



Bury Elton

Amateur Swimming Club

Affiliated to N.C.A.S.A, Royal Life Saving Society, C.L.S.



Bury & Elton Amateur Swimming Club was founded in 1893, and swam out of the old Bury’s Victorian public baths, which was situated in St Mary’s Place, Bury. The building itself was built in 1864 and served B&E well until 1976. It was in 1976 that B&E’s new home of the Castle Leisure Centre was built and until this date has been our base. The club presently has in excess of 150 members ranging from beginners to the more experienced and senior swimmers. One of the pleasing aspects for the club is that not only do we have varying abilities and ages but we also have a diverse membership enforcing our modern day approach to inclusivity.

The club presently train four times a week under the guidance of our Head Coach Mr. John Bennett. The main club sessions being that of a Wednesday evening and Sunday afternoon with two quieter sessions on a Monday and Friday evening, where at these sessions a more in-depth technical instruction and improvement to techniques are imparted to the club members.

The club has a robust operational structure, led by its Committee, which along with previous committees have seen the club prosper and remain viable throughout its 122 year existence. This is a credit to not only the present encumbrance but also to their predecessors.



<http://buryandelton.co.uk>



@buryandelton



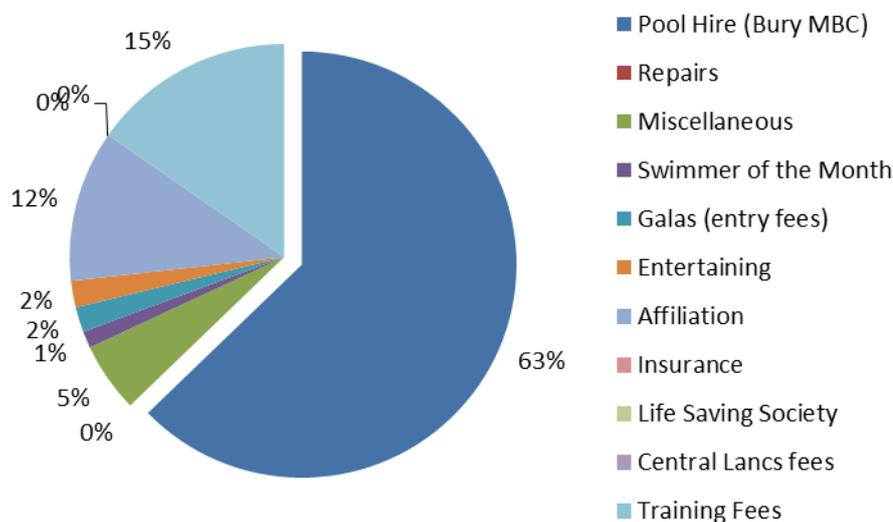
<https://www.facebook.com/groups/21786682885/>

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Session Fees

The majority of club fees are used to pay for the pool hire, the diagram below shows typical club expenditure.



Each year swimmers pay a one off renewal fee, normally around Feb / March of each year, discount is available for early payment and multiple family members of the annual membership fee. The swimmers then pay a monthly subscription to the club.

The club subscription fees are as follows:-

- JUNIORS** £12 PER MONTH – This enables swimmer to attend on a Wednesday (Sunday at the discretion of the coach)
- ADVANCED** £26 PER MONTH – This is aimed at the more advanced swimmers and the pool is available for 4 sessions a week, Monday, Wednesday, Friday and Sunday
- SQUAD** £5 PER MONTH (MAXIMUM OF 30 SESSIONS PER YEAR) – This is aimed at swimmers who want to use the pool in addition to other club commitments

The Monthly Subscription Standing Order Mandate can be found at the end of this pack.

These session fees represent a twelfth of an annual payment and as such missing any one payment by more than 40 days can be construed as a termination of the membership and as such a new membership fee will be required before the continuation of swimming sessions is allowed

Training / Lessons

We request that the swimmers attend each of the sessions on time as the lanes are setup depending on the number of swimmers in each session.

We train at Castle Leisure Centre at the below times:

Monday	19:30 – 21:00 (Advanced)
Wednesday	18:30 – 20:00 (Juniors)
Wednesday	20:00 – 21:00 (Advanced)
Friday	20:00 – 21:30 (Advanced)
Sunday	16:00 – 17:30 (Advanced)

Galas

There are two different Types of Swimming Galas in which Bury and Elton compete:

- Galas where the club competes as a team against other clubs in Leagues or friendly galas.
- Galas where the swimmer competes individually in licenced meets.

It is important that parents know about gala entries because there is a cost involved (usually approx. £3 to £5 per event which if 4 events are entered amounts to getting on for £20 per gala) which must be paid with your entry. There is also usually also a charge for parents to watch the Gala.

In addition, each swimmer must be registered with the ASA for competing in team and licenced galas, an additional fee is required at registration.

Licensed Galas/Open Meets

Licensed galas are those galas where the competitor is swimming for themselves to gain times and sometimes medals! The club will target some local meets of this type, suggesting to suitable swimmers that they enter. In these cases all entry forms and fees should be made via the club. Details of these galas will be made available via the club notice board and coaches. The club will process the applications and will support the swimmers with poolside volunteers. Swimmers can enter other Open meet galas if they choose to but the club will not be able to support them by sending a volunteer.

Team Selection

The Head Coach and the team manager make the selections for the team galas – initially selecting the swimmers with the best times. The club holds 50m timed sprint sessions (Time Trials) throughout the year so that swimmers can test themselves against each other and to see what time they can achieve. This will also help in team selection. The head coach may take into account current swimming performance rather than just the swimmer's personal best time (PB).

Team sheets will be posted on the club notice board. Please remember to check the board and indicate whether or not your child can compete.

What to Take to a gala

A swimmer needs two costumes, two pairs of goggles, two towels (one for poolside so that between the races they can get dry and stay warm), and two hats, they will also need plenty of drinks and possibly some food – they are going to be poolside for about 3 hours so some jelly sweets are also a good idea. Parents will also need something to drink (and eat) as it is usually very warm and humid at a swimming pool. Dress in such a way that you can cope with very hot conditions.



At the Gala

Once at the gala the swimmers have to go off and change and then have to go poolside by themselves. Parents are not allowed poolside unless they are one of the volunteers helping to manage the team. This can be a bit daunting especially for those younger swimmers in the first couple of galas. There will be coaches and timekeepers from each club on the poolside to make sure that the children are ok and in the right place for each of their races.

What do the parents and supporters do?

They get to get to sit poolside and cheer on the swimmers – if you're lucky the pool will have tiered spectator seating – otherwise you end up sitting very close to the pool. There is also a small charge for spectators, and maybe a raffle or two to raise funds for the hosting club. The swimmers need to be poolside in time to participate in the warm up.

Affiliations

More details on the Central Lancashire Leagues can be found on the Association website:

<http://www.centrallancs.org.uk/>

B&E have in recent years also entered the Manchester and District leagues. The main purpose of these galas is to give young inexperienced swimmers a taste of competition. More details on the Manchester and District Leagues can be found on the Association website:

<http://www.mdswpa.org.uk/>

More details on galas etc can be found in the B&E competitive swimming handbook -

<http://buryandelton.co.uk/competitionsgalas/a-parents-guide-to-competitive-swimming/>

Lane etiquette

To make everyone's swim as rewarding and carefree as possible there are 12 Golden Rules to happiness whilst swimming in a session.

- Listen to the coach and always do as the coach says.
- **Swim in order of speed:** fastest first; slowest last (this may change depending on stroke and/or distance). Please constantly check your position in the lane. If swimmers are bunched up behind you, be prepared to drop back.
- Change lanes if necessary or whenever asked to do so by the coach. Swimmers are put into lanes according to speed.
- If you want to **overtake**, tap the swimmer in front on the foot. At the end of the lane they will wait for you to swim past. But make your intention clear. The swimmer in front may reasonably assume that you just got too close.
- If somebody taps on your foot to overtake, finish the length you are swimming and be prepared at the end of the lane to stand aside (in the corner of the lane) to allow a swimmer to pass you. Stay on the side you came from, not where you'd be going (so when swimming in a clockwise direction, you will wait on the left side, as people will make a turn at the right side).
- If you stop at the end of the lane, wait for a large enough space to continue. Do not set off just as another swimmer is coming in to the end of the lane to turn.
- When you finish the set distance move to the right (if swimming clockwise, left if anti-clockwise) to allow swimmers behind a good finish at the wall. Always swim to the wall – don't stop or turn before the wall – and if people are in your way then remind them to make room.
- Leave at least 5 seconds between swimmers, 10 seconds if the lane is not too crowded. Leave 3 seconds only where specifically requested by the coach.
- Swimming fly – be aware of people coming the other way.
- Swim the set specified by the coach and don't swim a different stroke to everyone else (unless choice of stroke has been set by the coach).
- If you are new to club swimming, please start at the back of your allocated lane – you can always work your way up in time. Remember to listen to advice from more experienced swimmers.
- Enjoy yourself 😊



Code of Practice

All club members are expected to comply with the following 'Code of Conduct' guidelines while taking part in any club activities. Similarly, it is expected that all members of Bury and Elton ASC including swimmers, teachers/ coaches, volunteers, and parents adhere to the following:

Overall Philosophy:

1. Swimmers are allowed to learn;
2. Swimmers are part of a safe environment;
3. Swimmers are part of a successful swimming club;
4. There is a team philosophy where individual swimmers support each other;
5. A swimmer's behaviour and conduct at practices and in competition should support
 - any other swimmer's ability to learn and the coach's ability to teach other swimmers
 - Swimmers should show a commitment and strive for their own goals and for the good of the team

Swimmer's Code of Conduct

Swimmers agree to abide by the Code of Conduct

1. Behave with care, courtesy and consideration at all times.
2. Work hard and let others work hard too.
3. Respect and take pride in your club.
4. Enjoy being part of a happy and successful club.

How to achieve:

- Arrive on time – 10 minutes before the start time of each session.
- Be fully equipped and prepared for practice sessions. Each swimmer should have
 - their own goggles, swim caps, drinks bottles, boards, fins etc. These should be organised before the start of each practice session. Swimmers should also use the lavatory before each practice session.
 - Complete the work required – disruption of practice by a swimmer will be grounds for removal from the session.
- Show respect and care for the property of others.
- Pay others respect including all club coaches and teachers.

- Be polite to everyone; show team spirit and good sportsmanship at ALL times.
- Be proud of yourself and of the club's achievements.
- Support your club whenever and wherever possible.
- Any form of bullying will not be tolerated.
- Swimmers must not drink alcohol or use tobacco products or illegal drugs or substances banned by British Swimming
- Inform your teacher/coach if you are feeling unwell or you have a medical problem.

Parent's Code of Conduct

Bury and Elton ASC. is fortunate to have highly experienced professional teachers and coaches working to develop our children into better swimmers and above all teaching and instilling important life skills e.g. sportsmanship, self-discipline and time management. In this respect parents should support and encourage their child in the course of their development within the sport of swimming.

Parents agree to abide by the code of conduct

- Set the right example for your child and other children by showing respect and courtesy to all teachers and coaches
- Demonstrate good sportsmanship at practices and competition. Be proud of your child's achievements however small or large
- Respect the aims and objectives of Bury and Elton ASC in practices and competitions and support your child by allowing them to turn up on time for practice and competitions
- Parents should recognise that Bury and Elton ASC teachers and coaches are professionals working for the swimmer's benefit, allowing them to coach your child without interference during practice and competition. This includes not being present on the poolside in practice and competition (unless assisting at competition)
- Any concern that parents have should be addressed to the teacher/coach in private or to a member of the Bury and Elton ASC committee
- Parents should insist that their children should avoid the use of alcohol, tobacco products, violence, abusive or bad language, inappropriate sexual conduct or any other behaviour regarded as discourteous, dishonest, offensive, or disrespectful of others
- Parents should not impose any personal ambitions on their child

Coaches and Committee

Coaches

John Bennett, Head Coach

Katie Judkins, Deputy Coach

Mike Lee, Coach

Ryan Manchester, Coach

Brian Barlow, Coach



Committee

The club has a robust operational structure, led by its Committee, which along with previous committees have seen the club prosper and remain viable throughout its 122 year existence. This is a credit to not only the present encumbrance but also to their predecessors.

The current committee members are:

Chair – Martyn Ward

Vice Chair – Jason Carter

Treasurer – Mike Smith

Club Secretary – Ruth Bradley-Holt

- Mike Lee
- Amanda Makin
- Gill Duxbury
- Debs Ward
- Susan Oliver
- John Bennett
- Alison Flannery
- Ryan Manchester
- Simeon Holt
- Louise Saville

Complaints and Disputes

Dispute: A difference of opinion either between members or on matters concerning the running of the club.

Complaint: A formally expressed dissatisfaction, frustration or annoyance over an item relating to activities undertaken by the club.

The following process should be followed if any person associated with the club has a dispute or complaint regarding their treatment during any club activity. They should;

1. Bring this to the attention of their Coach or the club Welfare Officer in the first instance.

The club encourages and will ask that you use informal discussion to resolve issues. The club will ask if you have tried to talk the issue through with all parties first as this provides an opportunity for an early resolution as quickly as possible.

If after talking the issue through then there is still a problem the next steps should be taken.

2. The Dispute or Complaint should be made in writing, by email or letter, to the Bury and Elton Chairman within seven days of the incident arising, stating;
 - The Nature of the issue
 - The action that was taken by the club or the Welfare Officer
 - The reasons why the action is disputed or Complaint raised
 - The date and time of the incident
 - The names of any witnesses to the incident.
3. The Bury and Elton Chairman will acknowledge the Dispute or Complaint by reply using the same method as received.
4. The Bury and Elton Chairman will appoint an independent Investigator (Normally a member of the Committee or a coach unconnected with the incident). If the club can't find an independent investigator then the club will refer the matter to the ASA.
5. The investigator has Thirty days, from date of acknowledgement, to provide a detailed email or written response to committee with the findings and recommendation of any actions that need to be taken.

The Bury and Elton Chairman and another member of the Committee will then meet with the complainant to discuss the outcome of the findings and what action will be taken.

Member forms

First Name		ASA No:	
Surname		Date of birth	
		Male or Female	M / F
Address			
Post Code		Membership paid	£
Tel No: (Land Line)		Mobile No	
Doctors Details	GP name:		
	Practice address:		
	GP telephone:		
Medical conditions			
Medication			
New member			
Date of first session			
<p>Bury & Elton will use video and photography to enhance and improve swimmers technique. As well as using photographs in the press and on the internet.</p> <p>If you do not wish this to happen please place a cross in this box ></p>			<div style="border: 2px solid black; width: 40px; height: 40px; margin: 0 auto;"></div>
<p>Agreement:</p> <p>I acknowledge receipt of the rules of B&E and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the club. I further acknowledge and accept the responsibilities of membership upon members set out in these rules. I have read and agree to follow the code of conduct.</p> <ul style="list-style-type: none"> I understand that coaches have the right to remove swimmers from a session if the coach feels that the swimmer is disrupting the session, progression or enjoyment of others within the session. Video, zoom or close photography will be used as a coaching development aid. The club follows the rules of the Data Protection Act 1998. From time to time we are required to pass on information to the ASA as a requirement of Bury & Elton's membership to the governing body. 			
<p>Bury & Elton Amateur Swimming Club Session Fees (detailed overleaf)</p> <p>IMPORTANT NOTE: These session fees represent a twelfth of an annual payment and as such missing any one payment by more than 40 days can be construed as a termination of the membership and as such a new membership fee will be required before the continuation of swimming sessions is allowed. Please sign to agree to ALL these terms.</p>			
Signed swimmer (if over 18) or Parent/Guardian:			Date:
Club Coach:			Date:

Parent / Guardian section		
Please ensure the details you give are up to date		
Emergency contact details	Contact name 1	Telephone No
	Contact Name 2	Telephone No
Email Address: _____ PLEASE TICK TO CONFIRM		
Can this email be used to keep you up to date with any information from the club? YES / NO		
<u>SESSION FEES</u>		
Junior B&E session fees for 2017 are £12 per month payable by standing order.		
Advanced B&E session fees for 2017 are £26 per month payable by standing order.		
Squad B&E session fees for 2017 are £5 per month payable by standing order.		
Payment is to be made on the 1 st of the month for that month and a swimmers member number should be quoted via your bank. Session fees will be reviewed annually and any changes posted on the noticeboard and website		

Check list – FOR COMPLETION BY THE CLUB	Tick
Completed Medical declaration form- to be completed annually or when medication changes.	
Membership Number	
Please return all forms to the membership desk or coach WITH FULL PAYMENT	
Administration: Original to membership secretary. Copy to Aquatics swim office. ASA: Cat 1 Cat 2 Cat 3	
Data Protection Policy Bury & Elton endeavor to maintain the confidentiality, security and integrity of all personal information collected about our members (adults and children) and this will always be protected to the highest standards. We never make your personal details available to organizations outside Bury & Elton. Except for affiliation details required by law for the purpose of the Amateur Swimming Association. Bury & Elton reserve the right to hold personal details only for the purpose of administering your membership of this club and to this end details are stored at separate sites for security purposes and destroyed when membership ends. By supplying the information requested it is accepted that you have read and agreed with the Data Protection Policy.	



Bury and Elton Amateur Swimming Club

Monthly Subscription Standing Order Mandate

Please complete this form in **BLOCK CAPITALS** and **take it to your bank** in order to set up your standing order
(Your Bank may require you to fill in their own form in order to complete the set up)

Customer Bank Details	
To:	
Bank Name:	
Bank Address:	
Bank Sort Code:	Account Number:
Account Name:	
Instruction to Bank: Please set up the following standing order and debit the above account. This standing order mandate supersedes all standing orders with the same reference to Bury & Elton Amateur Swimming Club	

To:	Bury & Elton Amateur Swimming Club
Bank Name:	Lloyds Bank plc.
Sort Code:	30-91-48
Account Number:	00745688

Quote Reference:	
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Please enter your membership number in the box above. If you are paying for more than one member on the same standing order please enter each membership number followed by a hyphen.

Amount of Payment: (£26 per month for Seniors; £12 per month for Juniors; £5 per month for Squad members)	£
Amount in Words:	
Date of 1st Payment: (Please enter the month)	1st
Frequency – Monthly Until Further Notice (please tick) <input type="checkbox"/>	Or Expiry Date:

Please note that we will not

Make any reference to VAT or any other indeterminate amount.

Advise your address to the person/organisation you are paying.

Tell the person/organisation you are not able to pay

Ask the bank of the person/organisation you are paying to tell this person/organisation when payments are received.

I authorise you to debit my/our account in accordance with the details above.

Customers Signature(s).....

Date/...../.....