

INTRODUCING THE CLUB

We extend a warm welcome to all new members and anticipate you will more fully enjoy your membership with the help of this handbook.

To all existing members we hope it will serve as a useful reference.

The Club has already celebrated its centenary and we continue our work with great excitement and enthusiasm. Our activities and programmes are diverse and numerous, as you will appreciate from this handbook.

Our overriding aim is to provide a teaching/coaching schedule to offer good basic knowledge and practise of all swimming strokes, thus allowing members safe, enjoyable leisure swimming. We offer this to both children and adult members, from ASA Level 6 to those who have some aptitude but wish to improve further.

There is naturally provision for the gifted, dedicated swimmers to improve and excel in competition.

GENERAL INFORMATION

Any Committee member can supply all information regarding the Club's policies and itineraries. To help you, a list of their names is included at the back of this handbook, for further information ask at the Table. The Table is situated in the Leisure Centre Foyer and operates on Sunday, Tuesday, Thursday and Friday evenings.

All correspondence relating to the Club should be addressed to the Club Secretary at the Stretford Leisure Centre, on Club nights or sent by e-mail. The Management Committee meets monthly. Any matter you wish to be considered must be submitted, in writing, via e-mail, addressed to the Secretary. (e-mail address on page 8)

Stretford Amateur Swimming Club is affiliated to the Amateur Swimming Association through the ASA North West Region

The Club rules are available on the Website or available from the Secretary.

A news sheet 'Dolphin Times' is published regularly with current news and information and is distributed at the Table. It is also posted on the web site as is any other news and results.

WEB SITE

Even though the club is over 100 years old we have embraced new technology in the form of our own Web Site at www.stretfordasc.org.uk to provide a service not only to our members but also for anyone wanting to know something about the club. The Web Site covers the whole spectrum of our activities from Swimming to Water Polo to Lifeguarding. It also provides general information such as a copy of this handbook, a calendar of events, team selection, gala results and the Dolphin Times.

You will be able to read about the rules of Pointscore along with the dates that we hold them, and many other topical items that are there to help you get the most out of your club.

Hopefully you will take time to log onto the site and, since it is consistently being up-dated, you will return at regular intervals to the address above to check what is happening in your club.

ANNUAL MEMBER'S SUBSCRIPTION

Annual Member's Subscriptions are due on 1st March each year and are payable to the Membership Secretary. **The Annual Subscription is in addition to the ASA Membership Fees listed below.**

A parent can be a member of the club who does not swim at the club (called a Non-Swimming Member), which entitles them to vote along with Senior members at the Annual General Meeting, held by the end of March. They will receive copies of the Annual Report.

Any rule amendments are considered at the A.G.M.

A.S.A. MEMBERSHIP FEES

New fees structure from the ASA

Membership runs from 1st January – 31st December.

New ASA rules state that anyone involved with the club has to become a member of the ASA. All now have to fill out ASA forms and submit them to the ASA.

Category 1 £12.90 (2011) are those swimmers who only train, compete in Club Champs or Pointscore or are chosen for League Galas for Manchester & District and Central Lancs.,

Category 2 £29.05 (2011) fees are paid by competing swimmers and water polo players. Category 2 shall include all members of any age who compete in any discipline in open competitions, other than those exempted under Law 321.1.3 and those competitions designated as "Low Level Competition".

Category 3 £9.90 (2011) fees are paid by Qualified Officials, Committee Members, poolside helpers and any other helpers associated with the Club.

Because of the new requirement from the ASA, in future when somebody fills in a membership form we will have to ask them to fill in the appropriate ASA form as well.

ALL water polo players require Category 2 A.S.A. membership.

This membership money is collected by the Club on behalf of the ASA at the same time as the Club Membership. The ASA Membership money included the charges to the North West Region and the County .

FINANCIAL STRUCTURE for REGULAR SWIMMERS

For 1 swim per week the monthly amount will be £10

For 2 swims per week the monthly amount will be £20

For 3 swims per week the monthly amount will be £30

For 4 swims per week the monthly amount will be £35

For 5 swims per week the monthly amount will be £40

For 6 swims per week the monthly amount will be £45

We appreciate that for some families with a number of swimmers this could amount to a substantial overall increase in fees so we have changed our policy so that if you have more than one swimmer, you will now be able to add the number of swims together to benefit from the discount for multiple swims.

For example, if you have 2 swimmers regularly swimming twice a week each, you will now pay £35 per month. If your swimmers regularly swim a total of 6 or more swims per week you will pay the maximum of £45 monthly.

FULLY paid up Junior or Senior membership for the current year is a necessary condition for entry to ALL competitions and Annual Championships and to enable you to be covered by the Club Insurance.

Our Membership records are now kept on a computer database, for the use of the Membership Secretary and to help in the running of the Club. If you wish your details to be omitted from this database, please inform the Membership Secretary at the time of your application.

NOTICE BOARDS

To keep all our members fully informed of all our activities and events, we have two boards, situated either side of the entrance to the ladies changing room. All are a vital source of current information and news.

Make a habit of checking BOTH these each time you are in the Centre.

SWIM SHOP

We have a Swim Shop, which sells special Club equipment for your convenience and benefit. When open, it is situated in the foyer at the Leisure Centre and you can order items at the Table or meet the Organiser and shop with them most Fridays. We currently stock swimsuits, trunks, caps, track suits, T-shirts, sports bags, all with our own special logo, together with goggles, floats, bottles etc.

COACHING/TRAINING PROGRAMMES

APPLICANTS who can SWIM

Some applicants who have substantial experience of swimming and who would expect to come into the club at a higher level to join a group in the Main Pool should make themselves known at the Desk on Club Nights. Arrangements will then be made for one of the coaches to assess the swimmer and, if appropriate, to offer a position in one or more of the sessions.

Progression through the groups is on merit only.

The fully qualified poolside staff, offer maximum motivation and encouragement to each child, to enable them to progress through the groups with high standards of technique in ALL swimming strokes.

MAIN POOL

The Club has engaged the services, of a Chief Coach and an Assistant Chief Coach on a professional basis. Any queries regarding progress in the Main Pool can be addressed to them or their assistants, through the Table Staff. Or parents may approach the Chief Coach at the end of the sessions to ask questions or make an appointment but not during sessions.

Fees for the coaching groups are paid via Standing Order and depends on the number of swims per week a swimmer trains.

STRETFORD COACHING STRUCTURE

Sunday Juniors 4.30pm to 5.30pm at Stretford L C

		5.00pm to	6.00pm		
	Intermediate	6.00pm to	6.45pm		
	Youth	6.45pm to	8.00pm		
Monday	Intermediate	6.30pm to	8.00pm	at	Manchester Aquatic Centre
	Youth	6.30 pm to	8.00pm		
Tuesday	Junior	6.30 pm to	7.15pm	at	Stretford L C
	Intermediate	7.00 pm to	8.30pm		
	Youth	7.00 pm to	8.30pm		
Wednesday	Intermediate	6.30 pm to	8.00pm	at	Manchester Aquatic Centre
	Youth	6.30 pm to	8.00pm		
Friday	Intermediate	6.30 pm to	7.30pm	at	Stretford L C
	Youth	7.30 pm to	9.00pm		

Competition Structure

Club Competitions

Manchester & District; and Central Lancs. Associations where we enter local leagues with a team

Bolton and Manchester Age Groups

County Age Groups

Regional Age Groups

National Age Group

Open Events Levels 3/2/1

We are affiliated to various Associations, currently: North West Region, Lancashire County, Manchester & District, Central Lancashire and National Arena Swimming League North West.

Our swimmers and water polo players compete in their leagues at all levels. Our Chief Coach also recommends entry into suitable Open Meets for individual swimmers.

STAFFING the TRAINING/COACHING PROGRAMME

The VOLUNTEERS on poolside are fully qualified swimming teachers and coaches, this ensures the safety of your child. There are also Assistant Teachers, who assist, to give maximum benefit to the swimmers.

A qualified Lifeguard is in attendance at all sessions.

RESIDENTIAL TRAINING CAMP

This is held during the EASTER holidays, lasting 4 days, at a suitable residential venue. The Camp is designed and structured to enable each child specifically invited by the Chief Coach to benefit from intensive personalised training.

CLUB CHAMPIONSHIPS

The Annual Galas are held towards the end of the year. The Championships are open to all fully, paid up Junior and Senior Club members. ('Paid up' - 1 month prior to Annual Championship Galas)

A full range of events is offered for all age groups, including 200 & 400 metres.

Trophies are presented to the first-placed swimmer and medals are awarded for the first three places in each event. Advanced notice and entry forms are available; information is posted on the notice board and web site.

Spectators are actively encouraged to lend their support.

POINTSCORE COMPETITION

This competition runs on Sundays approximately 6 times during the year, September - June. Its objective is to encourage self-improvement, by competing against their, own personal best time. Awards are given annually to the boy and girl who gain the most points.

Competitions are held, to give competition experience and each child can enter 3 events. Depending on the improvement on the person's best time, points are awarded. A minimum standard time is recommended and further information is available in a leaflet (ask at the Table for a copy) as well as details posted on the notice board and web site.

Pointscore Meets are during Club pool time. Classes in the from 5.30pm will be cancelled on these dates.

Schedules of these dates are posted well in advance on notice board and web site.

ASA CHILD PROTECTION REGISTER

Any member who is in contact or works with our U18's must be registered with the ASA Child Protection Unit. Forms are available ask at the Table for information.

CLUB MOST IMPROVED SWIMMER

This annual award is presented to the two most improved swimmers in the Club. The boy and girl selected can be from any Main Pool group or class. The Chief Coach recommends this award, which is separate from the Pointscore awards.

The following criteria govern this decision: -

- | | | |
|-------------------|------------------------|-----------------------|
| 1) Improved times | 2) Improved techniques | 3) Regular attendance |
| 4) Hard work | 5) Good behaviour | |

BADGE WORK

The Club has a comprehensive series of badges and certificates within the structure of the teaching sessions. Swimmers will be actively encouraged to work towards each one and be awarded the appropriate ones as they progress through the Teaching and Coaching Groups.

LIFEGUARDING & LIFE SAVING GROUP

This session takes place on Saturday mornings 8.00am-10.00am and caters for all levels of ability and age groups, with a firm structure of awards, leading to Distinction Standard.
The pre-requisite to the awards is the 25-metre badge.

The aim of our teachers is to join with the R.L.S.S. in trying to: -
Reduce the number of people needing to be rescued, and increase the number of competent rescuers.
The awards are presented to the swimmer in a progressive format, encompassing all the necessary elements for self-safety, safe rescue of others, and their after care.
Regular use of the Resuscitation Dummies prepares the younger swimmer for formal Life Saving.

We aim to promote the following: -

- An understanding of water safety and lifesaving skills to members and their families in order to minimise or prevent incidents in or around water, wherever it may be
- A group of qualified and experienced Lifeguards to cover all the teaching and training sessions held by the club
- An opportunity for poolside staff to train to at least ASA/RLSS Lifesaving Award Standard
- An alternative interest in swimming from competition or teaching

More detailed information will be provided if you contact the member named for Life Saving.

VOLUNTEER STAFF

As you look through this handbook you will have noticed that the club offers a wide range of activities and all these activities are run and managed by volunteers. As you can imagine the skills required to put on these activities are numerous and diverse – we cover all the aspects of Administration, Lifeguarding, Teaching/Coaching Swimming and Water Polo, Officials and all other activities that make the club function.

Where can you help? The answer is “Wherever you want, whatever you want to do.”

We always require assistance on poolside as Assistant Teachers, Teachers, Coaches, Lifeguard, Swimming and Water Polo Officials and training can be given for all these activities.

Equally important are jobs done off poolside such as Register Recorders, Team Managers, helping in the Swim Shop, Handyman, Publicity, Fund Raisers, Good Administrators etc.

So now that you or your child has joined the club why don't you REALLY join the Club and get involved – you will enjoy it. Volunteer before you are volunteered!

ADULT SWIMMING GROUP

This session is from 9.00pm – 10.00pm on Thursday nights.
There is a Lifeguard lane for training.
There is a Lifeguard on duty and a friendly welcome from the swimmers.

WATER POLO

The Water Polo section of the Club has the expertise to teach the sport to swimmers of all ages and either sex, also catering for various playing standards.

Our teams compete in Leagues and Tournaments at all levels, from the age of 11 years. It must be emphasised that to play Water Polo requires a high degree of swimming ability and strength, which is not usually found other than in Club or Squad swimmers. Therefore we recommend children to begin from the age of 10yrs. concentrating on swimming.

However there is room for the younger exceptional child who is a strong swimmer.

Training Schedule is at the back of this handbook.

We do have a session Saturday evening to teach 'Mini Polo'

Youth sessions and Senior Men's sections are held at Stretford Leisure Centre.

Both boys and girls play mixed teams at Youth level.

There is a natural and seamless progression from the different age groups and then through to the senior section.

As has been mentioned swim fitness is a pre-requisite, so the water polo coaches advise the players to swim train as well.

Water Polo Sessions at Stretford

DAY	TIME	GROUP
Sun	8.00pm to 9.00pm	Water Polo Juniors – Beginners and Improvers
Sun	9.00pm to 10.00pm	Water Polo – Under 18
Tue	8.30pm to 10.00pm	Water Polo – Senior Men
Sat	4.00pm to 6.00pm	Mini Polo

SOCIAL AND FUND RAISING SECTIONS

SOCIAL EVENTS

All are family occasions.

Help with preparations and running of these events is often required, the Organisers will appreciate your help if you are available.

The Committee also welcome suggestions for new events from members.

All details are advertised on the board well in advance.

FUND RAISING

To enable the Club to subsidise many of the children's activities, money must be raised.

Income from such events goes towards: -

Keeping down subscriptions	Purchase of Medals and Awards	Transport to Meets
Easter Training Camp	Purchase of training equipment	
Assistance with Examination Fees (for Swim related Qualifications)		

Without constant support it is impossible to keep pace with increased expenditure without increased charges.

STRETTFORD AMATEUR SWIMMING CLUB

CODE OF CONDUCT

The Management Committee expects ALL swimmers and Water Polo players to follow this Code of Conduct.

These comments are generalised to make sure everyone understands the importance of correct behaviour during the teaching, coaching, training sessions and at Competitive events.

- The coach or teacher is in charge and their directions are to be followed correctly and sensibly.
- The Lifeguard is on duty to ensure safety at all times, so directions are to be followed correctly and sensibly.
- WALK DO NOT RUN on poolside or in the changing area.
- Permission should be sought when there is the need to leave poolside, once the session has started. This ensures that everyone is fully aware of everyone's presence.
- The behaviour in the changing areas is the PERSONAL responsibility of ALL members and their parents. There is an expectation that a high standard will be demonstrated at ALL TIMES. There should be - 'NO MESSING' about in the shower areas, nor, should there be any sign of BULLYING. Bullying and inappropriate language will not be tolerated.
- The Team Managers are in charge during Galas and they expect to be treated courteously and correctly.

It is for the swimmers to check their events so that they are aware of when they are participating in races. It is for the swimmers to keep track of the programme by LISTENING to the announcements and the Team Managers. It is not for the swimmers to 'harass' the Team Managers' way of working. If there is a problem, the Committee can always be informed to sort matters out for the future.

- During competitive events the swimmers must take great care that they do not in any way impede the work of Poolside Staff. Swimmers are encouraged to learn as much as possible about the organisation of their sport so that they can appreciate the rules and their implementation.
- During teaching / training / coaching sessions the swimmers should take great care to listen to the instructions, ASK for required clarification and then implement.
- Conduct and behaviour in the Sports Centre is noted and the Management Committee expects sensible, responsible use of the facilities. Additional sporting activities need to be properly supervised and booked so that there is no danger to any user nor is it assumed that S.A.S.C. is responsible.

NO DIVING IS ALLOWED AT THE SHALLOW END OF THE POOL

The Management Committee accepts responsibility for discipline in the Club so it will respond to comments and complaints. We do believe that parents will accept their responsibility for their child's behaviour in the event of any action required to deal with misdemeanours.

RULES FOR STRETFORD AMATEUR SWIMMING CLUB (CONSTITUTION)

There is a copy of the Rules for Stretford Amateur Swimming Club on our Web Site. However if you require a hard copy, make a request for one at the Table in the foyer and the Staff will ask the Secretary to print one for you.

CONTACT NAMES AND TELEPHONE NUMBERS

President	Colin Hood		president@stretfordasc.org.uk
Chairman*	Margaret Turnbull	0161-865-9672	chairman@stretfordasc.org.uk
Secretary*	Elaine Armstrong	0161-969-0215	secretary@stretfordasc.org.uk
Treasurer*	Margaret Wells		treasurer@stretfordasc.org.uk
Membership Sec*	Elaine Armstrong	0161-969-0215	membership@stretfordasc.org.uk
Webmaster	David Hoskins	0161-976-3302	wm@stretfordasc.org.uk
Water Polo Sec*	Lynda Quigley	0161-865-6557	waterpolosec@stretfordasc.org.uk
M. P. Gala Co-ordinator			
Welfare /Child Protection	Ruth Marshall	0161-832-0274	welfare@stretfordasc.org.uk
Associations Delegate			
Life Saving	S Cassidy/A Potts		
Fundraising	Colin Levenston	0161-865-5056	fundraising@stretfordasc.org.uk
Chief Coach	Rob Holt	0161-320-7351	chiefcoach@stretfordasc.org.uk
Assistant Chief Coach	Sharon Chapman	0161-283-1702	assistantcoach@stretfordasc.org.uk
Publicity & Events	Stephen Goldingay	0161-861-8287	publicity@stretfordasc.org.uk
Water Polo*	Dave Quinn	0161-864-1509	waterpolodelegate@stretfordasc.org.uk
Water Polo Coach	Gareth Potts	07810182450	waterpolocoach@stretfordasc.org.uk
P/side personnel galas	Calvin Bates		galapersonnel@stretfordasc.org.uk
Lifeguard Co-ordinator	Alan Potts	0161-747-7315	lifeguardcoordinator@stretfordasc.org.uk

* These are Management Committee Members, who should be able to assist you with most queries.

CLUB INSURANCE

The Swimming Club does not accept any liability for any loss or damage to personal effects and clothing belonging to members however caused.

We would recommend that members take out any necessary insurance that they feel appropriate for any loss or damage whilst carrying out, or being associated with, any activity of the Club.

The Club carries limited insurance for personal injury and third party liability for members.

PHOTOGRAPHY

Any member who wishes to take photographs of events MUST first fill in the Record Book. This is kept in the basket on the Table. Please ask the Chairman, Secretary or Treasurer. If you go away to galas you must ask permission at the Door **and complete** their Record Book.

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The Management Committee accepts responsibility for discipline in the Club so it will respond to comments and complaints. We do believe that parents will accept their responsibility for their child's behaviour in the event of any action required to deal with misdemeanours.

To all members: NO OUTDOOR shoes are allowed on poolside on health and safety grounds.

SAFETY ARRANGEMENTS FOR ALL CLUB SESSIONS

EMERGENCY PROCEDURES

TAKE NOTE

In the case of **EMERGENCY** during Club swimming times, **WHISTLES** will be sounded in a series of short, sharp blasts OR the Centres **POOL ALARM SYSTEM** will be used.

All swimmers must immediately leave the water by the shortest possible route. Sit by the wall until the Staff on duty issues further instructions.

NO ONE SHOULD LEAVE THE POOLSIDE WITHOUT PERMISSION
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In case of **FIRE** - exit will be directly to the outside - when instructed to do so.

NOT THROUGH THE CHANGING ROOMS

NO glass bottles permitted in the showers or on the poolside.

ALL bags must be kept clear of ALL EXITS from poolside.