



Dagenham Swimming Club

Handbook



Feb 2009

Dagenham Swimming Club – Handbook 2009

Dagenham Swimming Club aims to promote the sport of swimming by providing a structured teaching program to help individuals improve their health and fitness whilst developing a sense of achievement through improvement and competition. This is to be provided in an environment that people want to be part of and where they have mutual respect for one another.

The club was founded in 1948. The club currently operates at three pools namely; Dagenham, Barking Abbey, and Loxford School. The club is a non-profit making organisation which essentially comprises three components, the Swim School, the Squads and The Committee. The club holds its Annual General Meeting in January when all members are invited to attend and a new committee is appointed.

The club hires the three pools and employs trained teachers, coaches and lifeguards. The committee is made up of volunteer parents and some of the teaching staff who meet regularly to deal with the swimming club's administration, fund-raising and social events.

ASA Affiliation

Dagenham Swimming Club is affiliated to the ASA (Amateur Swimming Association) and falls within the London Region. Every swimmer is required to pay an annual affiliation fee to DSC which is passed onto the ASA. Competition and recreational swimmers are required to pay their ASA fee separately to DSC which in turn is passed onto the ASA whereas the fees for members of the swim-school are incorporated within the normal fees. Coaches, teachers, helpers and members of the committee are also required to pay an affiliation fee



The ASA affiliation fees, not only mean we are linked to the national swimming set-up, but also incorporate an element for civil liability and personal accident insurance. Note: DSC also has employer's liability cover, although that is arranged through separate insurers.

Constitution

The club's constitution has been approved by the Amateur Swimming Association and can be viewed on our website

Swimming Fees.

There is a wide range of fees charged to swimmers in the club. The fees are calculated to take into account the amount of available pool time each group has and the cost of the respective teaching staff. As an example, the fees for swimmers in the squad are the dearest as they utilise more pool and coach's time than other sections. In addition to these fees, swimmers who swim in competitions may be required to pay entry fees for entering races. Galas that the club participate in are free to swimmers although usually spectators will have to pay an entry fee to the pool to watch. This money generally goes to pay for that gala's pool hire and any trophies.



All swimmers are issued with membership cards which are signed by a committee member each time a payment is made. Most swimmers pay their fees quarterly by cheque, but monthly direct debits can be made.

General Rules of Poolside.

The club has a strict “*No Fee – No Swim*” policy. If you haven’t paid, you’re not a member and as such you are not insured. Therefore please do not embarrass your child by having the teacher refusing entry to a lesson.

No reductions to fees can be made due to time off unless a Doctor’s certificate is provided.

Swimmers and/or parents **MUST** advise the coach/teacher of any illness or disability the child has.

Teachers have the authority to remove a swimmer from the water if they feel that a Health & Safety issue has arisen.

Parents should remain on the pool premises while your child is swimming. If your child becomes injured or sick, a teacher cannot leave the remainder of the class unattended while they try to locate the parent.

All swimmers must wear the swim hat of their group and suitable swimwear, ie. Trunks not baggy shorts, costume not a bikini. The use of proper swimming goggles is recommended. Swimmers in the squads are also expected to obtain certain other equipment such as kick-boards, pull-buoys and chinese hand-paddles.

No jewellery is to be worn and the teachers cannot look after any valuables.

Your child is expected to behave to a certain standard. Disruption within the class will not be tolerated and a swimmer will be removed from the lesson if this happens. The teacher will not be responsible for the swimmer once removed from the class – therefore it is important that a parent is in attendance at the pool.

DSC will not tolerate bullying or abuse of any kind. Teachers/coaches/officials of the club reserve the right to exclude any child found in breach of this condition.

DSC expect swimmers to respect the property of others and of the premises we are hiring. It is generally a condition of pool-hire that any damages will be paid for. DSC will seek reimbursement from the parent of any child found to have caused any damage to any property and the offender may be excluded from the club.


There is limited spectator space at the poolside at the Loxford pool and all spectators are expected to remain a safe distance away from the pool, especially those with other children. All parents/carers are to stay within the pool complex for the reasons stated above.

Child Protection Policy

The ASA have strict policies on child protection procedures. In complying with the policy the details of all new teachers/coaches and personnel who come into close contact with children are passed to the ASA and they are vetted through the Criminal Records Bureau.

If you have any concerns about the welfare of a child there are options available to you. The first is you could notify an officer of the club, ie. the Chairperson, Secretary or Coach (unless of course you suspect them of being involved).

Alternatively, because the ASA is committed to promoting the welfare of children in swimming and they have joined with the National Society for the Prevention of Cruelty to Children (NSPCC) in creating '*Swimline*'. The service is provided for anyone involved in swimming, including children and young people who believe that the welfare of a young child is at risk. This could be neglect or abuse, bullying or fear of someone, or anything that is worrying you and you don't know who to discuss it with. The number for the ASA's confidential '*Swimline*' helpline is 0808-100-4001.

	<p>What happens if you call ?</p> <p>When you ring '<i>Swimline</i>', you will hear a message. This will explain that you wish to speak to someone urgently or it would not be convenient for someone to call you back - you can press a number to transfer straight to the NSPCC Child Protection Helpline.</p> <p>This will be answered by trained and experienced counsellors who will advise you and act to protect children.</p>
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If there is a problem with someone calling you back and you wish to speak to someone who understands swimming, you will need to leave your telephone number and time when it is convenient for one of our Child Protection Group to ring. These people are members of swimming clubs who work in child welfare as a profession and have volunteered to help this ASA programme.

If there is an issue which causes concern the ASA will act to protect the child.

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 call return or call display facility.

If you leave a message we aim to ring back during the next working day. If you phone over the weekend, we will aim to contact you on Monday.

The Numbers are :

SwimLine **0808 100 4001**

NSPCC Child Protection Helpline direct: **0808 800 5000** - (open 24 hours a day and calls are free).

Textphone: **0800 056 0566**

'Wavepower'

Wavepower is the ASA's Child Protection policy which is fully endorsed by Dagenham Swimming Club. It can be viewed by download on the club's website or from the ASA's website at www.britishswimming.org.

Equity and Equal Opportunities.

Dagenham Swimming Club is fully committed to treating everyone equally regardless of gender, marital status, ethnicity, religion, ability, disability, age, sexual orientation or political persuasion. A full statement on the Club's policy can be found on our website.

Policy on Photography

The ASA Child Protection Programme Policy recommends that all clubs record the names and addresses of any spectator wishing to use video, zoom or close range photography to record the activities at galas. Photography in any changing or toilet areas is strictly forbidden.

DSC requires any person who wishes to take photographs to complete a form. The details are then held on file. The staff at the pool in which the photography is to take place are also advised.

However, you should be aware that some pools do not allow photography under any circumstances.

Complaints.

In running a club of this size, we might not get everything right. Should you have a complaint it is requested that you ask for a complaint form and address it to the committee. The matter will then be considered at the next committee meeting and a reply will be supplied.

It is accepted that this procedure may not necessarily suit young swimmers who may have a complaint, and in these circumstances we would encourage them to approach the team captains who can then relay the detail to a member of the committee.

Swim School.

The swim School conforms to the ASA National Plan for Teaching (NPTS). The plan has been developed by the ASA to provide a template for learn-to-swim schemes. The plan is a national scheme with the main aim of providing a degree of consistency throughout the country with regard to swimming provision. It also aims to provide the following:

- Encourages the progress of swimmers based on achievement not convenience
- Encourages swimmers to develop a wide range of skills
- Emphasises the importance of water confidence at an early stage
- Encourages development of high quality technique through repetition, revision & consolidation
- Identifies the correct standard of skill performance
- Provides assessment against clearly identified outcomes

The school meets on Tuesday evening at Dagenham, Wednesday and Fridays at Abbey Sports Centre, and Thursday at Loxford School.



The swim school is divided into groups relevant to the NPTS Levels. These groups were previously known as Ducklings, Tadpoles & Puffins. The groups are easily distinguishable by the colour of their hats.

White Hats	Beginners & 1 st Intermediates – NPTS 1 - 6
Orange Hats	Improvers – NPTS 7 - 9
Green Hats	Advanced – NPTS 10 - 12

All lessons are structured so as to achieve the required skills set out for each NPTS level. All swimmers will be assessed at the end of each term and will receive written feedback on the skills tested. The written feedback will confirm which skills were/weren't passed and will therefore provide the parent and child with the exact guidelines of what still needs to be achieved. Once they have passed a level they will receive a certificate and badge and will be moved to the next level. Progressing up to the next level could result in a change of class time as it is important that swimmers join the class relevant to their level.

Intermediates, Pre-Squad (Rookies) and Squads.

Swimmers that have progressed sufficiently to take on more serious training with a view to competing in team and/or individual competitions are expected to train regularly. The training is levelled at the ability of the individual swimmer with those at full squad level being offered five sessions a week. Training comprises all aspects of swimming technique, speed and stamina and a commitment to attend as many sessions as possible ensures swimmers achieve their maximum potential.



The current sessions available to the Intermediates, Rookies and the squad are as follows :

	Intermediates	Rookies	Squads
Monday Dagenham		20:30 – 22:00	20:30 – 22:00
Tuesday Dagenham			19:00 – 20:30
Wednesday Abbey	19:30 – 21:00	19:30 – 21:00	19:30 – 21:00
Friday Abbey	20:30 – 22:00	20:30 – 22:00	20:30 – 22:00
Sunday Dagenham	15:00 – 16:00	15:00 – 17:00	15:00 – 17:00

Adult Swim school

DSC caters for adults wishing to learn to swim or to improve. The Swim school run sessions for adults on a Tuesday evening at Dagenham.

Masters / Adult Improvers.

DSC also caters for experienced ‘older’ swimmers or for those adults who wish to improve. A lane is allocated alongside the squads.

Fees are payable on a quarterly basis enabling you to swim at all sessions during the week, or you can just pay per swim – current fee is £3.00 a session payable to the teacher or the squad’s coach on the night.

	Masters / Improvers	Times
Monday	Dagenham	20:30 – 22:00
Friday	Abbey Sports Centre	20:30 – 22:00
Sunday	Dagenham	15:00 – 17:00

Competitions.

The competing against other swimmers is essentially what our swimmers are training for and as such all swimmers are encouraged to compete at a level appropriate to them. DSC provides orange club hats for swimmers competing and club costumes, bags and t-shirts are available at a subsidized cost. The subsidy arises as a result of the Jack Petchey Foundation who award

grants to organisations that provide development for young people between 11 and 25. The Foundation has also provided funds enabling us to purchase lane clocks, heart monitors and other coaching equipment which we could not have otherwise afforded.

When the club enters team galas it is very important that you confirm your availability with the gala secretary as soon as possible after selection. It is also important that should you be unable to attend having said you would be there that you inform the gala secretary. When entering a team gala, selection is done on the basis that the swimmer will be competing in single events and relays. Any failure to attend can then put the whole relay team in jeopardy.

The following are examples of some of the competitions available

a) Club Championships.

Each year DSC runs its own club championships. Events are run over several pool sessions and swimmers at every level are encouraged to compete, including those in the swim school. There is usually also a parents' race and a teachers' race. No-one is barred from taking part as buoyancy aids can be used by the very young. Traditionally it is a time for the spectators to cheer very loudly particularly when the youngsters reach the finish.



There is a nominal charge for all entries and this money goes towards paying for the trophies which are awarded to the swimmers on at a presentation evening.

b) East London Mini League.

This league caters for swimmers under the age of 13. The league comprises a total of approximately 12 fairly local clubs. Most events are one or two length sprints together with some team relays. For each race a 'standard time' is published before the event, but should any swimmer swim faster than this they are time faulted and gain no points for the race. Whilst this tends to disadvantage the faster competitors, the league is run this way to encourage the up and coming swimmers and is seen as a good 'gentle' introduction to competitive events with all ASA swimming rules being applied. These events are also very good for club spirit, amongst both the swimmers and the spectators.

c) Essex league

These swimming events are very popular. The league has 5 divisions each with 5 or 6 teams. Each season there are 4 meetings. The event involves all ages within the clubs and there are no time faults. Consequently they are very competitive and often very noisy events.

d) Friendly or Trophy Galas.

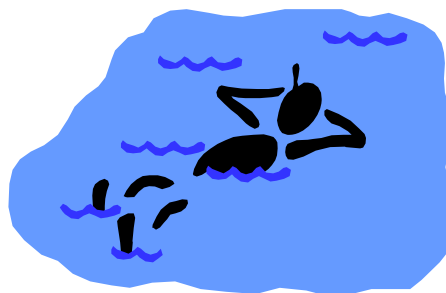
We also occasionally take part in 'friendly' or 'trophy' galas where the event varies at each meet. These are by invitation and we like to enter a few each year as they are good for our team spirit and enable us to maintain good relations with other swimming clubs.

e) Open competitions such as Essex County / London Region / Southern Counties and Nationals

To compete at this level swimmers have to be a member of the ASA and many require qualifying times to have been met. These events are the more straightforward 'swim to win' races, often progressing through heats to finals. It is a requirement to pay to enter any race as pool hire, prizes and poolside officials all have to be paid for by the hosting club.

Fund Raising and Social Events.

Members of the committee try to run social events, not only to raise funds but also to let your hair down ! The main events are usually a Summer Disco, and a Presentation evening when the trophies for the club championships are awarded. Other events include games afternoons and running a float in the Dagenham Town Show.



Sweet sales and occasional raffles are undertaken to try to raise funds.

Kit Sales.

The committee often purchase items of kit which are sold to club members, particularly the squads who possess 'team-shirts' and kit-bags. These items and hats can be obtained from the committee, however we are unable to hold an extensive stock, so in some cases it will be necessary to obtain these from outside suppliers, such as swim shop who supply by mail order (tel. 01582-562111) or Goggle-Box who often have a stall at swimming galas.

Newsletter

The club periodically produces a Newsletter. Any contributions can be made by e-mail to web@dagenhamswimmingclub.co.uk or given to any member of the committee.

Committee for 2009/10

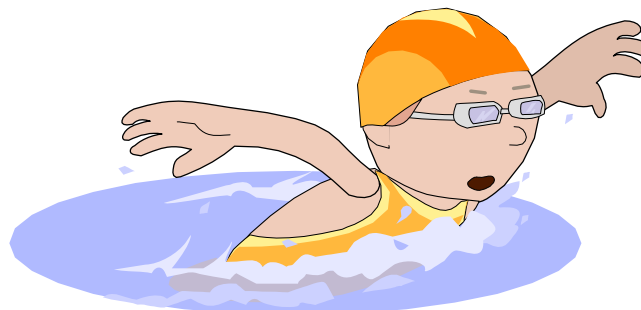
Position	Name	Position	Name
Chairperson	Mark Doughty	Committee Member	Janet Hawkins
Secretary & Swim 21 Co-ordinator	Colin Blades 020 – 8220 - 2851	Committee Member - Swim School teacher	Natalie McGuire
Membership Secretary	Lynn Batt 020 – 8592 - 6112	Committee Member	Loraine Hardiman
Treasurer	Keith Middleton	Committee Member	Jon Simpson
Welfare Officer & Committee Member	Linda Humphries		



Pool Details

Dagenham Swimming Pool, Althorne Way, Dagenham
Abbey Sports Centre, Axe Street, Barking
Loxford School Swimming Pool, Loxford lane, Ilford.

020 – 8270 - 6600
020 – 8594 – 6800
020 – 8514 – 4666



Visit our website at -

www.dagenhamswimmingclub.co.uk