



Thornaby Amateur Swimming Club

For fitness and fun!

Handbook for Swimmers and Parents

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Version Control

Document Title

Title:	Thornaby ASC – Swimmer and Parent Handbook
Document version:	1.0
Document status:	Released

Document Change History

Issue	Date	Author	Summary of change
0.1	22/01/2014	Committee	Initial Draft
1.0	12/01/2014	Committee	Released

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Foreword

Firstly, allow me on behalf of the Committee to welcome you to Thornaby Amateur Swimming Club. The Club has served the Community since the 1930s and we are proud of our tradition of teaching children and young adults the art and life-skill of Swimming, within the context of the competitive rules adopted by the Amateur Swimming Association. We are equally proud of our family friendly ethos, it is extremely important to us and we trust that you will take on that same ethos, too.

This is our handbook, which will tell you a lot more about the Club; if you are an existing member or even a potential member or whether you are a parent of a swimmer looking to get involved then we are confident you will find the information you need. If on the other hand, you have any type of query, please do not hesitate to speak to one of us at the pool.

Dave Meredith

Hon. President.

Club Aims

For Fitness & Fun

Thornaby Amateur Swimming Club serves as part of the pathway towards competitive swimming, but that's not all! While having the opportunity to explore whether competitive swimming is 'for them', swimmers can opt simply take part in Club sessions; improve their swimming ability and maintain fitness whilst enjoying some of the fun activities that we do from time-to-time. Then, if swimmers who have completed their time in BOSSS still want to maintain their fitness, then Club sessions are there as the parachute, so that swimmers are not lost from the sport altogether.

We are also committed to developing the next generation of teaching and coaching talent so we offer the opportunity for our older swimmers to assist as in-water helpers within our learn to swim programme and then onwards as pool side teachers gaining exposure towards becoming qualified instructors a process which fits well with Duke Of Edinburgh's award, GCSE PE or even just as an entry on the CV.

As a Swim 21 accredited club, we are committed to providing a safe environment for our members and we fully adopt the ASA Wave Power 2012/15 Child Safeguarding Policy



Key Roles

Management Committee

President	Dave Meredith
Chair	Carina Peebles
Treasurer	Sandra Derbyshire
Secretary	Beverley Smith
Welfare Officer	Jean Quartley
Membership Secretary	Michelle Burbidge
Coaching Co-ordinator	Mike Watson
BOSSS Representative	Alison Dixon

Teaching & Coaching Team

Head Coach	Matthew Price
Junior Team Coach	Gail Wright
Junior Team Manager	Stephanie Evans
Pool Side Teachers	Andrew McLoughlin, Lisa Wilson, Claire Pollitt, Jane Hobbs, Leanne Quartley, Charlie Scales, Francesca Dixon, Peter Wilson, Charlie Scales, Fran Dixon, Melissa Grantham.
In-Water Helpers	Rebecca Peebles, James McInnes, Sarah Covell, Jessica Eaglesham, Bethany Eaglesham, Ryan Pollitt, Katherine Eaglesham, Anandna Bhatia, David Cramphorn, Michael Kendal, Erin Thorpe

Team Captains

Girls' Captain	Lindsey Gallagher
Boys' Captain	Charlie Scales

Getting in Touch

There are a number of ways to stay in touch with the Club:

Noticeboard


We have a notice board situated in the foyer area of the pool, upon entering the pool building from Thornaby Road, turn left and then immediately turn left again. The board is clearly marked with the Club logo. Members are encouraged to check the notice board at least once per week to ensure they remain up to date with what is happening in the Club.


Newsletters

We publish monthly newsletters, the content for which is set by the management committee and a copy of the newsletter is posted to our website as well as handed out in paper format to those attending the pool during the week of publication.


Social Media

We are connected to our members via Facebook and Twitter so we can push news information to our members.

	https://www.facebook.com/groups/thornabyswimclub/
	Our facebook group page is restricted to parents of swimming members and swimming members who are eligible to have an account on Facebook.

	https://twitter.com/SwimThornaby
	We have a twitter feed, which we hope to establish as one way of informing parents of issues such as unexpected pool closures.

Web Site

	http://www.swimthornaby.co.uk
	Our website will contain important information and a members' area so you can check your progress in training and at Club Galas.

Please note that we are a 'Swim 21' accredited club which means that we have adopted the ASA Wavepower framework. Wavepower provides Clubs with safeguarding policies including a Social Media policy which is recommended reading for parents and swimmers. Please see the later section on safeguarding.

Teaching Facilities

Thornaby Pool

The Club conducts almost all of its activities within Thornaby Pool a 10m x 25m facility which is an ideal environment for teaching and coaching of swimming. Activities conducted in other locations are managed on a case-by-case basis. The pool has a depth of 0.9m at the shallow-end through to 1.8m at the deep end. Anti-wave lane ropes are used during coaching sessions and diving blocks are regularly used in teaching of competitive starts.



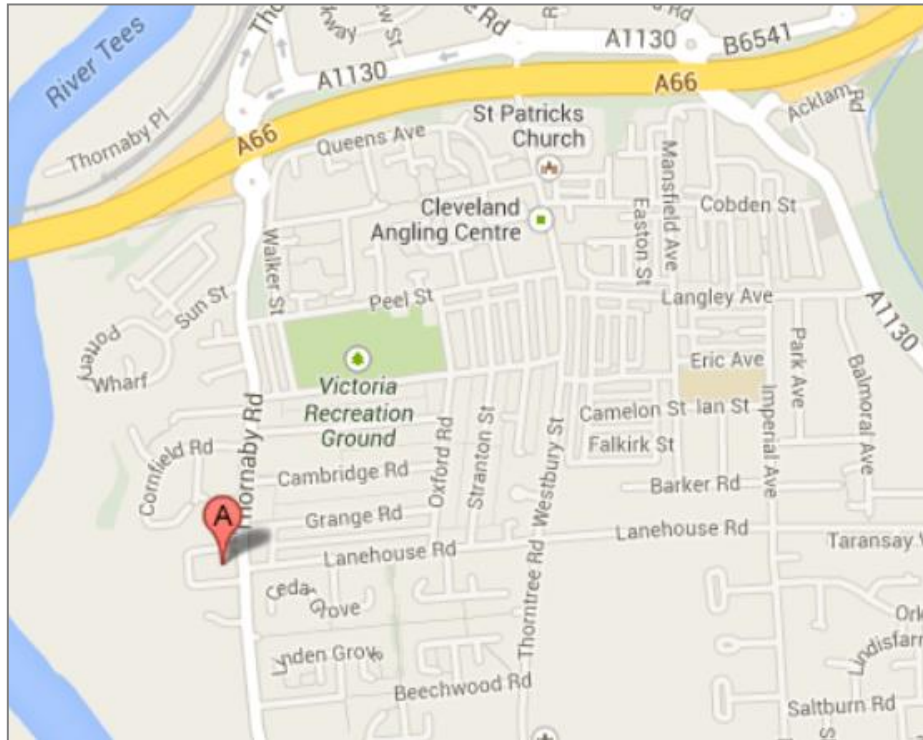
Thornaby Pool - Google 'Street View'

Location

The facility is situated on the busy junction of Thornaby Road and Lanehouse Road and can be located (for sat-nav) purposes via the following address and post code:

Thornaby Pool, Thornaby Road
 Thornaby on Tees
 Cleveland TS17 8AA

The map, below shows the location of the facility in relation to the streets of the Town, including the A66 trunk road.




Parking

Limited parking is available around the perimeter of the building using the one-way access road which is immediately to the left of the front-elevation of the building. Care must be taken on approach to the entrance as it is covered by ‘keep clear’ markings but is not formally part of traffic light phasing. Some bays are marked for disabled ‘blue badge’ holders and correct-usage of these bays is monitored by Stockton on Tees Borough Council.


Affiliations & Associations


The Club is affiliated and associated with the following bodies

National and Regional Level


	<p>Amateur Swimming Association</p>
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	<p>The Amateur Swimming Association is the governing body for all aquatic activities in England. Rules, Compliance Frameworks, Codes-of-conduct and Education policies are disseminated to Clubs from the ASA.</p> <p>The ASA works with FINA, the world governing body for aquatics sports and many of the rules and procedures governing our sport are adopted from FINA.</p> <p style="text-align: center;">http://www.swimming.org/asa/</p>
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	Swim North-East
	<p>Swim North East is our regional arm of the ASA. The regional team can provide help and advice to Clubs as well as helping to co-ordinate activities from courses and funding streams through to inter-Club co-operation.</p>
	http://asaner.org.uk/swim/

	Northumberland & Durham Counties SA
	<p>Northumberland & Durham Counties Swimming Association (usually shortened to 'N&D') is our 'County' affiliation. Swimmers who choose to compete and move up through the pathway via the Borough of Stockton Swimming Scheme will aim to obtain N&D times to compete at official galas or 'meets'.</p>
	http://ndcasa.org.uk/swim/

Local Level

	Borough of Stockton Swimming Scheme (BOSSS)
	<p>Thornaby ASC is a 'base' club within the Borough of Stockton Swimming Scheme. Swimmers who decide that they want to compete beyond 'Club' and 'Diddy' league may be offered the opportunity to take part in the scheme. BOSSS is the upstream pathway for competitive swimming.</p>
	http://bosss.org/

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	Tees Active Limited
	<p>Tees Active provide the Pool facility and its management on behalf of Stockton Borough Council, we work with Tees Active to ensure that our activities are in line with operating procedures.</p> <p style="text-align: center;">http://www.teesactive.co.uk</p>
	Stockton on Tees Borough Council
	<p>We work with our local council to help in delivering quality sports activities that are available to members on an equitable basis to drive up health and wellbeing standards in the local area. This is achieved either through channelling funding, accessing skilled resources or championing the efforts of our volunteers within the Borough. In addition, the Club provides assistance at local Schools Galas.</p> <p style="text-align: center;">http://www.stockton.gov.uk</p>
	Tees Valley Sport
	<p>Tees Valley Sport is our local sports partnership, which assists in delivering sporting activities to individuals across the four unitary authorities in the Tees Valley region.</p> <p style="text-align: center;">http://www.ironguidance.co.uk/</p>
	Middlesbrough Children's University
	<p>The Children's University with its 'passport to learning' is a great way to link extra-curricular activities to every-day schooling. The Children's University is a means of publicising the Club to potential new members of the competitive swimming pathway outside traditional word-of-mouth or pathway from 'swimming lessons'.</p> <p style="text-align: center;">http://www.ironguidance.co.uk/</p>

Club Activities & Processes

The following sections describe our regular club activities. Membership is accessible on an equitable basis subject to health and safety and capacity management. Our teaching programmes are based upon the ASA National Plan for Teaching Swimming (NPTS).

Arrival at Club Sessions

It is important that upon arrival at Club sessions your attendance is confirmed in the register. This is for important safety reasons in the event of fire drill for example. In addition it is important that you

do not enter the pool until instructed to do so, but upon such instruction be ready and prepared to enter the water immediately so that the session begin without delay.

Code of Conduct & Code of Ethics

As part of the Wavepower safeguarding framework, all volunteers, members and parents are bound by their respective codes of conduct all such persons will be expected to read, agree and sign their code of conduct. A code of Ethics document has also been produced which can be made available upon request.

Learn to Swim (Beginners)

We operate a waiting list for our popular learn to swim programme. Organised into blocks-of-weeks with end-of-block assessments we cater for absolute beginners from Age 4, as long as they can stand up at the shallow end of the pool. Our classes are structured activities featuring ASA qualified instructors as well as in-water helpers and together they coax and encourage pupils to attain the goal of harnessing buoyancy and beginning to swim. In order for a pupil to be considered for Learn to Swim they must be registered on our waiting list. This can be done by visiting the Pool during a Club session. Our structured assessments ensures that swimmer progress is monitored and they move through the system into the Improvers squads as soon as they have successfully completed 25m front crawl and 25m backstroke.

New (Swimming) Members

Prospective new members that can already swim, perhaps from school/council or other type of pathway may visit the Pool during a Club session to obtain a 'trial' swim. The trial allows us to understand the level of ability of the pupil and allocate to a group or 'squad'. Membership will be offered to members where capacity permits and in other cases a prospective member will be offered a place on the waiting list.

Capacity Management and Waiting Lists

If places are not available at the time of a trial, then a place on the waiting list is offered. The Club reserves the right to manage pool capacity in line with ASA guidance and Pool operating procedures.

Swimming Squads

We operate the following squads in addition to the Learn-to-Swim programme, in their 'pathway' order. We have a range of memberships available in order to suit a swimmer's ability to get to club sessions or to assist with managing capacity in the water and these will be discussed with swimmer and parent on a case-by-case basis.

Squad	Details
Improvers	There are three bands of Improvers squads where we begin to nurture the swimmer's ability, in particular focussing on Breaststroke legs and stroke timing.
Intermediate	Our intermediate squad is the 'breeding ground' for our Diddy League team and where we would primarily source swimmers that are likely to be suitable for BOSSS. The intermediate squad is where we really begin to focus on training.
Core	Swimmers who have are showing stamina and all round technique will then move into the 'Core' squad. Comprising swimmers from Diddy League and, once-per-week, swimmers in 'D' squad in BOSSS as their 'Club' contact evening.

Squad	Details
Top	Our 'Top' squad is geared for our strongest swimmers. A two-hour session during Tuesday 'Club night', introduced for 2014 is the flagship training session.
Masters	We provide an opportunity for swimming parents to join our fledgling masters group, introduced in 2013.

Talent ID through to BOSSS

Swimmers who may have the ability to join BOSSS are first invited to Talent ID sessions which take place on Saturday mornings. Talent ID is run by the coaching staff at BOSSS who will observe swimmer ability and application.

If a swimmer is successful in demonstrating their desire to take part in BOSSS, they will then be invited to a trial, over a number of weeks before a formal place in the scheme is offered.

Club Timetable

The Club operates the following sessions.

Monday – 7pm to 8pm	Training Session for following squads (chargeable per visit) <ol style="list-style-type: none"> 1. Improvers 2 & 3 2. Intermediate 3. Core 4. Top
Tuesday – 6pm to 8pm	2hr Training Session for the following squads <ol style="list-style-type: none"> 1. Top (Club Night) 1hr Teaching Session for the following squads (6pm – 7pm) <ol style="list-style-type: none"> 1. Improvers 1, 2, 3 (Club Night) 1hr Coaching Session for the following squads (7pm – 8pm) <ol style="list-style-type: none"> 1. Core (Club Night)
Thursday – 7pm to 8pm	Training Session for the following squads <ol style="list-style-type: none"> 1. Intermediate (Club Night) Training session for the following squads (chargeable per visit) <ol style="list-style-type: none"> 2. Core 3. Masters
Friday – 7pm to 8pm	Learn to Swim programme (two 30 minute classes) Teaching/Coaching session for the following squads <ol style="list-style-type: none"> 1. Improvers 1, 2 & 3 2. Intermediate 3. Core 4. Top

Club Night

Where a swimmer has a 'full' membership i.e. not a 'Monday & Friday' membership, then that swimmer may attend the Club Night, the cost of which is covered in the membership fee. Therefore Club Night sessions are not individually chargeable.

Membership

Club membership year runs from 1st January and lasts for a calendar year. Subscriptions fees are set at the Annual General Meeting (usually held late November) for the following year and take into account the following unavoidable costs:

- ASA Affiliation Fees
- Insurance Liability Fees
- Pool Hire

Prices are set simply to cover costs and will only be increased in the event of expected inflationary rises. Where a member has a full membership, the Club Night session is included in the membership fee and hence the allocated evening's swimming is not chargeable. All other sessions are chargeable sufficient to cover the cost of pool hire.

Payment of subscriptions is permitted on an instalment basis in the first quarter of the calendar year.

Places in the Club are reserved for existing members upon membership renewal, in the event that swimmers opt not to renew, then the swimmer is politely requested to supply a resignation letter. If the swimmer chooses not to return within eight weeks of anticipated renewal, without notification to the Club then that place will be offered to the next suitable person in the waiting list.

Additional Activities

The Club also aims to provide the following additional activities in order to engender team spirit and club 'community as well as to further develop swimming ability.

Swim Camps

The Club will regularly team-up with Stockton ASC and BOSSS to run swim camps, either on specific Sunday mornings at locations such as Billingham Forum or on specially arranged trips to facilities such as the 50m pool in Leeds. Where Swim Camps are being organised, they will be advertised to the target audience.

Club Galas

The Club runs two internal members-only galas per year. These are managed under ASA rules. Events within each gala permit 5 places for a final, so where there are more than 5 entrants, time trials will be used to settle occupation of those places.

Spring Gala

This is available to all members on a by-entry method, it serves as an opportunity to benchmark the progress of swimmers in the first part of the membership year.

Club Gala

This usually takes place on the final Friday in November and is our main club championship where trophies are there for the taking. To qualify, members need to have been with the Club for at least six months and must not have moved up into BOSSS. Thereafter all qualifying members are included and are subject to the time-trial process which usually gets under way by late September.

External Galas

The Club entered the Durham & District Junior (Diddy) League for the first time in 2013 and the aim is to continue to develop our junior team. The junior team will be the foundation, building upon this by growing the senior team (12years +) as well as nurturing a masters squad.

Away Days & Parties

This includes trips to places such as Forbidden Corner as well as teaming up with Stockton ASC for Ice Skating or Summer BBQ in Preston Park. Our recent Family Festive party was a great occasion and they all offer opportunities for members to socialise.

Mentoring New Coaching Talent

In-water helpers assist in the learn to swim programme, following an initial overview discussion with the helper, a one-month trial ensues whereby the helper assists in being a reassuring friend to our beginners without replacing the responsibilities of the teacher in charge. In-water helpers can get involved from age 14 years and a rota system is used to manage the level of commitment involved.

In addition, the Club supports anyone, existing swimmers or committed parents who would like to get involved in teaching. Starting from (being) a pool-side assistant watching, observing and sometimes acting as demonstrators to our qualified teachers, through to taking their ASA Teaching Aquatics Level 1 and being able take a group of swimmers under observation and on to becoming a qualified instructor. This activity takes place on Thursdays and a rota system is used to manage the level of commitment involved.

Club Development Plan

As a Swim 21 accredited club, there is a multi-year plan with objectives intended to help keep the Club viable, vibrant and in tune with developments within the sport. This plan is submitted as part of the evidence towards Swim 21 accreditation and a copy can be made available upon request.

Safeguarding

Thornaby ASC provides a safe environment for all those involved in the Club; members, parents and volunteers alike. The Club therefore adopts the ASA Wavepower Child Safeguarding framework 2012/15 which establishes governance, rules and procedures for Clubs to follow. The Club has appointed Welfare and Deputy Welfare Officers who can offer a friendly and reassuring ear in the event of any problem no matter how 'small' or 'unimportant' the perception may be although any of our volunteers can act as an initial point of contact.

In addition all our volunteers comply with rules governing the Disclosure and Barring Service (formerly CRB) and each maintain regular contact with prevailing child protection policies by way of attendance at 'Safeguarding & Protecting Children' courses, approved by the UK Sports Council.

We treat all matters with trust and confidence, including the protection of your data under the Data Protection Act including swimming-related medical information which is shared with volunteers on a 'need to know' basis for the purposes of safety. Our codes of conduct stipulate the standards behaviour we expect in providing a safe and orderly environment.

Continued.

If anyone connected with the Club has a problem and feels that they cannot deal with it through the Club's Welfare provisions, then the ASA's Swimline free-phone telephone number is available for use. The below article is taken directly from the ASA Wavepower website¹ and explains how Swimline works.

Swimline: Protecting children



The ASA with the NSPCC (National Society for the Prevention of Cruelty to Children) operates Swimline.

Swimline was launched over 10 year ago and is a confidential free-phone number provided for anyone involved in aquatics, adults or children, who believe that the welfare of someone under the age of 18 is at risk. This concern could be neglect, abuse, bullying or fear of someone or anything that is worrying you and you don't know who to discuss it with.

When calling Swimline you will get through to an answer phone where you will be asked to leave your name and contact details and if you wish some brief details of your concern. The ASA Safeguarding Team or a Swimline volunteer will call you back, listen to your concerns and agree a way forward with you.

If there is an issue which causes concern the ASA will act to protect the child or children involved.

If you leave a message we aim to contact you back during the next working day. If you leave a message after 3pm on a Friday, or over a weekend we will contact you back on the following Monday. If you need to speak to someone immediately you can follow the instructions on the answer phone message and be transferred immediately to the NSPCC. The NSPCC counsellors will advise you directly if you choose this option.

Swimline calls are free and do not appear on an itemised phone bill unless your call is made from a mobile phone.

¹ <http://www.swimming.org/asa/clubs-and-members/safeguarding-children-and-young-people/swimline-protecting-children/649/>

