



MEMBERS HANDBOOK



Affiliated Club

Swim21
Accredited



From The Chairman

Hello and welcome to Bognor Regis Swimming Club (BRSC).

BRSC is a long established swimming club with a growing and enthusiastic membership. We train at the Bognor Regis Community College and Arun Leisure Centre pools and compete in galas across the southern counties at the weekends.

During the week and at weekends we run training sessions that are split into different squads based on the current ability of a swimmer. At weekends our swimmers compete as a team in a number of different leagues including Speedo and Sussex. In addition our top swimmers compete and train as individuals (although proudly representing our club!) at county, southern counties and national events.

Although we have formal rules and procedures like any club the unwritten principles that we adhere to are,

- The swimmers are our main priority
- We encourage all levels of swimmers to train and take part
- Everyone is treated fairly
- We are a friendly club
- We spread the load of running the club between us so that no one person is over-worked

Running the club takes a lot of effort and we rely virtually exclusively on the voluntary help of our swimmers and their parents. There are a very large number of activities that are required – ranging from the very small to quite demanding – and we encourage everyone who can, to take on a role. A lot of these roles do not require an in-

depth knowledge of swimming and can be a great way of getting to know more about the club and the people in it. If you can help in any way please contact any member of the committee.

So the purpose of this handbook is to try to take away some of the 'mystery' around this and to help new swimmers and their parents understand how we work. We hope that you will enjoy reading it and find it useful.

A lot of people have contributed towards this document and I would like to thank them all. I hope it improves your understanding and therefore increases the enjoyment that swimmers and their parents get from the club. If there are other areas that you feel need additional explanation please let any member of the committee know.

Chairman

THE COMMITTEE

Committee Members are elected annually. Details of member's names are posted on the Notice Board.

The Committee comprises of:

Chairman

Leads the Committee and is the main co-ordinator of Club activities.

Secretary

Responsible for Club meeting organisation and other associated duties.

Treasurer

Manages and takes responsibility for the financial accounting within the Club.

Chief Coach

Conducts training and co-ordinates coaching activities throughout the Club.

Public Relations Officer

Promotes and publicises the Club both internally and externally.

ASA Representative

Represents the Club at ASA meetings.

Team Manager

Responsible for gala activities such as swimmer availability, transportation and general organisation.

Gala Administrator

Manages and arranges gala fixtures and entries.

Parent Representatives (3)

Represents the views of parents at Committee meetings.

Welfare Officer

Responsible for child protection issues. This is a non-voting position.

The following posts do not form part of the Committee but also play a vital role in the running of the Club:-

Schools Coordinator

Makes links with schools, colleges and the University.

Volunteer Coordinator

Recruits new volunteers to help run the Club.

Disability Coordinator

Promotes the Club to disabled swimmers and ensures the Club provides equal access.

Membership Secretary

Collects the annual membership fees and monthly training fees and maintains the Club database.

Newsletter Editor

Produces a Quarterly newsletter for swimmers and parents.

SWIM 21 Coordinator

Supports the Club to attain Swim 21 accreditation.

Annual General Meeting

An AGM is held once a year where new committee members are elected. Committee members hold their position for two years but are permitted to stand for re-election after this period. Following the AGM there are the presentations of club awards and a buffet. You and/or your child should attend if at all possible.

Committee Meetings

Regular committee meetings take place once a month. If anyone has something they wish to raise they must inform one of the committee members. They will then raise this issue at the next committee meeting.

A list of committee members is on the Notice Board at the school pool. A copy of the signed minutes of the previous months meeting is posted on the Notice Board.

Information

Regular Newsletters are published at quarterly intervals during the year. They have all the details of forthcoming events and results etc.

At the start of the year you will be given a fixtures list for the whole year. Please make sure you keep these dates free if your child is likely to be selected to swim. Check the Notice Board in the foyer at the swimming pool regularly for updates, details of Galas, results etc.

If your child has been selected to swim please tick the team sheets on the board. If unavailable please let the team selector know in plenty of time. This will enable other swimmers to be selected.

For yourself, note down warm up and start times and whether there is a coach going or you need your own transport.

PLEASE BE AWARE AT EVERY GALA YOU OR YOUR CHILD WILL BE ASKED TO SIGN A RECORD FOR ADMISSION IF YOU HAVE ANY TYPE OF PHOTOGRAPHIC EQUIPMENT WITH YOU. THESE INCLUDE MOBILE PHONES, CAMCORDERS OR CAMERAS. WE ASK YOU TO BEAR IN MIND THIS IS FOR YOUR CHILD'S SAFETY, AS WELL AS BEING A REQUIREMENT OF THE AMATEUR SWIMMING ASSOCIATION.

CLUB UNIFORM AND COLOURS

The Bognor Regis Swimming Club colours are Black and Gold.

Uniform/equipment is available on Saturday mornings at the Bognor Regis School Pool between 9am – 10.30am and at other times during the week. The Club shop is run by a parent with all profits going into the Club.

If selected to swim for the club in a gala you will require:

- Black Swimming Costume/Trunks
- Black & Gold Swimming Cap (optional for boys)
- Black & Gold Club T- bag (T-shirt)
- Black & Gold Club Sports Bag (optional)
- Black & Gold Tracksuit (optional)
- Goggles (optional)

For training you will require:

- Pull Buoy
- Fins
- Kick Board
- Paddles
- Goggles

Approximate sizes of equipment.

- Swimming Costumes (26"-40")
- Trunks (26"-38")
- Goggles
- Kick Boards
- Pull Buoys
- Fins

- Drinking Bottles
- Club Sports Bags Sm & Lge
- T – Bags
- Tracksuits
- Badges –obtained once the award has been completed.

Please see that all equipment and clothing is clearly marked with your name. BRSC will accept no responsibility for losses. To avoid loss or injury, jewellery including watches should not be worn.

SQUAD ORDER

- Copper
- Bronze
- Silver
- Gold
- Top Junior
- Top

Promotion through the squads will be at the discretion of the coach. Please check Notice Board for current costs and swimming times.

BADGES

These are attained by time trials during training or by recorded competition times checked against the chart in the Club Foyer.

RECORDS

The club keeps all the personal best times achieved by its swimmers on a computer database. This provides the coaches with current information from which they can select swimmers for galas.

Personal details of swimmers are also held on record. The club must be informed of any medical condition that a swimmer may have i.e. asthma. We also need to know if emergency contact details change.

FINANCE MATTERS

Fees are payable monthly (except August) and payment is made on the 1st Saturday morning of every month at the pool by cash or cheque. You may also pay by standing order. The telephone number of the Treasurer is on the Notice Board. They will give you the Club's bank details. You may also pay fees directly to the Treasurer.

Club Funds are used for:

- Hire of the pool in South Way and for Friday nights at the Arun Leisure Centre.
- Coach passes for adults to be poolside when any children enter competitions or galas.
- Maintaining equipment at the pool.
- Staff wages etc.
- Insurance.
- ASA membership for category 1 members.
- Coaches to Galas

Subject to agreement by the Committee on an individual basis, the Club may be able to offer fee concessions.

ASA MEMBERSHIP

Enclosed with your Club Handbook is a leaflet that tells you all about the Amateur Swimming Association (ASA).

Swimmers start to pay for their membership the year in which they are going to be 10 years old. Check with the ASA officer to see which category you need to be in.

To belong to the ASA the club collects membership fees, once a year. The fees cover the cost of ASA administration, insurance etc. These fees are subject to change without notice.

Payment should be made to BRSC at the beginning of each fiscal year (March) and should be given to the ASA Officer (please ask any coach or member of the committee for the name of the ASA Officer or check the Notice Board).

Following payment you will receive a registration card that should be signed and kept in a safe place, as it will be needed for entering some competitions during the year. There are some galas and open competitions you will not be able to enter without an ASA registration number. Officials (judges, timekeepers etc.) some helpers and coaches will also need to be registered. If you have any involvement with the club and are not clear if you should be registered, please ask for advice.

BRSC POOLSIDE COURTESY

- Outdoor shoes must not be worn poolside. There can be no exceptions to this rule.
- Please keep children who are not swimming from running around the pool area.
- Please report any damage etc. to a member of staff at the pool immediately.

If you have anything you wish to discuss with your coach, please do so before or after the lesson to avoid loss of swimming time for other members. If the matter is personal and you wish to discuss it in private, please ask your coach to arrange a convenient time and place.

POOLSIDE SAFETY

- Please do not allow your child to swim within one hour of eating a meal.
- Please advise the coach if your child is taking any kind of medication or has any kind of medical condition that could impact on their swimming or understanding of what is being said to them.
- Please do not bring glass bottles or containers poolside.
- Please do not leave your belongings unattended in the changing rooms but bring them onto poolside whilst you are swimming.

If you see anyone acting suspiciously or dangerously in or around the pool, in the changing rooms or outside of the building, please, inform one of the coaches immediately.

If you have any problems you wish to discuss, please ask any member of the Club staff and they will advise you of the right person to speak with, regarding the issue you have in mind.

FIRST AID

All injuries/accidents must be reported and entered into the accident book, kept in the office at the pool.

EMERGENCY EVACUATION

In the event of a chemical spillage, fire or other emergency it is essential that the swimming pool be evacuated as soon as possible. Emergency exits are the double doors at the deep end of the pool, the single door by the office and through both changing rooms. Please be familiar as to where these are. Evacuation practice drills will take place during swimming sessions.

INSURANCE

The Club has liability insurance to protect Club Members and it is important you familiarise yourself with the Terms & Conditions and levels of cover. A copy of the current schedule is posted on the Club Notice Board.

GALA INFORMATION

We compete in a wide variety of galas during the year, they fall into several categories.

Copper championships are for all those who swim on a Saturday morning up to bronze squad. This is where swimmers normally get their first taste of competitive swimming. Medals or certificates are presented to all those who take part.

Club championships, both the longer and shorter distances are open to all swimmers, irrespective of squad, find out how the swimmer is improving within each age group against their peers within the club.

Minor League Galas

These include Wey `b` League, Rother League, Sussex League, and Junior Cup.

Wey League is a starter league for children beginning to compete and starting to test their level of competitive performance while representing the club in a friendly atmosphere with other clubs at a similar level. We hope to be able to enter more teams at a `b` level to give our swimmers an easy entrance into competition.

Rother League, Junior Cup and Sussex League are more exacting competitions where we put in teams to try and win galas as a club, whilst maintaining a friendly atmosphere. Here we try to give everyone an individual event and relay swims, the exception to this is when we have someone who is attending his or her first session. Then we will just try to put him or her into a relay swim for an easy introduction to competition.

Premier League and Speedo League

These are the two major leagues in which we compete, **Premier league** is for the junior age groups while **Speedo League** is for all age groups extending up to open age groups.

In both these leagues we try to swim our strongest possible team, this can mean that some swimmers turn up just to swim in relays or for only one relay but as these are both national leagues we wish to show ourselves in the best possible light.

Both these competitions are a major test of the clubs ability and we try to put out our best possible team so if you can, please make yourself available to swim.

Open Meets

Open meets are as they sound, competitions open to all entries within age groups specified in the programme.

We have our own open meet, normally run during late May, which is our major fund raiser as a club and gives our entire club an opportunity to race in an exciting atmosphere against many swimmers from all over the south of England.

Open meets can come in several different categories. They are, designated meets, graded meets either AA, A, B or C, age group or senior meets.

Designated Meets

These are competitions set up for swimmers to qualify for national age group or senior competitions. They normally include events that are within the district and national programme dependant on whether it is age group or senior.

Graded Meets

These are set up in several different categories normally either a letter or graded as a time limit. This time limit may be either a maximum or minimum time to enter the event.

Age Group and Senior Meets

These are meets for either specified age groups i.e. 13 and under or for open competition. For either competition the swimmer must have suitable qualifying times.

Some open meets are not categorised at all and are simply open to all entries.

County, district, national age group and national events

These are a group of competitions as a graded system providing swimmers with stepping-stones from young age group swimmers through to national and international competitions.

County Championships and Age Groups

This is the starter event into mainline competition for swimmers from starting age groups to senior national competitors. They include sprint, relay and distance events with all the events that are on a full Olympic programme.

Entry times are set for all the events, except relays, at a level to allow maximum participation from all local clubs within the county.

Entry times are usually posted on the Notice Board so it's worth checking what times you should be aiming for. Most swimmers within our club who train regularly will be able to attain times with their better strokes in their age groups and should enter to give themselves valuable experience.

District Championships and Age Groups (SCASA)

We are in southern district, which includes all of southeast England, one of the 6 districts of England. This is held in a 50 metre pool.

This is the next step up from counties and as such has far more stringent qualifying times as they are only looking for the top 20 to 30 in each age group to attend. If swimmers achieve one of these times they should be encouraged to take part in the competition. This is quite an achievement for swimmers.

National Age Group and Youth Championships

These championships are normally held every year in late July or early August at varying long course (50m. pool) venues around the country. They are aimed at the top 20 to 30 swimmers nationally and from them the youth and age group national teams are selected to go on to international competition. Ages ranging from 11 to 18 are allowed into this competition with normally very tough qualifying times.

British and English Nationals

These are for elite swimmers in open categories and run over long course and short course distances (25m). It is from these competitions that national teams are selected to go to Olympic and other international competitions.

Overseas Training Camps.

During the past few years the club have successfully organised one of these camps each year. All swimmers aged 11 or over and who swim in Silver, Gold or Top Squads are eligible to attend. The training is done in a 50-metre pool over a period of several days during one of the school holidays. All information regarding the current trip is posted on the Notice Board.

We swim at all levels within these events and try to cater for all ability ranges.

Swimming Terms and Abbreviations

PB	Personal best time for that event.
IM	Individual Medley- a race combining all 4 Strokes, butterfly, backstroke, breaststroke and front crawl
FLY	Butterfly Stroke.
FREESTYLE	Choice of Stroke.

Short and Long Course.

These terms refer to the length of the swimming pool. **Long course** takes place in a 50-metre pool whilst **short course** takes place in a 25-metre pool.

BAGCATS (British Age Group Point Categories)

These points are achieved at either County, District, or National Swimming competitions. They apply to boys up to the age of 14 and girls up to the age of 13. The points are gained by competing in four categories. These are;

- **Sprint swim** distance is stipulated according to age. 50 or 100 metre swim.
- **Form Swim** either 200 metres backstroke, breast stroke or butterfly.
- **Distance Swim** freestyle stroke at a distance of 200, 400, or 1500 metres.
- **Individual Medley Swim** either at 100, 200, or 400 metres. These are age dependant.

Throughout the championships all swimmers times achieved in the competition will be awarded BAGCAT

points but only the best points scored in each category will go forward to the swimmers BAGCAT total.

For many Open Meets and Championship Events the results, times, and Bagcat points are published on the Web.

A swimmer needs to compete in at least one event from each category to obtain his/her best possible points total. This system was designed to encourage younger swimmers to train in all four strokes and not specialise until they were older. The aim is to prevent over working muscles and reducing the risk of injuries.

General notes

The Notice Board in the foyer of the swimming pool, has all the current information and all information appertaining to the club, posted on it. Please make sure that you check it regularly to keep yourselves well informed of forthcoming events.

The Notice Board is there for your benefit.

Log Books

The more senior squads within the Club are issued with a log book to keep a record of their training and best times. Not only does this help the coach to assess progress but provides you with up to date information and can be used when filling in forms for open meets and other individual competitions. It's also a great way of seeing how your child is progressing with their swimming.

It is recommended that all swimmers keep a note of their best times over different distances, irrespective of their squad.

When going to a gala you will need:

- A costume suitable for competition (when at open meets or other events with more than one swim, you will need more than one costume).
- A towel (again possibly more than one).
- T-bag, T-shirt, track- suit, pool- side shoes, all for keeping warm between events.
- Goggles (more than one pair in case of breakages).
- Suitable food and drink for long events most evening galas last 2 to 2-½ hrs.

It should be borne in mind that whilst at Galas you are representing the BRSC and should behave accordingly. Please take time to read the Club Code of Conduct posted on the Notice Board.

If you would like to help with swimming by becoming a coach, timekeeper or judge, please ask any member of staff for details. Additional help is always welcome.

BRSC would like to reassure you that in line with the Amateur Swimming Association rules and regulations, every person involved in the training of your child is registered at the ASA Headquarters and has been checked with the police. This practice safeguards the Coaches as well as you and/or your child.

Most of all enjoy yourself, keep fit and healthy and make lots of new friends.

If you have any helpful comments or suggestions you would like to make about this booklet or if you feel there are issues we should address:

Please address them to The Chairman, BRSC.

BRSC is governed by a constitution and a set of Club Rules. In addition the Club has the following policies

- Code of Conduct
- Equity Policy
- Ethics and Conduct
- Child Protection
- Anti-bullying
- Drugs & Doping

A full set of Club Rules and copies of these policies are posted on the Club Notice Board in the foyer of the pool in South Way or available by application to The Secretary.

Alternatively, visit our website www.bognorswim.co.uk

Your notes:

BOGNOR REGIS SWIM SCHOOL

Swim School meets on Saturday mornings during school terms. Dates are announced on the Notice Board.

In the beginner lessons we aim to give as much help as possible with Polyotter children having individual helpers as well as teachers.

We will also give individual help where needed. Children with 'special needs' are included in our classes as appropriate.

Lessons are of 30 minutes duration and classes are 6-8 in numbers. We take children from 3 – 12 years. Classes progress from young beginners and improvers until club standard is reached. For those children who do not want to go into the club-swimming situation we run 'Rookie' Lifesaving classes, to encourage children to continue swimming and possibly join Club at a later date.

We are part of the Southern Water/ASA 'Learn to Swim' project and we are aided by them with equipment, teacher clothing and swim bags, badges and certificates are supplied.