken on the pool side during ALL swim sessions. The Club cannot be responsible for items left in the changing rooms; the facilities remain accessible by the public and are unsupervised during swim sessions.

The Club does not provide supervision for the changing areas. Parents/Guardians of swimmers under the age of 12 should, wherever possible, supervise their children during changing before and after the swim sessions.

Swimmers must behave appropriately in the changing areas at all times; specifically, older swimmers should be aware of the range of age of swimmers in the changing area and act accordingly.

Everyone should be aware that mobile phones are not to be used in the changing rooms at any time.

Fees

It is essential for the successful running of the Club that all fees are paid on a regular basis and on time.

Annual Membership 2012

Applies to all swimmers, both competitive and adult £30.00

Includes ASA membership subscription which is needed for all swimmers.

Annual membership must be paid by 31st January each year.

Monthly Water Fees

First child £26.00

Second child £21.00

Third child £17.00

Paid on a monthly basis (1st day of each month by Standing Order – please contact the Treasurer for a form.



Web Site & Publicity

The Club has an active web site containing a wealth of information such as forthcoming galas & events, results, notices, contact information etc. The site address is www.chapeltonasc.org and also includes a feedback link for sending new ideas on content or just general feedback to the Web Master responsible for managing the site. We're always pleased to hear feedback on the site content.

In order to reflect the activities of the Club, and especially the successes of the swimmers, within the local community, we regularly issue press releases with accompanying photographs*. The application form contains the ability to opt out of photos along with an explanation on how and when any photos are to be used. Clearly we would prefer all swimmers to be available for photographs but understand if you prefer to opt out.

Periodically we issue a newsletter providing similar information to that available on the web site. The Newsletter is published in paper form and is also sent via email.

Again, ideas and feedback on publicity, including any activities you may have taken part in outside the Club which you feel may be newsworthy and could be linked back to Chapelton ASC, are always welcome. Please provide any ideas or suggestions to the Publicity Officer or any of the committee members.

*On the general point of photography, please note that ALL swimming galas require **anyone wishing to use a camera, including video and phones with cameras, to register their details on arrival with the organisers**. They may ask for identification such as a driving licence or passport in order to comply with child protection laws.

Social Events & Fundraising

The Club encourages willing parents who wish to help out on the poolside and provides opportunities for them to take courses in timekeeping, judging, assistant teaching etc.

As with any small Club, fund raising is an integral and important part of the Club's activities – all funds raised go toward the running costs of the Club and to maintaining the lowest possible fees for the swimmers. There are a number of periodic fund raising events and we also have a '100 Club' which is a bit like the lottery, again all proceeds help Club funds with winners being posted on both the web site and the noticeboard. Your contributions and assistance in fund raising events would be much appreciated and new ideas are always welcome.

We also organise a number of social events throughout the year and, as with all such events, the more that attend the better the event. These events are a great way to make new friends for swimmers and for parents/guardians to socialise. Details and photographs of events are posted on the noticeboard and on the web site.

Benefits & Fundraising

Like most Clubs, Chapelton ASC is solely funded by membership fees to cover it's costs, with ongoing fundraising providing vital revenue for the Club to invest in new equipment and facilities for the Club. Here are a few ways you can benefit the Club with fundraising:



The club is looking for new sponsors. If you would like to sponsor the club, or know someone who would like to, please contact Tracy Lever 07712 408161.

Easysearch

Use <http://chapeltonasc.easysearch.org.uk> for your web searches - every search donates a small amount to the Club. It's powered by leading search engines including Microsoft, Yahoo and Ask, so it delivers great results. Why not set it as your home page, visit the link and click where it says "Set as my home page".

Easyfundraising

Join this free service at www.easyfundraising.org.uk/chapeltonasc - it takes only a minute to register and once you've joined each time you shop online simply login and link through to one of over 600 of the UK's best-known retailers, including many popular names such as Amazon, Next, Argos, Comet, John Lewis and HMV. Up to 15% from every purchase you make is donated to Chapelton ASC; it doesn't cost a penny extra to shop and raise funds for the Club, and, as many retailers now give extra discounts when you buy online, you can even save money!

If you know a Club that could raise funds through the service please pass them this web address: www.easyfundraising.org.uk/referral/12995

Rags-to-Riches Collections

Around twice per annum (usually spring and autumn) the club arranges a Rags-to-Riches collection at the Baths where items from yourselves, friends, family and work colleagues including the following:

**Ladies, Men's and Children's Clothing, Bedding, Curtains,
Soft Toys, Shoes (paired), Belts, Handbags**

Are collected, weighed, and a cash donation made to the club by the collecting agent. Look out for dates for the collection and please try to bring as much as possible – the more items the larger the donation! Bring any time of the year as we have storage facilities.

Equity Policy

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 every person 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.



Code of Conduct For Training Sessions

1. Swimmers should be on the poolside 10 minutes before the session begins; Before their session the swimmers must wait at the end of the pool and not enter the water until instructed to do so by the Coach.
2. ALL swimmers must sign in the register before the session begins; this is a health & safety rule.
3. During a training session swimmers must listen to the instructions of the Coach and/or Teachers, and concentrate on the work set. It is impossible to do this if swimmers are splashing, shouting, chatting, have their head under water etc.
4. Swimmers should visit the toilet prior to a training session.
5. Swimmers should begin all swims from the wall. Do not walk 2 to 3 metres and then start! Push-offs and turns are to be practiced correctly - as in competitions.
6. Please respect the pool, the equipment, and other Club members. This means no name-calling, fighting, or being offensive in any way, whether on the poolside or in the changing rooms.
7. When visiting other pools, remember you are representing Chapelton ASC, and always try to support and encourage other members of the team.
8. If a Swimmer is not swimming they are not allowed on the poolside as this distracts other swimmers.

Failure to comply with these and any other rules implemented by the Club from time to time, or instructions from the Coach or other poolside officials, may result in the following sanctions being applied:

- Minor misdemeanours - Swimmers details recorded in Coach's log.
- More serious offence - Swimmer told to leave the water for remainder of the session and sit on the poolside.
- Repeat offences - Letter sent to parents/guardians warning that you may be demoted to a lower group.
- Last resort - The swimmer could be referred to the Disciplinary Committee who have the power to exclude swimmers for a limited period or permanently.



Grievance Procedure

Issues and problems between swimmers or parents/guardians at the Club are extremely rare. The Club has a designated and fully trained Child Protection Officer to ensure the Club operates within the Child Protection laws and to resolve any issues that may arise. However, should anyone have any cause for complaint or a dispute/argument arise between members of the Club, parents/guardians, or members of the pool staff, it is very important that matters are handled correctly. Parents/guardians are specifically advised not to address any issues between swimmers directly with the swimmers involved, adult swimmers are also reminded that they must follow the same procedures as parents/guardians and not attempt to resolve any issues with swimmers.

Where an issue arises one of the following options are available:

- Report the matter to the swimming Coach
- Report the matter to a member of the committee*
- Speak to a Child Protection officer and or child welfare officer*
- Write to the committee detailing the complaint and hand to a committee member
- Swimmers can also report problems to Team Captains or Vice Captains

*details on noticeboard and web site

Any issue reported will be dealt with as quickly as possible and in strict confidence. Depending on the severity of the matter it may be reviewed at a committee meeting to ensure appropriate action is taken and any procedural changes at the Club are considered. A number of options are available for dealing with swimmer misbehaviour – see Code of Conduct above.