

### ***Useful addresses***

Your coach/teacher will advise you about what equipment you need. The club sells a range of kit – watch the notice board for special offers! Many parents use Swim Shop to obtain equipment – you can get a free catalogue from them:

Unit 3  
Dencora Way  
Luton  
LU3 3HP

<http://www.swimshop.co.uk>

Specialist equipment is often on sale at the major open events that swimmers attend.

Some other useful addresses are:

ASA: <http://www.britishswimming.org/>

Nottinghamshire ASA: <http://www.notts-swimming.org/index.htm>



## A Guide for Parents

Issued November 2007

We swim in a number of *invited* galas each year in order to compete on a friendly basis against a range of clubs.

Swimmers can compete in a number of *open* galas – this is where we do not enter a team as such, but attend as a club. The focus here is on swimmers individually improving their times in competition against swimmers from a wide area.

You can help your swimmers and the club here by

- Noting important dates and ensuring that swimmers will be available
- Preparing swimmers for events in accordance with coaching advice
- Letting the team manager know availability immediately if a swimmer is selected for a gala
- Encouraging your swimmers to keep a record of their times – comparing these is the only way of seeing if performance improves

### ***Other sections***

This brief guide focuses on junior swimming. The club also has thriving masters and water polo sections which produce their own publicity – look on the website for more detail.

3. Current racing times
4. Commitment to training

We swim in the following events:

The West Midlands Division of the *Speedo* League: this is for our top swimmers and is a competition where we often come up against national or international swimmers from other clubs.

Local competitions such as the *Spring* League and the *Minor* League of the Nottinghamshire ASA (details on their website): which competitions are entered depends on the recommendation of the Head Coach, but the aim is to provide competitive opportunities for as many swimmers as possible.

The *Club Championships* are an important step in the year. They happen in the autumn and awards for swimmers are presented early in the New Year at a presentation evening which is also a great social occasion for swimmers and parents. The Club Championships are often the important first step in competitive swimming.

The *County Championships* are run over several weekends in the spring. Entry times are challenging and need to be obtained during the autumn. Just getting into these championships is an achievement; swimmers have the chance here to test themselves against the best county swimmers.

## Welcome to Calverton and Bingham Swimming Club

This booklet is a brief introduction to the world of competitive club swimming. It explains how the club works and how you can help us to meet our objectives. Those objectives are expressed in our mission statement –

Calverton and Bingham Swimming Club aims to promote the sport of swimming in our catchment area and in Nottinghamshire generally by offering a range of competitive opportunities. We offer the coaching and support to enable each of our swimmers to achieve their potential. We seek to maintain our position as one of the top competitive swimming clubs in Nottinghamshire whilst keeping our reputation as a friendly, welcoming club that treats all its members in a fair and equitable fashion.

### ***How you can help***

The club is an entirely voluntary body. This means that we depend on each other to help our swimmers to achieve their best. You can help by:

- Getting your swimmers to training and galas on time
- Supporting the poolside team in their conduct of sessions

- Volunteering to help – there are lots of ways to help to suit all talents and the club cannot function without its volunteers!
- Encouraging your swimmers to keep records of their times
- Completing forms and paying money promptly and accurately

## ***Child Protection***

The first paragraph of the ASA Code of Conduct and Ethics, signed by all the poolside team, is as follows:

Put the well-being, health and safety of members above all considerations including developing performance

This is the responsibility of *everyone* in the club. If you have any concerns about the safety or wellbeing of any child you should:

- Speak to the club's Child Protection Officer (whose contact details are on the club notice board); or
- Speak to any committee member; or
- Ring the ASA **SwimLine** on **0808 100 4001** –SwimLine is the ASA's own help line where you can talk to someone who understands

- Please keep us up to date with any changes in contact details – any committee member can make sure that these get to the right place
- We have a club web site which contains much detail on the club – such as a list of personal best times that is accessible to members only and details of club records. Find this at <http://www.binghamswimmingclub.org/>

## ***Coaching and competitions***

The club strives to ensure a good range of competitive opportunities for all swimmers, backed up by appropriate training. To this end, swimmers are organised into a number of squads with their own coaching team. All squad coaches are fully qualified and hold ASA accreditation. A booklet is available from the coaching team that explains the different levels. Decisions on movement between squads and on selection for galas are the responsibility of the Club Coach. As a competitive club, it is necessary for all swimmers to be available for gala selection. In selecting swimmers for competition, four key criteria are considered:

1. Personal best times
2. Previous gala availability

We try to ensure that any 'one-off' trips, like special coaching sessions, are covered by contributions from those who attend. You can help here by:

- Paying promptly when we need to collect money from you – it really helps!
- Joining in social activities – suggestions for fund raising are always welcome!
- If you have any contacts for potential sponsors, let a committee member know.

The Treasurer presents a report on income and expenditure to the AGM and the committee monitors the position at its regular meetings.

### ***How we communicate with you***

It can be difficult in a club where we swim at different venues to keep in touch, but these are the ways in which we try:

- The best means is often word of mouth when you register attendance at sessions
- There are club notice boards at Bingham, Calverton, Cotgrave, Portland and Southwell – we try to keep these updated with recent news
- We supply a calendar of events each year – please keep this in a safe place as it contains gala details

both swimming and the requirements of child protection.

The club has a Child Protection Policy which can be found on the club website, with extracts on notice boards. It is an endorsement of the ASA policy, full details of which can be found on the ASA web site.

The club:

- Has a Child Protection Officer
- Ensures that all poolside staff receive the appropriate child protection training
- Registers all volunteers having direct contact with children with the ASA Child Protection database (which includes police checking).
- Enforces ASA rules controlling picture taking at any of its events.

### ***Equity in swimming***

CABSC believes that swimming is a sport for all. It has an equity policy, the full text of which is available on the website, based around the following:

The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion.

## ***How the club is run***

The club is run from day to day by the committee. This is elected by and responsible to, all voting members at the annual general meeting. The Head Coach and through him the entire coaching team are responsible to the committee. There are three groups of ASA members:

- Category 1: swimmers who can only enter club competitions
- Category 2: Swimming members who engage in open competition
- Category 3: Volunteers and officials – whose ASA fees are paid by the club

The Club is affiliated to the Amateur Swimming Association (ASA) and has to pay fees for each group of members as above. Each year it also has to pay registration fees for the various leagues in which it competes. Membership carries certain benefits, notably insurance.

The ASA has a quality scheme known as Swim21. The club is actively seeking certification as a 'skills development' club.

## ***How we raise and spend money***

We raise money in essentially four ways:

Membership fees	These cover ASA and league registrations plus costs like the medals and trophies we award for the Club Championships
Pool fees	We aim to cover the cost of pool hire through monthly standing orders, which split the annual cost into affordable parts.
Sponsorship	We receive generous sponsorship from Frank Key which helps our purchase of kit and such things as transport to events. We have also been able to get funding from Active Sports to help with coach and teacher development
Social activities	We rely on fund raising events to supplement our income