



BRENTWOOD
SWIMMING CLUB



BRENTWOOD SWIMMING CLUB WELCOME PACK

Swim development and Competition

Pool side coaching is provided at all Sessions by our team of qualified Coaching staff.

We also have a great **synchronised** swimming section and an active **Masters** squad which allows us to provide swimming activities across **all ages**.

Our **Bronze squads** is also available for those making the transition from LTS schemes to competitive swimming.

The main club nights are Tuesday 6.15pm and Sunday at 4.45pm at the Brentwood Centre Doddinghurst Road.

For more details please visit our website www.brentwoodswimmingclub.co.uk or come along to a club night for a free trial.



Welcome to Brentwood Swimming Club!

Firstly please go to our website www.brentwoodswimmingclub.co.uk and sign up to our newsletter. This will enable us to keep in touch with you and let you know what is going on at the club. This is how you will be notified of pool closures, galas, AGM's, social events and other important announcements.

Joining

Our coach will give you a trial session to see which squad you are most suitable for. The squad you are in will determine when you can swim. Please see the attached schedule of swimming times for each squad.

Squad Structure and Fees as at 01/02/19

SQUAD NAME	COLOUR	ANNUAL SUBSCRIPTION	MONTHLY FEE
Platinum	-	£40 (ASA Category 2)	£64
Gold	-	£40 (ASA Category 2)	£54
Silver	-	£40 (ASA Category 2)	£40
Bronze 1	-	£40 (ASA Category 1)	£31
Bronze 2	-	£20 (ASA Category 1)	£28
Masters (Age 18+)	-	£20 (ASA Category 1)	£23 one session per week £33 > one session per week

*Bronze squads are intended as introductory squads for those requiring some initial work on technique. Swimmers will be expected to move into the Silver squad when the coach considers they are ready.

Fees

Training fees are payable monthly by direct debit to Brentwood Leisure Trust. The fee payable is dependent on which squad you are invited to swim with. No reduction is applicable for holidays or missed sessions unless through unavoidable prolonged absence and by application to the committee. The training fees are reviewed annually and any changes will be notified to you. A membership agreement is attached. Please complete this and hand in at reception.

An annual subscription is also payable upon joining the club. The membership fee includes insurance and registration with the ASA, which is necessary to swim. It also allows the swimmer to compete in external competitions. An ASA form is attached. Please complete and return to our membership secretary membership@brentwoodswimmingclub.co.uk. This payment is renewable annually by 31st January. When the ASA have processed your form you will be given an ASA number which will allow you to compete in galas. It will also enable you to go online and check your latest times and rankings. (Note: ASA Category 1 membership will only allow you to take part in certain low level competition events)

Please also complete our membership form so that we have your contact details and medical information.



Galas

Brentwood Swimming Club is a competitive club and you will be expected to compete in galas. The club coach will let you know which galas are suitable for you. Galas are advertised on the Club notice board and the club website. You will need to complete a gala form with the races you wish to compete in, a racing time (if it is your first gala the coach will help you to estimate a time) and pay an entry fee. Please make sure you get your entries in before any deadlines or you may be disappointed. Please ask any committee member to help you complete your form or if you have any questions. Our gala secretary can be contacted at gala@brentwoodswimmingclub.co.uk

The club is a member of the Essex Mini-League, and is expected to attend four and host one gala each year. These are non-licensed meets aimed at swimmers who have yet to achieve county qualifying times. The coach will select the team and decide which events each swimmer should enter. A team list will be posted on the club noticeboard prior to each gala and the coach's decision is final. For further information on the Mini-League contact minileague@brentwoodswimmingclub.co.uk

We also hold our club championships annually. This is an ideal opportunity for new swimmers to get "times" or PB's to use for other galas. The club champs are followed by the club presentation evening.

Code of Conduct

We expect all swimmers (and parents) to behave in a way that is appropriate for a family club and to work with the coaches and the committee in creating a safe, challenging and enjoyable environment in which to swim. Please read the attached Code of Conduct and return a signed copy to our membership secretary to confirm your agreement.

If you or your child have any concerns about child welfare or safeguarding at the club please contact welfare@brentwoodswimmingclub.co.uk

Club Shop

The club shop has been suspended for the time-being whilst we work on an alternative arrangement. There are a number of items that you need to swim. These include:

Kickboard	A flat rectangular piece of foam used in kick sets
Pullbouy	A piece of foam that goes between your legs and helps you float whilst doing pull sets
Paddles	Flat pieces of plastic worn on the hands, usually during pull sets.
Flippers	Flat pieces of plastic worn on the feet.
Mesh Bag	To keep all the above in!
Clothing	

If you attend an external gala you will required to purchase a Brentwood Swimming Club hat and a tee shirt. Hoodies and t-suits are also available.

Please speak to a committee member if you wish to order any items.



BRENTWOOD
SWIMMING CLUB



Committee

Your club is run entirely by volunteers and managed by a committee elected at our Annual General Meeting (AGM). Without them, there would be no club. Your club encourages all parents to also become club members, volunteer/help in any way they can and attend/vote at the AGM. Please let any committee member know if you are able to help the club in any way e.g. joining the committee, helping with fundraising, helping at club events, contact chairman@brentwoodswimmingclub.co.uk

Attached

Membership agreement – return membership secretary
ASA form - return to membership secretary
Membership form - return to membership secretary
Code of conduct – return to membership secretary
Swim times schedule



Membership Form

Full name of swimmer		Sex		Date of Birth	
		Male / Female			
Address					
Post Code					
Contact details (please provide two)					
Name			Name		
Relationship to swimmer			Relationship to swimmer		
Tel: Home Work Mobile			Tel: Home Work Mobile		
Email			Email		
Medical conditions which the club should be aware of					
<p><i>I confirm that I have read, and agree to abide by the code of conduct and the club policies. I understand that this data will be used solely for the purpose of my involvement in the club and I understand that by submitting this form, I am consenting to receiving information from the club by post, email, SMS/MMS, online or phone unless stated otherwise.</i></p>					
Signed:			Date:		
Name:			Relationship to swimmer:		
<p>Photography: The club may from time to time wish to take photographs of individual and groups of swimmers for training and promotional purposes. All photographs will be taken and published in line with the ASA Photography Policy, a copy of which can be provided on request. Please confirm your consent to this below. Consent can be withdrawn at any time by contacting (in writing) the club's Welfare Officer.</p> <p><i>I do / do not* give consent to the use of photographs of my child on the club website I do / do not* give consent to the use of photographs of my child in newspaper articles I do / do not* give consent to the use of photographs of my child on the club noticeboard I do / do not* give consent to the use of video recording for training purposes</i></p> <p><i>*Please delete as appropriate</i></p>					
Signed:		Name:		Date:	
Squad (tick one)					
Bronze 1/2	Silver	Gold	Platinum	Masters	



CODE OF CONDUCT FOR SWIMMERS AND PARENTS

General behaviour

1. Treat all fellow club members, parents, coaches and officials with courtesy and respect.
2. The use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in disciplinary action being taken by the club.
3. Display a high standard of behaviour at all times and report any poor behaviour by others to a club officer.
4. Recognise and celebrate the good performance and success of fellow club members.
5. Swimmers should not attempt to make contact with coaches, club officials or volunteers through social networking websites. All online contact with the club should be via the club website.

Swimming Training

1. Do not go onto poolside unless a coach or club official is present.
2. Make your coach aware if you have difficulties in attending the training sessions laid down for your squad. Minimum attendance requirements may be set by the coach and you will be expected to meet these.
3. Arrive promptly on poolside at the start of the training session. If you do arrive late, report to your coach before entering the pool.
4. Ensure you have all your equipment with you, i.e. paddles; kick boards, hats, goggles etc.
5. If you need to leave the pool for any reason during training inform your coach before doing so.
6. Listen to what your coach is telling you at all times, obey instructions and always give your best efforts.
7. Do not stop and stand in the lane, or obstruct others from completing their training.
8. Do not pull on the ropes as this may injure other swimmers.
9. Do not skip lengths or sets - you are only cheating yourself.
10. Think about what you are doing during training and if you have any problems discuss them with your coach at an appropriate time.
11. Deliberate and/or persistent disruption of a training session will result in expulsion from that session. You will be expected to change and return to poolside until the end of the session or until a parent collects you.
12. Act responsibly in the changing rooms and only use the appropriate areas. The use of cameras / phone cameras in the changing rooms is strictly forbidden by both the Brentwood Centre and the club.



Competition

1. At competitions, remember that you are a representative of the club. Behave in a manner that shows respect to both your team mates and the members of all competing clubs.
2. You will be expected to attend events and galas that the coach has entered / selected you for and the coach's decision on selection is final. You are asked to inform the coach or team manager at the earliest opportunity if you are unable to attend or have to withdraw for any reason.
3. You must wear club uniform (swim-hat and polo shirt as a minimum) when representing the club at competitions.
4. Report to your club coach or team manager on arrival on poolside.
5. Warm-up before the event as directed by the coach and ensure you fully prepare yourself for the race.
6. Be part of the team. Stay with the team on poolside. If you have to leave poolside for any reason, you must inform the coach and /or team manager before doing so.
7. After your race report to your coach or team manager for feedback.
8. Support your team mates. Everyone likes to be supported and they will be supporting you.
9. Swim down after the race if possible, again as advised by your coach.
10. Never leave an event until either the gala is complete or you have the explicit agreement of the club coach or team manager.

Parents are expected to:

1. Complete and return the Membership Form as requested by the club and detail any health conditions / concerns relevant to your child. Any changes in the state of your child's health should be reported to the coach prior to the training session. Ensure the club has up to date contact details.
2. Deliver and collect your child punctually to and from training sessions/swim meets. Please inform a member of the committee or coaching staff if there is an unavoidable problem. Younger children should be met at the changing rooms as the club cannot take responsibility for your child in public areas. In line with ASA advice the club does not provide adult supervision in the changing rooms.
3. Encourage your child's progress by supporting any changes the club makes wish to make to their swim lanes and training times in order to provide appropriate levels of training.
4. Ensure your child is properly and adequately attired including all required equipment, ie. hats, goggles etc.
5. Inform the coach before a session if your child is to be collected early from a coaching session/meet.
6. Encourage your child to obey rules and teach them that they can only do their best.
7. Behave responsibly as a spectator at training / meets and treat swimmers, coaches, committee members and parents of your own and other clubs with due respect.
8. Ensure you do not use inappropriate language within the club environment.
9. Show appreciation and support your child and all the team members.



10. Support the club coach and committee appropriately and raise any concerns you have in an appropriate manner. Details of the club Welfare Officer can be found on the club website.

11. Do not enter poolside unless requested to do so or in an emergency. If you wish to have a discussion with the coach check with a club official how this can be arranged.

12. Most of all help your child enjoy the sport and achieve to the best of their ability.

The club will undertake to:

1. Inform you at once if your child is ill and ensure their wellbeing until you are able to collect him / her.

2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.

3. Ensure all activities are properly supervised / taught / coached and consent is obtained for any activity outside of that previously agreed.

The parent has a right to:

1. Make a complaint to the club if they feel the club or a member of the club is not acting appropriate to ASA / club rules and regulations. Details of how to do this can be obtained from the club Welfare Officer.

2. Make a complaint on behalf of their child to the ASA Office of Judicial Administration.

Name of Swimmer:

Signature:

Date:



BRENTWOOD SWIMMING CLUB



Brentwood Swimming Club Direct Debit Form, Instruction from Brentwood Leisure Trust to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and hand it to:

Brentwood Leisure Trust,
Doddinghurst Rd,
Brentwood
Essex,
CM15 9NN

or

Jason Stephen
Brentwood Swimming Club

Name(s) of account holder(s)

Swimmers Name:

DOB:

Day:	Month:	Year:
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Swimmers Squad: (if unsure please ask Paul)

Platinum		£64
Gold		£54
Silver		£40
Bronze 1/2		£31/£28
University/Masters	1 session £23	>1 session £33

Address:

Bank/building society account number

Branch sort code

To: The Manager Bank/building society

Address

Postcode

Contact Details:

Email	
Phone No.	

Signature person 1:

Date:

Signature person 2:

Date:

Instruction to your bank or building society

Please pay Brentwood Leisure Trust Direct Debit from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Brentwood Leisure Trust and if so, details will be passed electronically to my bank/Building society.