

CLUB INFORMATION PACK

Club Information

Devizes Amateur Swindon Club (DASC) is a competitive swimming Club that exists to promote swimming as an interest and make learning, training and competition fun. The Club is based at Devizes Leisure Centre pool, but also the pool at Dauntsey School West Lavington is used by the Club.

Progression through the club is dependent on ability and rate of learning, but our aim is to teach swimming and once taught, to develop the swimmer to his/her fullest potential. Those already able to swim on joining the Club are assessed by our Teachers/Coach and placed in the most appropriate session. The following sessions we are able to offer;

	SWIMMING POOL	TIME	SESSION
Tuesday	Devizes	6.00 – 6.30pm	Level 1
Tuesday	Devizes	6.30 – 7.00pm	Level 2
Tuesday	Devizes	6.00 – 6.30pm	Level 3
Tuesday	Devizes	6.30 – 7.00pm	Level 4
Tuesday	Devizes	6.00 – 6.30pm	Level 5
Tuesday	Devizes	6.30 – 7.00pm	Level 6
Tuesday	Devizes	6.00 – 6.30pm	Level 7
Tuesday	Devizes	6.30 – 7.00pm	Level 8
Tuesday	Devizes	7.00 – 7.30pm	Level 9, 10, 11 and 12
Tuesday	Devizes	7.30 – 8.15pm	Pre squad
Tuesday	Devizes	8.15 – 9.30pm	Club Squad
Wednesday	Dauntsey School	7.30 – 8.30pm	Development
Sunday	Devizes	5.30 – 7.00pm	Club Squad

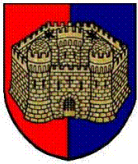
Sessions are delivered to a structured programme which is set out in an Annual Development Plan written by coaching staff. The progress of swimmers is constantly monitored and will be reviewed every 3 months. If you are unable to accept the sessions you have been offered please contact a member of poolside or Michelle Wells to see whether it would be possible to swim an alternative session/s. Swimmers must ensure that they only swim their allocated sessions.

- **COMPETITION**

As swimmers progress through the Club, DASC offers a wide range of competition opportunities. The annual Club Championships offer in house competition where times and competition experience can be obtained in a fun and friendly environment, with the opportunity to assess progress. Summer and Winter League's provide opportunity to swim as a Club against other Clubs in the area.

- **STAFF**

All those involved in the running of the Club are volunteers. Our Teachers and Coaches are Amateur Swimming Association (ASA) qualified and all those having contact with the children are registered with the ASA from a Child Protection point of view. Please remember that these volunteers give up a lot of time to help the Club and without them, the Club would not run as efficiently as it does (or at all). Any help that **you** can give to make their roles easier is most grateful, whether it be helping out at galas, becoming a helper or a teacher or assisting in an administrative role – Please contact Michelle Wells should you be able to help.



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DASC Devizes Demons

- **SAFETY**

Safety is of utmost importance to us. We have designated Health & Safety procedures within the Club, and all our Lifeguards are Royal Lifesaving Society (RLSS) qualified.

- **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 leave to ensure that records are kept up-to-date.

- **WEBSITE**

A website is regularly updated with information and photographs from gala's general news, important notices, Club Championships and Social Events. The photographs are available to purchase and money raised will be used to fund equipment and social events for the swimmers and Club.

- **FUNDS, POOL CLOSURES**

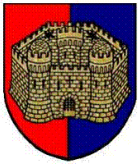
In the past there have been a lot of pool closures which are outside of the control of DASC. Many members have been affected and there has been a request for refunds. However the club will maintain its policy of not refunding subs to members because of several very good reasons:

- 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.
- There would be a large amount of extra administration required by the already overstretched small group of volunteers.
- All funds paid to the club are used for the benefit of the club swimmers and no other purpose whatsoever.

- **CONTACTS**

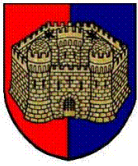
The following are some of the key contacts with respect to membership and welfare matters.

CLUB CHAIRPERSON	Myles Palmer	myles.palmer@brewin.co.uk
MEMBERSHIP SECRETARY	Michelle Wells	michelle.wells@wiltshire.gov.uk
CHILD PROTECTION OFFICER	Alan Moore	alan@devcosys.co.uk
CHIEF INSTRUCTOR	Janet Johnson	janetjohnson32@hotmail.co.uk



Club By-Laws

1. Club membership fees shall become due three times a year, termly and are payable not more than 21 days from receipt of the invoice. Thereafter, it will be deemed that you no longer wish to be a member of the Club and will be unable to swim. Any member joining the Club after commencement of a season shall pay a subscription determined by the date of joining.
2. Where a swimmer is not able to swim for a period of 3 weeks or more due to illness and the club is informed immediately, the membership fees may be postponed for the illness period. In such cases, when the swimmer returns to training, the coaching staff need to be consulted in order that the swimmer can be included in appropriate sessions. Note, there is no absolute guarantee that the swimmer will be able to return to all of the same sessions as before, however the Club will make best endeavours to accommodate individual requirements.
3. A member of the Club may be suspended for mis-behaviour. All Committee members and instructors have the authority to suspend a member with immediate effect. A suspension shall be considered at the next Committee meeting following suspension and a decision taken on the action to be adopted. The Committee shall decide to (a) lift the suspension with immediate effect, or (b) continue the suspension for a specific period, or (c) expel the member from the Club. The decision taken shall be conveyed to the member concerned as soon as possible in writing. The member shall have the right to appeal to Committee. Each member shall sign up to the Club's code of conduct.
4. A swimmer will not be considered for team selection unless he/she attend a minimum of one training session per week. Any absence to be notified to the fixture secretary.
5. Club costumes (BLACK), Club hats and Club T Shirts and hoodies shall be worn by all swimmers when representing the Club.
6. Club hats must be worn during training sessions by both male and female swimmers except for medical reasons or at the discretion of the Coach.
7. Jewellery – NO neck jewellery, bracelets, wristbands, ankle bracelets, watches, rings etc to be worn during training sessions. Earrings are limited to small studs only and no looped or dangling earrings are allowed. Wherever possible, earrings should be covered by swim hats. No facial piercings/jewellery is permitted. Any swimmers wearing the above will be asked to remove these before getting into the water. Should they refuse, the matter will be reported to the Committee and repeat offenders will be suspended.
8. For hygiene reasons, make up should be waterproof in order that it does not contaminate the water.
9. Mobile Phones – NO mobile phones are permitted in the changing rooms or on poolside.
10. Where a swimmer is not able to swim for a period of 3 consecutive weeks or more in any out term and the club is not informed, in advance of their absence, the club reserves the right by notice in writing to the member to terminate their membership with immediate effect. In such circumstances any membership fees which have been paid shall be forfeit with immediate effect and such member shall be expelled from the Club.



Code of Conduct

All club members are expected to comply with the following 'Code of Conduct' guidelines while taking part in any club activities. Above all, it is expected that all members of Devizes, ASC, coaches, volunteers, poolside officials and parents alike; when attending any training session, event or competition will:

- Behave without discrimination on the grounds of age, gender, race, religion, sexual identity, or disability
- Respect the basic human rights, worth and dignity of each member
- Treat other competitors and teams with respect in victory and defeat
- Comply with the codes, rules and laws within the guidelines set out by the ASA
- Observe the authority and decisions of all officials
- Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool

To assist these aims, this document establishes a set of guidelines and procedures which outline the responsibilities and behaviour of swimmers, staff and parents associated with the club and lays down what the members and parents can expect of the club, together with the club's expectations of its members.

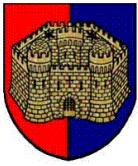
The document is sub-divided as follows:

- Members Training and pool discipline
- General behaviour expected of all staff and club members representing the club at galas, training camps, tournaments and any other related activity
- Sanctions
- Club coaches, officials and volunteers
- Parents, guardians and carers

Members – Training and Pool Discipline

Please remember to:

- Attend all the training sessions as required by the coach. The more you get to, the better you'll become. We expect regular (details to be provided) attendance so be warned! Failure to meet this without a good reason could result in your place being lost to someone else on the waiting list!
- Be punctual for training sessions and galas. Arrive in plenty of time for a gentle warm up routine on poolside before starting swimming.
- Arrive in a positive frame of mind, ready to train at the level your coach requires.
- Bring all your equipment with you – goggles, swim fins and water bottles. Look after them.
- Respect coaches, poolside helpers, officials and other club members.
- Concentrate on what your coaches tell you and do as they ask. Coaches are there for your benefit, not their own. They are there to make you a better swimmer. With 20 or more in the pool on some nights, coaches can't always see everything and so you are trusted to do as they ask at all times.



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DASC Devizes Demons

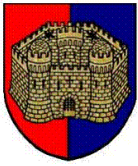
- Please observe and respect the local rules of the various swimming pools we train in. The club is very fortunate to have access to those facilities and would be badly affected if they were withdrawn as a result of poor behaviour by its members. Please therefore keep the changing rooms tidy and inform coaches of any problems.
- Please do your best to make yourself available to swim in galas and other competitions when selected
- Please remember to wear club colours, hats, costumes and T-shirts at all competitions and swimming.

When you are in the pool, particularly at squad sessions, please remember:

- Try to end each session having accomplished something.
- Practice makes perfect. The more you put into training sessions, the more you will get out of them. What you have missed in practice, you will find difficult to do when it really matters, in a race!
- Winning is not necessarily the goal in practice. Winning is for competition. There are times in practice when other things such as technique or training correctly at the right intensity are more important.
- There are no shortcuts to success. If you cheat by taking shortcuts such as missing out sets, not taking the required rest, pulling on the lanes ropes, missing out on correct turns, turning before the end of the pool, walking the first and last few metres of every length in the shallow end; you are only cheating yourself.
- Pace yourself properly, do all the repetitions your coach asked for, and take the rest your coach requires, no more and no less.
- Finish each length correctly. Swim hard into the wall. No stopping at the end, putting your feet on the bottom and chatting during sets.
- Turns are very important. They can make up to a quarter of the race. Please make sure you do all the turns correctly and quickly.
- Think about your technique at all times, it is equally important.
- Drink plenty of fluids before, during and after training to avoid dehydration.
- Behave in the manner expected both on the poolside at training and particularly at galas.
- Do not interfere with other swimmers in your lane. Get on with what you are supposed to be doing and let other swimmers get on with their training. If others are faster than you, let them overtake without hindering them. If you are overtaking someone, then overtake properly, not by pulling him or her back.
- Poor behaviour in the pool will not be tolerated, especially if it affects others. Be aware that swimmers consistently interfering with others training will risk being demoted to another lane or asked to leave the pool

Members – General Behaviour

- Behaviour and Personal Conduct must at all times be of high standard and reflect favourably on the club and the sport. Language in public or relevant group situations must always be appropriate and socially acceptable. Politeness at all times to your fellow squad members, coaches, opposition, match and pool officials.
- Bullying will not be tolerated in any form.
- Consumption of alcohol is totally forbidden for athletes under age as defined by UK law. During competition, alcohol is strictly forbidden to all swimmers and staff.



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- Personal appearance shall be appropriate to the circumstances and as indicated by the team manager. Team kit and equipment shall be worn as directed by the Head Coach/Team Manager when competing and training, when assembling or travelling, at official team functions on other occasions as notified.
- Attendance at all activities is expected unless agreed by the Head Coach/Team Manager. Throughout the duration of any trip swimmers should inform staff of their whereabouts. Punctuality on all occasions is essential.
- The use of any drugs or substances other than for medical reasons is prohibited.
- Medication. It is important that information on all medication being currently taken should be reported to the Head Coach/Team Manager who will report it to the relevant personnel. Allergies to any medication must be reported to the team manager.
- Illegal and performance enhancing drugs and substances are strictly forbidden. Swimmers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. Please refer to the ASA's Doping Control. Swimmers are reminded to check that any drugs used for medical purposes are not on the ASA 'banned' list. (if in doubt checks should be made with the ASA Medical Officer).
- Illegal drugs and substances, the use of these, even though they may not appear on the banned list in respect of performance enhancing drugs, is nonetheless prohibited.
- Travel: When travel is organised for the squad as a whole, everyone must travel together using the organised facilities. Seat belts will be worn.

Sanctions

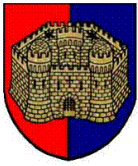
With limited training times, we cannot afford coaches wasting session time continuing disciplining swimmers and if necessary, we will enlist the support of parents in resolving behavioural issues.

- Swimmers disrupting sessions for whatever reason will be issued an initial warning by the coach.
- Swimmers continuing to ignore the warning will be asked to leave the pool. A letter will be sent home and the offender will only be allowed to attend subsequent sessions with a parent present, while the problem continues.
- More serious breaches of the Code of Conduct will be reported to the Chairman/Secretary of the club and the matter will be discussed at the next committee meeting.
- The Committee have the right to decide on any matters not covered in the Code of Conduct.
- The failure of any squad member to continually comply with all of the code of conduct will result in sanctions being taken under the club rules which may result in permanent exclusion from the Club.

Club Coaches, Officials, Volunteers

The club promotes a high standard of ethical conduct and practice. All club coaches, officials, poolside helpers and volunteers must follow the principles set out below:

- Behaviour and Personal Conduct must at all times be of high standard and reflect favourably on the club and the sport.
- Be a positive role model, set good examples.
- Recognise the importance of fun and enjoyment in coaching.
- Consider the well-being and safety of swimmers before development of performance



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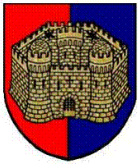
- Develop an appropriate working relationship with swimmers, based on mutual trust and respect.
- Ensure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the sport.
- Follow all guidelines laid down by the Amateur Swimming Association and the club.
- Ensure swimmers are selected for competition on their ability.
- Work to gain and maintain the appropriate valid qualifications
- Undertake the continuing Professional Development (training) necessary to discharge your duties to the best of your ability in the light of current knowledge.
- Never exert undue influence over swimmers to gain personal benefit or reward.
- Never condone rule violation, rough play, or use of prohibited substances.
- Encourage all swimmers to value their performance, and not just results.
- Recognise and celebrate good performance.
- Respect the basic human rights, worth and dignity of all members.
- Keep parents updated on their child's progress.
- Start and finish training sessions on time.

Code of Conduct for Parents/Guardians/Carers

The club recognises the vital role that parents play and realises it cannot meet its aims and objectives without the help and support of its parents. An important aim of the club is to encourage appropriate ethical behaviour amongst its members. Parents, guardians and carers are important role models and in this respect, they can best support the membership by displaying the behaviours set out below:

- Remember children swim and play for their own enjoyment, not their parents
- Encourage your child to learn the rules and play within them
- Ensure children behave in a manner that does not interfere with other swimmers
- Encourage your child to follow the coaches' advice
- Discourage unfair play and arguing with officials
- Keep winning and losing in perspective. Help your child recognise good performances, not just results
- Never force your child to take in sport
- Set a good example and applaud the good performances of competitors, teams, with respect in victory and defeat
- Never punish or belittle a child for a poor swim, making mistakes or losing
- Accept officials' judgements and comply with the codes, rules and laws within the guidelines set out by the ASA
- Encourage your child's involvement and help them enjoy the sport
- Use correct and proper language at all times

In addition, for the guidance of parents, and to prevent possible misunderstanding, we set out the club's basic expectations of parents below.



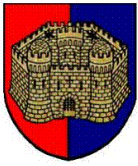
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- Bring your child to training sessions regularly and on time and ensure they have the correct equipment
- Arrive in time to collect your children at the end of the training sessions
- Familiarise yourself with the organisation and the rules of the club
- Keep up to date with club information posted on the notice board and club website
- Pay membership, training and registration fees regularly and on time
- Inform the club promptly of any change in contact information and any other relevant information we need to know about to facilitate your child's participation, safety and welfare
- Do not allow your child to swim if they are unwell, particularly if they have any open wounds or an upset stomach
- Inform the club of any health concerns your child may have, whether permanent or temporary
- Please share your concerns with club coaches and officials
- Support the club at club championships, galas and other functions
- Be aware of fixture dates and keep them available for selection as far as possible (we will publish fixture lists and give plenty of notice of selection for galas to enable parents to arrange lives around swimming commitments)
- Inform the Head Coach or Team Manager in good time if your son or daughter is unavailable for selection to enable substitutes to be arranged



Medication Notice

Please Check your Medication

Find out if it is banned or permitted

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 Drugs information database gives all athletes access to information on the ethical use of drugs in sport and can be accessed at www.ukssport.gov.uk/did. It is essential that before consuming any drug, substance or medication product, competitive swimmers should always check with the DID to see whether the product is on its WADA Prohibited List.

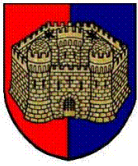
The site also provides other practical anti-doping resources and information, and details of drug testing procedures.

Please see notice board for more detailed information/leaflets.

Please note, this includes any drugs prescribed for conditions such as asthma.

Should you require a Medication Declaration Form please contact the club via the web site and we will then provide you with one.

It is your responsibility to complete one of these forms every year, even if medication prescribed has not altered.



DASC: Intake Procedure

- Initial contact to be made via DASC website
- Enquiries about adult swimmers go to Masters Coordinator (MC)
- Enquiries about children swimmers:
 - Waiting List Coordinator (WLC) will respond to email within 15 days explaining current WL situation and answering any further questions. If the child wants to be put on the WL further information will be requested if not already supplied. i.e. name of child/dob and contact number for the parents/carers.
 - It is explained that each child will need to have a swimming assessment before joining the club, and that assessment does not guarantee a place within the club.
 - Assessments will be organised by the club as appropriate to spaces becoming available.
 - At assessment coaches will record the swimming level of the child.
 - Coaches will inform the WLC of spaces available as they occur for both Tuesday session (Devizes) and Wednesday sessions (Daunstey) but also regularly at end of terms/half terms.
 - It will be emphasized that the main lesson night is Tuesday's and that Wednesday sessions are for those that are not able to make the Tuesday timings but there are other restrictions which are available on request.
 - After assessment, if there is a place available in the appropriate teaching level, the place will get allocated and will be told when they can start.
 - After assessment, if there is no spaces available, alternative spaces at the different sessions can be looked at if appropriate. Otherwise the child is put on a WL for the correct level.
- To an initial swim session the parents/carers are asked to bring a cheque payable for the terms fees (£56.25) along with membership paperwork they have downloaded and printed from the website. Further payment procedure is explained.
- The cheque and membership paperwork goes directly to the membership secretary; the waiting list form goes to the Head Coach of the training session the child is attending.
- If a swimmer wants to change their swim night, they will follow the procedure as all other swimmers do.
- Places are allocated in order of date of initial contact.
- Children have to be 5 years old and at school before they can swim with the club (although parents/carers are able to register their interest prior to this).