

## **WELCOME TO PETERLEE ASC**

Peterlee ASC is a well established competitive swimming club that has been in existence since 1975.

### **Mission Statement:**

Peterlee ASC aims" to provide a teaching, training and development programme for the children of East Durham. It is hoped that this will allow children to reach their true potential in the performance of competitive swimming"

The Club provides swimming lessons and coaching for children of all ages, from learn to swim to national competitors, with a variety of stages and abilities between. However, enjoyment is our main priority and we aim to ensure that all swimmers find club membership an enjoyable experience.

The Club is Swim Mark accredited. SwimMark club accreditation is the Swim England's "quality mark". It recognises nationally and regionally the clubs that are committed to providing safe, effective, child friendly and quality services for the benefit of their swimmers and non-swimming members. The Club adheres meticulously to the Swim England guidelines on Codes of Conduct, Child Protection, Equality and Diversity.

## **STRUCTURE OF THE CLASSES**

### **Equipment**

All children should wear swimwear which is appropriate for swimming lessons – baggy shorts and bikinis hinder progress as they drag in the water. A hat and goggles is optional although once children are swimming in the main pool it is recommended that these are worn. Hats can be purchased from the Club. Swimmers in the main swimming squads will require fins, pull buoy, hand paddles and a snorkel.

### **Learn to Swim – Small pool**

There are three class levels 1, 2, 3 which are held consecutively on a Tuesday evening, 3 being the most advanced. Each class lasts for 30 minutes. The aim of the classes is to teach children to swim to a water confidence level which would enable them to start to swim in the main pool. Emphasis is placed on water confidence, stroke and breathing techniques.

### **Tadpoles – Main Pool**

These classes are split into three development levels 1, 2, 3 which are held on a Monday evening – 3 being the most advanced. Each class lasts 30 minutes. The classes are a natural progression from the small pool where the emphasis is placed on water confidence, including swimming in deep water, stroke and breathing techniques.

### **Shrimps - Main Pool**

These classes are split into two development levels 1, 2, - 2 being the most advanced. These classes build upon the teaching from tadpoles to extend water confidence and develop techniques in all four strokes (Front Crawl, Backstroke, Breaststroke and Butterfly).

### **C Squad**

This squad trains twice weekly for one hour at a time and sessions usually continue throughout school holidays (except summer). This is our first competitive swimming squad and swimmers here are expected to compete when the coach feels they are ready – this is normally no more than four times per year and at galas appropriate to their level of ability. Swimmers that do not wish to compete may be asked to leave the Club. The aim of this squad is to further improve swimmers techniques, improve stamina and prepare swimmers for competition. Tumble turns and dives are also introduced.

### **B Squad**

This squad trains four times a week for 1 - 1½ hours per week, and sessions continue throughout school holidays. The emphasis is again on building the stroke techniques already learnt and further prepare swimmers for competitive swimming. It is expected that all members of this squad compete in galas appropriate to their ability and at the coach's request.

## **A Squad**

This squad trains between 8 – 11 hours per week. Again sessions continue throughout school holidays. The emphasis in this squad changes to competitive swimming, with more stamina work as well as improvement in stroke technique. Swimmers in this squad regularly compete in galas, must work hard and have a high level of commitment. Wednesday morning training is a requirement. Training is continuous throughout the year.

## **ALL Squads**

A strong emphasis is placed on supporting your team and encouraging younger swimmers to achieve. All levels of achievement from puffin badges to national competitors are celebrated and acknowledged by the Club.

## **Progression**

All children have the opportunity to progress through the classes/squads: the pace is determined by the ability and development pace of individual swimmers. The decision to move a child is that of the relevant coach. However, if you wish to discuss your Childs progress please speak to the club secretary and she will make arrangements for you to speak to the coach concerned.

## **COMPETITION – GALAS**

Galas give swimmers the opportunity to compete against others and it also gives personal reward for the training undertaken. There is an expectation that children in A, B and C squads will compete when their coach feel it appropriate. Notification of forthcoming galas will be displayed on the notice board. It will indicate which swims your child should swim, the date and the venue, and the date which entries should be paid. Please take a note of these dates and whenever possible pay for the swims on a Friday evening to the Gala Secretary. Club kit must be worn at all galas (see the Club website).

## **ORGANISATION OF THE CLUB**

### **Constitution**

The Club follows the Swim England governing body constitution which it adopted in 2013. A copy of this is held by the club secretary and is available for anyone to see.

### **Committee**

The committee is a group of volunteers (usually parents) who ensure that Peterlee ASC continues to abide by its constitution and is run properly. An AGM is held every September: all parents are welcome to attend. It is at this meeting that committee member are elected and a plan for the year is agreed. Committee meetings are held quarterly and copies of these minutes are available from the Club Secretary.

**Chairperson** – has overall responsibility for the smooth running of the club

**Secretary** – ensures the administrative issues relating to the club are carried out

**Treasurer** – ensures all club finances are appropriately accounted for

**Membership Secretary** – ensures memberships are up to date and members details are correct

**Gala Secretary** – ensures swimmers are appropriately entered for galas

**Trophy Steward** – ensures medals are ordered for competition and that trophies are engraved

**Fund Raiser** – along with the help of others explores funding opportunities for the club

**Welfare Officer** – ensures that all coaching personnel, parent helpers are DBS checked and deals with all child protection issues should any arise.

## **CODE OF CONDUCT**

Swimmers and their families should conduct themselves at all times in a manner which will not bring the club into disrepute. This applies to training sessions and attendance at galas. In order to ensure that all swimmers maximise their experiences with the club it is important that all feel welcome and comfortable regardless of age, sex, ability, religion etc, therefore discipline is an important feature. Anyone not conducting him or herself in an appropriate manner may be asked to leave, either on that occasion or permanently depending upon the situation. Swimmers should be supportive of one another and bullying in any form will not be deemed to be acceptable behaviour.

### **Process for disciplinary**

1. Verbal warning
2. Written warning and interview with full committee
3. Expulsion from the club

**For serious breaches of discipline including use of bad language, behaviour, disrespect to club personnel, leisure centre staff etc, stage 3 may be implemented immediately.**

## **CHILD PROTECTION**

Peterlee ASC follows the Child Protection Guidelines as determined by Swim England; this includes rules on the use of photographic equipment (including mobile phones with an image capturing device). A copy of these rules is available from the club secretary. However, as a general rule no photographic/videoing equipment should be used without first discussing it with the committee. Any concern regarding Child Protection should be discussed with the club's Welfare officer – details of who to contact are posted on the club's notice board.

### **Notice Board**

A club notice board is situated on the balcony. Copies of club policies are displayed along with gala information, forthcoming events and notification of holidays etc. All club members should regularly check this board.

## CLUB FINANCES

**Fees** are paid to be paid monthly, preferably at the beginning of each month and by standing order. Fees are based on an annual fee divided into 12 monthly payments. If you are unable to pay directly into the bank, the club secretary is available at the beginning of each month to take payments by cash or cheque. If, for any reason, you have a problem with payment, please speak to the club secretary. Club membership fees are incorporated into the learner class monthly fees and their August fee will be used to pay the child's yearly fee to Swim England. This way, parents will not need to change their monthly standing order and avoids confusion. The **August Squad** fee will be used to pay the swimmers Swim England annual fee and part payment of the club's annual membership fee – any outstanding amount on this will be collected in September, or parents will be reimbursed by the club should they have paid too much. Annual Club membership and Swim England membership fees are mandatory.

### The club's bank details are as follows:

Peterlee ASC

Sort Code 30-16-34

Account No. 12702168.

Please put your child's name as the reference with their class code or squad. Eg. Crombie SH

### All Learner class fees are as follows:

Small pool (SP) £16 per month

Tadpoles (TP) £15 per month

Shrimps (SH) £16 per month

### Squad fees are as follows:

A Squad £65 per month

B Squad £45 per month

C Squad £25 per month

CC Squad £30 per month

If your child moves squad, please remember to adjust your monthly payment.

**Gala payments** may be paid directly into the club's bank account. Please make this a separate payment from training fees and put your child's name and **GALA** as the reference.