

Welcome

About our Club

Bognor Regis Swimming Club (BRSC) was founded in 1965.

BRSC is a long established swimming club with a growing and enthusiastic membership. We train at the Arena swimming pool and compete in galas across the southern counties.

During the week we run training sessions that are split into different squads based on the current ability of a swimmer. At weekends our swimmers compete as a team in a number of different leagues including Arena and Sussex. In addition our top swimmers compete and train as individuals (although proudly representing our club!) at southern counties and national events.

Although we have formal rules and procedures like any club the unwritten principles that we adhere to are:

- The swimmers are our main priority
- We encourage all levels of swimmers to train and take part
- Everyone is treated fairly
- We are a friendly club
- We spread the load of running the club between us so that no one person is over-worked

Swimming brings many benefit, with BRSC you can swim for general fitness or compete at all levels right up to National Level.

Running the club takes a lot of effort and we rely virtually exclusively on the voluntary help of our swimmers and their parents. There are a very large number of activities that are required – ranging from the very small to quite demanding – and we encourage everyone who can, to take on a role. A lot of these roles do not require an in-depth knowledge of swimming and can be a great way of getting to know more about the club and the people in it.

If you are interested in getting involved please speak to any member of the committee.

The purpose of this handbook is to try to take away some of the 'mystery' around this and to help new swimmers and their parents understand how we work. We hope that you will enjoy reading it and find it useful.

BRSC continues to go from strength to strength, developing swimmers and coaches along with volunteer helpers.

The Committee

Committee Members are elected annually. Details of member's names are posted on the Notice Board.

The Committee comprises of:

Chairperson

Leads the Committee and is the main co-ordinator of Club activities.

Secretary

Responsible for Club meeting organisation and other associated duties.

Treasurer

Manages and takes responsibility for the financial accounting within the Club.

Chief Coach

Conducts training and co-ordinates coaching activities throughout the Club.

Public Relations Officer

Promotes and publicises the Club both internally and externally.

ASA Representative

Represents the Club at ASA meetings.

Team Manager

Responsible for gala activities such as swimmer availability, transportation and general organisation.

Gala Administrator

Manages and arranges gala fixtures and entries.

Parent Representatives (3)

Represents the views of parents at Committee meetings.

Welfare Officer

Responsible for child protection issues. This is a non-voting position.

The following posts do not form part of the Committee but also play a vital role in the running of the Club:-

Schools Coordinator

Makes links with schools, colleges and the University.

Volunteer Coordinator

Recruits new volunteers to help run the Club.

Disability Coordinator

Promotes the Club to disabled swimmers and ensures the Club provides equal access.

Membership Secretary

Collects the annual membership fees and monthly training fees and maintains the Club database.

Fundraising Officer

Club Information

Notice boards

There is a notice board on the poolside by the office. These have a variety of information and are updated regularly and have information about events that are coming up and team sheets and gala results.

Committee Meetings

Regular committee meetings take place once a month. If anyone has something they wish to raise they must inform one of the committee members. They will then raise this issue at the next committee meeting.

A list of committee members is on the Notice Board at the Arena pool.

Website

Up-to-date information is posted on our website. You will find all sorts of information here and also links to other sites. Our website address is www.brsc.co.uk

If you would like to advertise anything to do with the club please approach a committee member and they will put you in touch with the person who updates the website.

Social Media

BRSC are on Facebook, Twitter and Instagram where information can be passed to the swimmers quickly.

Email

When you join the club you will need to fill in a membership form and you are asked to provide an email address. This will enable us to be able to contact you to let you know if a session has been cancelled or other information that could be important to you.

Club Fees

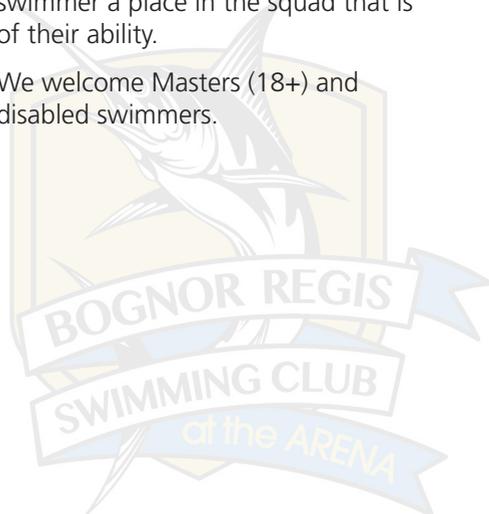
Club fees are to be paid monthly by standing order using the club account. The treasurer will give you all the details when you join the club.

Trials

Trials are by appointment.

Three **free** sessions are then taken and the coach will offer the swimmer a place in the squad that is of their ability.

We welcome Masters (18+) and disabled swimmers.



BRSC Swim Shop

We have a small shop where you can buy various items you might need. The shop is open most days and equipment or costumes can be bought.

Club colours are **Black & Yellow (Gold)** and all club swimmers should wear these at Galas or Open Meets.

If you are selected to swim for the club in a gala you will require:

- Black Swimming Costume/Trunks
- Black & Yellow/Gold Swimming Hat with the club logo
- Black & Yellow/Gold Club T- bag (T-shirt)
- Black & Yellow/Gold Club Sports Bag (optional)
- Black & Yellow/Gold Tracksuit (optional)
- Goggles

For training you will require:

- Pull Buoy
- Fins
- Kick Board
- Paddles (optional)
- Goggles
- Drink bottle
- Snorkels

Please see that all equipment and clothing is clearly marked with your name. BRSC will accept no responsibility for losses.

Club Membership

Insurance to swim is paid yearly in January. The Treasurer will collect this membership and if you join at a different time in the year then a percentage of the membership will need to be paid.

ASA Membership

To belong to the ASA the club collects membership fees, once a year. The fees cover the cost of ASA administration, insurance etc. These fees are subject to change without notice.

Check with the ASA officer to see which category you need to be in.

Payment should be made to BRSC at the beginning of each fiscal year (March) and should be given to the ASA Officer (please ask any coach or member of the committee for the name of the ASA Officer or check the Notice Board).

Following payment you will receive a registration card that should be kept in a safe place, as it will be needed for entering some competitions during the year. There are some galas and open competitions you will not be able to enter without an ASA registration number. Officials judges, timekeepers etc. some helpers and coaches will also need to be registered. If you have any involvement with the club and are not clear if you should be registered, please ask for advice.

Child Welfare at BRSC

ASA

We are an ASA affiliated competitive swimming club, so all our training is geared towards competing.

There are many different levels of competition which when you are new to a club can seem quite confusing. So this guide is designed to explain as much as possible.

First you have to be registered with the ASA. You do this when you join the club and this gets renewed every year in March. Your category of registration will depend on the level of competition you are able to compete in:

Category 1 Swimmers may enter club internal events such as our Club Champs, friendly galas and leagues that do not lead to a national final. All club members under 9 years of age will be this category.

Category 2 Swimmers are able to compete in all levels and types of events.

All sporting organizations which make provision for children and young people must ensure that:

- The welfare of 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.
- All staff (paid/unpaid) working in sport have a responsibility to **report** concerns to the appropriate officer.

Bognor Regis Swimming Club therefore has a duty of care to safeguard and protect all children involved in the Club from harm and will do so through adherence to the ASA and Bognor Regis Swimming Club Child Protection Procedures and Guidelines.

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

The aim of our Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Bognor Regis Swimming Club.
- Allowing all staff/volunteers to make informed and confident responses to specific child protection issues.

In accordance with ASA rules, video cameras or other photographic equipment (including mobile phones with this facility) may only be used with permission to the Club or Gala Organiser. Bognor Regis Swimming Club requires you to sign the photography book.

All children who need to be treated for an injury will be accompanied by an adult of the same sex in the absence of their parent/carer.

Persons who have committed offences against children as defined under Schedule 4 in the Criminal Justice and Court Services Act 2000 are prohibited from working with children. As such, all coaching staff/poolside helpers/chaperones will be asked to complete a CRB disclosure form.

A full copy of our Child Protection Procedures & Guidelines, along with other associated documents, including our Equality Policy may be viewed on the Club Website or you can request a copy from our Club Welfare Officer.

If you have any cause for concern about the welfare of a child in the club, please talk to the Club Welfare Officer, Head Coach or other Committee Member in their absence.

Alternatively, if you are a worried of concerned swimmer or are worried about another swimmer you can call the **ASA/NSPCC Swimline** in confidence on : **0808 100 4001**

Policies

BRSC is governed by a constitution and a set of Club Rules. In addition the Club has the following policies:

- Code of Conduct
- Equity Policy
- Ethics and Conduct
- Child Protection
- Anti-bullying

All these policies can be viewed on the Website.

Code of Ethics and Conduct

These are for Staff and Volunteers representing the club.

Code of Conduct

Swimmers code of practice at Galas and on the coach or mini-bus.

Club Constitution

Rules of Bognor Regis Swimming Club as agreed at the Annual General Meeting on 24th November 2007.

Bye-Laws

Bognor Regis Swimming Club by-laws are also available to view.

THESE RULES ENSURE EVERYONE HAS A HAPPY TIME AT THE CLUB

BRSC Team Rules

All swimmers belonging to BRSC will:

- Be friendly to all other BRSC members
- Be dedicated and loyal to their team mates
- Support and encourage all BRSC members
- Treat each other with dignity and respect
- Not bully any other member
- Not use any physical or verbally abusive behaviour
- Respect the facilities we use
- Respect the people who run and manage the facilities we use
- Treat other members as they would want to be treated
- Try their hardest



Poolside Safety

BRSC POOLSIDE COURTESY

- Outdoor shoes *must not* be worn poolside. There can be no exceptions to this rule.
- Please keep children who are not swimming from running around the pool area.
- Please report any damage etc. to a member of staff at the pool immediately.

If you have anything you wish to discuss with your coach, please do so before or after the lesson to avoid loss of swimming time for other members. If the matter is personal and you wish to discuss it in private, please ask your coach to arrange a convenient time and place.

Poolside Safety

- Please leave a clear hour between your child eating and swimming.
- Please advise the coach if your child is taking any kind of medication or has any kind of medical condition that could impact on their swimming or understanding of what is being said to them.

- Please only bring plastic bottles or containers poolside.
- Please bring your belonging onto poolside whilst you are swimming.

If you see anyone acting suspiciously or dangerously in or around the pool, in the changing rooms or outside of the building, please, inform one of the coaches immediately.

If you have any problems you wish to discuss, please ask any member of the Club staff and they will advise you of the right person to speak with, regarding the issue you have in mind.

EMERGENCY EVACUATION

In the event of a chemical spillage, fire or other emergency it is essential that the swimming pool be evacuated as soon as possible. Emergency exits are at the deep end of the pool, the single door by the office and through both changing rooms. Please be familiar as to where these are. Evacuation practice drills will take place during swimming sessions.

Coaches and Teachers

All BRSC coaches and teachers are ASA or STA qualified and regularly attend CPD (Continued Professional Development) courses.

BRSC Squad Structure

Club Captains

Club Captains are appointed every year at the AGM. They have various duties and responsibilities.

As an ASA Registered Competitive Swimming Club our squad programme is geared towards developing competitive swimmers. The club operates 6 squads covering different levels of ability and development, ranging from Starfish for beginner swimmers through to Marlins for the most experienced swimmers.

SQUAD ORDER

STAR FISH : This squad is an introduction to new swimmers. Here the swimmers will be taught the basics of swimming in a competitive environment.

SEAHORSES : This squad is a teaching squad where the swimmers start to learn how to start, turn and finish a race.

DOLPHINS : This squad is a coaching squad being able to swim continuously for the duration of the session. During their time in this squad the strokes should be performed correctly with starts, turns and finishes. The swimmers will also learn how to use the pace clock.

STINGRAYS : This squad mostly work on stamina, race strategies, distance swimming and competitive swimming.

MARLINS / SWORDFISH : These squads work on all of the aspects to do with the competitive swimmer.

Competitive Start Awards
Time Trials
Personal best Books



Understanding your Training Session

PRE-WATER MOBILITY : Before getting in the water you should do some dryland loosening exercises and some stretches. You will need to arrive 10 minutes before your session starts to do this.

WARM-UP : This gets you ready for your session. It will involve some easy swimming with build swims (getting gradually faster) and sprints introduced as you get older.

SET : This is the distance or several shorter distances that you are asked to swim.

REPITITIONS (reps): The number of times you repeat the swim each set.

TARGET TIME : The time you are aiming to swim each repetition.

PACE CLOCK : We have two pace clocks, one at each end of the pool. Practice using them to time your swims or your rest intervals.

STROKE COUNT : This is the number of strokes you do each length. Sometimes you will be asked to count your strokes.

DISTANCE PER STROKE : This is the distance you travel each stroke.

STROKE RATE : The number of strokes you do in a minute.

TARGET HEART RATE : How fast or slow your heart rate should be. This ensures you are working at the right intensity for that set - not too hard/fast and not too easy/slow.

SWIM DOWN : This is moderate paced to slow swimming. It helps bring down your heart rate and restore your body to its pre-exercise state. This will prevent muscle soreness the next day and ensure you are able to manage your next training session well.

Training Session Tips

TRAINING SESSION TIPS

As a competitive swimmer you have to train hard to improve. Your training gradually builds up over a number of years as you progress through the Squads. At first the sessions will seem very much like your swimming lessons, but soon you will be swimming further and faster, learning how to start, turn and finish properly as well as swimming your strokes legally under ASA rules.

Here are a few tips to help you:

- Try to attend all your training sessions
- Inform your coach of any medical problem that may affect your swimming
- Do not swim if you are unwell
- Always come prepared to train hard
- Go to the toilet before your training session starts
- Ensure you have all your equipment
- Be poolside 10 minutes early so you can do your pre-water mobility exercises.
- Always bring a drink
- Swim all the way to the end of the length
- Do not pull other swimmers (legs) to get past
- Complete every set with your very best technique
- Practice your starts and correct turns every time you swim
- Listen to your coach
- Ask if you don't understand what you need to do
- Use the pace clock
- Eat a small snack and have more to drink after your session – this will help restore energy and avoid dehydration.

Swimming Competition

At present due to numbers we are taking a break from swimming in team galas, hopefully to resume as soon as numbers increase.

You cannot compete in galas until the year in which you are 9 years old.

Club Championships are for all ages. We compete in a wide variety of galas during the year, they fall into several categories.

Junior Squads Starfish / Seahorses championships

This is where swimmers normally get their first taste of competitive swimming. Medals or certificates are presented to all those who take part.

Dolphins / Stingrays /Swordfish / Marlins Club championships, both the longer and shorter distances are open to all swimmers, irrespective of squad, find out how the swimmer is improving within each age group against their peers within the club.

Long Distance Minor League Galas

These include Sussex League, and Junior Cup.

Sussex League is where we put in teams to try and win galas as a club, whilst maintaining a friendly atmosphere. Here we try to give everyone an individual event and relay swims, the exception to this is when we have someone who is attending his or her first session. Then we will just try to put him or

her into a relay swim for an easy introduction to competition.

Premier League and Arena League

These are the two major leagues in which we compete, **Premier league** is for the junior age groups while **Arena League** is for all age groups extending up to open age groups.

In both these leagues we try to swim our strongest possible team, this can mean that some swimmers turn up just to swim in relays or for only one relay but as these are both national leagues we wish to show ourselves in the best possible light.

Both these competitions are a major test of the clubs ability and we try to put out our best possible team so if you can, please make yourself available to swim.

Open Meets

Open meets are as they sound, competitions open to all entries within age groups specified in the programme.

We have our own open meet, normally run during late May, which is our major fund raiser as a club and gives our entire club an opportunity to race in an exciting atmosphere against many swimmers from all over the south of England.

Open meets can come in several different categories. They are, designated meets, graded meets either AA, A, B or C, age group or senior meets.

Designated Meets

These are competitions set up for swimmers to qualify for national age group or senior competitions. They normally include events that are within the district and national programme dependant on whether it is age group or senior.

Age Group and Senior Meets

These are meets for either specified age groups i.e. 13 and under or for open competition. For either competition the swimmer must have suitable qualifying times.

Some open meets are not categorised at all and are simply open to all entries.

County, district, national age group and national events

These are a group of competitions as a graded system providing swimmers with stepping-stones from young age group swimmers through to national and international competitions.

County Championships and Age Groups

This is the starter event into mainline competition for swimmers from starting age groups to senior national competitor. They include sprint, relay and distance events with all the events that are on a full Olympic programme.

Entry times are set for all the events, except relays, at a level to allow maximum participation from all local clubs within the county.

Entry times are usually posted on the Notice Board so it's worth checking what times you should be aiming for.

Most swimmers within our club who train regularly will be able to attain times with their better strokes in their age groups and should enter to give themselves valuable experience.

District Championships and Age Groups (SCASA)

We are in southern district, which includes all of southeast England, one of the 6 districts of England.

This is held in a 50 metre pool. This is the next step up from counties and as such has far more stringent qualifying times as they

are only looking for the top 20 to 30 in each age group to attend. If swimmers achieve one of these times they should be encouraged to take part in the competition. This is quite an achievement for swimmers.

National Age Group and Youth Championships

These championships are normally held every year in late July or early August at varying long course (50m. pool) venues around the country. They are aimed at the top 20 to 30 swimmers nationally and from them the youth and age group national teams are selected to go on to international competition. Ages ranging from 11 to 18 are allowed into this competition with normally very tough qualifying times.

British and English Nationals

These are for elite swimmers in open categories and run over long course and short course distances (25m). It is from these competitions that national teams are selected to go to Olympic and other international competitions.

Parents are encouraged to support their swimmers in various ways. Spend time on poolside watching them train, take them to galas and open meets, accompanying them to club social events i.e. AGM, BBQ Assist with fundraising and PR i.e. Carnival.



Events

Galas run throughout the year.

May – Vanessa Knight Open Meet (BRSC open meet) held at Arun Leisure Centre.

July – BRSC Long Distance and Copper Championships, presentation and bbq.

November – BRSC Age group

November/December BRSC Annual General Meeting and presentation of the Age Group Champs and Special Awards.

Hopefully this handbook has shed some light on your swimmers journey.

Thank you for reading me.



Useful Links

British swimming

<http://britishswimming.org/>

Swim shop

www.swimshop.co.uk

Swimming teachers Association

www.sta.co.uk

Laws

www.swimming.org/asa/aboutus/asahandbook2011/

Track your licensed personal best times

www.swimmingresults.org/individualbest/

