



MEMBERSHIP PACK

Sponsored by



BRIDGE STREET STONE

L I M I T E D

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CONTENTS

General

- Welcome
- Membership
- Who Governs our Sport?
- Rules of Competition
- Club Committee and Coaching staff
- Club Shop availability list.

Policies

- Code of Conduct
- Swimmers Charter
- Welcome Letter to Swimmers
- Welcome Letter to Parents
- Parents Guide & Code of Conduct
- Swim England Doping Control Rules & Protocols
- Policy for Recruiting Volunteers
- Photographic Policy
- Equity and Child Protection Policies
- Swim England Swim Line

Colne ASC Club Constitution and Bye Laws of the Club are displayed on the Club Notice Board and are also available to download from our web site.

www.colne-asc.co.uk

Forms not included in this pack needed to be completed and returned

- Annual Membership / Consent Form
- Swimmers Charter
- Confirmation of Commitment Form (parents / carers)

WELCOME

We hope that you will enjoy being a member of Colne Amateur Swimming Club and that you will be able to take full advantage of all the opportunities we can provide.

Colne Amateur Swimming Club is committed to providing the best possible opportunities for our members to achieve their potential within the sport of swimming up to and including International honours. As well as training and competition, we also offer the opportunity to obtain qualifications for Teaching, Refereeing, Timekeeping, and Pendle Volunteers.

This Club provides opportunities for both male and female at Youth, Junior and Senior Levels.

We hold an Annual Presentation and Social evening where awards for every age group, male and female are presented. This is an opportunity to meet parents, swimmers and officials in a social setting.

In 2005 we achieved Silver Accreditation in the ASA Swim 21 in both Teaching and Skill Development and have been awarded Sport England's Club Mark which is a National Award presented to all sports clubs that can demonstrate the provision of a quality of service for its members, thus providing a safe, effective, child-friendly sports club. Revalidation takes place every 12 months. After four years it has to be taken again in full.

In 2009 the accreditation process was redesigned and once again we were successful in attaining swim 21 Re-accreditation for Swimming at Teaching & Skill Development Club level.

In 2010/11/12 we were successful in attaining our Swim 21 re-accreditation. We also achieved accreditation for Masters.

In 2013/14/15/16/17 Swim 21 went on line. This is now a yearly accreditation and in December we were successful in our accreditation.

SWIM 21 – is a programme which focuses on swimmer development, teacher/coach education, club management and partnerships and is centred on the needs of swimmers, striving to provide them with the best possible environment. Long Term Athlete Development underpins the whole programme, outlining clear structures and pathways for the swimmers.

This membership pack is designed to provide all the information that parents' and swimmers need to know about the Club. It is being issued to all new and existing members

MEMBERSHIP

Annual Club Membership

Colne Amateur Swimming Club has a membership fee, which is payable on joining the club and thereafter on the 31st. December each year. Any member whose subscription is unpaid by the date falling 30 days after the due date for payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made.

The Membership Fee includes insurance and registration with Swim England which is necessary to swim it also, entitles the swimmer to compete in external competitions.

If you are already registered through another Club then you will need to pay Associate Membership of Colne ASC and are required to complete the name of that club on your membership form.

MEMBERSHIP FEES – 2018

FULL SWIMMING MEMBER	ADULT	£70
	CHILDREN	1 st . CHILD & STUDENTS £65
		2 nd . CHILD £55
		ADDITIONAL £45
ASSOCIATE MEMBER	(not Swim England Registered Club)	£50
ADULT ASSOCIATE NON SWIMMING MEMBER		£30
COMMITTEE MEMBERS		£10

Colne Amateur Swimming Club operates an assistance policy in cases of financial hardship. To discuss this in confidence, please speak to either the Membership Secretary or any Committee Member.

Any insurance enquiries will be addressed by the Club Treasurer.

What your Membership Includes.

- * **Swim England Insurance.**
- * **Transport to League Galas.**
- * **Subsidised entry fees to external galas.**
- * **Parking subsidy for external galas.**
- * **Christmas Disco.**
- * **Training Aids (Flippers, pullbuoys etc.)**
- * **Internal Galas**

WHO GOVERNS OUR SPORT?

Colne ASC is affiliated to the Swim England through the Swim North West. Without this affiliation we would not be able to compete in the various competitions that we enter. Swim England is our governing body and we are therefore constitutionally bound to abide by their rules.

The various competitions we enter each year also have their own rules and conditions.

CALENDAR OF EVENTS – 2018

FRIENDLY LEAGUE

NORTH LANCS AGE GROUPS - BLACKPOOL

LANCASHIRE AGE GROUPS – MANCHESTER

NORTH WEST YOUTH CHAMPIONSHIPS – LIVERPOOL

NORTH WEST AGE GROUP CHAMPIONSHIPS – MANCHESTER

ASA AGE GROUP NATIONALS – SHEFFIELD

ASA YOUTH CHAMPIONSHIPS – SHEFFIELD

VARIOUS MASTERS COMPETITIONS

VARIOUS “A” & “B” “C” GRADE COMPETITIONS

CHERRY WILKINSON MEMORIAL GALAS – JANUARY and JUNE

OWN SPRINT GALAS

CHAMPIONSHIP GALAS – NOVEMBER

Once you have been in the club for a while you will start to receive gala entry forms. If you see gala entry forms on the notice board or the web site and you think you should be taking part in please ask. Your coach/teacher will decide when they think you are ready to take part.

When representing the Club in league fixtures and swimming galas, swimmers will be expected to wear the provided team kits.

MAKE SURE YOU CHECK THE AGES ON THE ENTRY FORMS AS SOME GALAS USE YOUR AGE ON THE DAY OF THE GALA. YOU MIGHT BE IN THE AGE GROUP ABOVE THE AGE YOU ARE NOW BY THE TIME THE GALA TAKES PLACE.

All club swimmers are requested to sit with their coach/team managers. No swimmer is to leave poolside without letting one of the adults know where they are going. (This includes visits to the toilet).

REMEMBER WE ARE A TEAM!!!!

CLUB SESSIONS

MONDAY	6.50 pm – 9.00 pm	Large Pool – Teaching/Training
THURSDAY	6.15 pm – 7.15 pm	Small Pool – Learn to Swim
THURSDAY	6.50 pm – 7.30 pm	Large Pool – Learn to Swim
THURSDAY	6.50 pm – 9.00 pm	Large Pool – Teaching/Training
FRIDAY	7.00 pm – 8.00 pm	Invited Competition Swimmers*
SATURDAY	8.00 pm – 9.00 pm	Masters
SUNDAY	8.00 pm – 9.00 pm	Masters

RULES OF COMPETITION

SW 4 THE START

SW 4.1 The start in Freestyle, Breaststroke, Butterfly and Individual Medley races shall be with a dive. On the long whistle (SW 2.1.5) from the referee the swimmers shall step onto the starting platform and remain there. On the starter's command "take your marks", they shall immediately take up a starting position with at least one foot at the front of the starting platforms. The position of the hands is not relevant. When all swimmers are stationary, the starter shall give the starting signal.

SW 4.2 The start in Backstroke and Medley Relay races shall be from the water. At the referee's first long whistle (SW 2.1.5), the swimmers shall immediately enter the water. At the Referee's second long whistle the swimmers shall return without undue delay to the starting position (SW 6.1). When all swimmers have assumed their starting positions, the starter shall give the command "take your marks". When all swimmers are stationary, the starter shall give the starting signal.

SW 4.3 In Olympic Games, World Championships and other FINA events the command "Take your marks" shall be in English and the start shall be by multiple loudspeakers, mounted one at each starting platform.

SW 4.4 Any swimmer starting before the starting signal has been given, shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back and start again.

SW 5 FREESTYLE

SW 5.1 Freestyle means that in an event so designated the swimmer may swim any style, except that in individual medley or medley relay events, freestyle means any style other than backstroke, breaststroke or butterfly.

SW 5.2 Some part of the swimmer must touch the wall upon completion of each length and at the finish.

SW 5.3 Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point, the head must have broken the surface.

SW 6 BACKSTROKE

SW 6.1 Prior to the starting signal, the swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited.

SW 6.2 At the signal for starting and after turning the swimmer shall push off and swim upon his back throughout the race except when executing a turn as set forth in SW 6.4. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.

SW 6.3 Some part of the swimmer must break the surface of the water throughout the race. It is permissible for the swimmer to be completely submerged during the turn, at the finish and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.

SW 6.4 When executing the turn there must be a touch of the wall with some part of the swimmer's body. During the turn the shoulders may be turned over the vertical to the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to the position on the back upon leaving the wall.

SW 6.5 Upon the finish of the race the swimmer must touch the wall while on the back.

SW 7 BREASTSTROKE

SW 7.1 From the beginning of the first arm stroke after the start and after each turn, the body shall be kept on the breast. It is not permitted to roll onto the back at any time. Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order.

SW 7.2 All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement.

SW 7.3 The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

SW 7.4 During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. A single downward dolphin kick followed by a breaststroke kick is permitted while wholly submerged. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement.

SW 7.5 The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward dolphin kick is not permitted except as in SW 7.4. Breaking the surface of the water with the feet is allowed unless followed by a downward dolphin kick.

SW 7.6 At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

SW 8 BUTTERFLY

SW 8.1 From the beginning of the first arm stroke after the start and each turn, the body shall be kept on the breast. Under water kicking on the side is allowed. It is not permitted to roll onto the back at any time.

SW 8.2 Both arms shall be brought forward together over the water and brought backward simultaneously through-out the race, subject to SW 8.5.

SW 8.3 All up and down movements of the legs must be simultaneous. The legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A breaststroke kicking movement is not permitted.

SW 8.4 At each turn and at the finish of the race, the touch shall be made with both hands simultaneously, at, above or below the water surface.

SW 8.5 At the start and at turns, a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish.

SW 9 MEDLEY SWIMMING

SW 9.1 In individual medley events, the swimmer covers the four swimming styles in the following order: Butterfly, Backstroke, Breaststroke and Freestyle.

SW 9.2 In medley relay events, swimmers will cover the four swimming styles in the following order: Backstroke, Breaststroke, Butterfly and Freestyle.

SW 9.3 Each section must be finished in accordance with the rule which applies to the style concerned.

SW 10 THE RACE

SW 10.1 A swimmer swimming over the course alone shall cover the whole distance to qualify.

SW 10.2 A swimmer must finish the race in the same lane in which he started.

SW 10.3 In all events, a swimmer when turning shall make physical contact with the end of the pool or course. The turn must be made from the wall, and it is not permitted to take a stride or step from the bottom of the pool.

SW 10.4 Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a swimmer, but he shall not walk.

SW 10.5 Pulling on the lane rope is not allowed.

SW 10.6 Obstructing another swimmer by swimming across another lane or otherwise interfering shall disqualify the offender. Should the foul be intentional, the referee shall report the matter to the Member promoting the race, and to the Member of the swimmer so offending.

SW 10.7 No swimmer shall be permitted to use or wear any device that may aid his speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, etc.). Goggles may be worn.

SW 10.8 Any swimmer not entered in a race, who enters the water in which an event is being conducted before all swimmers therein have completed the race, shall be disqualified from his next scheduled race in the meet.

SW 10.9 There shall be four swimmers on each relay team.

SW 10.10 In relay events, the team of a swimmer whose feet lose touch with the starting platform before the preceding team-mate touches the wall shall be disqualified.

SW 10.11 Any relay team shall be disqualified from a race if a team member, other than the swimmer designated to swim that length, enters the water when the race is being conducted, before all swimmers of all teams have finished the race.

SW 10.12 The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers properly entered by a Member for that event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.

SW 10.13 Any swimmer having finished his race, or his distance in a relay event, must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished his race. Otherwise the swimmer committing the fault, or his relay team, shall be disqualified.

SW 10.14 Should a foul endanger the chance of success of a swimmer, the referee shall have the power to allow him to compete in the next heat or, should the foul occur in a final event or in the last heat, he/she may order it to be re-swum.

SW 10.15 No pace-making shall be permitted, nor may any device be used or plan adopted which has that effect.

CLUB COACHING STAFF

The following are currently responsible for the coaching at Colne Amateur Swimming Club.

ANDREW CROXALL	HEAD COACH
JOHN HIGGINBOTTOM	TEACHER
MARK ENNIS	TEACHER
RICHARD THOMAS-KELLY	TEACHER
ANDREW HIGGINBOTTOM	TEACHER
NICOLE BAXTER	TEACHER
RIDERYN ASHBY	TEACHER / WELFARE OFFICER
TIM NOON	TEACHER
MARK TURNER	TEACHER
JAYNE WILKINSON	TEACHER
NATALIA BASHIR	TEACHER
MANZAR IQBAL	TEACHER
RACHEL LEIGH	POOLSIDE HELPER
ISABEL REDFEARN	POOLSIDE HELPER

CLUB COMMITTEE

The Committee members are elected every year at the Annual General Meeting and meet Pendle Leisure Centre at 8.00p.m. on the 1st. Wednesday approximately once a month.

The Officers and Members for 2018 are:

PRESIDENT	Michael Charldwood
CHAIRMAN	Philip Croxall
HON. SECRETARY	Joan Croxall
TREASURER	John Higginbottom
PRESS SECRETARY	Philip Croxall
COMPETITION SECRETARY	Seamus Daly
MEMBERSHIP SECRETARY	Joan Croxall
WELFARE OFFICERS	Deryn Ashby/ Joan Croxall
TROPHY SECRETARY	
SOCIAL SECRETARY	June Foulkes
MASTERS SECRETARY	Philip Croxall

MEMBERS of COMMITTEE:

C. Taylor	J. Dodman	M. Turner
J. Higginbottom	J. Foulkes	J. Dowling
A. Croxall	P. Croxall	
A.L.Dibb.	C. Allko	

CLUB SHOP AVAILABILITY LIST

Colne ASC Swim Hat			£ 4.50
Swim hat with name			£ 7.50
Colne ASC T-Bag	S, M, L, XL		£ 11.00
Club Swim wear	Trunks	all sizes	£ 6.00
	Jammers	26 - 30	£20.00
		32 - 36	£21.00
	Costumes	24 - 32	£15.00
		34 - 38	£18.00
New design	Costumes	all sizes	£17.00
	Leg Suits	28 -32	£28.00
		32	£29.00
Kit Bags	(Large float, Pulboys, Towel & drinks bottle)		£25.00

CODE OF CONDUCT

Objective and Scope

The purpose of this document is to establish a set of guidelines and procedures, which outline the responsibilities and behaviour of both staff and swimmers who are members of **Colne Amateur Swimming Club**. Whilst it is specifically aimed at “away” trips where travel and accommodation are required, it is expected that the principles of the Code of Conduct should be followed at all events and training sessions.

Code of Conduct

Behaviour and Personal Conduct must at all times be of a high standard and reflect favourable on the sport, and the Club. Language in public or relevant group situations must always be appropriate and socially acceptable.

Consumption of Alcohol is totally forbidden for athletes under age as defined by UK law. It must not be consumed by swimmers or staff members whilst en route, prior to, or following a competition event, training camp or team activities, without specific consent of the Team Manager. During competition alcohol is strictly forbidden to all swimmers and staff.

Smoking: is prohibited by swimmers and staff whilst en route, prior to, during or following a competition event, training sessions or team activities.

Personal Appearance: shall be appropriate to the circumstances and as indicated by the Team Manager. Team kit and equipment shall be worn as directed by the Team Manager when competing and training, when assembling or travelling, at official team functions or on all occasions is essential and any curfew must be observed.

Attendance at all activities is expected unless agreed by the Team Manager. Throughout the duration of the trip swimmers should inform staff of their whereabouts. Punctuality on all occasions is essential and any curfew must be observed.

Illegal and Performance Enhancing Drugs and Substances are strictly forbidden. The use of these, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited. Swimmers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. If you are in any doubt about the medication you are taking then please check it out on the UK Sport website at www.ukспорт.gov.uk/did/.

Medication: All swimmers currently on medication should have recorded this information on their Annual Consent/Health Declaration Form. This is especially true for swimmers who suffer from asthma. Swimmers are required by ASA law to comply with any random doping tests that an events organiser deems necessary. All medication being currently taken should be reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must be reported to the Team Manager.

Sanctions: Breaches of the Code of Conduct shall be dealt with in the first instance by the Team Manager or Coach. He/she shall report the incident to the Secretary of the club who shall take such further action is deemed necessary.

In addition it is expected that all members of **Colne Amateur Swimming Club**, when attending any event or training session shall:

- Comply with the codes, rules and laws within the guidelines set out by the ASA
- Behave without discrimination on the grounds or race, colour, language, religion, birth or social status as set out in the equal opportunities policy.
- Respect the basic human rights, worth and dignity of each member.
- Not encourage swimmers, volunteers, officials or parents to violate the rules of the club or the sport.
- Observe the authority and the decisions of all officials.
- Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
- Treat other competitors and teams with respect, in victory and defeat.

Health & Safety

- Please remove **ALL** jewellery, watches, etc., **BEFORE** entering the water
- All swimmers are required to wear swimming hats at all times during training sessions.
- It is vital that swimmers in the training groups bring a bottle of fluid to be used during the training sessions. This can be water, slightly flavoured cordial drink or one of the many isotonic drinks. A fizzy drink like cola is unsuitable.
- Swimmers who suffer from asthma should have their inhalers readily available. It is no good if they are hidden in their/your bag or locked away in their/your clothes locker.

SWIMMERS' CHARTER

The Club adopts and operates under the policies of the Swim England Code of Ethics and Child Protection procedures and guidelines, the full policy documents and procedures can be found on www.Swim England.org

1. All swimmers should have respect for:-
 - a. Each other
 - b. The coaches & officials
 - c. Other teams
 - d. Property & equipment
2. When asked to do something by a club official or teacher/coach swimmers should co-operate and complete the task with no fuss or argument.
3. Each member of the club is there to swim and therefore those swimmers who are disruptive in their lane will be asked to leave the water. If asked to leave, the swimmer may get changed but must return to poolside until their parent or guardian collects them.
4. It is fine to have a social gathering before swimming but all swimmers must be on poolside at the correct time ready to swim. It is not fair to coaches or teachers if they are not.
5. At all training sessions, galas and Club Championships all water bottles and rubbish must be picked up and disposed of correctly.
6. All swimmers should check the notice board on a weekly basis. If there is a gala list they should indicate if they are unavailable to swim.
7. All swimmers are requested to wear swimming hats during training sessions. Swimmers with hair splaying loosely will be asked to leave the water. This is a health and safety measure.
8. For your own safety **ALL** jewellery must be removed before entering the water.
9. If you are more than **5 MINUTES** late for any session, you or your parent should see your teacher/coach **BEFORE** you get changed to see whether it is all right to do so.
10. All Club rules as displayed on the notice board must be adhered to.
11. All swimmers should conform to all rules of Pendle Leisure Trust.

Sanctions

All breaches of this Swimmers Charter should be dealt with by the swimmers coach/teacher in the first instance. If there are repeated breaching of the Swimmers Charter, the Coach may refer this to the Club Committee and action taken as is deemed necessary as outlined in the Club Constitution.

WELCOME LETTER TO SWIMMERS

The welcome letter can be downloaded from the Policies section of the Club Website

<http://www.colne-asc.co.uk/forms.php>

WELCOME LETTER TO PARENTS

The welcome letter can be downloaded from the Policies section of the Club Website

<http://www.colne-asc.co.uk/forms.php>

PARENTS' GUIDE

The role of a parent is one fraught with difficulty at every turn. What follows is a guide to parents of young swimmers and those new to the sport, to help the swimmer enjoy his or her sport as much as possible and become the best they can be.

Remember that swimming is a process. Your children are there primarily to enjoy the sport. As they swim, they will learn some lessons of life. They will learn discipline, commitment, motivation, teamwork, goal setting, how to stick to the task in hand, and how to lose, in an enjoyable and safe environment.

Everyone appreciates that, as a parent, your support and interest is vital to your child's participation. Without your services as taxi driver, organiser and lifestyle manager, cook, supporter, confidence booster and piece picker upper, not only would there be no sport for your child, there would be no sport.

However, as you take an interest and as your child improves, sometimes a mother or father can become over involved and inadvertently put pressure on the child to train harder than they want to, or to win at the expense of enjoying taking part. You may find yourself taking your child's sport more seriously than they are.

Read through the questions below:

- Do you want your child to win competitions more than he or she does?
- Do you show your disappointment if he or she has a bad result?
- Do you feel that your child can only enjoy sport if he or she wins?
- Do you feel that you have to "psyche" your child up before a competition?
- Do you conduct 'post mortems' immediately after competition or training?
- Do you feel you have to force your child to go training?
- Do you find yourself frequently wanting to interfere during training or competition thinking that you could do better?
- Do you find yourself disliking the competitors swimming against your son or daughter?

If you have answered yes to any of these questions, you may be putting unnecessary pressure upon your child, which could lead to his or her eventual rejection of the sport or even lasting damage to your parent/child relationship.

PARENT'S CODE OF CONDUCT

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Respect your child's coach or teacher when they give advice or instruction concerning swimming.
- Be fully responsible for your child/ren when not on poolside, i.e. it is your responsibility to ensure that your child behaves in a responsible manner in the changing rooms/ leisure centre etc. For the avoidance of doubt, it is the responsibility of the parent/guardian/carer to ensure the safety of their child/ren once they leave the poolside.

ASAGB DOPING CONTROL RULES AND PROTOCOLS

This article is meant to provide you with a little more information about the Doping Control Rules. If you need to find out more then visit the ASA website at <http://www.swimengland.org>

There is a very formal protocol in place, prescribed by the Federation Internationale de Natation Amateur (FINA) and adopted by the Swim England bodies in the UK. This protocol defines very strict rules for the carrying out of doping tests at competitions and following the setting of national records.

What is important to realise is that there is a whole variety of substances that are banned from use (either totally, or via certain methods of ingestion). These substances are listed as follows:-

In competitions

- A. Stimulants
- B. Narcotics
- C. Anabolic agents
- D. Diuretics
- E. Peptide Hormones, mimetics and analogues
- F. Cannabinoids
- G. Beta-blockers (in Diving and Synchronised swimming)
- H. Corticosteroids
- I. Local anaesthetics

And prohibited at all times

- A. Anabolic agents
- B. Diuretics
- C. Peptide Hormones, mimetic's and analogues

The penalty for being found in breach of the rules are varied ranging from suspension to life ban, further the publicity associated with such breaches are at the least embarrassing.

It is therefore important that all swimmers understand the rules, which are well defined.

A copy of these rules are available from **Colne ASC**.

POLICY FOR RECRUITING VOLUNTEERS

A volunteer is a person who performs or offers to perform voluntary service, undertaken or brought about by free choice or willingly accepted.

Volunteers are used within the Club framework to enhance all aspects of the Club life and activities.

- Poolside Assistance
- Table Officials
- Social Events Organisers
- Club Administration
- Event Management

The recruitment of volunteers will continue to be an ongoing commitment by the Club. Volunteers will be recruited by varying methods.

- The Committee will actively seek volunteers to fill empty positions within the Committee by advertising on the notice board, news letter, web site or by personal invitation.
- The members at the AGM will elect volunteers to positions of responsibility on the Committee.
- Social Committee will advertise events on the notice boards and ask for volunteers where necessary.
- For any County/District events requiring assistance, volunteers will be requested by newsletter, email or by notice on the notice boards.
- All the above will be subject to the current Club Policy (in line with Swim England) on Child Protection.
- Volunteers will be registered with Swim England and covered by Swim England insurance.

We at Colne Amateur Swimming Club acknowledge, admire and depend upon the assistance of volunteers to continue to run and develop the Club and wherever possible, will ensure that they are personally thanked by the appropriate Club Officials. All volunteers will be given suitable assistance and support

PHOTOGRAPHIC POLICY

Re: Use of Photographic/Filming Equipment

The use of photographic equipment including mobile phones is not allowed at any time during normal club sessions exceptions to this only apply to internal and external Club Galas.

COLNE ASC request that any person wishing to engage in any video, zoom or close range photography during Colne ASC's galas should register their details with the Clubs welfare officer, Mrs Deryn Ashby, **BEFORE** carrying out such photography.

Photography of any kind will not be permitted within the changing room and shower environments, this also extends to mobile phones and other devices with internet access.

This is in line with Pendle Leisure Trusts Policy on the photographing/videoing of children in Leisure facilities, and the Swim England Child Protection Policy.

GUIDELINES FOR USE OF PHOTOGRAPHIC/FILMING EQUIPMENT AT SPORTING EVENTS

There is much public concern around Child Protection issues and strict policies on photography have been adopted by national sporting agencies. The procedures here are an attempt to blend these legitimate concerns with the need for workable solutions and to find middle ground. In light of this, Colne Swimming Club would request all members of the press and public to abide by the following photography procedures for the safety of all those involved in their activities.

- Press photographers should inform the organisers in advance if they intend to come to any event. Equipments must be registered when press accreditation is issued. Cameras or any other equipment capable of recording images eg. Mobile phones are not allowed on the premises of any of the venues unless they have been registered.
- There are a small number of young people who do not (for a number of reasons) wish to have their photograph taken under any circumstances. We have decided that these children (or their parents/guardians) will need to make press photographers aware if they do not want their photographs taken and we would expect the members of the press to respect these wishes. Any photographs used by event organisers for their publicity and promotion in future will be checked with parents in advance to gain their consent.
- No individual young person(s) may be taken away from the main public places at the pool for the purpose of photography unless they are chaperoned by an official at all times.
- Wherever possible, the names of young people should not be printed together with photographs. Alternative captions could include such statements as "Colne ASC team celebrates their victory".
- If in the opinion of the publication concerned, it is necessary to include the name of a young person, this should be limited to the name of the young person and the Club/Team, which they represent. In no circumstances should a caption include specific information about where the child lives or which school they attend.
- If a young person becomes the subject of a particularly newsworthy story due to an outstanding performance etc, then we would ask that any reported liaison with the parents of the person, if present, or the young person's Coach or Team Official to pursue the story.

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sport-people in vulnerable positions. All Clubs/Coaches/Officers should be vigilant and any concerns should be reported to Colne ASC Welfare Officers, Deryn Ashby & Joan Croxall).

If you do not agree to photographs being taken then please inform your child/swimmer's Coach or indicate on the Membership Form.

CLUB EQUITY POLICY STATEMENT

The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion.

The Club will ensure that equity as stated in the club rules is incorporated in all aspects of it's activities and also recognises and adopts the Sport England definition of Sports Equity:

Sports Equity is about fairness in sport, equality of access, recognizing 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 everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse.

All Club members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to the club disciplinary procedures.

CHILD PROTECTION POLICY

Colne ASC has adopted and fully endorses the Swim England Child Protection Policy as detailed in Wavepower (2016-19). If you would like to view this publication please contact the Welfare Officers. Or Club Secretary.

The above child protection procedures stem from the following principles:

- The Child's welfare is the first consideration.
- All children regardless of age, any disability, gender, racial origin, religious belief and sexual identity have the right to enjoy sport free from all forms of abuse or sexual exploitation.
- Swim England and Colne ASC have a responsibility for the welfare of children and young people who take part in our sport.
- Swim England have a responsibility to maintain confidentiality in all cases involving child protection in line with the current legislation.
- Swim England and Colne ASC will not tolerate poor practice in dealing with child welfare.

At Colne ASC we seek to provide a safe environment for all our members to enjoy our sport. All Coaches/Teachers and Volunteers are registered as Helpers with the ASA, and are checked via CRB and are required to accept and recognise their responsibility to develop awareness of issues that cause children harm. Training is promoted and funded (Safeguarding & Protecting Children Workshop) It is our policy that new helpers are automatically asked to complete a DBS form on registering.

If you have any concerns regarding the above then please contact in the first instance the Club's Welfare Officers (Deryn Ashby or Joan Croxall) or via the help lines below.

welfare@colne-asc.co.uk

Swim England
Swimline
NSPCC Help Line

Legal Affairs

Tel: 01509221350
Tel: 0808 100 4001
Tel: 008 800 5000

SWIM LINE

Who is the ASA Swim Line for?

Swim Line is for anyone involved in swimming, including children and young people, who think that a child may be at risk.

How it works

When you ring you hear a message. It asks if you wish to speak to someone urgently now, or if it would be convenient or safe for someone to call back — you can press a number to transfer you to the NSPCC Child Protection Help Line.

Trained and experienced counsellors who will advise you and will act to protect children answer it.

If there is no problem with being called back and you prefer to speak to someone who understands swimming, leave your phone number and a convenient time for one of our Child Protection Group to ring.

They are members of swimming clubs who work in child welfare as a profession and have volunteered to help this Swim England programme.

If there is an issue which causes concern the Swim England will act to protect the child.

Swim Line Facts

Swim Line calls are free and do not appear on itemised bills unless the call is made from a mobile phone. Swim Line does not use the 1471 code or any other call return or call display facilities. If you leave a message we aim to ring you back during the next working day. If you phone over the weekend we will aim to contact you on Monday.

YOU CAN CALL THE FREE 24 HOUR NSPCC CHILD PROTECTION HELPLINE DIRECT ON 0808 800 5000

If you have a text phone you can call the NSPCC text phone of 0808 056 0566