



[www.biddulphasc.co.uk](http://www.biddulphasc.co.uk)



## Welcome letter to swimmers-January2018

Dear Parent,

The club welcomes you and your child(ren) to Biddulph Amateur Swimming Club. We hope your child(ren) will enjoy the experience of being a club member including the training, competitions and the social interaction with all our members.

This letter is aimed at giving you information that may be of assistance to you as new members. Please do ask me, the club Welfare Officer or any committee member or coach if you have other questions not covered in this letter.

Firstly who runs the club? A full list of the club officer, committee members and coaches can be found on the website. Below is a list of some of those officers for your information.

<b>Website</b>	<a href="http://www.biddulphasc.co.uk">www.biddulphasc.co.uk</a>	
<b>Facebook group – Like it</b>	Biddulph Amateur Swimming Club-BASC	
<b>Chairman</b>	Paul Barber	paulandjoy@talktalk.net
<b>Secretary</b>	Jane Brocklehurst	fionajanebrocklehurst42@googlemail.com
<b>Treasurer</b>	Mark Mellor	mamym1975@me.com
<b>Membership Secretary</b>	Janet Matthews	membership@biddulphasc.co.uk
<b>Welfare Officer (Male)</b>	Jon Mcgough	welfareofficer@biddulphasc.co.uk
<b>Welfare Officer (Female)</b>	Lucy Siddorn	welfareofficer@biddulphasc.co.uk
<b>Competition Secretary</b>	Zena Dawson	competitions@biddulphasc.co.uk
<b>Director Of Coaching</b>	Peter Abbott	peteratthelodge@hotmail.co.uk

### Club website – [www.biddulphasc.co.uk](http://www.biddulphasc.co.uk)

The club website will help you stay informed and up-to-date with.

club news	announcements and events	'Coaches Corner'
Diary of target galas and meet details	coaching team, volume of swimming, coaching info	training tips
Membership cost and fees	There is also an area for members to review their swimming times, as well as club records, and rankings	Welfare
Squad Structure	Where in When we train	Useful links and more

### Swim Mark

We are a Swim Mark club and follow the guidance in Wavepower for child safeguarding, the ASA Code of Ethics and Codes of Conduct.

While we hope your child will be happy and content at the club sometimes questions, concerns or issues may arise.

If you have a question regarding coaching you should in the first instance approach your child's coach. Do so at a time convenient to you both and please do not go on poolside and interrupt training. The coaches will be happy to arrange a time before or after training to discuss any training issues.

If you have a question or concern regarding child welfare the club welfare officer should be informed. Alternatively there is a dedicated helpline for anyone wishing to raise a safeguarding or welfare concern directly to the ASA called Swimline - a Swimline poster with contact details can be found on the club notice board or website.

Our club is committed to providing good child safeguarding practice for all our young members and we have



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adopted the ASA Safeguarding Policy – Wavepower which can be viewed and downloaded from [www.swimming.org](http://www.swimming.org). Our club is one where we accept that good safeguarding and fair play is paramount for all our young members.

Your child(ren) will be assessed as to what level they are currently achieving to place them in the appropriate training lane and competition level, which is outlined below with other helpful information.

The following details are on the website/notice board.

- Coaches list.
- Details of training times.
- Details of competitions.
- Academy squad members

Details of the decision making and procedure by which any parent can question the decision i.e. they should approach the coach/team manager or whoever in the first instance.

## Benefits of competitive swimming

Participants in Biddulph ASC are taught the fundamentals of competitive swimming including the further development and perfection of stroke skills (far in advance of that provided by a non-competitive club), as well as sportsmanship and teamwork. In addition, swimmers get to meet and interact with others from different clubs and schools while enjoying the health benefits of regular physical activity. Not everyone will perform to the same level, but the benefits that competition brings: self-discipline; goal setting; self-motivation; honesty; self-confidence; team camaraderie; experience of success and how to deal with defeat; academic structure and strength; physical fitness and development, and friends, can all be viewed as valuable life skills. Ultimately though, competitive swimming is a fun team sport where everyone participates & everyone wins through individual & team accomplishments.

## Equipment

Compared with some sports, the equipment required for competitive swimming is a relatively low investment, with the only regular expenditure being the replacement of goggles and costumes.

Standard equipment for both the training and competitive swimming are outlined in the following list:

- Kit bag
- Mesh kit bag
- Drinks bottle
- Swimming flippers
- Hand paddles
- Goggles x2
- Poolside towel & shower towel
- Kick board
- Swimming costume (no bikinis)
- Swimming hat
- Club Top for Galas

Please note that you can purchase club swim hats, club tops, and some swimming equipment from the club shop available at a number of sessions. Club branded shirts, hoodies, tracksuit tops and bags are available to order.



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## Competitions

Biddulph ASC is a highly competitive Club. We work on improving technique which will only be achieved through attending regular sessions. We follow training programmes as prescribed by the ASA in their Long Term Athlete Development Plan.

Every member should be competing, especially new younger members. The standard of swimmer that we accept is high with around one in three not being accepted.

Our coaches are committed to delivering the best sessions possible. We expect the same commitment from swimmers parents to get swimmers to sessions on time, and our swimmers in terms of attitude to training and behaviour when attending training sessions or representing our Club at events.

Biddulph ASC takes part in a wide range of events meaning that all swimmers will get the opportunity to race for the club at some point. We take part in,

<ul style="list-style-type: none"> <li>• Beginners galas</li> </ul>	<ul style="list-style-type: none"> <li>• Arena League – Oct, Nov, Dec</li> </ul>
<ul style="list-style-type: none"> <li>• Club Open Gala – July</li> </ul>	<ul style="list-style-type: none"> <li>• Club Championships - November</li> </ul>
<ul style="list-style-type: none"> <li>• Open meets – club targeted meets in diary</li> </ul>	<ul style="list-style-type: none"> <li>• County Championships - February</li> </ul>
<ul style="list-style-type: none"> <li>• Regional Championships - May and National Championships – July/August</li> </ul>	<ul style="list-style-type: none"> <li>• Representing the County or Region</li> </ul>

The aims of the galas are to gain experience and recognised ASA qualifying times for county and regional championships. This will help swimmers follow a Swimming long term development pathway from development through to elite swimming. More details are on the ASA website.

Please speak to a coach or a committee member if you would like some advice about competitions.

## Squad Training Structure and Objectives

Our squads are detailed on the website along with where and when we swim.

[www.biddulphasc.co.uk/structure.htm](http://www.biddulphasc.co.uk/structure.htm)

Coaching Aims & Objectives can be found on the website along with the appropriate number of hours swimmers should be training to achieve objectives.

## Social events

Biddulph has an active social calendar, with participation actively encouraged. Over the course of the year there are popular events such as the summer BBQ, Xmas Party & the club presentation evening. Swimmers and parents have been involved in a number of fund raising social events.



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## We need Volunteers!

We are always looking for parental help to run the club. Please make any offers of help to a committee member, a member of the committee may approach you to see if you are able to assist with some of the events and coaching challenges. We are predominantly a voluntary run club and appreciate all the help parents can give us, however small.

We need to have two qualified officials from BASC at the galas we take part in. We offer structured training for any parents who would like to become a poolside official. (Judge or timekeepers etc.)

We have a parent's code of conduct, which goes alongside similar codes for the coaches, officers and swimmers. You will be asked to read and sign the parent's code of conduct and countersign that of your child / children.

**Please return the signed and completed forms included with this pack to the desk team.**

Finally, we sincerely hope you and your child(ren) enjoy being a member of Biddulph Amateur Swimming Club.

Kind Regards, Paul Barber, Chairman



Useful websites for parents, children and young people:

1. Kidscape - have a helpline and downloadable leaflets on what to do if your child is being bullied. The ASA have formed a relationship with Kidscape and can when required refer swimmers who have been bullied to attend the WIZ course in London. [www.Kidscape.org.uk](http://www.Kidscape.org.uk)
2. NSPCC - Help for adults Worried about a child? Call the NSPCC Child Protection Helpline on 0800 800 5000.
3. Childline - Help for children and teenagers. Need advice or just want to talk? Call ChildLine 0800 1111. Calls are free and confidential.
4. [www.culture.gov.uk](http://www.culture.gov.uk) - Help keep your child safe in sport. A child protection leaflet for parents. Downloadable or your club Welfare Officer will have a copy.
5. Child Protection in Sport Unit (CPSU) - Call 0116 234 7278. CPSU have useful downloadable documents at [www.cpsu.org.uk](http://www.cpsu.org.uk) including:
  - Club safety list for parents.
  - Protecting your child by listening.
  - How you can help make sport safe



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## 2018 Finances – Information

The committee have agreed a number of changes for 2018 covering monthly swim fees and more ad-hoc activities, for example galas. Any questions on anything detailed below please speak to any member of the committee, (a list of members can be found on the notice board), or email [fionajanebrocklehurst42@googlemail.com](mailto:fionajanebrocklehurst42@googlemail.com).

### **Monthly Swim Fees**

For 2018 we will maintain the monthly swim fees at the same level for the entire year, i.e. 12 equal payments, no reduced payment in August. The fees for each group, along with siblings discount are shown in the table below:

Group	Monthly Fee (1 <sup>st</sup> swimmer)	Monthly Fee – sibling discount (2 or more swimmers)
Junior Group	£33	£29.70
Development Group	£57	£51.30
Academy Squad	£70	£63
Club Group	£31	£27.90
Dual Club	£20	N/A

The fees for all groups have been reviewed and set at a level that we believe to be competitive with other clubs in the area, considering available pool time, and importantly at a level that covers our costs. For clarity any sibling discount will apply to any siblings joining the club and their fees. The discount cannot be applied to the first swimmer in any family group who joined the club, typically this swimmer would be paying the highest fee.

### **Annual Membership**

The annual membership, payable by 28<sup>th</sup> February 2018, will be set at the same level as 2016 / 2017, details below:

Group	Single BASC Membership	Family BASC Membership	ASA Fee*	WM ASA Region Fee	County ASA Fee
Junior Group	£45 a single swimmer	£75 two or more swimmers	£9.10	£7.00	£0.80
Development Group			£26.40	£7.00	£0.80
Academy Squad			£26.40	£7.00	£0.80
Club Group			£26.40	£7.00	£0.80

\* Membership forms will provide a full breakdown of ASA fees



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## **Financial Management**

The club has significant outgoings, with pool hire and coaching fees costing in excess of £60,000 per year. It is very important that all fees are paid on time to reduce the work required from our volunteers. Unfortunately on a number of occasions through 2016 / 2017 the club has been owed over £1000, at a point in time, in outstanding fees. This puts our committee members (who are volunteers) in an uncomfortable position having to chase, on occasion repeatedly, outstanding monies.

For 2017 (and beyond) we will adopt a different approach:

- For gala entries where a completed entry form and full payment have not been received by the closing date the swimmer will not be entered
- Club membership forms not returned with full payment by 28<sup>th</sup> February 2017 will mean a swimmers membership is not renewed and they will not be allowed to train
- items ordered through the shop, e.g. t-bags and or caps and not paid for at the point the order is placed will not be ordered
- If monthly swim fees are in arrears over 2 months no gala entries will be accepted and any monies paid for a gala will be used to offset the arrears
- If monthly swim fees are in arrears over 4 months the swimmer will be asked not to swim until all arrears are cleared

In previous years we have renewed memberships for swimmers who have left, ordered kit, branded with a swimmers name only for them to leave and repeatedly have to chase payment for galas. As a committee we do recognise that swimming is not a cheap sport but it simply isn't fair on the majority when a minority abuse the flexibility and good nature of the club.

If for whatever reason you are not able to make a payment that is due please speak to the desk, (Margaret, Jane or Zena) in the first instance. However any member of the club executive committee, Jane Brocklehurst, Paul Barber, Mark Mellor will be happy to have a conversation in confidence.

As a club we need volunteers, e.g. officials at the galas, fund raising, managing the club finances or supporting the swimmers at galas on pool side. Without volunteers the club simply can't run. If you are interested in getting involved with the running of the club please speak to any of the committee members.



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## Fee Payment

### Monthly Squad Fees:

- All monthly fees will need to be paid directly into the clubs bank account electronically (standing order or bank transfer)
- Payments can be made on any day in the month
- Please ensure you have a unique reference number to identify your payment (the desk will provide)

### All other fees:

- **Bank transfer** - Ideally should be paid electronically, using your unique reference number, please specify what the payment is for if not monthly fees
- **Cheque** - Can be paid via the desk by cheque – payable to **BASC**
- **Cash** - No cash payments above £10 will be accepted by the desk, cheque or electronic payment only if the value is above £10

### How can a make a payment?

- Ask for a standing order form.
- Please request the club bank details from the desk. You'll just need to send the payment with the Club bank details below e.g.

*Electronic Payment Details (example):*

**Sort Code:**090155

**Account:**49754806

**Reference:** "your unique ref provided by the desk"

### Why are we making these changes?

- Reduce the amount of cash and cheques collected by the desk.
- Reduce processing time ensure payments are correctly accounted for and paid into the bank.
- Paying electronically and cheque will significantly reduce this workload whilst also reducing the opportunity for errors.

If you are unable to pay the monthly fees electronically please speak to Paul Barber (Chairman) or Mark Mellor (Treasurer) or Jane Brocklehurst (Secretary) in confidence.