



Parent & Swimmer Handbook

Updated January 2016

Welcome

Welcome to Inverness Amateur Swimming Club (IASC). We hope you and your child enjoy your time with us and we hope this handbook gives you the information necessary to settle into the club or answer any queries you may have about the club.

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1. Aims of Inverness Amateur Swimming Club

Swimmers

IASC offers all members the opportunity to fulfil their potential as a swimmer by improving swimming technique and increasing athletic fitness while promoting self-discipline, teamwork and self-esteem. This is carried out in a friendly, positive environment where it is hoped lifelong values are instilled and goals are set, achieved and if possible surpassed.

Coaching staff

To encourage and support parents interested in swimming coaching to volunteer as a club coach. Development as a coach would be facilitated through local and national coaching programmes in which assistance with funding would be sought by the club.

Promote the Development of the Club

To promote the club by encouraging swimmers to enter external competitions, setting entry to the Highland Swim Team as an interim goal and promoting club cohesion by having regular away days for each training squad and fun days for the whole club.

2. How to join the club

To join IASC the swimmer has to meet criteria set by the swimming coaches. An assessment is carried out at the poolside and is not solely graded on the entry test but on the Coaches' view of the swimmers abilities. If the swimmer is successful, they will join C Squad or if they have come from another club, the squad best suited to their abilities.

On joining IASC, a number of forms are required to be completed, and the appropriate committee member will issue these.

Criteria for Entry to IASC

1. Swim continuously for 200m as 50m front crawl, 24m back crawl and 100m breast stroke
2. Perform more advanced training techniques eg one arm front crawl with no float
3. Perform a basic tumble turn
4. Perform a head first entry into the water from the pool-side
5. Perform a basic dolphin butterfly leg action with no floatation aids
6. Climb unaided out of the water
7. Perform basic sculling actions both head first and feet first
8. Perform push and glide skills on back and front
9. Show a basic understanding of the use of the pace clock
10. Understand lane discipline

Inverness Swimming Club is open to school aged swimmers up until the age of 18 years or when the swimmer leaves school. Thereafter swimmers are encouraged to join our thriving Masters squad.

3. Costs of being a member

We allow every child a trial period of 3 weeks, which allows the child and parents to see if joining IASC is right for them. There is an annual club membership fee of £30 per child. Following this, a monthly standing order is required for each child, currently as follows:

All club fees are subject to change. For all second and subsequent children, there will be a 25% discount. Failure to pay may result in club membership being withdrawn.

Unless there is an acceptable medical reason (accompanied by a medical certificate or by discretion of the committee), training fees must be paid even if you do not swim. Please let us know if you are unable to swim due to ill health as soon as possible).

SASA Fees

Once the swimmer had joined the club there is a compulsory annual fee for joining SASA (Scottish Amateur Swimming Association). This is for insurance purposes, 3rd party and personal accident cover. In addition the swimmer is also insured to swim as a club representative in external galas. Fees for 2015/16 are £33 per person.

4. Where we swim

The competition pool, at the Inverness Leisure complex.

5. Squads and coaches

All our coaches are volunteers who generously give their free time to coaching the swimmers at the poolside. Progression through the squads is based on ability and is at the discretion of the coaches. The coaches concentrate on stroke improvement and building up stamina. Once able, swimmers are also encouraged to enter competitive swimming galas.

Our Coaches:

Head Coach	Maureen Keil
C Squad coach	Dawn MacBeth to contacted for initial enquiry
B Squad coach	Paul Moody
A Squad coach	Maureen Keil
Fitness squad coach	Paul Moody
Support Coaches:	Lynne Quinn, Denis MacIntosh, Joanne Williams, Jim Bromham, Jennifer MacDougall and Suzanne Gumbrell

6. Weekly timetable for squads

Sessions start promptly and swimmers must be on time and be at the poolside 15 minutes before the start of the session. Main club night for swimmers is a Wednesday. These sessions may be subject to change and an increase in sessions may be offered on an invitational basis:

A Squad: Wednesday night: land training 6pm – 7pm
 Wednesday night: 7.15pm – 8.45pm
 Thursday night: 6.15pm – 8pm
 Friday night: 7.30pm – 9.15pm
 Sunday morning: 7.30am – 9am

B Squad: Wednesday night: land training 6pm – 7pm
 Wednesday night: 7.15pm – 8.45pm
 Friday night: 5pm – 6.30pm
 Sunday morning: 9am – 10am

C Squad: Monday night: 6.15pm – 8pm Culloden Pool (by invitation only)
 Wednesday night 6.15pm – 7.15pm
 Friday night 6.30pm – 7.30pm

Fitness: Wednesday night 6.15pm – 7.15pm
Squad Friday night 7.30pm – 9.15pm

Fitness squad is aimed at swimmers who have been in HST or A Squad and have decided to keep swimming, but no longer at the same level of commitment to competitive swimming.

Criteria for moving between squads

Movement between squads will depend on the swimmers commitment, attitude and approach to their swimming as well as their times. Swimmers in B Squad should have or be working towards 15% of National times and A Squad swimmers need to achieve 10% of National times to be able to enter Highland Swim Team (Performance squad).

The coaching staff will inform your child which squad they are in and when they swim.

For more information about what is expected from each squad please visit the 'Training' section of our website.

Please ensure coaching staff are present before leaving any child at the pool and always be present for the child finishing the session.

7. What the swimmer needs for training

- Any suitable swimming costume (preferably training costume as these are chlorine protected)
- Swimming goggles in good working order
- Swimming cap, preferably a club cap, essential for long hair
- Water bottle filled with water or diluting juice (prevents dehydration and cramp)

As swimmers become more advanced you will also need to purchase more specialised equipment such as fins, pull buoys and floats. Your coach will advise you when these are required. These items can all be purchased at competitive prices online or through the club shop.

8. Swimmers Responsibility

DO Turn up for training poolside 15 minutes before the start of the session.
Respect coaches, other swimmers, pool staff & members of the public
Listen to what your coach is saying
Obey the Inverness Leisure pool attendants

DON'T Enter the water until instructed to do so by your coach
Indulge in horseplay in or around the pool
Deliberately damage equipment

9. Entering meets as a competitor

Swimming competitively in a meet or gala is great fun especially if you're there with your friends from Club. Your coach will advise you when you're ready and able to start entering meets and what meets you should enter.

Although everyone is encouraged to swim, to begin with it's not compulsory. However, as your swimming improves, it's good to see how well you are doing compared to other swimmers.

Please see our separate section about types of meet and how to enter in appendix 1.

10. Parental Support

All swimming clubs rely on parent volunteers. All parents should volunteer to become a technical official or join the Club Committee.

Technical Officials

IASC has an obligation to provide technical officials for galas in which IASC members want to compete. To volunteer as a technical official is not only essential for the club to compete but it is also great fun and very rewarding.

Listed over are the specific job titles and any committee member can provide further details:

Time keeper (free 3 hour training course provided - stopwatch/timing etc)

Judge Level 1

Judge Level 2

(free training course provided – includes judging at competitions on swim stroke/turns/starts/finish etc)

Referee

Starter

Recorder

Announcer

Committee Members

New members are elected onto the committee at the AGM. Their names and positions are posted on the Club notice board and website. Committee members are usually available on Wednesday Club night or can be contacted via email using the club address: info@invernessswimmingclub.co.uk

11. Club Shop

The club shop is located on the upper deck of the Inverness Leisure overlooking the competition pool, and is open to all members. The shop is open every other Wednesday night from around 6.15pm until 8pm. The shop stocks a large variety of swimming goods and additional items can be ordered directly from the supplier.

Club Colours

IASC official colours are Purple, Black and White. We have an official swim cap, technical t-shirt and hooded top. We would encourage as many swimmers as possible to adopt the club colours, especially at swim meets as this help identify our swimmers while in the pool. Club kit can be bought or ordered at the Club shop.

12. Highland Swim Team

Each year the coaches of IASC ask a number of swimmers to undergo a trial for selection to the Highland Swim Team (HST) development or National swimming squad. The swimmers are assessed by the HST coaching staff who make the final decision.

13. Other Affiliated Bodies in IASC

Masters

The club has a thriving and very successful Masters squad. Swimmers can join Masters training from the age of 16 and over. The current Masters contact is Stephen Meeks. For information about our Masters squad, please email the club at invernessswimmingclub@live.co.uk and this will be forwarded onto Stephen.

Water Polo

The Club has an affiliated Water Polo team. However at present due to personal circumstances there is no water polo being played in Inverness at this time. If and when this changes all club members will be notified.

14. Child Protection

Under the Child Protection Act 1995 (Scotland) the club has certain responsibilities to ensure the protection of children within the club. In this we are guided by the Highland Council Protection Committee and use SASA's recommendations regarding screening of active adult members of the club. Children under 12 years of age, must always be accompanied by an adult.

Appendix 1. Types of Meets and Entering

Entering Swim Meets

Inverness Swimming Club is a competitive swimming club therefore we do expect all of our swimmers, when ready, to enter swim meets in the North District area, and when ready across the UK.

There are different types of competitions, with most running over a whole day and are split into morning and afternoon sessions, however the larger events run over a weekend. Galas give swimmers a goal and a purpose for their training but are also good fun.

Each session starts with a warm-up and generally ends with a medal ceremony.

Club Championships

An annual event held over three nights with 2 in September/October and the third in November, the Club Championships are the highlight of the club year. Everyone in the club is encouraged to participate and have fun and there is no entry fee for events as this is included in the club membership fee.

This will probably be the first experience of competition for a young swimmer and is held at the Inverness Leisure competition pool.

Mini Meets

These meets are aimed at the younger, less experienced swimmer, and give a great introduction into the competitive environment. Usually these meets are for swimmers aged 11 and under.

Graded Meets

For graded meets a cut-off time is given for each event and swimmers entry times must be slower than the time given. These are designed to encourage novice swimmers and give them the opportunity to do well in a competition. "Speeding tickets" are given to those swimming faster than the cut-off time on the day (swimming "through" the cut-off time).

Open Meet

A wide variety of galas based on age or ability, which is promoted by a club affiliated to SASA. These events are usually subject to event qualifying times in order to control the number of entries and length of programme.

North District Meet

Entry depends on achieving qualifying times and is based on age (February to April) and ability (September to October). Entry is through IASC.

National Meets

This is the highest level of competition. Entry is usually through Highland Swim Team and qualifying times need to be achieved.

A Competition Calendar is posted on the I.A.S.C website. Please look ahead and note the dates of suitable galas in your diary.

Entry Forms

Entry forms are emailed to all the swimmers that are suited for that particular meet (based on age and times). A copy is also placed on the I.A.S.C Pool notice board and in the future on the club website.

Swimmers should select the events that they wish to compete in (ask your coach for advise if you're not sure). Forms should be completed and returned to the Meet Secretary before the form deadline, with a cheque payable to Inverness Swimming Club. Please don't leave it until the last minute because the club entry has to be processed and sent to the organisers before their deadline. **No entries will be accepted without payment.**

Entry Fees

At meets there is a fee for each event entered. Once the club entry has been sent to the competition organisers, refunds cannot be given for withdrawals.

In some competitions we can also enter relay events (if enough swimmers have entered). The club coaches decide who should be entered in each relay (based on age, sex and times).

Parental Help

There is also a section on the entry forms for "parental help". Swimming meets rely on swimmers' parents volunteering as timekeepers and judges. The organisers always ask for officials to accompany the swimmers as large numbers of officials are required. Please consider helping as, in addition to helping the swimmers, it is the best way to watch the races when spectator seating is limited.

At North District meets we are required to provide a certain number of officials to enter our swimmers. If we cannot provide enough officials, the number of swimmers we can enter is limited. Priority goes to the swimmers whose parents/guardians are judges, trainee judges, time keepers (depending on

number of signatures obtained) in that order. The entry form will tell you when this is the case.

A couple of weeks before a competition the Meet secretary will receive a draft programme. This is circulated to swimmers who entered via email. This will also contain the names of the volunteer technical officials for the day.

Reserve and Rejected Swims

Competitions are sometimes oversubscribed in a few events and when this happens the fastest swimmers are accepted, 2 or 3 swimmers are allocated a reserve swim and the rest are rejected. If you are a reserve then you may still get to swim if one of the accepted swimmers has to pull out. This often happens but reserve swimmers often only find out if they can swim on the day.

If you do not get to swim, a few weeks (sometimes months) after the meet a refund will be given for unsuccessful reserves and rejected swims. This is sent to and issued by the club.

Withdrawals

If you are ill and wish to withdraw a few days before a competition let the Meet Secretary know so that you can be withdrawn officially. Unfortunately the gala organisers will not refund your entry fee.

Results

Results are usually available within 2 weeks. They are generally posted on the pool notice board or foyer walls. At the end of each session copies of all the session's results are often available online. I.A.S.C results can be viewed on the club website.

The complete competition results are usually available on the North District website at <http://www.sasa.org.uk> or on the Swim Scotland Website at <http://www.swimscotland.co.uk>.

If you would like further information or have any queries about competitive swimming or ways on how you can help the club please just ask.