



2018

Contents

1	<u>Introduction</u> Mission Statement
2	<u>Training Session Times</u>
3	<u>Club Structure</u> Training/ Teaching/ Competition
4	<u>Contact Details</u>
5	<u>Leagues & Competitions</u>
6	<u>Child protection Policy.</u> ASA Swimline
7	<u>Equity Policy & Code of Conduct</u> for Swimmers, Parents, Officials & Volunteers Internal Disputes Insurance
8	<u>Your first Gala</u>
9	<u>Membership Application Pack</u>
10	<u>Log Sheet & Progress Record</u>

www.birkenheadsc.org.uk



Birkenhead Swimming Club

Welcome Pack & Members Information Guide



Affiliated to Swim England 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:

Chairman	Roy Smither	0151 644 0653
Vice-chair	Peter Blood	0151 643 9761
Chief Coach	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

Wirral Metro & City of Liverpool Squad Training In addition to the Birkenhead club, higher level training is available through Wirral Metro and City of Liverpool Elite 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	16:00 – 17:30	Europa Pools
Saturday	16:30 – 18.00	Leasowe
Sunday	15.30 – 17.00	Leasowe

Junior Squad

50m Training	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 – 17:30	Europa Pools
	Saturday	16.30 – 18.00	Leasowe
	Sunday	15.30 – 17:00	Leasowe

Senior Squad

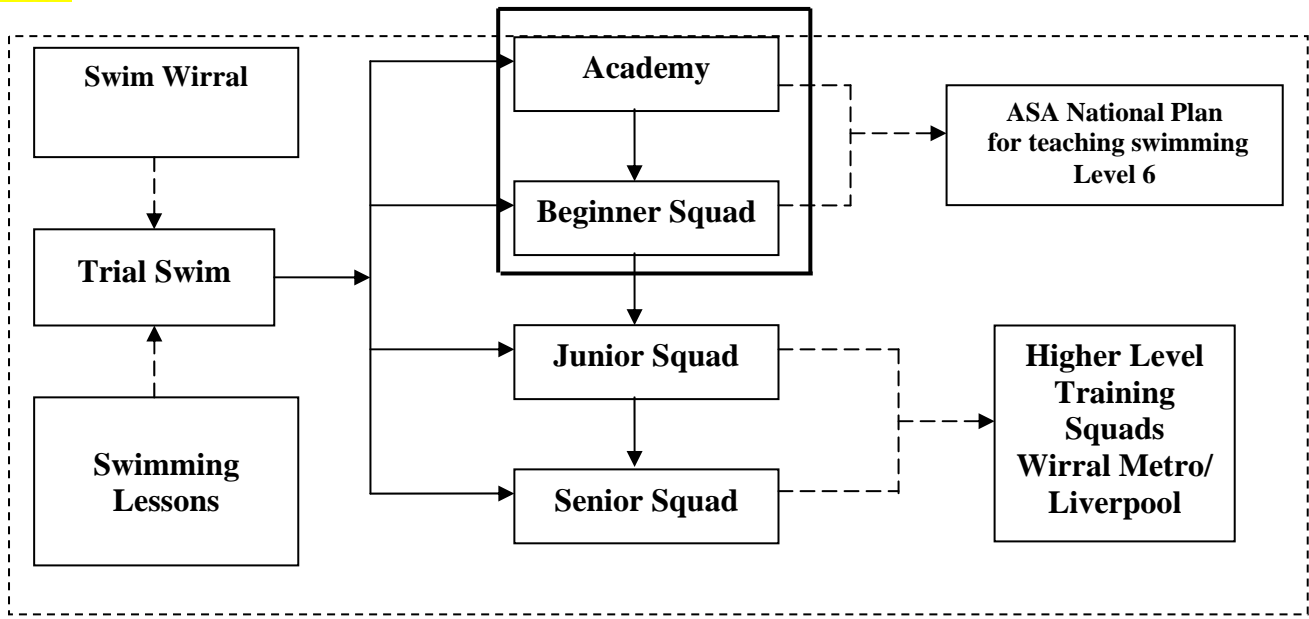
50m Training	Monday	19:00 – 21.00	Liverpool Aquatic Centre
	Tuesday	19:00 – 20.30	Leasowe
	Friday	19.00 – 21.00	Leasowe
	Saturday	16:00 – 17:30	Europa Pools
	Saturday	16.30 – 18.00	Leasowe
	Sunday	15.30 – 17.00	Leasowe

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.

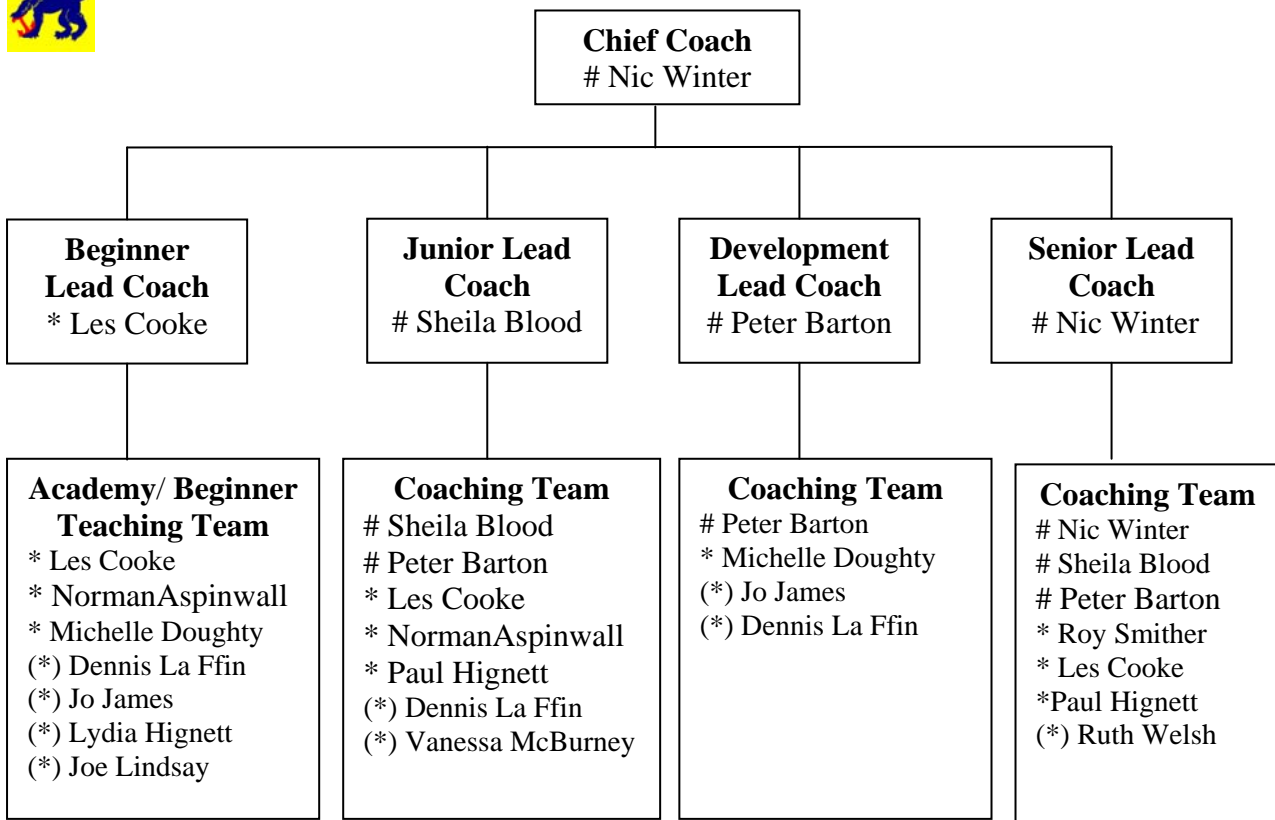
The club is committed to providing support for its members and in the event that you have any difficulties with fees or the provision of necessary equipment please speak, in strictest confidence, to the Chairman, Roy Smither on 644 0653



Club Structure - Training



Club Structure - Coaching



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

ASA Teacher (Disabilities)
 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.

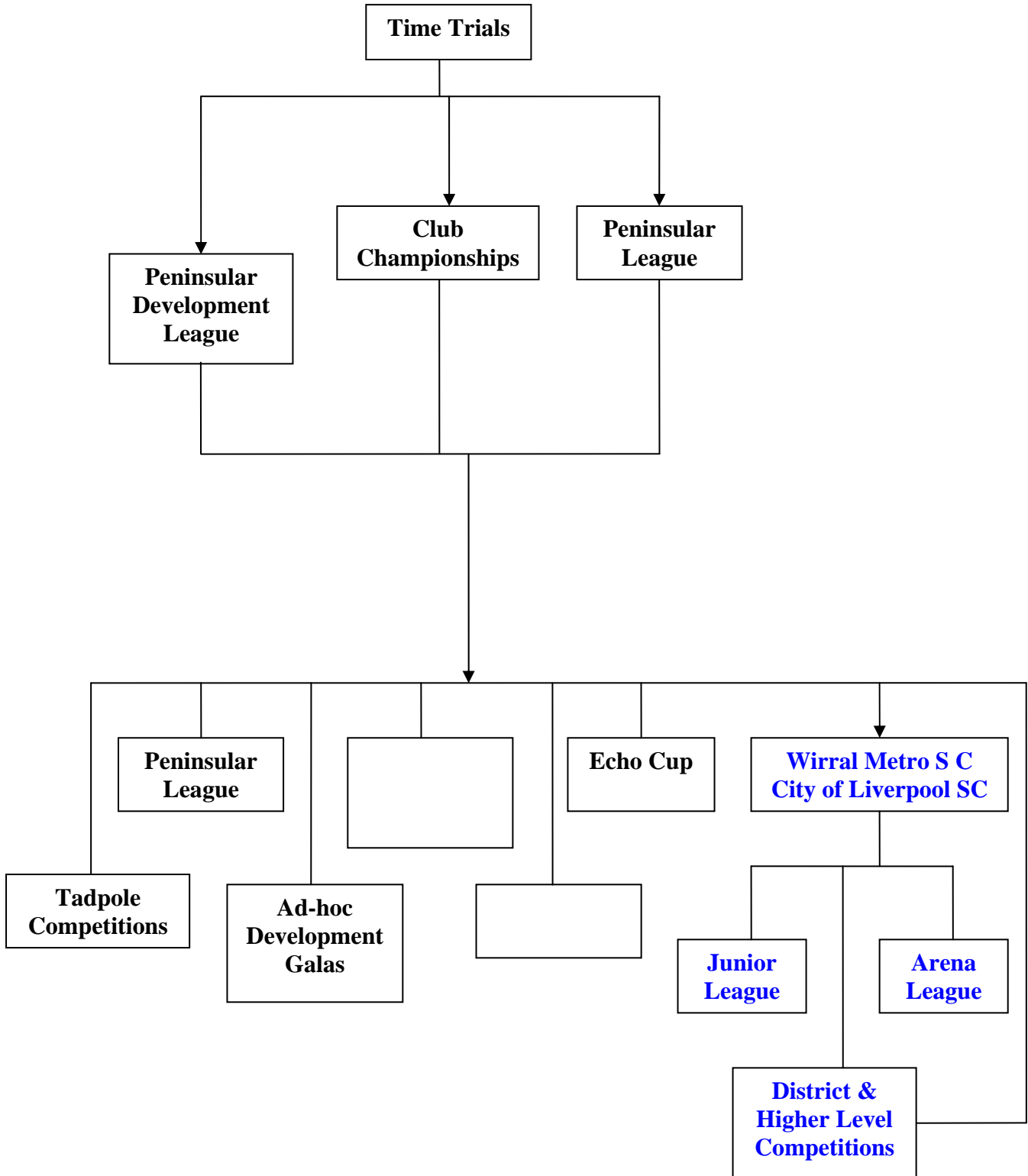
Level 2 stroke development continues to improve on stroke efficiency and kicking, introduces more advanced drills, makes further progress on starts, turns and finishes, and introduces short repetitive swimming sets.

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 Leslie Cooke
Ass. Treasurer
Chief Coach Nic Winter 0151-645 3698
Gala Secretary Sarah Wylde/ Cath Long
Polo Secretary John Hamilton

Committee Members:

Denis Laffin
Peter Barton
Paul Hignett
Michelle Doughty
Jo James
Tony Foran
Kirsten Pankhurst
Bettina Wilm
Ladies Captain TBA
Ladies Vice Captain TBA
Men's Captain TBA
Vice Captain TBA

Club Representatives:

Peninsular League	Nic Winter	Peter Blood	Sarah Wylde
L&D	Alan Murray	Peter Blood	Leslie Cooke
NCASA	Alan Murray	Nic Winter	
Cheshire	Alan Murray	Sarah Wylde	
Peninsular Schools			

Publicity:

Fund raising:

Swim Shop: Cath Long

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



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](#).



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. Wavewater 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 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

The 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 Certificate is on display on the ground floor notice board at Leasowe Recreation Centre.



Before the Gala:

1. Remember to check the notice board for your name on team sheets
2. Always indicate on the team sheet if you are available to swim. (tick or cross)
3. If a coach is being provided, decide if you will be travelling on it – if not tell your team manager.
4. Speak to your coach or team manager if you have any questions.

Things you will need to take to the Gala:

1. Swimming costume
2. Goggles (if you wear them)
3. Swimming cap
4. Towel
5. Pool shoes
6. T-shirt/ shorts
7. Drink/ snack

What to do when you arrive at the Gala:

- 1 Get changed and if you are not using a secure locker bring you belongings with you onto the poolside.
- 2 Report to your team manager on the poolside. The team will usually have an allocated area on the poolside.
- 3 Check the team sheet to for the events you are competing in.
- 4 Take part in the warm-up.
- 5 Never leave the poolside without speaking to your team manager.
- 6 Remember to take your goggles and hat (if you use them) for the start of your events.

After the Gala:

- 1 Get changed and make sure you have everything with you when you leave the changing area.
- 2 If you arrived on a coach but have different arrangements for returning, let your team manager know.
- 3 Check the notice board or website for the gala results.
- 4 Check the notice board again for any other team sheets.



Applicant’s Details

Surname:

First Name(s):

Date of Birth:

Address: :.....

.....

Parents Details

Mother

Father

Surname:.....

Surname:.....

First Name(s):

First Name(s):

Address (If different from above): Address (If different from above):

.....

.....

Contact Details

Name.....

Name.....

Phone number:

Phone number:

Mobile number:

Mobile number:

Email:

Please also complete the following forms attached.

- 1. The medical information form
- 2. The club confirmation of commitment form and additional emergency information form
- 3. Photography consent/ refusal form
- 4. The swimmers’ Code of Conduct
- 5. Parents’ Code of Conduct

Signed:

Dated:

Please return the form to: your teacher or coach



Birkenhead Swimming Club Medical Information Form (Part 1)

To be completed by members aged 18 years or over, or by parents/carers of members under 18 years. Please tick '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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

If yes, what is the nature of their disability?

<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Learning disability	<input type="checkbox"/> Hearing impairment
<input type="checkbox"/> Physical disability	<input type="checkbox"/> Multiple disability	<input type="checkbox"/> 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

Signed (Member): Date:

Signature of Parent/Carer (if member is under 18 years):



Birkenhead Swimming Club Medical Information Form (Part 2)

For parents/carers of members under 18 years

It may be essential at some time for the coach or team manager accompanying your son/daughter to have the necessary authority to obtain any urgent treatment which may be required whilst at a competition or event. Would you therefore please complete the details on this form and sign below to give your consent.

I, being the parent/carer of the above named child hereby give permission for the coach or team manager to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Signature of consent by parent/carer:

Print full name:

Print full name:

Please return this form to: your teacher or coach



Birkenhead Swimming Club Confirmation of Commitment Form

Swimmer Name	Date of Birth

The members of the Birkenhead Swimming Club who are under the age of 18 years have no voting rights at any general meetings of the club, Parents / carers of swimmers under the age of 18 may themselves join the Birkenhead Swimming Club as associate non swimming members and in doing so that parent / carer will be eligible to vote. Such membership may require a fee payable to the club and the ASA, the cost of which will met by the parent / carer concerned. Further information can be obtained from the clubs Membership Secretary.

The declaration at the bottom of this form should be signed by the swimmer or the parent / carer if the swimmer is under 18 years of age.

Name of Parent / Carer	Address (if different from swimmer)

Additional Emergency Contact Information

This information should be completed together with the ASA membership Forms described above. In case of any emergency, please complete below an alternative name, address and telephone contact details (not those included on the ASA Registration Form) i.e. another family member or a friend, who can be contacted should parents / carers not be available.

Contact Name(s), Address and Telephone Number(s) please include any mobile numbers which may be used in an emergency.	Relationship to member

I acknowledge receipt of the rules of Birkenhead Swimming Club 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 as set out in these rules.

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 club. Information will not be kept once a person is no longer a member of the club. The information will be disclosed only to those members of the club for whom it is appropriate and relevant officers of the Amateur Swimming Association or British Swimming.

Swimmer Signature **Date.....**

Parent / Carer Signature

Please return this form to: your teacher or coach



Birkenhead Swimming Club Code of Conduct for swimmers.

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



Birkenhead swimming Club Code of Conduct for parents

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.....

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



ASA/ Birkenhead Swimming Club Photography and photographing swimmers policy

Why Have a Policy?

This Policy applies to all photographs taken on film or digital camera (including mobile phones) and all sorts of moving pictures including video recordings (and video streaming). The terms “child” or “children” include anyone under the age of 18 years.

There has been much talk about whether it is safe to have images taken of children participating in sport. Whilst the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed. To set out such procedures, this Policy has been prepared by the ASA. The ASA acknowledges the assistance of the Premier League and is grateful for their consent to the reproduction of elements of the Premier League Code of Practice “Images of Children’s participating in Activities at Premier League Clubs” within this Policy.

Aims of this policy

First, as in all matters concerned with the safeguarding of children, the ASA aims to help clubs establish and develop good practice. Second, the ASA aims to help clubs avoid three potential sources of child abuse:

- a. The use, adaptation, or copying of images for child abuse, either on the Internet or in print.
- b. The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being ‘groomed’.
- c. The identification and locating of children where there are safeguarding children concerns. Such cases would include, for example, children who could be compromised by an image because:
 - They are removed from their family for their own safety.
 - There are restrictions on their contact with one parent following a parental separation.
 - They are a witness in criminal proceedings.

The ASA have been aware of cases where the photographing of swimmers has been used for illicit purposes. Such illicit photos are taken by persons purporting to be official photographers, hence the ruling that no one unconnected with an event, i.e. Not a parent/carer who takes photos unless they are a suitably approved photographer and have the consent of the meet manager.

Recommended best practice

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“Publication”) should only be done with parents’ consent and in line with ASA guidelines. An issue has arisen in the past where a child’s photo was published and led to a parent under court order only to have supervised contact with that child, discovering their whereabouts and making direct contact.
2. A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a swimming competition. Therefore any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should have received parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.
3. Under ASA guidance on the taking of photos, once a parent has signed the club’s Photography Book Register we are happy for them to take photos on the belief that their swimmer is the main subject of the photograph. Other competitors nearby may be included in the shot but should not be the main subject of the photo. However, another person can object to a parent/carer taking a photo if they believe their child, not the child of the photographer, to be the main subject of the photo, but in practice this seldom happens.
4. In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet details. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

The ASA guidelines on photos for publication are as follows.

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should normally be above the waist only in a swimming costume, though full length tracksuit shots are approved.
- Photographs should not be taken behind swimming blocks at the start of a race or exhibit young swimmers climbing out of the swimming pool.



Birkenhead Swimming Club Parents Photography Consent Form

Note: this form must be read and completed after reading the ASA/ Birkenhead Swimming Club photography policy.

The club may wish to take photographs, (individual and in groups) of swimmers under the age of 18 that may include you child during their membership of the club. All photos will be taken and published in line with ASA policy. The Birkenhead Swimming Club requires parental consent to take and use photographs.

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

As the parent or carer ofplease complete the form below in respect of your child(ren).

Please note you can withdraw your consent in writing to the club Welfare Officer at any time should you wish to.

- Take photographs to use on the club’s secure website
Consent given/Consent refused*
- Take photographs to include with newspaper articles
Consent given/Consent refused*
- Take photographs to use on club notice boards
Consent given/Consent refused*
- Video for training purposes only
Consent given/Consent refused*
- Employ a professional photographer (suitably approved) who will take photos in competitions attended
Consent given/Consent refused*

*Delete as appropriate

Signed:

Dated:

Please return this form to: The Club Welfare officer directly or via your teacher or coach.



Birkenhead Swimming Club Child Photography Refusal of Consent Form

Name of Child:

Date of Birth:

I refuse permission for the taking and/or publication of images of my child by the club's Official Photographer(s) in respect of any activity.

Signed (Parent/Carer):

Print Name:

Date:



Name	DOB	Squad
		B J S

Tick applicable boxes and enter total distance swum

Teacher/ Coach	Date	Cert'd	Strokes				Starts	Turns	Distance
			Free	Back	Brst	Fly			
Comments/ Awards									

Teacher/ Coach	Date	Cert'd	Strokes				Starts	Turns	Distance
			Free	Back	Brst	Fly			
Comments/ Awards									

Teacher/ Coach	Date	Cert'd	Strokes				Starts	Turns	Distance
			Free	Back	Brst	Fly			
Comments/ Awards									

Teacher/ Coach	Date	Cert'd	Strokes				Starts	Turns	Distance
			Free	Back	Brst	Fly			
Comments/ Awards									

Teacher/ Coach	Date	Cert'd	Strokes				Starts	Turns	Distance
			Free	Back	Brst	Fly			
Comments/ Awards									



Birkenhead Swimming Club - Progress Record

Squad	Accademy	Beginner	Junior	Senior	Metro	COL
Name	DOB					
Coach						

Stroke	Comments
Free	
Back	
Breast	
Fly	

Start/Turn	Comments
Free	
Back	
Breast	
Fly	

Pre Competitive Start Award YES NO

Sprint Awards			
	Bronze	Silver	Gold
Free			
Back			
Breast			
Fly			
IM			

Attends Time Trials YES NO

Attends Galas YES NO



Notes