



2016

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Teaching & Skill Development

# Birkenhead Swimming Club

## Teachers/ Coaches & Volunteers Handbook



Affiliated to ASA North West Region and to the Cheshire County Water Polo and Swimming Association



# Welcome to Birkenhead Swimming Club

**Mission Statement - to provide opportunities for all individuals to develop their skills and compete at levels appropriate to their development, and maximise their potential as a competitive swimmer.**

**Birkenhead Swimming Club** and ASA are committed to good child welfare policies and practice, and has a child welfare policy, with child welfare disciplinary policy and details of where they can be obtained, i.e. from the Welfare Officer/club website/notice board/ ASA website. In a situation where a child is at risk of harm or has been harmed the parent/ club Welfare Officer should contact the police or social services directly and inform the ASA ICPO as soon as possible with information of the concern.

**The Club** will do their best to encourage your child to improve their strokes and fitness. The programme provided in all our squads will attempt to bring the best from your child, and will work far more effectively if attendance is at least twice a week for beginners and two thirds of the sessions available, or more, for Juniors and seniors.

We will seek to encourage your child to take part in competitive galas, of which we have a number at different levels. This will begin with time trials within the club leading to team selection for development galas and further progress in teams appropriate to your child's development.

From a coaching point of view you cannot hurry a child's development, maturity both physical and mental affect their performance

**What can you do as a parent??** **Firstly** and most importantly, always find a way to **encourage** your child rather than criticise. Try to ensure they judge their own performance against only themselves and their previous personal best performances. We call these PB's and each swimmer in our club has their current PB's recorded on the notice board just outside the pool. This is because all children mature and develop at different rates and the swimmers who finish at a high level do not necessarily shine early!

**Secondly**, watch the notice board(s) to see if your child has been chosen for a gala. This board is inside the pool hall on the left as you enter. Please always advise availability at the earliest opportunity and of any problems. Obviously this is because it can result in coaches having to contact other swimmers at short notice if availability is not advised EARLY. Please try to avoid this by ticking/crossing the team sheet EARLY. If we are advised late then this will probably involve a telephone call to seek other swimmers for the team, we would ask you to appreciate that this is by no means an indication that your child is "second choice"; we fully appreciate the support of those parents and children! It is unfortunate, but is solely a problem provided by swimmers not advising if they will swim EARLY!

**Lastly**, if you have any queries please ask We can't promise the answer you may expect but hopefully we should be able to explain why and what we do.

Please remember that all the officials, coaches and helpers within the club are volunteers. They are there to do their best for ALL the children in the club. They are quite happy to answer any question or advise you who is best placed to answer. We're not saying that they are always right but please respect their commitment.

**First Day** - On your child's first attendance at the club we will ask them to swim a few lengths in three different strokes. They will then be assigned to a lane for the rest of the session and we will gauge their current levels of fitness. At the end of the session the coach will advise you of the squad and lane your child should attend.

You are allowed to attend three sessions including your first and just pay the training fee. On your fourth attendance or before you must pay your yearly club membership. The rates for this are on the attached membership form.

**The club is committed to providing support for its members and in the event that you have any difficulties with fees or the provision of equipment please speak, in strictest confidence, to: the Chairman, Roy Smither on 0151 644 0653**



## **VOLUNTEERS - Policy**

To succeed in achieving it's Mission the Club is totally reliant on the commitment of the volunteers who provide all the skills necessary to enable the club to operate. To ensure sustainability, the club is committed to actively encourage the recruitment of new volunteers and to provide funding for training and ongoing development. If you are interested in getting involved with poolside, officiating or administrative roles and would like further information please speak to ROY SMITHER, NIC WINTER, PETER BLOOD or any coach.

## **VOLUNTEERS - Poolside helpers**

If you are interested in becoming involved as a poolside helper you will be required to complete the necessary CRB checks after which you can come on the poolside to assist our qualified teachers and coaches, The club also provides financial support for those wishing to become further involved through taking teaching and coaching qualifications. For further information please speak to NIC WINTER or any coach.

## **VOLUNTEERS - Officiating**

If you are interested in becoming involved in helping at galas you will be required to complete the necessary CRB checks after which you can come on the poolside to assist Again, if you choose, there are examinations to qualify for timekeeping, judging and starting. Please speak to PETER BLOOD for further information.

## **COMMITTEE & CLUB ORGANIZATION**

The committee is elected each year at the AGM, watch out for the notices. The AGM is normally held in December. Offers of help however are welcome at any time of year and we will always be pleased to find you a job. We would especially be pleased to receive any help with fund raising or the arrangement of social events. Please speak to ROY SMITHER, PETER BLOOD or any committee member.

## **WHO TO CONTACT:**

<b>Chairman</b>	Roy Smither	0151 644 0653
<b>Vice-chair</b>	Peter Blood	0151 643 9761
<b>Chief Coach</b>	Nic Winter	0151 645 3698

## **Achievement Awards**

The club recognises achievements through the ASA awards scheme, commencing at the ASA National Plan for teaching swimming Level 7 (pre competitive). A log-sheet is available at the rear of this handbook and Certificates, badges, and logbooks are available from the club shop.

## **Club Swim Shop**

To order Club kit contact Cath Long or Peter Barton

**Wirral Metro & City of Liverpool Squad Training** In addition to the Birkenhead club, higher level training is available through Wirral Metro & City of Liverpool training squads. These provide intensive squad training designed to bring the best from high performing swimmers. Their objective is to provide the time to allow full development of any swimmer's potential provided they are committed to full attendance to the sessions available to them. These squads compete through Wirral Metro Swimming Club, and City of Liverpool Swimming Club in high level competitions at regional and national level and open meets.

For further information please speak to your squad coach,



**Academy**

Saturday	16.30 – 18.00	Leasowe
Sunday	15.30 – 17.00	Leasowe

**Beginner Squad**

Tuesday	19:00 – 20:30	Leasowe
Friday	19:00 – 20:00	Leasowe
Saturday	16:30 – 18.00	Leasowe
Sunday	15.30 – 17.00	Leasowe

**Junior Squad**

<b>50m Training</b>	Monday	19:00 – 21.00	Liverpool Aquatic Centre
	Tuesday	19:00 – 20.30	Leasowe
	Friday	19.00 – 20.00	Leasowe
	Friday	20.00 – 21.00	Leasowe
	Saturday	16:00 – 18:00	Europa Pools
	Saturday	16.30 – 18.00	Leasowe
	Sunday	15.30 – 17:00	Leasowe

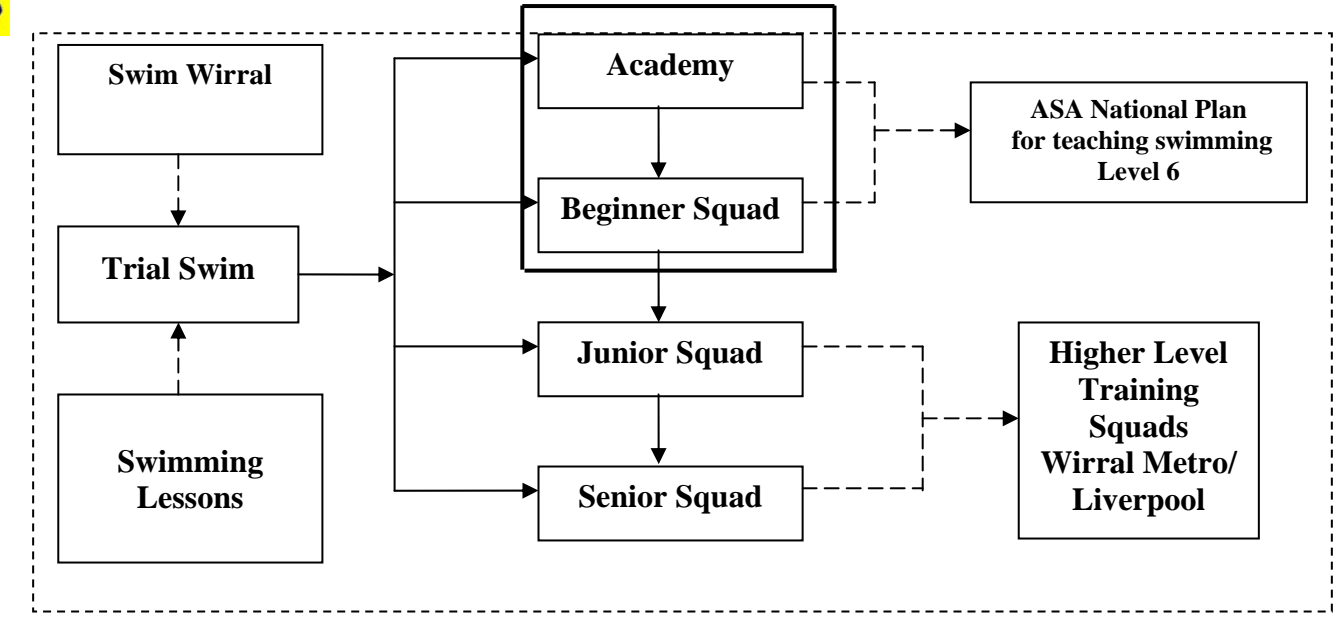
**Senior Squad**

<b>50m Training</b>	Monday	19:00 – 21.00	Liverpool Aquatic Centre
	Tuesday	19:00 – 20.30	Leasowe
	Friday	19.00 – 21.00	Leasowe
	Saturday	16:00 – 18:00	Europa Pools
	Saturday	16.30 – 18.00	Leasowe
	Sunday	15.30 – 17.00	Leasowe

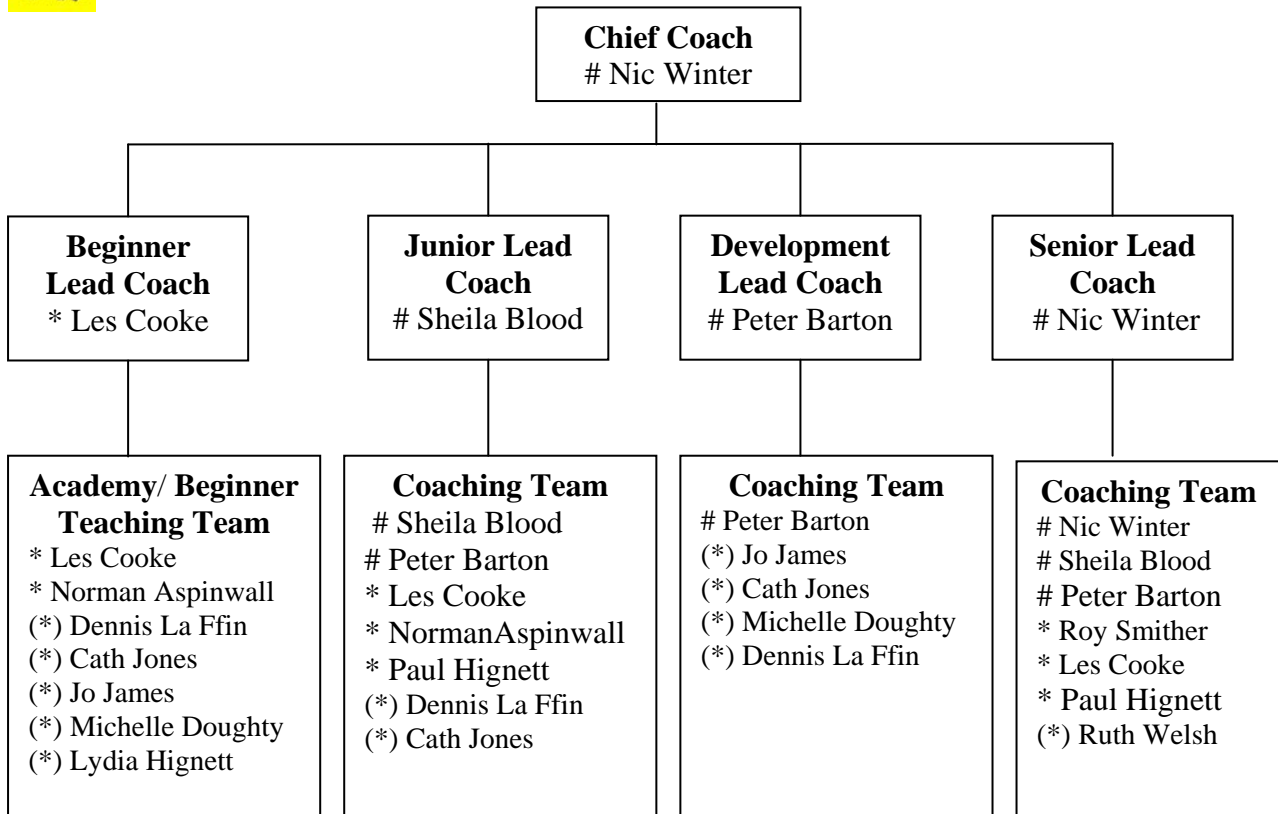
Birkenhead Swimming Clubs will do their best to encourage your child to attend at least twice a week for beginners and two thirds of the sessions available, or more, for juniors and seniors.

The club is committed to providing support for its members and in the event that you have any difficulties with fees or the provision of necessary equipment please speak, in strictest confidence, to the Chairman, Roy Smither on 644 0653

**Club Structure - Training**



**Club Structure – Coaching**



\* Lev 2 Teacher/ Coach  
(\* ) Lev 1 Teacher

ASA Teacher (Disabilities)  
Keith Arnold  
Sheila Blood

# Level 3 Coach



## Club Structure – Mission Statement

To provide opportunities for all individuals to develop their skills and compete at levels appropriate to their development, and maximise their potential as a competitive swimmer.



## Club Structure - Teaching

Birkenhead Swimming Club's teaching programme follows the "ASA national plan for teaching swimming".

Entry is at pre-competition level 7, which is the logical progression from Advanced Level 2 swimming lessons or equivalent.

The swimmer will initially consolidate their existing skills and develop their efficiency of the four competitive strokes. They will then, through the use of a range of drills and practices, progress towards the more demanding aspects of training development in preparation for taking part in competitive swimming.

The rate at which swimmers develop varies, and our teachers and coaches will ensure the necessary skills, strokes and confidence are in place at each stage of their progression.

This pre-competition development comprises two levels, both leading to awards.

**Level 1 skill development** includes floatation, streamlining, sculling, treading water and introduces the use of the pace clock.

**Level 1 stroke development** progresses the efficiency of the four competitive strokes through the use of drills, kicking, turns and starts.

**Level 2 skill development** further progresses sculling, treading water and use of the pace clock and introduces land training through the use of simple loosening exercises.

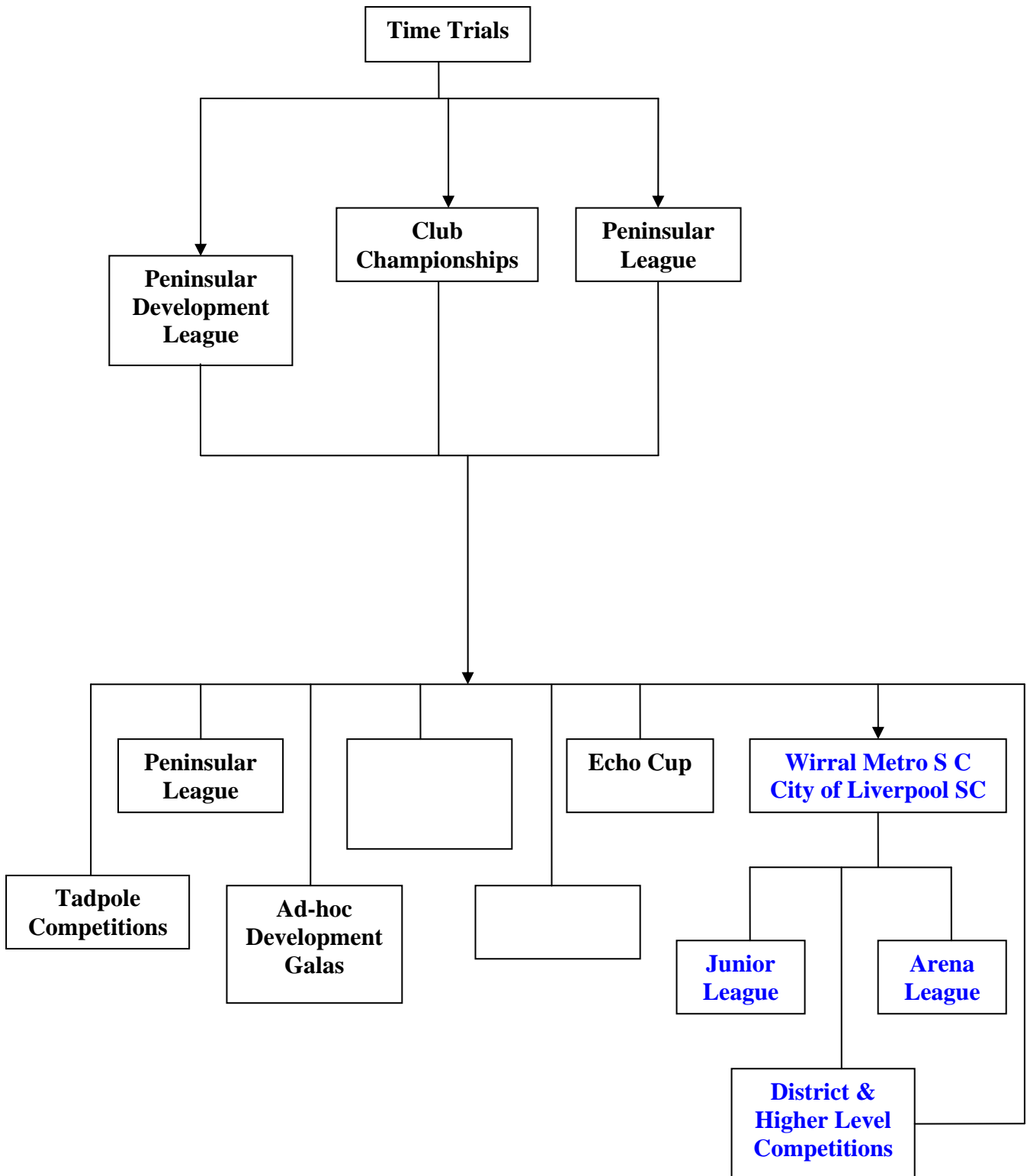
**Level 2 stroke development** continues to improve on stroke efficiency and kicking, introduces more advanced drills, makes further progress on starts, turns and finishes, and introduces short repetitive swimming sets.

## Awards

A range of certificates and badges to mark achievement are available from the club shop.

eg. Preliminary Competitive Start, and stroke and sprint awards

Swimmers are also encouraged to keep a record of their progress in training, through the use of a log sheet (see section 10 of this handbook), and of their awards using a logbook which is available from the club shop.





**President** Alan Murray

**Officers:**

Chairman: Roy Smither 0151-644 0653  
Vice Chair: Peter Blood 0151-643 9761  
Secretary Sarah Wylde 0151-645 5117  
Treasurer Jan Howard  
Ass. Treasurer  
Chief Coach Nic Winter 0151-645 3698  
Competition Sec. Peter Barton  
Gala Secretary  
Polo Secretary Alan Murray

**Committee Members:**

Denis Laffin  
Les Cooke  
Keith Arnold Disability Liaison 0151-342 5648  
Abi Barton  
Peter Barton  
Paul Hignett  
Cath Jones  
Michelle Doughty  
Jo James  
Sarah Robson Ladies Swim Captain  
Thomas Barton Men's Swim Captain

**Club Representatives:**

Peninsular League	Nic Winter	Peter Blood	Sarah Wylde
Peninsular Network	Nic Winter	Sarah Wylde	
L&D	Alan Murray	Peter Blood	Roy Smither
NCASA	Alan Murray	Nic Winter	
Cheshire	Alan Murray	Sarah Wylde	
Peninsular Schools			

**Publicity:**

**Fund raising:**

**Swim Shop:** Cath Long, Peter Barton

**Insurance queries:** Sarah Wylde 0151-645 5117

**Equity officer:** Cath Long

**Welfare officer:** Cath Long





**We compete each year in a number of leagues or galas and utilize each for different purposes. This will depend on the level of competition within those competitions and the requirements of the season.**

### **CLUB TIME TRIALS**

These are held approx. every eight weeks on a Sunday evening between 5pm and 8.00pm. All swimmers swim every stroke over 50 (some 25s for the youngest. This allows us to get a picture of how everyone is doing and make direct comparisons of fitness. It is also a friendly introduction to gala procedures for our younger swimmers. Please do your best to ensure your child attends.

### **PENINSULA DEVELOPMENT LEAGUE**

A development league in which we encourage all club members to participate, especially those recently joined. The events in these galas are time limited and provide a chance to swim strokes or distances that you do not usually participate in. If you have specific requirements please talk to Nic Winter.

### **PENINSULA LEAGUE**

Normally our strongest team, we compete in against teams from Hoylake, Wallasey, Ellesmere Port, Bebington, and Woodchurch,

### **ECHO CUP**

A high level competition for 9 to 12 year olds with 11 other very good standard Merseyside clubs. We compete in two six team galas at Everton Park and after the initial two rounds the six teams with the highest points go forward to the final. We have produced a steady improvement in this competition over the last few years.

### **OPEN MEETS**

Watch the notice board for details of open meets. Entry forms for advertised galas are available from Sarah Wylde.

### **CHAMPIONSHIP MEETS**

We also encourage our members to compete in some championship events. These consist of the Peninsular Age Groups, Liverpool & District Championships, Cheshire Championships,

### **CLUB CHAMPIONSHIPS**

We encourage our members to compete in the Club Championships Which are held over a number of galas in November and December. Everyone who enters gets a certificate and individual age group awards are also made. All awards are made at the Club Disco and Presentation evening.



## Child Protection Policy Statement

**Birkenhead Swimming & Water Polo Club is committed to a club environment in which all children\* participating in its activities have a safe and positive experience.**

**In order to achieve this club agrees to:**

- a) Adopt and implement the ASA Wavepower 2009/11 policy in full
- b) Recognise that all children participating in the club (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in swimming and be protected from harm and be in a safe environment
- c) Ensure that those individuals, who work with children in the club, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
- d) Appoint a Club 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 the club.
- e) Ensure that the club Welfare Officers name and contact details are known to all staff, members and parents\* of members and be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower 2009/11 guidance.
- f) Ensure all those persons who work with children in the club have undertaken the appropriate training and relevant CRB checks and adhere to the required practices for safeguarding children as outlined in Wavepower 2009/11.
- g) Ensure that all individuals who will be working or will work with children in the club have been through the ASA recruitment procedure.
- h) Ensure that all individuals who work with children in the club have the appropriate training and codes of conduct and good practice to follow in line with the guidance in Wavepower 2009/11.
- i) Provide all club members 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 or protection.
- j) 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 2009/11.
- k) Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
- l) Ensure all papers relating to child safeguarding matters are held in a safe and secure manner.

\*Children are referring to all persons under the age of 18.

“Parents” is anyone who has parental responsibility for the child concerned.

## **Who is the ASA SwimLine for?**

This service is provided for anyone involved in swimming, including children and young people who believe that the welfare of a child is at risk. This could be neglect or abuse, bullying or fear of someone, or anything that is worrying you or you don't know who to discuss this with.

## **Who will take the calls & what happens?**

When you ring you will hear a message. This will explain how to speak to someone urgently, and enable you to be transferred straight away to the NSPCC Child Protection Helpline, or if more convenient arrange for someone to call you back. The person who calls you back will be a trained member of the ASA Child Protection Group.

## **Other things you should know**

SwimLine calls are free and do not appear on itemised bills unless the call is made from a mobile phone. SwimLine does not use the 1471 code or any other return call or call display facilities.

**You can call the ASA SwimLine on 0808 100 4001**

**You can call the NSPCC Child Protection Helpline direct on 0808 800 5000**  
( open 24 hours a day and calls are free)

**If you have a textphone you can call the NSPCC Textphone on 0800 056 0566**



## Equity Policy Statement

### ASA Code of Ethics

The general Code is for:

- Swimmers,
- Parents,
- Coaches and Teachers, and
- Committee members, officials and volunteers who work directly with children.

### *Code of Ethics*

#### Terms of Reference

The content of this Code of Ethics applies to all those involved within the sport of Swimming, Diving, Water Polo, Open Water Swimming and Synchronised Swimming.

The Code of Ethics should be read in conjunction with the ASA Codes of Conduct contained in Wavepower (ASA Child Safeguarding Policy and Procedures).

#### ASA Code of Ethics

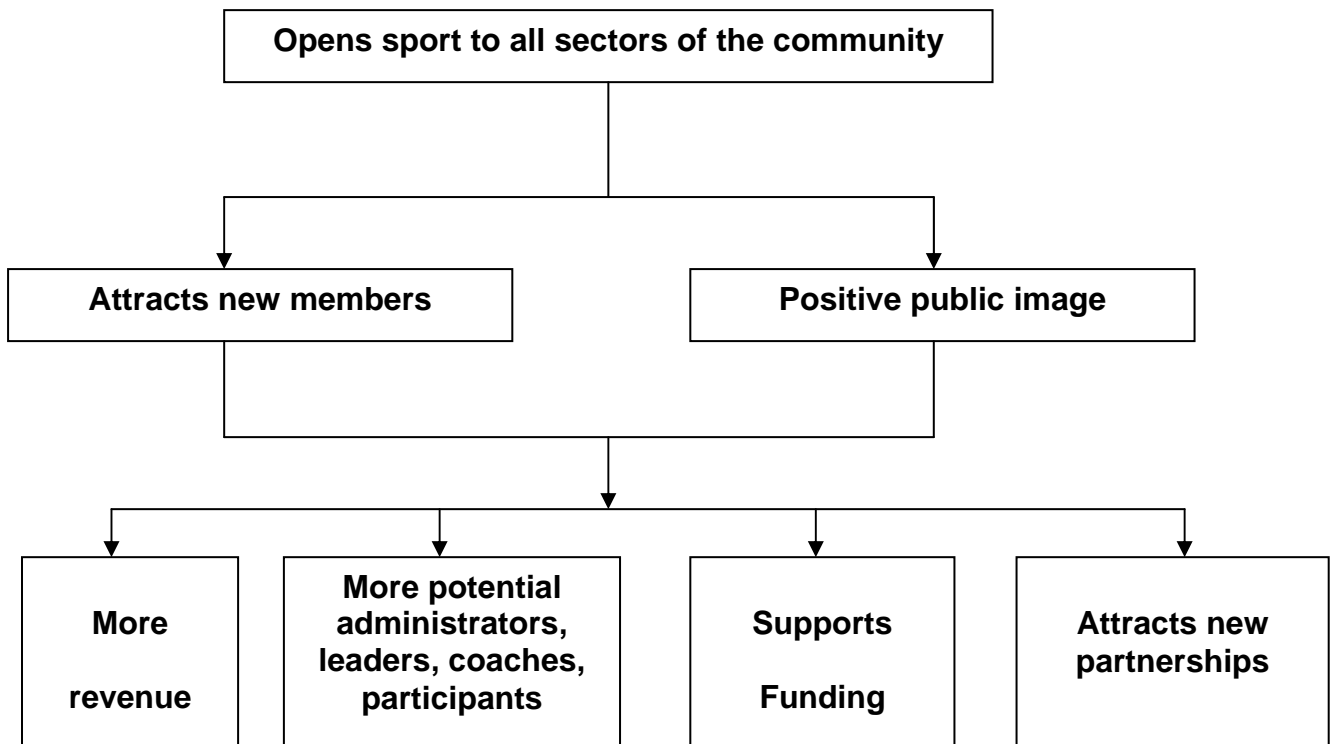
**All individuals within the ASA aquatic disciplines will at all times:**

- Respect the rights, dignity and worth of every person, be they adult or child, treating everyone equally within the context of the sport.
- Respect the spirit of the sport adhering to the rules and laws in and out of the pool, incorporating the concept of friendship and respect for others.
- Promote the positive aspects of the sport and never condone the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Accept responsibility for their own behaviour and encourage and guide all ASA members and parents of junior members to accept responsibility for their own behaviour and conduct.
- Ensure all concerns of a child safeguarding nature are referred in accordance with Wavepower (ASA Child Safeguarding Policy and Procedures).
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and never behave or encourage or condone others to behave in a manner that is liable to bring the sport into disrepute.
- Adhere to Wavepower the ASA Child Safeguarding Policy and Procedures.
- Adhere to the British Swimming Anti-Doping Rules.
- Adhere to the ASA Equity Policy.
- Adhere to the ASA Laws and Regulations.
- Adhere to the ASA Codes of Conduct.

ASA members should note that this is a general “umbrella” code and is supplemented by the ASA Codes of Conduct which can be found in [Section 2 of Wavepower 2015-18](#).



## Benefits of Sports Equity



## Equal Opportunity in Swimming

'Equal Opportunity is about celebrating difference and diversity and as such providing a swimming structure that can respond to this in a proactive and positive manner'.

The ASA and British Swimming is totally committed to the principals and practice of equal opportunities across all of it's aquatic disciplines, both as an employer, provider and as facilitator of such practices by all it's members. In our work with key partners, such as the athletes, clubs, teachers, coaches, officials and administrators, we will advocate our policies make every effort to ensure that all participation has equity at it's core.

Swimming is a 'sport for all'. It can and should be enjoyed and made accessible to everyone and to achieve this:

- **The ASA/British Swimming** is committed to work towards ensuring that swimming is accessible to the, many rather than the few.
- **The ASA/British Swimming** recognizes the need to acknowledge the diversity of provision that is required to ensure that all people, regardless of their race, sex/gender, disability, age, sexual orientation, social or economic background can access swimming and develop at a level that is appropriate to them.
- **The ASA/British Swimming** recognizes the need to celebrate differences and diversity of provision as a means of creating entitlement and accessibility to our structures.
- **The ASA/British Swimming** recognizes that equal opportunity is about recognizing that people are different and therefore require different provision.
- **The ASA/British Swimming** recognizes the need to consult widely in order to respond to diversity.



## Addressing Equal Opportunities

In addressing equal opportunities, the ASA/British Swimming will respond to issues of equity by:

- Recognising that swimming as an organisation – our staff, athletes, coaches, teachers, officials and administrators need to adapt and work flexibly in order to respond to the needs of a wide and diverse range of people.
- Take positive action to increase the involvement from under represented groups in all aspects of our organisation, participation, coaching, teaching, officialdom etc.

In doing so the ASA/British Swimming supports four key principals as being fundamental to ensuring that everyone can participate in our sport and the achievement of equality of opportunity:

- Entitlement:** People have a right to participate in and access quality and appropriate experiences within diving, swimming, synchronised swimming and waterpolo.
- Accessibility:** It is the responsibility of the ASA – our teachers, coaches, officials and administrators – to adapt provision to fit the needs of the many.
- Inclusion:** Wherever and whenever possible, all to access the same quality of provision, and if necessary to use positive action to ensure this:
- Integrity:** Whatever we do as an Association to change or adopt provision, it must be of equal worth, challenging, relevant and in no way patronising.

## Lines of responsibility

The ASA/British Swimming will strive to become an organisation that values diversity and in order to achieve this we recognise that there must be clear lines of responsibility between all segments of the organisation.

## The ASA/British Swimming as an employer

The ASA/British Swimming aspires to provide a diverse workforce, a composition of which reflects that of the broader community in terms of gender, ethnicity and disability. In order to bring about this diversity we undertake to:

- Provide full and fair considerations for all job, role and applications.
- Assist all our employees to realise their full potential by ensuring that they receive fair consideration of their training and career development needs and promotion opportunities.
- Wherever possible modify employment practices and procedures to reduce barriers experienced by members of disadvantaged social groups in seeking and during employment with the Association.
- Maintain full records in recruitment, training and employment and use this information as a means of identifying areas of inequality.
- Require all our employees to undergo relevant training before taking part in recruitment and selection.
- Regularly review our recruitment, selection, training and promotion procedures to ensure that they are fair and reflect current best practice.

## The ASA/British Swimming as a Membership Organisation.

The ASA/British Swimming is committed to encouraging membership from all sectors of the community. To achieve this we undertake to:

- Promote an open and honest culture that values diversity.
- Communicate widely, ensuring that our messages can be understood and appreciated by all.
- Positively encourage the involvement of all people, regardless of their gender, race, disability, age and social background.
- Work to redress the effects of discrimination.
- Change attitudes and working practices to ensure that everyone can feel a valued member of the Association.



## **Teachers and Coaches.**

In our training and development of Teachers and Coaches, we will strive to ensure that they:

- Establish and implement professional and ethical values and practice.
- Promote and apply the principals and practices of equal opportunities
- Promote positive images of people with Special needs.
- Have a commitment to providing entitlement and access to all their professional activities.
- Encourage high expectations and standards of achievement from all they teach
- Involve everyone in meaningful and appropriate activity to ensure a quality experience.
- Help everyone to achieve their full potential.

## **Officials and Administrators**

In our involvement of officials and administrators we will expect them to

- Adopt, promote and practice the values of the Association.
- Ensure that participation can be enjoyed by all.
- Provide meaningful and appropriate experiences, which recognise and value the diversity of the participants.
- Actively encourage the participation and involvement of people from disadvantaged groups of the community.



### Member’s Code of Conduct

#### General behaviour

1. I will treat all members of, and persons associated with, the ASA with due dignity and respect.
2. I will treat everyone equally and never discriminate against another person associated with the ASA on any grounds including that of age, sexual orientation, gender, faith, ethnic origin or nationality.
3. I understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the disciplinary or child welfare policies.
4. I will display a high standard of behaviour at all times.
5. I will always report any poor behaviour by others to an appropriate officer or member of staff.
6. I will recognise and celebrate the good performance and success of fellow club and team members.
7. I will respect the privacy of others, especially in the use of changing facilities.
8. I am aware that regardless of age or gender sharing of changing cubicles is not permitted in any circumstances.
9. I am aware that at no time regardless of age or gender will swimmers be in the same changing cubicles together. Any breach of these rules will be dealt with under the club's disciplinary procedure.

#### Training

1. I will treat my coach and fellow members with respect.
2. I will make my coach aware if I have difficulties in attending training sessions as per the rules laid down for my squad.
3. I will arrive in good time on poolside before the training session starts to complete poolside warm up as directed by my coach.
4. I understand that if I arrive late, I must report to my coach before entering the pool. 5. I will ensure that I have all of my equipment with me, e.g. paddles, kick boards, hats, goggles, etc.
6. If I need to leave the pool for any reason during training, I will inform my coach before doing so.
7. I will listen to what my coach is telling me at all times and obey any instructions given.
8. I will always swim to the wall as I would do in a race, and I will practice turns as instructed.
9. I will not stop and stand in the lane, or obstruct others from completing their training.
10. I will not pull on the ropes as this may injure other members.
11. I will not skip lengths or sets – to do so means I would only be cheating myself. 12. I will think about what I am doing during training, and if I have any problems, I will discuss them with my coach at an appropriate time.
13. If I have any problems with the behaviour of fellow members, I will report them at the time to an appropriate adult.

#### Competitions

1. At competitions, whether they be open meets, national events or club galas, I will always behave in a manner that shows respect to my coach, the officers, my team mates and the members of all competing organisations.
2. I understand that I will be required to attend events and galas that the Chief Coach has entered/selected me for, unless agreed otherwise by prior arrangement with the relevant official and coach.
3. I understand that I must wear appropriate swimwear, tracksuits, T-shirts/shorts and hats as per the rules laid down by the organisation.
4. I will report to my coach and/or team manager on arrival on poolside.
5. I will warm up before the event as directed by the coach in charge on that day and ensure I fully prepare myself for the race.
6. I will be part of the team. This means I will stay with the team on poolside.
7. If I have to leave poolside for any reason, I will inform, and in some cases, get the consent of the team manager/coach before doing so.
8. After my race, I will report to my coach for feedback.
9. I will support my team mates. Everyone likes to be supported and they will be supporting me in return.
10. I will swim down after the race if possible, as advised by my coach.
11. My behaviour in the swim down facility must be appropriate and respectful to other users at all times.
12. I will never leave an event until either the gala is complete or I have the explicit agreement of the coach or team manager.

Name ..... *Please use BLOCK CAPITALS*

Signatures: Swimmer ..... Parent/ Guardian ..... Date .....

**This code is an extension to the ASA Code of Ethics. Both should be followed. Wavepower 2016–19 55 2.3**





**Parent’s/ Carer’s Code of Conduct**

1. I will complete and return the Medical Information Form as requested by the organisation and provide details of any health conditions/concerns relevant to my child on the consent form. I will report any changes in the state of my child’s health to the coach prior to training sessions or events. I will ensure that the organisation has up-to-date contact details for me and for any alternative person(s) as required.
2. I will deliver and collect my child punctually to and from training sessions/events. I will inform a member of the committee or coaching staff if there is an unavoidable problem. If the organisation changes my child’s lane and/or changing times, I will remember that the change is to provide appropriate levels of training and to enable my child to progress, and I should therefore support and encourage this at all times.
3. I will ensure my child is properly and adequately attired for the training session/ events including all mandatory equipment, e.g. hats, goggles, etc.
4. I will inform the coach/welfare officer before a session if my child is to be collected early from a training session/event and if so, by whom.
5. I will encourage my child to obey the rules and teach them that they can only do their best.
6. I will behave responsibly as a spectator during training/events and treat members, coaches, committee members and other parents of members of both my child’s organisation and any other organisation with due respect, in accordance with the ASA commitment to equality and diversity.
7. I will not use inappropriate language within the organisation environment.
8. I will show appreciation and support my child and all the team members.
9. I will ensure my child’s needs are met in terms of nutrition and I will listen to advice given from the coach/nutritionist.
10. I will support the coach and committee appropriately and raise any concerns I may have in an appropriate manner to the welfare officer.
11. I will not enter poolside unless requested to do so or in an emergency.
12. If I wish to have a discussion with the coach, I will check with the welfare officer as to how this can be arranged.
13. Most of all, I will help my child to enjoy the sport and to achieve to the best of their ability.

**The organisation will:**

1. Inform you at once if your child becomes ill and will ensure their wellbeing until you are able to collect him/her.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised/ taught/coached and that consent is obtained for any activity outside of that previously agreed.

**You have a right to:**

1. Make a complaint to the organisation if you feel the organisation or a member of the organisation is not acting appropriately or in accordance with ASA/organisation rules and regulations. Details of how to do this can be obtained from the welfare officer.
2. Make a complaint on behalf of your child to the ASA Office of Judicial Administration.

Name..... *Please use BLOCK CAPITALS*

Signature.....

Date.....



### Code of Conduct for coaches and teachers

1. Put the wellbeing, health and safety of members above all other considerations, including the development of performance.
2. At all times, adhere to the ASA Code of Ethics, Rules and Laws.
3. At all times, adhere to Wavepower.
4. At all times, adhere to the ASA Equality and Diversity Policy.
5. Consistently display high standards of behaviour and appearance.
6. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
7. Develop an appropriate working relationship with members based on mutual trust and respect.
8. Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual member.
9. Always identify and meet the needs of the individual member as well the needs of the team/squad.
10. Be fair and equal in team and training squad selection.
11. Never exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with an athlete, member or someone close to them.
12. Encourage and guide members to accept responsibility for their own behaviour and performance.
13. Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
14. Complete a child safeguarding training course every three years in line with the guidance in Wavepower.
15. Treat all information of a personal nature about individual members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm.
16. Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
17. Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors or physiotherapists) in the best interests of the member.
18. Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport, and report any violations appropriately.
19. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
20. Treat all competitors and teams of other organisations with respect, whether that is in victory or defeat, and encourage all members to do the same.
21. Refer all child safeguarding concerns in accordance with the procedures detailed in Wavepower.

Name..... *Please use BLOCK CAPITALS*

Signature.....

Date.....

This code is an extension to the ASA Code of Ethics. Both should be followed. Wavepower 2016–19 55 2.3



### Code of Conduct for committee members, officials and volunteers

1. At all times, adhere to the ASA Code of Ethics, Rules and Laws.
2. At all times, adhere to Wavepower.
3. At all times, adhere to the ASA Equality and Diversity Policy.
4. Adhere fully to the role and job description as outlined by the organisation and never use that role to gain favour for yourself or any individual member.
5. Consistently display high standards of behaviour and appearance.
6. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
7. Encourage and guide members to accept responsibility for their own behaviour and performance.
8. Continue to seek and maintain your own development in line with your role and complete a child safeguarding training course, if appropriate to your role.
9. Treat all information of a personal nature about individual members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm.
10. Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
11. Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport, and report any violations appropriately.
12. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
13. Treat all competitors and teams of other organisations with respect, whether that is in victory or defeat, and encourage all members to do the same.
14. Refer all child safeguarding concerns in accordance with the procedures detailed in Wavepower 2016-19.

Name..... *Please use BLOCK CAPITALS*

Signature.....

Date.....

This code is an extension to the ASA Code of Ethics. Both should be followed. Wavepower 2016–19 55 2.3



## **Internal Disputes**

Birkenhead Swimming Club shall comply with the requirements and procedures of ASA Law for handling all Internal Club Disputes as may be revised from time to time.

For further information contact the Chair, Welfare Officer or any Coach or Committee member

## **Insurance:**

Fully paid up members of Birkenhead Swimming Club are automatically covered by the Club's Insurance Scheme. If you wishes to see a copy of the Insurance Policy or Document, or make a claim then please contact the Mrs Sarah Wylde the Club Secretary 0151-645 5117

**A copy of the Birkenhead SC Insurance Certificates is on display on the Ground floor notice board at Leasow Recreation Centre.**



## Accident/Incident Procedures

<b>Name of club:</b>	Birkenhead Swimming Club
<b>Facility:</b>	<b>Leasowe Leisure Centre</b>
<b>Normal operating procedures (NOP):</b>	In club locker adjacent to small pool
<b>Emergency action plan (EAP):</b>	In club locker adjacent to small pool
<b>Location of emergency telephone:</b>	On Poolside and in First Aid room
<b>Location of first aid equipment:</b>	First Aid room on poolside
<b>Location of club accident / incident record log:</b>	In club locker adjacent to small pool
<b>Emergency Contact Numbers:</b>	Available from the club online administrators: Peter Blood: 0151 643 9761 Nic Winter : 0772 004 9195 Sarah Wylde: 07876 216 121

All persons in charge of club sessions must be aware of the facilities NOP and EAP as above. These should be strictly followed in case of an emergency.

The important action points are:

- Raise the alarm with lifeguard/ staff member
- Follow instructions issued by lifeguard or Duty manager.
- Call the emergency services (if necessary)
- Do not move someone with major injuries, wait for specialist help
- Ensure the rest of the group is properly supervised
- Contact the injured person's parent or carer – see membership card template for emergency information
- Complete the club's accident / incident record log

### Insurance:

Fully paid up members of Birkenhead Swimming Club are automatically covered by the Club's Insurance Scheme. If you wishes to see a copy of the Insurance Policy or Document, or make a claim then please contact the Mrs S Wylde, Club Secretary

**A copy of the Birkenhead Swimming Club Insurance Certificates is on display on the Ground floor notice board at Leasowe Leisure Centre.**



## Accident/Incident Procedures

**Name of club:** Birkenhead Swimming Club

**Facility:** **Europa Pools**

**Normal operating procedures (NOP):** Received 05/05/16. In club file held in Duty Managers Office

**Emergency action plan (EAP):** Received 05/05/06. In club file held in Duty Managers Office

**Location of emergency telephone:** On poolside right hand side of entrance

**Location of first aid equipment:** First aid room left hand side of leisure pool

**Location of club accident / incident record log:** Duty Managers Office

**Emergency Contact Numbers:** Available from the club online administrators:  
Peter Blood: 0151 643 9761  
Nic Winter : 0772 004 9195  
Sarah Wylde: 07876 216 121

All persons in charge of club sessions must be aware of the facilities NOP and EAP as above. These should be strictly followed in case of an emergency.

The important action points are:

- Raise the alarm with lifeguard/ staff member
- Follow instructions issued by lifeguard or Duty manager.
- Call the emergency services (if necessary)
- Do not move someone with major injuries, wait for specialist help
- Ensure the rest of the group is properly supervised
- Contact the injured person's parent or carer – see membership card template for emergency information
- Complete the club's accident / incident record log

### Insurance:

Fully paid up members of Birkenhead Swimming Club are automatically covered by the Club's Insurance Scheme. If you wish to see a copy of the Insurance Policy or Document, or make a claim then please contact the Mrs Sarah Wylde, Club Secretary

**A copy of the Birkenhead Swimming Clubs Insurance Certificate is available in the Duty Managers office at Europa Pools and on poolside during training sessions.**



## Accident/Incident Procedures

**Name of club:** Birkenhead Swimming Club

**Facility:** **Liverpool Aquatic Centre**

**Normal operating procedures (NOP):** Coaches have personal copies of "Pool Safety Operating procedure" Section 4.24 Draft 5, April 2015. including NOP and EAP.

**Emergency action plan (EAP):** Coaches have personal copies of "Pool Safety Operating procedure" Section 4.24 Draft 5, April 2015, including NOP and EAP.

**Location of emergency telephone:** On poolside

**Location of first aid equipment:** The First aid room on poolside key code is 2203  
The Reception Office

**Location of club accident / incident record log:** Leasowe Leisure Centre

**Emergency Contact Numbers:** Available from the club online administrators:  
Peter Blood: 0151 643 9761  
Nic Winter : 0772 004 9195  
Sarah Wylde: 07876 216 121

All persons in charge of club sessions must be aware of the facilities NOP and EAP as above. These should be strictly followed in case of an emergency.

The important action points are:

- Raise the alarm with lifeguard/ staff member
- Follow instructions issued by lifeguard or Duty manager.
- Call the emergency services (if necessary)
- Do not move someone with major injuries, wait for specialist help
- Ensure the rest of the group is properly supervised
- Contact the injured person's parent or carer – see membership card template for emergency information
- Complete the club's accident / incident record log

### Insurance:

Fully paid up members of Birkenhead Swimming Club are automatically covered by the Club's Insurance Scheme. If you wish to see a copy of the Insurance Policy or Document, or make a claim then please contact the Mrs Sarah Wylde, Club Secretary

**A copy of the Birkenhead Swimming Clubs Insurance Certificate is available from the coach during training sessions.**



## **“Coach the Ability NOT the Disability”**

### **WHY SWIMMING FOR PEOPLE WITH DISABILITIES?**

Swim21 focuses on a swimmer centred approach, putting the needs of the swimmer first. This applies to all participants in swimming, regardless of ability. All swimmers deserve the opportunity to achieve their full potential. Great Britain leads the world in disability swimming, and for this to continue we must endeavour to provide those opportunities.

### **INTEGRATING DISABLED SWIMMERS INTO YOUR CLUB**

It is important to assess swimmers ability in the water, in order to determine which group would be appropriate and which sessions would be of best benefit. Talk to the swimmer about their ability, they are the best judge of what they can and cannot do.

All swimmers should receive appropriate levels of coaching, water time and land conditioning related to the level at which they are performing. If land training is to be provided, consideration must be given to the access requirements of disabled swimmers, and the support needs of those who are providing that training.

Practical tips may include ensuring sessions are always written out and placed at the end of the lane, which would help swimmers with hearing difficulties. Additionally, those swimmers with learning difficulties benefit from repetitive programmes which over time they can learn and feel secure in doing.

### ***CLASSIFICATION***

If you are dealing with Learn to Swim and early swimmer development then classification is not an issue, but as swimmers move up the competitive ladder, they will need to be classified, especially if they are looking to compete at National or International level. Classification is based on a swimmers functional ability to swim a particular stroke. It can be a complicated issue but there are experts around to help and guide in this area.

### **WHO ELSE CAN HELP?**

There are a number of disability specific organisations that serve people with disabilities. The umbrella organisation which serves as the development arm for disability sport is the English Federation of Disability Sport, which works closely with the ASA to assist with the development of disability swimming.

#### **EFDS – North West**

Regional Development Manager, Recreation House, Corporation Street, St Helens, WA10 1HF  
Tel: 01744 455452    email: [northwest@efds.co.uk](mailto:northwest@efds.co.uk)





# Record of Qualifications

ASA COACH  
ASA CLUB COACH  
ASA TEACHER  
ASA ASSISTANT TEACHER  
ASA LANE COACH

TEACHER/COACH NAME: \_\_\_\_\_

QUALIFICATION TITLE	DATE of QUALIFICATION	CPD courses Attended	CERTIFICATE No:	ISTC/BSCTA Reg No:

*Note:  
It is important the club ensures its teachers/coaches maintain their membership of the ISTC/BSCTA to retain their insurance cover.*

*It is recommended that a separate list be kept for each qualificat*



## Appraisal process for ASA Teachers/ Coaches

Name \_\_\_\_\_

Position \_\_\_\_\_

**Review of past year 2.....**

Highlights:

Areas of least satisfaction:

Personal development: (e.g. training needs)

Target: (something you would like to achieve in the next twelve months)

**Signature of teacher** \_\_\_\_\_ **Date** \_\_\_\_\_

Signature of head coach \_\_\_\_\_ Date \_\_\_\_\_

## PERSONAL DEVELOPMENT PLAN (PDP)

The purpose of a PDP is to identify what new knowledge, skills & experience is needed to carry out the current role more effectively and in addition, to prepare for future roles/tasks. The PDP should clearly link into the club's and the employee/volunteer's objectives and values as well as the competencies required for the role. The PDP could involve training courses, spending time with others, mentoring & coaching, study & research. The overall outcome is that all parties are beneficiaries of the learning.

SKILL/AREA FOR DEVELOPMENT	OBJECTIVE	ACTION	BY WHOM	TARGET DATE

By signing below the appraiser and employee/volunteer acknowledge that these key objectives have been discussed & agreed

<b>Employee:</b>		<b>Date:</b>		<b>Appraiser:</b>		<b>Date:</b>	
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## Notes