



**DUNFERMLINE  
AMATEUR  
SWIMMING  
CLUB HANDBOOK  
2017**



[www.dasc-swim.co.uk](http://www.dasc-swim.co.uk)



<https://m.facebook.com/Dunfamateurswim/>



<https://www.facebook.com/groups/dasc.swim/>



[secretary@dasc-swim.co.uk](mailto:secretary@dasc-swim.co.uk)



# Dunfermline Amateur Swimming Club

## Membership Handbook

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# Dunfermline Amateur Swimming Club

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## WELCOME

It gives me great pleasure to welcome you as a member of

### **Dunfermline Amateur Swimming Club**

Whether you are a complete newcomer to the sport of swimming, progressing from swim lessons, joining a club for the first time, or an experienced swimmer transferring from another club, we are pleased that you have chosen **D.A.S.C.**

We take great pride in the reputation of our club as being welcoming, friendly and family oriented. We cater for all levels of swimmer and seek to assist each individual to achieve whatever they desire from their participation in water sports.

While our main goal is to nurture and develop swimmers to a level of competence where they may represent the club at competitive events, we also recognise the general fitness and social benefits to be derived from active participation within a safe and structured environment.

**D.A.S.C.** is a well-established club within Fife Region and the East of Scotland District. Under the supervision of our able team of qualified coaches and poolside helpers, we encourage swimmers to compete at all levels, from Novice to Masters. We also have a number of swimmers playing Water Polo at National level.

The material contained within this pack is designed to assist you in coming to terms with what being a member of **D.A.S.C.** entails. However if at any time you need to seek further information or guidance, then please feel free to approach any member of our management committee, poolside staff or corridor helpers who will be only too happy to help.

I sincerely hope that your membership of **D.A.S.C.** will prove to be a fulfilling and enjoyable experience and will assist you in attaining your personal goals.

*Robert Smith*

Club President



# Dunfermline Amateur Swimming Club

**THE AIMS OF OUR CLUB** as stated in our Constitution are to promote and manage the art of swimming through teaching, coaching and competitive means and in a friendly, supportive atmosphere. There is no upper age limit to who can join.

**Swimmers attend our Club for a number of reasons: -**

- Improve swimming skills
- Keep fit
- Improve fitness for other watersports e.g. waterpolo, synchronised swimming
- Involved in competitive swimming

The Club ensures that all these aspects are included in the programme with the individual swimmer being involved to ensure their targets are being met and perhaps, being developed under guidance.

## Equity Statement

The Club is committed to ensuring that every person will be treated equally within the swimming club regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The Club recognises and adopts Sport England's definition of Sports Equity: Sports Equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The Club is committed to making equity an integral part of all development plans for the future. The Club welcomes individuals from all parts of the community to enjoy the sport in an environment that is free from all forms of discrimination. The Club ensures that any incidences of discrimination will be treated fairly and according to the club disciplinary procedures.

## Management

The day to day running of the club is done by the Management Committee, elected each year at the Annual General Meeting which is held in November. The committee meet each month (except July) to conduct the business of the club.

## Teaching and Coaching

We have a series of ability based Swim Squads under the leadership of volunteer Teaching and Coaching Staff ably supported by volunteer adults.

Each squad has a structured programme of development and the Squad Leader keeps a close eye on individual swimmers to address any special coaching or skill needs and to advance their ability towards moving on to the next Squad.

Members and their families also carry the responsibility of advising the Club and Swim Coaches of any matter that would assist in the club ensuring that best practice and



# Dunfermline Amateur Swimming Club

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guidance can be provided i.e. difficulty using the pace clock due to eye sight or medical conditions.

## **Volunteers**

As a club we rely on all our volunteers and encourage them to further their skills by advancing their training with the full support of the Club's Management Committee. The club supports this development by identifying opportunities and providing financial support.

## **Fitness**

In the younger aged squads this aspect is naturally covered through the programme of developing skills and endurance aspects. For the older swimmer, endurance training is the mainstay with certain skills aspects tackled as a lesser priority. Again, the needs of the swimmer will be accommodated by the Squad Leader – provided the swimmer discusses their individual requirements.

## **Competition**

A main thrust for the club is encouraging that skill and fitness to allow a competitive aspect to develop and perhaps become a focus. There are several types of gala from development at the first stages where the emphasis is on taking part, through Graded and Time Banded Meets to the fully Open and Age Group Meets and National Events. More information is contained within section 10 "Types of Swim Galas + Meets"



# Dunfermline Amateur Swimming Club

## CODE OF CONDUCT FOR SWIMMERS

This Code of Conduct has been drawn up by the Management Committee with the aim of ensuring that all our swimmers enjoy a safe and rewarding time within the Club. Parents are asked to read and discuss with their sons or daughters the importance of their correct behaviour.

Many thanks for your co-operation.

### AT ALL TIMES SWIMMERS MUST

- Obey the Rules of the Club
- Respect and obey the wishes of all the coaches, pool-side staff and team managers
- Show respect to all other swimmers
- Not leave the vicinity of the pool without approval from the coach, pool-side staff or team managers
- Not run or climb or otherwise act in a way that may either endanger themselves or other swimmers. (This is of particular importance due to the slippery nature of the pool-side and surrounding areas).
- Not use unacceptable or inappropriate language
- Be aware that bullying of any description shall not be tolerated and could result in pool bans

### IN THE WATER SWIMMERS MUST

- Show commitment to the training and tuition provided
- Present themselves ready and prepared in proper time for training and gala sessions
- Pay due heed to the safety of themselves and others particularly when swimming in close proximity in training lanes.

### IN THE CHANGING ROOMS SWIMMERS MUST

- Respect the privacy of others
- Not use mobile phones
- Respect the property of others.

### AT GALAS

- Swimmers must remember that they are representing their Club in front of a wider audience and must therefore behave in a responsible and appropriate manner.

### Note

When registering or re-registering as a member of Dunfermline Amateur Swimming Club, you, the swimmer, or your parent/guardian will have signed the membership form to indicate that you and your family have read, understood and accepted the above Code of Conduct for Swimmers. The Code was printed as part of the Membership Form.



# Dunfermline Amateur Swimming Club

## PROTECTION OF VULNERABLE GROUPS POLICY STATEMENT

We, the club, believe that Good Practice at **Dunfermline Amateur Swimming Club** is as follows:

1. The welfare of vulnerable people is everyone's responsibility, particularly when it comes to protecting them from abuse. Everyone in Swimming – administrator, club official, coach, parent, friend, swimmers themselves, everyone – can help. Children and young people have a lot to gain from swimming. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Swimming provides an excellent opportunity people to learn new skills, become more confident and maximise their own unique potential. The club will place the needs of the swimmer first and winning and competition second.
2. The underlying principles with respect to Protection of Vulnerable Groups are that:
  - The individuals welfare is the first consideration.
  - All people, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse.
  - All people must be treated with integrity and respect.
  - All programmes and competitions will be relevant to the ages and stages of development of the individual.
3. We are committed to following the current Scottish Swimming's Protection guidelines. All our adult helpers are members of Scottish Swimming.
4. The club:
  - Aims to create an enjoyable environment, where young people have the right to be safe, secure and free from threat.
  - Acknowledges that young people have the right to be treated with respect and for their concerns to be listened to and acted upon.
  - Will aim to ensure that junior members have specific programmes designated for them, with adequate supervision.
  - Is committed to ensure that all helpers, whatever their role, complete a club registration form, sign a code of conduct and complete a self-declaration form in relation to Protection of Vulnerable Groups.
  - Provides clear, comprehensive, easily understood procedures for dealing with: allegations of abuse; requests for help and support on a confidential basis.
  - Is committed to an equitable recruitment selection policy for coaches.
  - Will always emphasise fair play.
5. Our Welfare Officer is:
  - Phil Smithard    Tel: 01383 72241 E-mail: phil.smithard@gmail.net



# Dunfermline Amateur Swimming Club

## TRAINING SESSION TIMETABLE - 2017

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTALS
PERFORMANCE	CARNEGIE CENTRE. 8.00 – 9.30PM Elaine/Mike		CARNEGIE CENTRE 8.00 – 9.30PM Mike		CARNEGIE CENTRE 8.00 – 9.30PM Mike/Richie/Keith	COWD'NB'TH 4.30 – 6.30PM Dave/Kenny	CARNEGIE CENTRE 10.00 – 12.00PM	POOL 8.5 HRS
JUNIOR PERFORMANCE	CARNEGIE CENTRE. 8.00 – 9.30PM Elaine/Mike		CARNEGIE CENTRE 8.00 – 9.30PM Mike		CARNEGIE CENTRE 8.00 – 9.30PM Mike/Richie/Keith	COWD'NB'TH 4.30 – 6.30PM Dave/Kenny	CARNEGIE CENTRE 10.00 – 12.00PM	POOL 8.5 HRS
PLATINUM	CARNEGIE CENTRE 8.00 – 9.30PM Elaine/Mike		CARNEGIE CENTRE 8.00 – 9.30PM Mike		CARNEGIE CENTRE 8.00 – 9.30PM Mike/Richie/Keith	COWD'NB'TH 4.30 – 6.30PM ( Dave/Kenny		POOL 6.5 HRS
GOLD	CARNEGIE CENTRE . 8.00 – 9.30PM Elaine/Mike		CARNEGIE CENTRE 8.00 – 9.30PM Mike		CARNEGIE CENTRE 8.00 – 9.30PM Mike/Richie/Keith	COWD'NB'TH 4.30 – 6.30PM Dave/Kenny	CARNEGIE CENTRE 10.00 – 12.00PM	8.5 HRS
SILVER		INVERK'ING 6.00 – 7.00PM Dave/Angela D			INVERK'ING 6.00 – 7.00 PM Dave	COWD'NB'TH 5.30 – 6.30PM Dave/Kenny	CARNEGIE CENTRE 11.00 – 12.00PM	4 HRS
BRONZE					INVERK'ING 5.00 – 6.00 PM Dave	COWD'NB'TH 4.30 – 5.30PM Dave/Kenny		2 HRS
DOLPHINS							CARNEGIE CENTRE 10.00 – 11.00PM Roz/Brenda/Angela	1 HR



# Dunfermline Amateur Swimming Club

## CLUB CONTACTS

Position	Name	E-mail
<b>President</b>	Robert Smith	<a href="mailto:president@dasc-swim.co.uk">president@dasc-swim.co.uk</a>
<b>Vice-President</b>	Gillian Wilson	
<b>Secretary</b>	Sarah Purcell	<a href="mailto:secretary@dasc-swim.co.uk">secretary@dasc-swim.co.uk</a>
<b>Treasurer</b>	Matthew Bond	<a href="mailto:treasurer@dasc-swim.co.uk">treasurer@dasc-swim.co.uk</a>
<b>Committee</b>	Keith Falconer	<a href="mailto:k.falconer@sky.com">k.falconer@sky.com</a>
	Iain Tait	
	Susan Robertson	
	Karen Kemp	
	Julie Fielding	
	Gillian Cooper	
<b>Social</b>	Sam MacAllister	
<b>Social</b>	Lesley Begg	
<b>Media Communications</b>	Kathryn Fairfield	
<b>Swimshop</b>	Meg Buchanan	
<b>Swimmers Rep.</b>		
<b>Squad Coaches</b>	Angela Dickson	
	Richie Metcalfe	
	Ken Vogel	
	Elaine Averill	
	Brenda Tate	
	Mike Tate	
	Keith Falconer	
	Iain Tait	
<b>M'ship Secretary</b>	Ann Farrell	<a href="mailto:membership@dasc-swim.co.uk">membership@dasc-swim.co.uk</a>
<b>Welfare Officer</b>	Phil Smithard	<a href="mailto:phil.smithard@gmail.com">phil.smithard@gmail.com</a>
<b>Coveners</b>		
<b>Novice / Fife League</b>	Mike Tate	
<b>Gala Entries</b>	Ruth Robertson	
<b>Club Galas Etc.</b>	Ruth Robertson	
<b>Social</b>		
<b>Eqpt/Swimwear</b>	Meg	
<b>Website Manager</b>	Robert Smith	
<b>Pool Bookings</b>	Keith Falconer	



# Dunfermline Amateur Swimming Club

## CLUB FEES 2017

### Annual Membership (payable in January)

First and Second swimmers in family £60.00 (this includes annual SASA fee)  
Third and subsequent swimmers in family are free.

### Monthly Swim Fees

Swim fees are payable over 12 equal monthly instalments – by all family members.

Swim Level	Monthly Fee
Performance	£25.00
Junior Performance	£25.00
Platinum	£22.00
Gold	£25.00
Silver	£23.00
Bronze	£15.00
Dolphins	£12.00

*\*Note - The swim fees are reviewed throughout the year and are dependent on pool charges, pool time, fundraising and membership.*

### Standing Orders

If you are not currently paying monthly swim fees by this method, we would like to encourage you to do this.

Simply fill out one of the available forms and give to your bank or set up a personal electronic transfer (info on the SO sheet). Please use this method of payment as it saves a great deal of time for our Treasurer. When monthly fees fall into arrears by more than 2 months we charge an administrative fee - using the standing order system will help you avoid this fee.

**Treasurer:** Matthew Bond



# Dunfermline Amateur Swimming Club

## TYPES OF SWIM GALAS & MEETS

There are several types of Swimming Competition, and the following lists the most common types:

### **Development Galas**

Targeted at the inexperienced and developing swimmer who may not have swum in competition before. It is normally attended by novice type swimmers (see Fife Leagues).

### **Graded Meets**

Where a time limit is in place for each distance/stroke. Sometimes a meet will award a special token for a swimmer beating the declared time so that the achievement is recognised. The meets can be age grouped as well.

### **Time Band Meets**

Where a time band is given for each distance/stroke. These are normally team events and points are awarded for the finishing order. Times beating the top end of the time band attract penalty points. Age is not a consideration here with the aim of having swimmers of equal ability swimming against each other.

### **Fife Leagues**

There are two leagues – Novice (am) and Fife (pm), and there are four fixtures for each league every year. Each league has different age groups and the Novice is run on a Graded basis i.e. they have fastest times for each stroke/distance. Those beating the time receive an award, but, cannot swim that event in future. The Fife leagues are an Open Age Group Event and have minimum times for each event that must have been achieved by a swimmer. The times are equal to, or equivalent to those times in the Novice League, to allow progression.

*\*Each swimming club will take a turn at helping to host the event by providing timekeepers etc*

### **Age Group Meet**

These are groupings for all strokes and different meets will have different distances e.g. 50m sprints, 100m and sometimes several distances. They are usually Open meets with no time restrictions, though there are some that quote maximum times i.e. a swimmer must have achieved a faster time. These times are termed 'Qualification Times'.

### **Open Meets**

Open to all swimmers and not age grouped. These are normally held at National or District level. Sprint meets are normally 50m races.

### **Other**

There are also other termed meets e.g. Friendly Galas (Development), Club Championships, Handicapped Galas where a handicapper will award a delayed start with the object of having all swimmers finishing together.



# Dunfermline Amateur Swimming Club

## SWIM COMPETITIONS – Entry Procedures, Fees and Support

**Team events** will be selected by the Coaches and Convenors. Notification will be by e-mail, notice boards and on the club website. Swimmers selected should advise their availability and commitment as early as possible so in the case of unavailability a replacement can be nominated in good time.

**Open/Age Group/Graded Meets** are advertised on the notice boards, website and e-mail, swimmers are welcome to enter these meets as they wish. Coaches may select certain events for attendance by the club to meet development and training aims and this will be made known. They may sometimes 'pre-enter' swimmers on the sheet for preferred swims. Parents are required to sign agreement for the entry, as fees will then become due. Speak to the coach if unsure about these events.

### Entry Fees

Where entry fees will be payable by the swimmer, these are advertised on the 'Entry Notice'. Monies due to the Club should be paid to the Treasurer prior to the gala entry. An entry is sent away and the organising club returns an 'Acceptance Notice'. Swimmers are then notified, some swimmers may be reserves or not entered due to the high entry or changed gala arrangements. Reserves are required to attend and quite often can have a swim due to others withdrawing. Where a swimmer attends and declares so to the Recorders (via the Team Manager), but does not obtain a swim, the entry fee should be refunded. If an entered swimmer does not attend, the fee is forfeited.

### Transport to Galas

Transport to meets is not the responsibility of the club and families should make their own arrangements. The club will organise Coaches and Poolside Team Managers.

### Reporting Times

Swimmers should report to the Team Managers by the time published on the Meet Notice to take part in the Warm-up Session and to indicate that they are ready to swim. The Team Manager must make any withdrawals from entry well before the Gala start time. Late withdrawal or non-reporting for an event may incur a FINE that will be payable by the swimmer.

### Meet Results

Results will be displayed on the Club Noticeboard and website as soon as they are available.

### Swimming Technical Officials

These are the guys and gals in white who run the gala on the poolside. Clubs are required to provide Officials for certain meets and the Entry List on the board will call for volunteers when required. The club will be fined if a commitment is not met.

### Team Managers

Needed for all galas to look after swimmers poolside and ensure they are marshalled for their swims.



# Dunfermline Amateur Swimming Club

## CLUB SWIMMING COMPETITIONS & EVENTS

The Club holds its **Annual Championships** at the end of the calendar year, usually in November. There are three separate competitions: -

- Speed Swimming Competition
- Graceful Swim Competition
- Butterfly Technique Competition

Every club swimmer is encouraged to take part in the events, but only those who are members at 30 June will be eligible competitors.

### Speed Swimming Competition

This is a competition for all strokes and at distances shown in the table below and there are a number of age groups (Age at 31<sup>st</sup> December). Boys and girls have separate competitions.

<b>Age Group</b>	<b>Title</b>	<b>Butterfly</b>	<b>Back</b>	<b>Breast</b>	<b>Free</b>	<b>Ind. Medley</b>
Over 16	Senior	100	100	100	100	4 x 25
16 & Under	Junior	100	100	100	100	4 x 25
14 & Under		100	100	100	100	4 x 25
12 & Under		50	100	100	100	4 x 25
10 & Under		25	50	50	50	--
8 & Under		25	25	25	25	--

Note – Distances maybe yards or metres.

Points are allocated for each swim depending on position in each race and the winner is the swimmer who totals the most in the competition.

Results are announced on the night and trophies presented at the Annual Prizegiving.

### Graceful Swim Competition (Male & Female)

This competition assesses the correct stroke technique of each competing swimmer and is judged by qualified SASA approved Judges. Each swimmer swims one length of the pool for each of back, breast and frontcrawl at their own speed. The swimmers start in the water. Points out of 10 are awarded for each swim and the winner will be the swimmer with the most accumulated points.

The result of the competition will be announced at the Annual Prizegiving Event.

### Butterfly Technique Competition (Male & Female)

This competition is a two length swim of the butterfly stroke and includes a dive, a turn and a finish, all of which are awarded points out of 10 as well as the actual swimming. The winner is the person accumulating most points.

The result of the competition will be announced at the Annual Prizegiving Event.

### Time Trials

As part of ongoing development and monitoring of performance and progress, squad leaders will from time to time arrange for Time Trials to take place within normal squad training sessions. They also serve as training for gala and swim meet disciplines for procedure and are an important part of swimmer development. This is also an opportunity for parents to get involved with timekeeping, marshalling and team management roles.



# Dunfermline Amateur Swimming Club

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## SWIM AWARDS

The club recognizes and rewards swimmer improvements by using the Kellogg's Scottish Swimming Awards Scheme. This includes Learn to Swim, Distance Awards and Swim Skills.

## SOCIAL EVENTS

Each December the club holds a Presentation Night, with disco and buffet. This is where the annual competition prizes are awarded and all members receive a memento. Other social events are arranged throughout the year for the swimmers to meet "out of the water".

## WEBSITE, Facebook & E-Mail

The club website can be found at [www.dasc-swim.co.uk](http://www.dasc-swim.co.uk) . As well as containing general club information the site is used to provide news items and short notice changes to training. Members are able to register and access a member's area with additional information, a member's forum and open gala entries.

Notification for galas where teams are selected may be made using a text or e-mail sent to the selected swimmers.

Regular club updates are also provided via e-mail.



# Dunfermline Amateur Swimming Club

## CLUB SUPPORT, LIAISON & FUNDRAISING

### Support

Our Club relies fully on volunteer support to undertake all the necessary tasks that are required for our club, whether it be in the visual areas of the poolside or working away behind the scenes. This support comes naturally from club members and in the main from swimmer parents and families. Tasks are many and varied, short in duration or needing some time and commitment, so we do from time to time seek help to ensure our services and swimmer support is regular and reliable.

Such tasks include –

Poolside Help

Corridor & Squad Liaison

Swim Shop & Club Kit Co-ordinators

Swim gala Team Managers & Technical Officials

Management Committee Members

Protection of Vulnerable Groups and Child Protection Officers

Social Events

We encourage people to contribute to the club and welcome any offers of help. Some roles require certain skills and seminars and courses are arranged. Particularly for Technical Officials and Poolside, though initially for the latter, a short period of involvement poolside is recommended before any training is done.

Please speak to any Club official or Coach if you feel that you can help either with time or because you have a particular skill. Ex-swimmers are a particular asset.

### Liaison

On Fridays, at Inverkeithing (5-7pm) and at Carnegie Leisure Centre (8-9.30pm), there will be a Duty Person in the viewing area. They are available for general enquiries about any club matter.

They will deal with matters such as:

- Membership & Monthly Swim Fees
- Equipment / Swimwear Sales
- New Members and the Liaison Point for Forms etc.
- Payment Point for any Fundraising or Social Event Sales

If you wish to speak with the Squad Coach, then please ask the Duty Person who will advise the coach. Please do not go on to the poolside and interrupt the session.

**Fundraising** is a key way to keep the costs of membership down. As well as events such as the DASC Junior Sprint Gala, SASA raffle and sponsored swims the club is registered with [easyfundraising](http://www.easyfundraising.org.uk) a shopping directory listing some of your favourite online stores including Argos, Next, Debenhams, John Lewis, Toys R Us, HMV and over 600 others. Just use the links on the [easyfundraising](http://www.easyfundraising.org.uk) site whenever you shop online and, at no extra cost to you, we'll receive a free donation of up to 15% from every purchase you make.

All you need to do is visit <http://www.easyfundraising.org.uk/dunfermlineamateurswimmingclub>



# Dunfermline Amateur Swimming Club

And when you register, select Dunfermline Amateur Swimming Club as the organisation you wish to support.

## DASC - STOCK AVAILABLE FOR SALE

### SPEEDO & MARU SWIMSUITS:

SIZE	APPROX AGE	PRICE
26"	8 YEARS	£14.00
28"	10 YEARS	£14.00
30"	12 YEARS	£14.00
32"	14 YEARS	£14.00
34"	16 YEARS	£14.00

### SPEEDO TRUNKS:

SIZE	APPROX AGE	PRICE
26"	8 YEARS	£10.00
28"	10 YEARS	£10.00
30"	12 YEARS	£10.00
32"	14 YEARS	£10.00

### KIEFER JAMMERS:

SIZE	APPROX AGE	PRICE
26"	8 YEARS	£11.50
28"	10 YEARS	£11.50
30"	12 YEARS	£11.50
32"	14 YEARS	£11.50
34"	16 YEARS	£11.50

### T – BAG SHIRTS:

SIZE	CHEST	PRICE
SMALL	38"	£10.00
MEDIUM	41"	£10.00
LARGE	44"	£10.00
X/LARGE	48"	£10.00

### Hoodies + T-shirts – to order (black with logo on back + name on left chest:

SIZE	Zippies	Pull-overs	T-shirts
7/8			
9/11			
12/13	£14.00	£12.50	£7.50
14/15			
Full range of adult sizes	<b>These will be</b>	<b>ordered at the</b>	<b>end of every 2nd month</b>

RED DASC CAP	£4.50	
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Contacts: Meg Buchanan

**Hoodies + T-shirt prices are approximate + will be confirmed on order...**