Bury Elton Amateur Swimming Club

Dear Parent,

Bury and Elton ASC welcomes you and your child/children to the swimming club. We hope you will enjoy the experience of being a member including the training, competitions and the social interaction with fellow members. This letter will provide you with information that may be of assistance to new members. Please do ask me, the welfare officer, or any committee member or coach if you have other questions not covered in this letter.

Chair	Jason Carter	**Vice Chair**	Martyn Ward
Treasurer	Andy Melbourne	**Club Secretary**	Jean Kalns
Welfare Officer	Louise Saville		
Other Committee	Debs Ward, John Bennett, Alison Flannery		

We follow the ASA Code of Ethics and codes of conduct and while we hope your child/children will be happy and content at the club, sometimes questions, concerns or issues may arise. If you have a question regarding coaching you should in the first instance approach your child's coach. Do so at a time convenient to you both and please do not go on poolside and interrupt training sessions. The coaches will be happy to arrange a time before or after training to discuss any training issues. If you have a question or concern regarding child welfare, our welfare officer should be informed.

Our organisation is committed to providing good child safeguarding practice for all our young members and we have adopted the ASA Child Safeguarding Policies and Procedures manual – Wavepower, a copy of which is held by or can be viewed and downloaded from www.swimming.org. Our organisation is one where we accept that good safeguarding and fair play is paramount for all our young members.

Bury and Elton ASC are always looking for parental help to run the club. You may offer to help or a member of the committee may approach you to see if you are able to assist. We are predominantly a voluntarily-run organisation and we appreciate all the help parents can give us, however small.

Lastly, we have a parent's Code of Conduct which goes alongside similar codes for the coaches, officers and members. Please read the attached code of coduct and make your child/children aware. Please complete and return the photograpghy consent form and if applicable the medical form attached later in this pack?

And finally, we hope you and your child/children enjoy being a member of Bury and Elton ASC

Kind regards

Jason Carter,
Chairman

buryandeltonasc@gmail.com

wave power

the asa swim for life

Background to Club

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 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 currently train four times a week under the guidance of our Head Coach Mr. John Bennett. The main club sessions take place on Wednesday evening and Sunday afternoon with two additional sessions on a Monday and Friday evening, where 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/

Contents

Training / Lessons 3

Recommended Equipment List 3

ASA Child Safeguarding Policy Statement 4

Lane etiquette 5

Code of Practice Swimmers 6

Code of Practice Parents 7

Galas 9

Forms 11

Training / Lessons

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

We train at Castle Leisure Centre at the below times:

Monday	19:30 – 21:00
Wednesday	18:30 – 20:00
Wednesday	20:00 – 21:00
Friday	20:00 – 21:30
Sunday	15.30 – 17:30

We sometimes hold galas during training times so please check our social media or poolside notice boards for any cancellations of training sessions.

Recommended Equipment List

The following list is a recommended list of equipment for all training sessions.

- Swimming Cap (B&E caps are on sale from the club shop on Wednesday night)
- Goggles
- Appropriate swimwear
  - Boys – Swimming trunks (no baggy shorts)
  - Girls – Swimming costume, knee length race suits (no bikinis)
- Water bottle
- Kickboard
- Pull Buoy
- Hand paddles (optional)

Membership fees

Membership fees to Bury and Elton ASC is depedant on the number of times your child/children swims at the club. The club has an annual renewal of the membership fee, normally around January of each year. The annual fee includes afflication to Swim England, Region etc.. In addition to the annual renewal, there is a monthly fee to be paid montly per child. Bury and Elton need to pay for the pool for all sessions regardless of how many sessions your child attends. The fee is inclusive of 12 months and therefore payment is needed in 12 equal payments, irrespective of your child's attendance and holidays.

Any swimmer who want to swim at ASA licensed meets or galas need to be ASA Level 2, see later in this pack for more details on licensed meets.

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ASA Child Safeguarding Policy Statement

Bury and Elton ASC is committed to providing an environment in which all children and young people participating in its activities have a safe and positive experience.

In order to achieve this, the organisation agrees to:

1. Adopt and implement the policies and procedures in Wavepower in full.
2. Recognise that all children participating in Bury and Elton ASC (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in aquatics in a safe environment and be protected from harm.
3. Ensure that all individuals who work with children in Bury and Elton ASC, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
4. Appoint a welfare officer with the necessary skills and training as outlined by the ASA who will take the lead in dealing with all child safeguarding matters raised within Bury and Elton ASC.
5. Ensure that the welfare officer's name and contact details are known to all staff, members and parents of members.
6. Ensure the welfare officer is available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower.
7. Ensure that all individuals who work with children in Bury and Elton ASC have undertaken the appropriate training, have had the relevant DBS checks, and adhere to the required practices for safeguarding children as outlined in Wavepower.
8. Ensure that all individuals who will be working or will work with children in Bury and Elton ASC have been recruited in accordance with the ASA Safe Recruitment Policy.
9. Ensure that all individuals who work with children in Bury and Elton ASC have the appropriate training, code of conduct and good practice to follow in line with the guidance in Wavepower.
10. Provide all members of Bury and Elton ASC and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's welfare.
11. Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower.
12. Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
13. Ensure all papers relating to child safeguarding matters are held in a safe and secure manner

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Lane etiquette

buryandeltonasc@gmail.com

Swimmers Code of Practice

buryandeltonasc@gmail.com

Parents Code of Practice

buryandeltonasc@gmail.com

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.

6. 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

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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 local leagues or friendly galas.
- Galas where the swimmer competes individually in Swim England licensed meets.

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 poolside volunteer.

It is important that parents are aware that 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 also a charge for parents to watch the Gala.

In addition, each swimmer must be registered with the ASA as Category 2 for competing in team and licenced galas, an additional fee is required at registration paid annually with membership fee.

Team Galas

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, facebook and our website. Please remember to check the board for any gala information and indicate whether or not your child can compete. A more indepth guide to competivtive swimming can be found on our website http://buryandelton.co.uk

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.

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Forms

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:	

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: £35 per month for Advanced £25 per month for Intermediate £15 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)	☐	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 ...../...../.....

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Child Photography Parental Consent Form

Bury and Elton ASC may wish to take photographs of individual and/ or groups of members under the age of 18 that may include your child during their membership of the organisation. All photographs will be taken and published in line with the ASA Photography Guidance.

Bury and Elton ASC requires parental consent to take and use all photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent or carer of _____ please complete the form below in respect of your child or children. Please note you can withdraw your consent in writing to the welfare officer at any time should you wish to.

☐ Take photographs to use on the organisation's secure website:	Consent given/Consent refused*
☐ Take photographs to use on the club's social networking sites:	Consent given/Consent refused*
☐ Take photographs to include with newspaper articles:	Consent given/Consent refused*
☐ Take photographs to use on the organisation's notice boards:	Consent given/Consent refused*
☐ Filming for training purposes only:	Consent given/Consent refused*
☐ Employ a professional photographer (approved by the organisation) who will take photographs in competitions/galas/meets/events:	Consent given/Consent refused*

*Delete as appropriate

Signed (parent/carer): _____

Print name: _____

Date: _____

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Medical Information form

To be completed by members aged 18 years or over, or by parents/carers of members under 18 years. Please delete 'Yes' or 'No' as appropriate and complete further details as necessary.

Name of member		Date of birth	

The Equality Act 2010 defines a disabled person as anyone with a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his or her ability to carry out normal daily activities.			
Do you consider this child to have an impairment?		☐ Yes	☐ No
If yes, what is the nature of their disability? ☐ Visual impairment ☐ Learning disability ☐ Hearing impairment ☐ Physical disability ☐ Multiple disability ☐ Other (please specify)			
Medical information Please detail below any important medical information that our organisation needs to know. Such as allergies, medical conditions e.g. asthma, epilepsy, orthopaedic problems, any current medication, special dietary requirements and/or any injuries.			
Name of child's doctor and surgery			
Doctor's phone number			

I understand that, in compliance with the Data Protection Act 1998, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the organisation. Information will not be kept once a person is no longer a member of the organisation. The information will be disclosed only to those members of the organisation for whom it is appropriate and relevant officers of the Amateur Swimming Association or British Swimming.

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