

Melksham Amateur Swimming Club Handbook

CONTENTS

- 1. ABOUT MELKSHAM AMATEUR SWIMMING CLUB (MASC)**
- 2. SWIMMING SESSIONS**
- 3. COMPETITION**
- 4. STAFF**
- 5. PARENTS & GUARDIANS**
- 6. SAFETY**
- 7. RESIGNATION**
- 8. WEBSITE**
- 9. FEES**
- 10. REFUNDS POLICY**
- 11. BADGES & CERTIFICATES (Teach to Swim)**
- 12. SWORDFISH MERCHANDISE**
- 13. EQUIPMENT REQUIRED FOR SWIMMERS**
- 14. PERSONAL BELONGINGS**
- 15. PERSONAL HYGIENE**
- 16. CONTACTS**
- 17. WELFARE & WAVEPOWER**
- 18. SWIMMARK ESSENTIAL CLUB**
- 19. RULES OF MELKSHAM SWORDFISH**
- 20. SWIMMERS' CODE OF CONDUCT**
- 21. PARENT'S/GUARDIANS CODE OF CONDUCT**
- 22. RULES FOR POOLSIDE CODE OF CONDUCT**
- 23. CHECK YOUR MEDICATION (FIND OUT IF IT IS BANNED OR PERMITTED)**
- 24. CHILD PROTECTION POLICY (SAFEGUARDING)**
- 25. SWIM ENGLAND PHOTOGRAPHY GUIDANCE**
- 26. CAN YOU HELP???**

CLUB HANDBOOK

1. ABOUT MELKSHAM AMATEUR SWIMMING CLUB (MASC)

Melksham Amateur Swimming Club (MASC) is a swimming club, based at Melksham Community Campus, that exists to promote swimming as an interest and make learning, training and competition fun for all our members from the youngest in the Teach To Swim (TTS) programme right through to our competitive squad.

Our aim is to teach swimming and once taught, to develop the swimmer to his/her fullest potential. Progression through the club is dependent on ability and rate of learning, and all of our swimmers are treated as individuals. Those already able to swim on joining the Club are assessed by our Teachers/Coach and placed in the most appropriate session.

Sometimes a swimmer may benefit from a specialism offered by another club and, therefore, we will also progress swimmers to other local SwimMark clubs if appropriate.

2. SWIMMING SESSIONS

We are able to offer the following sessions:

DAY	TIME	SESSION
Tuesday	8.30 pm - 10.00 pm	Development & Squad (Lanes)
Thursday	6.00 pm - 6.30 pm	Teach to Swim Badges 1-4 (Widths)
Thursday	6.30 pm - 7.00 pm	Teach to Swim Badges 1-4 (Widths)
Thursday	7.00 pm - 8.00 pm	Badges 5+ & Development (Lanes)
Thursday	8.00 pm - 9.00 pm	Development & Squad (Lanes)

Sessions are delivered to a structured programme, which is set out in an Annual Development Plan written by coaching staff.

The progress of swimmers is constantly monitored and will be reviewed every 3 months, swimmers being offered additional sessions or moved to an alternative session when deemed appropriate by poolside. Please note that movement is also dependent on there being available space in the new session.

If you are unable to accept the sessions you have been offered please contact a member of poolside to see whether it would be possible to swim an alternative session/s.

Swimmers must ensure that they only swim at agreed allocated session/s.

Swimmers in Stage 5 and up are required to bring swimming fins to sessions.

3. COMPETITION

As swimmers progress through the Club, MASC offers a wide range of competitive opportunities. Sprint Awards and distance badges are held once a year as well as the annual Club Championships which offers in house competition where times and competition experience can be obtained in a fun and friendly environment, with the opportunity to assess progress.

County Leagues provide opportunities to swim as a Club against other Clubs in the area. Additionally, age group events such as Wiltshire County, Regional National Competition and Open Meets can be entered on an individual basis through the club, provided entry qualifying times are met.

4. STAFF

All those involved in the running of the Club are volunteers, including our Teachers and Coaches who receive no payment for their time and efforts. Please remember that these volunteers give up a lot of time to help the Club and without them, the Club could not run.

Our Teachers and Coaches are SEQ qualified and all those having contact with the children are registered with Swim England and are DBS checked every 3 years in accordance with Wavepower 2020 - 2203

5. PARENTS & GUARDIANS

This is a members club where we all have to do our part, so families are required to undertake the door registration at least twice per annum. All parents/guardians of swimmers will be allocated dates and details will be sent via email.

In addition, help is always needed at galas, on the committee or perhaps you have ambitions to become a lifeguard, swim teacher or judge!

6. SAFETY

Safety is of utmost importance to us. Before each session swimmers must report to the registration desk in the café area in the Campus, with the exception of Tuesdays when the Coach will register the swimmers on the poolside. Children under the age of 10 must have an adult present in the café viewing area until the month after their 10th birthday. If an adult is absent children will not be permitted to enter the water. Children under the age of 10 will be marked in green on the door register.

7. RESIGNATION

Should you wish to leave the Club, it is requested that you write to the Membership Secretary to inform the Club of the date that you want to terminate your membership. This will ensure that records are kept up-to-date. It is your responsibility to cancel your standing order with your bank. You can email the Membership Secretary at membershipsecretary@melkshamswordfish.org.uk

8. WEBSITE

Our website is regularly updated with news and information about the running of the club. The members only section has club championship results along with other member

specific information. The website address is: www.melkshamswordfish.org.uk

9. FEES

A one off joining fee of £10.00 is payable on application. Please make cheques payable to Melksham ASC. If you are re-applying to become a Swordfish member within the same year (e.g 1st April 2022 – 31st March 2023) you will not be required to pay a £10 Administration fee.

Swimming Fees:

1 weekly Swim £24.00 per month

2 or more weekly Swims £36.00 per month

Additional swims are charged at £7.00 per session

If a swimmer wishes to continue to be a member but does not regularly swim a monthly fee of £3.50 per month will be payable – in addition the swimmer will need to pay the additional swim fee of £7.00 on the occasions when they swim.

All fees, other than additional swims must be paid by Standing Order. Fees have been calculated annually and divided equally into 12 monthly payments. This is due to the fact that the Melksham Community Campus charge Melksham Swordfish 12 equal monthly payments per year.

Swimming sessions do not run on: Bank Holidays and for a short period over the Christmas holidays.

The club is a not for profit club and is audited yearly by an external auditor.

10. REFUNDS POLICY

The Club operates a no refunds policy, which may appear harsh, but there are good operational and administrative reasons for this.

It would be impossible to set refunds that are fair to all members unless we moved to a 'pay by the hour' system, which would make running of the club impossible on an amateur footing as it would require a huge amount of additional administration required by the already overstretched small group of volunteers.

Please be assured that all funds paid to the club are used for the benefit of the club swimmers and no other purpose whatsoever, so that even if there is a closure outside of MASC control, all swimmers will benefit ultimately.

11. BADGES & CERTIFICATES (Teach to Swim)

At MASC we follow the Swim England National Teaching plan and issue Learn to Swim Awards stages 1-7. This covers all core fundamental skills needed to achieve expected standards of swimming strokes.

Our Teach to Swim sessions run on Thursday evenings; stage 1, 2, 3 and 4 sessions run at 6.00 pm - 6.30 pm and 6.30 pm - 7.00 pm, the other stages run in the later session at 7.00 pm – 8.00 pm where they swim for a full hour. When swimmers are able to compete as part of the squad they will move to our Thursday evening session which runs 8.00 pm - 9.00pm or our Tuesday evening session which runs 8.30 pm – 10.00 pm. The minimum age for competing for the club is 9 years.

Badges and certificates awarded cost £3.00.

12. SWORDFISH MERCHANDISE

Swordfish swimsuits, jammers (swimwear) and hats are held in stock and can be purchased by contacting the kit manager by email (kitmanager@melkshamswordfish.org.uk) or on poolside.

Personalised T-bags and hats are available to Squad swimmers and are ordered periodically when minimum order numbers are reached.

A great selection of Swordfish club wear, including kit bags, tracksuits, hoodies and other items can be purchased directly by the swimmer/parent/carer from our online club shop that is hosted by Sporting Billy. A link to the site can be found on our website in the 'Swordfish Shop'. A number of these items can also be personalised with a name/nickname.

13. EQUIPMENT REQUIRED FOR SWIMMERS

All swimmers will need to have some basic equipment to aid their training. It isn't essential, however it is a great help when we have tight turnarounds, and even though we have some kit, it's not enough to go around. If your child swims at 6.00 pm or 6.30 pm on a Thursday please ignore this, however, it is important that everyone else has a read and understand what kit is needed.

Kit list Essentials for those training at the following sessions: –

Tuesday 8.30 pm – 10.00 pm
Thursday 8.00 pm – 9.00 pm

- Kickboard
- Pull buoy
- Fins
- Hand paddles
- Finger paddles
- Snorkel

Kit list Essentials for those training at the following sessions: –

Thursday – 7.00 pm - 8.00 pm

- Kickboard
- Pull buoy
- Fins

If you need any help in sourcing this equipment speak to your coach, or use the website links below:

www.swimshop.co.uk

www.allensswimwear.co.uk

www.proswimwear.co.uk

www.simplyswim.com

www.mailsports.co.uk

www.speedostore.co.uk

Please remember that if your child swims at 6.00 pm or 6.30 pm on a Thursday you are not required to purchase the above kit list.

14. PERSONAL BELONGINGS

Swimmers are encouraged to put their personal belongings in a locker, only swimming equipment required for the session can be taken on to pool side. Melksham Swordfish cannot accept responsibility for the loss or damage of any belongings.

15. PERSONAL HYGIENE

ALL SWIMMERS MUST use the showers at the Campus BEFORE they come in for their training session. This helps to keep the water as clean as possible and reduces the need to add additional chemicals.

16. CONTACTS

The following are some of the key contacts with respect to membership and welfare matters. A full list of contacts is available on the website.

Chairperson	chairperson@melkshamswordfish.org.uk
Membership Secretary	membershipsecretary@melkshamswordfish.org.uk
Child Protection Officer	childprotectionofficer@melkshamswordfish.org.uk
Club Secretary	clubsecretary@melkshamswordfish.org.uk
Rota Administrator	rotaadministrator@melkshamswordfish.org.uk
Kit Manager	kitmanager@melkshamswordfish.org.uk
Treasurer	treasurer@melkshamswordfish.org.uk

17. WELFARE & WAVEPOWER

MASC has a legal duty of care to safeguard and protect all children involved in the club from harm and will do so through adherence to the Swim England Child Safeguarding Policies and Procedures (Wavepower) and the club's Child Protection Procedures and

Guidelines.

The club will make provision for children and young people and will ensure that:

- The welfare of all the children is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

A child is defined as a person under the age of 18 (The Children Act 1989).

All our Swim coaches/teachers hold a Disclosure and Barring certificate along with a Safeguarding and Protecting Children in Sport certificate.

18. **SWIMMARK ESSENTIAL CLUB**

SwimMark accreditation is Swim England's recognised kitemark for the development of effective, ethical and sustainable affiliated clubs.

It is a national recognition that demonstrates a club is well run in all areas of its activities and structures. This includes its governance, financial arrangements, operational practices, quality of teaching and coaching as well as the all-important welfare agenda.

The opportunity to gain SwimMark accreditation is available to all clubs, across any aquatic discipline (including Masters), and it is about creating the best possible swimming experience for all and raising the quality of aquatics provision for all.

Melksham Swordfish have successfully complied with the criteria since SwimMark was first introduced back in 2002.

19. **RULES OF MELKSHAM SWORDFISH**

(Policy November 2018)

- a) Swimmers must abide by the Code of Conduct all times. Agreement to be signed at commencement of membership and returned to MASC.
- b) Disciplinary action will be taken as needed by Poolside Staff or MASC Committee if swimmers fail to conform to Code of Conduct.
- c) All swimmers must register before swimming. Minors must be accompanied into the changing rooms before sessions and collected after by an adult. Swimmers under the age of 10 years require an adult to remain throughout their session.

- d) MASC & Campus staff cannot be responsible for the welfare of swimmers outside session times.
- e) After 1 initial trial swim membership forms and fee must be completed.
- f) All fees are to be paid on a regular basis. Failure to do so will result in suspension from session until arrears are paid, unless prior arrangements have been made. Fees must be paid monthly by Standing Order, cash payments for regular swim session cannot be accepted.
- g) Failure to pay the correct fees for three consecutive months, unless prior arrangements have been made, will result in suspension from sessions until the arrears are paid in full. If fees have not been paid up to date within one month of the suspension being enforced the swimmers place in their session will be forfeited. Should the outstanding fees be paid up to date after the session place has been forfeited the swimmer will then have to join the waiting list for a suitable session.

In signing the membership form (included in the membership pack) you are agreeing to abide these rules

20. SWIMMERS' CODE OF CONDUCT

(Policy January 2017)

- a) Members are expected to co-operate and fully respect all requests and decisions made by the Coaches, Teachers, Helpers, Administrators and Officials at all times whilst under the supervision of the Club. Remember all "staff" members of the club are volunteers; they are not paid in any way.
- b) Inappropriate behaviour will not be tolerated. In the event of bad conduct Poolside staff have the power to demand that the offenders (s) leave the pool or site immediately and at their discretion.
- c) A maximum of 2 warnings will be given, and if not complied with will result in suspension or exclusion from the Club.
- d) Always display sporting behaviour and applaud good swims by both team mates and opponents. Remember there is no competition without them and that you are part of a team. – show respect and consideration to other squad members.
- e) Discrimination or bullying of any kind will not be accepted – do not tolerate it or become involved in any form of discrimination or bullying.
- f) Train regularly and arrive at sessions on time with all kit as required. Please advise poolside staff of any ill health issues before you swim.
- g) Always give your best efforts at training and competitions, trying hard and improving your technique and skills are as important as winning.

- h) The purchase or use of alcohol, tobacco products, solvents or illegal performances enhancing drugs, is strictly forbidden while representing the Club, as is participation in the sport for the Club whilst under the influence, or suspected to be under the influence, of any of these products.
- i) Do not engage in any inappropriate physical contact with others, intend to hurt, or use foul or abusive language towards them.
- j) Respect the property of the Club and Team-mates. Do not inflict damage to or remove any property not your own.
- k) Never leave the training or competition site during sessions without informing your Coach of your intentions beforehand.
- l) The use of any kind of camera or recording device is forbidden in the changing rooms.
- m) If you have any problems with the behaviour of fellow members, you will report them at the time to an appropriate adult.
- n) Display a high standard of behaviour at all times e.g. training sessions, events/galas, land training.

In signing the membership form (included in the membership pack)
you are agreeing to abide by this code of conduct

21. PARENT'S/GUARDIANS CODE OF CONDUCT

(Policy January 2017)

- a) 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.
- b) 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.
- c) I will ensure my child is properly and adequately attired for the training session/events including all mandatory equipment e.g. hats, goggles etc.
- d) 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.
- e) I will encourage my child to obey the rules and teach them that they can only do their best.

- f) 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 organisation and any other organisation with due respect, in accordance with the Swim England commitment to equality and diversity.
- g) I will not use inappropriate language within the organisation environment.
- h) I will show appreciation and support my child and all the team members.
- i) I will support the coach and committee appropriately and raise any concerns I may have in an appropriate manner to the welfare officer.
- j) Most of all, I will help my child to enjoy the sport and to achieve to the best of their ability.

In signing the form (included in the membership pack)
you are agreeing to abide by this code of conduct

22. RULES FOR POOLSIDE CODE OF CONDUCT

(Policy January 2017)

- Personal hygiene - swimmers should always be clean and attend the toilet before swimming
- Long hair should be under a swimming cap or firmly tied up.
- Swimmers should be on time, listen to their coaches instruction, no talking during instruction.
- Do not argue with your teacher / coach on the poolside, if you want to discuss anything ask to talk to him / her after training.
- Demonstrate self discipline at all times in and out of the pool, treat others with the respect you wish to be treated with.
- Comply with the rules and laws set out in the guidelines of Swim England.
- Swimmers to comply with the spirit of the rules in and out of the pool.
- ALL POOLSIDE INFORMATION/SAFETY SIGNS MUST BE ADHERED TO.
- No ducking or pulling swimmers in the water, no physical contact.
- Treat goggles with respect: take care when putting them on / taking them off. Adjust them properly and don't play with them.
- Jewellery, ear rings, rings, watches etc. are a danger to swimmers and are NOT to be worn.

- No diving at the shallow end of the pool, unless under supervision. You will be assessed for your shallow water diving test when your coach is satisfied you are a competent diver and not before.
- We want our Swimmers to enjoy their swimming, you should do your best, be responsible for your own actions, never blame others.
- In competition, show commitment to your team, do what you are asked to do as well as you can at all times. Be confident. Be disciplined. Concentrate on what you are doing. Success is not just about winning but being the best you can be.

In signing the form (included in the membership pack)
you are agreeing to abide by this code of conduct

23. CHECK YOUR MEDICATION (FIND OUT IF IT IS BANNED OR PERMITTED)

(Policy January 2017)

- As a Club with competitive swimmers to a very high level, it is essential that everyone is aware of permitted and prohibited drugs, medicines and methods.
- The World Anti Doping Agency annually updates a Prohibited List and gives all athletes access to information on the ethical use of drugs in sport Information can be accessed at www.wada-ama.org
- It is essential that before consuming any drug, substance or medication product, competitive swimmers should always check to see whether the product is on its WADA Prohibited List. <http://list.wada-ama.org/>
- The site also provides other practical anti-doping resources and information, and details of drug testing procedures.
- Please note, this includes any drugs prescribed for conditions such as asthma.
- Should you require a Medication Declaration Form please contact the Membership Secretary who will be able to provide you with one. Email address: membershipsecretary@melkshamswordfish.org.uk
- It is your responsibility to complete one of these forms every year, even if medication prescribed has not altered.

24. CHILD PROTECTION POLICY (SAFEGUARDING)

This is available to read on our website. Please read and make yourself familiar with the content.

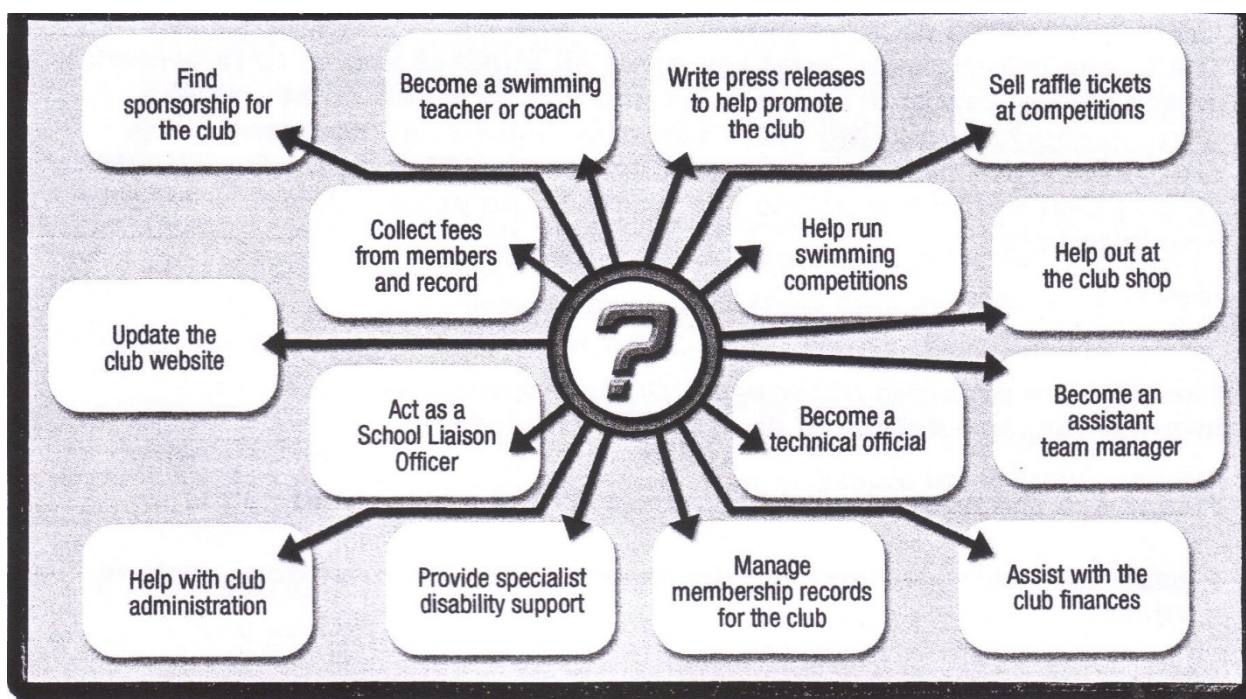
25. SWIM ENGLAND PHOTOGRAPHY GUIDANCE

This is available to read on our website. Please read and make yourself familiar with the content.

26. CAN YOU HELP???

Our club is run entirely by volunteers, including the coaches and teachers. This means that without the continuous support of parents, swimmers we would not be able to train, attend galas, or host competitions and clubs championships, or enjoy celebration evening.

Are you interested in helping out? There are many opportunities for you to support our swimmers either on pool side or behind the scenes. No previous experience necessary.



The benefits and enjoyment from volunteering and supporting your child's interest can really make a difference.

To find out more, contact:

chairperson@melkshamswordfish.org.uk