

Braunstone Swimming Club

Affiliated to Midland District and Leicestershire A.S.A.



Poolside Personnel Information Pack

Teachers & Coaches

We hope that you find this poolside handbook a useful tool to assist you in your role as teacher/coach with Braunstone Swimming Club.

Further information can be found on the club's website: www.braunstoneswimmingclub.org.uk or contact your mentor or Head Coach, Stuart Henson on 0778 6426 438 regarding anything to do with your role.

Please note it is important to remember that anyone 18 years or over working with young children must have an enhanced CRB check every 3 years. It is also mandatory that you attend Safeguarding and Protecting Children's course every 3 years. We encourage and support teachers to achieve the necessary qualifications and to receive ongoing development.

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Poolside Induction Checklist

'A poolside induction for new volunteers will assist the club in ensuring that the safety and welfare of members is addressed. The poolside induction checklist is an example of good practice in relation to health and safety.' (ASA)

NAME: _____

ROLE: _____

DATE STARTED: _____

Below is a list of information you should be aware of.

- Job description/expectations for Poolside Staff
- Emergency procedures
- Code of Ethics and Conduct
- Child Protection Policy
- Have attended Child Protection Training
- Incident Reporting
- Introduction to Teaching and Coaching Staff
- Teacher / Coaches meetings
- Shown around the Facility
- Equipment Storage
- Relevant Telephone Numbers
- Register of Swimmers
- Competition Calendar
- Club Handbook
- Committee Structure, roles and responsibilities
- Changing Face of Age Group Swimming Leaflet given (BAGCATS)
- Training Opportunities discussed
- Template for Record of Qualifications

Training Needs: _____

Any other comments: _____

Signature of New Starter: _____

Signature of Head Coach: _____

Date: _____

Squad Structure & Training Schedule

District Seniors	Venue	Time	Length	Teacher/Coach
Monday	Leisure Centre	6.30 – 8.00 pm	1.5	SH, JA
Tuesday	Winstanley	6.00 – 7.00 am	1	JA, YK
Wednesday	Winstanley	7.00 – 8.30 pm	1.5	SH, JA
Thursday	Winstanley	7.30 – 8.30 pm	1	SH, JA
Friday	Winstanley	5.30 – 7.00 pm	1.5	SH, JA
Saturday	Winstanley	8.15 – 9.45 am	1.5	SH
		Total hours	8 hrs	Total meters pw: Avg 20-24,000
Age	Youth → Senior			
Ability	County → Regional			
Criteria for Entry*	To attend 5/6 sessions per wk + 2 land training sessions Have targets for County & Regional Champs Log sessions			
Session Aims	To improve aerobic and anaerobic ability. Specific training for starts, turns, finishes. Race tactics, race preparation and rehearsal. Clear goals for achievement.			

District Juniors	Venue	Time	Length	Teacher/Coach
Monday	Winstanley	8.00 – 9.00 pm	1	SH, JA
Tuesday	Winstanley	6.00 – 7.00 am	1	JA, YK
Wednesday	Winstanley	7.00 – 8.30 pm	1.5	SH, JA
Thursday	Winstanley	5.30 – 6.30 pm	1	SH, JA
Friday	Winstanley	4.30 – 5.30 pm	1	SH, JA
Saturday	Winstanley	8.15 – 9.45 am	1.5	JA
		Total hours	7 hrs	Total meters pw: 12 – 16,000
Age	9 – 13 years girls, 10 – 14 boys			
Ability	County → Regional			
Criteria for Entry*	To attend 5/6 sessions per wk + 2 land training sessions Have goals and targets			
Session Aims	To develop aerobic capacity and skill development. Race tactics and race preparation and rehearsal. Clear goals for achievement.			

Seniors	Venue	Time	Length	Teacher/Coach
Monday	Leisure Centre/ Winstanley	6.30 – 8.00 pm	1.5	SH, JA
Wednesday	Winstanley	7.00 – 8.30 pm	1.5	SH, JA
Thursday	Winstanley	7.30 – 8.30 pm	1	SH
Friday	Winstanley	5.30 – 7.00 pm	1.5	SH, JA
		Total hours	5.5 hrs	Total meters pw: 12 - 16,000
Age	Youth → Senior			
Ability	Club → County			
Criteria for Entry*	Min. of 2 sessions per wk + 1 land training session			
Session Aims	To improve aerobic and anaerobic ability. Specific training for starts, turns, finishes. Race tactics, race preparation and rehearsal. Clear goals for achievement.			

Junior A	Venue	Time	Length	Teacher/Coach
Monday	Winstanley	8.00 – 9.00 pm	1	JA
Thursday	Winstanley	5.30 – 6.30 pm	1	JA, SH
Friday	Winstanley	7.00 – 8.30 pm	1.5	AK, YK
Saturday	Winstanley	11.30-12.30 pm	1	SH/JA/RH
		Total hours	4.5 hrs	Total meters pw: c4-8000 Skill Devt
Age	9 – 13 years girls, 10 – 14 boys			
Ability	Club → County			
Criteria for Entry*	Min. of 2 sessions per wk + 1 land training session			
Session Aims	To develop aerobic capacity and skill development. Race tactics and race preparation and rehearsal. Clear goals for achievement.			

Junior B	Venue	Time	Length	Teacher/Coach
Tuesday	Leisure Centre	6.30 – 7.30 pm	1	JA, SH
Thursday	Winstanley	6.30 – 7.30 pm	1	RH, EH,CA
Friday	Winstanley	7.00 – 8.30 pm	1.5	AK, YK
Saturday	Winstanley	11.30-12.30 pm	1	SH/JA/RH
		Total hours	4.5 hrs	Total meters pw : c4-8000 Skill Devt
Age	9 – 13 years girls, 10 – 14 boys			
Ability	Club			
Criteria for Entry*	Min. 2 sessions per wk + 1 land training session			
Session Aims	To develop aerobic capacity and skill development. Race tactics and race preparation and rehearsal. Clear goals for achievement.			

Development A	Venue	Time	Length	Teacher/Coach
Tuesday	Leisure Centre	7.30 – 8.30pm	1	Sue J, Stu J
Thursday	Winstanley	6.30 – 7.30 pm	1	RH
Friday	Leisure Centre	7.00 – 8.00 pm	1	RH, RM, JS, EH
Saturday	Winstanley	11.30–12.30 pm	1	JA
		Total hours	4 hrs	Skill Devt
Age	6 – 9 years			
Ability	Development			
Criteria for Entry*	Min. 2 sessions per wk + 1 land training session			
Session Aims	Skill and aerobic development			

Development B	Venue	Time	Length	Teacher/Coach
Tuesday	Leisure Centre	6.30 – 7.30pm	1	Sue J, Stu J
Friday	Leisure Centre	7.00 – 8.00 pm	1	RH, RM, JS, EH
Saturday	Winstanley	11.30–12.30 pm	1	JA
		Total hours	3 hrs	Skill Devt

Age	6 – 9 years
Ability	Development
Criteria for Entry*	Min. 2 sessions per wk + 1 land training session
Session Aims	Skill development

LEARN to SWIM	Venue	Time	Length	Teacher/Coach/Helpers
Saturday	Winstanley	9.45 – 11.15 am	1.5 (3x half hour sessions)	JS, Stu J, RH, EH, JA, CA, CR, MH, LA, AB, AH
Age	3 yrs upwards			
Ability	Non-swimmer, beginner, improver, Levels 1-7			
Criteria for Entry*	As set out in NPTS			
Session Aims	As set out in NPTS Level 1-7. To include: developing basic safety awareness, water confidence, safe entries into the water, submersion, buoyancy, watermanship, breathing, swimming, quality stroke techniques.			

DISABILITY TRAINING	Venue	Time	Length	Teacher/Coach
A lane can be made available at Winstanley on Fridays if required. However, it is the club's policy to integrate into mainstream swimming wherever possible.				
Age	n/a			
Ability	Non-swimmer upwards			
Criteria for Entry*	The club and teachers must be satisfied that they have the appropriate skills and equipment to satisfy the needs of the individual swimmer.			
Session Aims	To develop the individual's aquatic skills with the aim of inclusion in mainstream squads			

LAND TRAINING	Venue	Teacher/Coach
	Winstanley	Karl Strange (Strength Coach), Stuart Henson (Chief Coach), Asst Coach (J Ashmore), L2 Coach (R Hincks), L2 Teacher (S James)
Development Squad	Thursdays 6.10 – 6.30 pm	
Juniors	Thursdays 6.30 – 6.50 pm	
Seniors	Thursdays 7.10 – 7.30 pm	
"	Saturdays 9.45 – 10.05 am	
Session Aims	To develop flexibility/stretching, body weight exercises, core stability exercises, circuit training and where appropriate weight training	

*NB Progression to the next squad is finally up to the coaches/committee's discretion and available space.

Swimmers wishing to join the Club will be invited for a trial on Tuesdays at Braunstone Leisure Centre at 6.30 pm.

National Plan for Teaching Swimming Stages 1-7

Braunstone SC teaches children to swim using the National Plan for Teaching Swimming. This covers different levels incorporating skills and stroke development. The Plan has clearly defined criteria based on all areas of aquatics. Within each level and emphasis is based on correct technique, the highest level of water confidence and skills acquisition. The Club is committed to promote best practice in a safe, fun and controlled environment.

Stage	Pre-Requisite	Brief Overview of Stages	Awards Available
Stage 1	Be over 3 years of age	Developing safety awareness, movement skills and water confidence skills. Swimmers will use a variety of aids and equipment , eg woggles shark fins, floats, sinkers etc.	ASA Stage 1
Stage 2	ASA Stage 1	Developing safe entries to the water, including jumping in, floating, Rotation from front to back swimming on the front and back for 5 meter. Swimmers may use aids	ASA Stage 2
Stage 3	ASA Stage 2	Full submersion, swimming 10 meters on the front and back, progress rotation skills and water safety knowledge.	ASA Stage 3
Stage 4	ASA Stage 3	Developing the understanding of buoyancy , refining kicking technique for all strokes, and swimming 10 meters to a required standard	ASA Stage 4
Stage 5	ASA Stage 4	Developing 'watermanship' through sculling, treading water, hand stands and forward rolls. Also performing all strokes for a distance of 10 meters to a required standard	ASA Stage 5
Stage 6	ASA Stage 5	Developing effective swimming skills. Eg coordinated breathing; swim a distance of 25m; developing basic life saving in the water and understanding of preparation for exercise.	ASA Stage 6
Stage 7	ASA Stage 6	Developing quality stroke technique for 100 meters. Linking all skills learnt throughout stages 1-7 and combining these to complete an obstacle course and create a linked routine	ASA Stage 7

- The Scheme runs for 10 week cycles over the year. Swimmers are charged £35 per cycle. Payment is due on the first week of each 10 week block.
- Lessons are held on Saturday mornings at Winstanley Community College pool between 10.15 – 11.15 pm. Each session lasts for half an hour.
- All swimmers must become a member of the club for insurance purposes. Membership £35, payable after a two week trial.
- Learn to swim Scheme has an excellent Teacher/Swimmer ratio: max 1:8.
- Swimmers need to pass all of the criteria to progress onto the next Stage.
- Assessment of swimmers: continuous assessment and a final assessment in the 9th and 10th week.
- Swimmers swim for ASA badges Stages 1-7 during the Saturday morning sessions.
- Certificates can be purchased by swimmers/parents for each stage.
- Once a year there is a sponsored swim to achieve distance badges.
- All Swimmers will be invited to swim in the GB Challenge – a gala that introduces swimmers to fun, skill and competitive swimming, held 5 times per year.
- Once around stage 5/6 swimmers can join our week night training sessions to further develop their skill and can enter the club championships.

British Age Group categories – BAGCATS

Swimmers aged 9-13/14 years are encouraged

- To compete in a range of events
- To compete in a range of distances
- Not to compete in 100m events too soon

County, District/Regional and National programmes are designed to reward swimmers in this age group who are successful over a range of events, rather than at a single event. The following tables show the events included in BAGCATS for 25m and 50m pools,

A valuable tool for teachers and coaches is the ASA document “Success is Long Term” which takes you through the Journey of Swimming. You can access this on the link

http://www.swimming.org/assets/uploads/library/Long_term_athlete_development.pdf

(on the www.britishswimming.org website)

British Age Group Category District/Regional & National Awards (BAGCATS) 50m pool				
	Boys		Girls	
	District/Regional			
10 years	100s Form Distance IM	- best 100m* - best 200m form stroke - best 200/400 free - best 200/400 IM	100s Form Distance IM	- best 100m* - best 200m form stroke - best 200/400 free - best 200/400 IM
	District/Regional & National			
11 years	100s Form Distance IM	- best 100m* - best 200m form stroke - best 200/400 free - best 200/400 IM	100s Form Distance IM	- best 100m - best 200m form stroke - best 200/400/800 free - best 200/400 IM
	District/Regional & National			
12 years	100s Form Distance IM	- best 100m - best 200m form stroke - best 200/400/1500 free - best 200/400 IM	100s Form Distance IM	- best 100m - best 200m form stroke - best 200/400/800 free - best 200/400 IM
	District/Regional & National			
13 years	100s Form Distance IM	- best 100m - best 200m form stroke - best 200/400/1500 free - best 200/400 IM	100s Form Distance IM	- best 100m - best 200m form stroke - best 200/400/800 free - best 200/400 IM
	District/Regional & National			
14 years	100s Form Distance IM	- best 100m - best 200m form stroke - best 200/400/1500 free - best 200/400 IM	<i>Note: Girls 14 years and over and Boys 15 years and over will start to specialise in individual events and will swim in the Youth Championships.</i>	
100m years events marked *	<i>These events do not have a qualifying time. Entry will only be open to those swimmers with a qualifying time on the corresponding 200m event i.e. a swimmer qualifying for the 200m backstroke will be eligible to enter the 100m backstroke.</i>			

British Age Group Category County Awards (BAGCATS) 25m pool				
	Boys		Girls	
9 years	Sprint Form Distance IM	- best 50m - best 200m form stroke - 200 free - best 100/200 IM	Sprint Form Distance IM	- best 50m - best 200m form stroke - 200 free - best 100/200 IM
10 years	Sprint Form Distance IM	- best 50m - best 200m form stroke - best 200/400 free - best 100/200 IM	Sprint Form Distance IM	- best 50m - best 200m form stroke - best 200/400 free - best 100/200 IM
11 years	Sprint Form Distance IM	- best 50m - best 200m form stroke - best 200/400 free - best 100/200 IM	Sprint 100s Form Distance IM	- best 50m - best 100m - best 200m form stroke - best 200/400/800 free - best 100/200 IM
12 years	Sprint 100s Form Distance IM	- best 50m - best 100m - best 200m form stroke - best 200/400/1500 free - best 100/200/400 IM	Sprint 100s Form Distance IM	- best 50m - best 100m - best 200m form stroke - best 200/400/800 free - best 100/200/400 IM
13 years	Sprint 100s Form Distance IM	- best 50m - best 100m - best 200m form stroke - best 200/400/1500 free - best 100/200/400 IM	Sprint 100s Form Distance IM	- best 50m - best 100m - best 200m form stroke - best 200/400/800 free - best 100/200/400 IM
14 years	Sprint 100s Form Distance IM	- best 50m - best 100m - best 200m form stroke - best 200/400/1500 free - best 100/200/400 IM	<i>Note: Girls 14 years and over and Boys 15 years and over will start to specialise in individual events which will have individual awards.</i>	

Club Fixtures Jan – Dec 2011

January	Sat	15	Leicester Winter League Round 1 (A, B and C Teams)
	Sat	22	Disco and Presentation Evening - Winstanley Community College
	Sat	29	Braunstone SC, Jubilee Trophy Gala - Braunstone Leisure Centre (wu 6.00pm) (AEY) (A and B Teams)
February	Sat	12	Leicester Winter League Round 2 (A, B and C Teams)
	Sat	19	Braunstone Diddy Trophy Novice Gala - Braunstone LC (Ages 9,10,11) (wu 6.00pm) (AEY)
	Fri	25	Half Term February 21st-25th
	Sat	26	Sponsored Swim - Winstanley
March	Sat	5	<i>LASA Age Groups - Lough University 50m Pool (Gala 1 wu TBA)</i>
	Sun	6	<i>LASA Age Groups - Lough University 50m Pool (Gala 2 & 3 wu TBA)</i>
	Sat	12	<i>LASA Age Groups - Lough University 50m Pool (Gala 4 wu TBA)</i>
	Sun	13	<i>LASA Age Groups - Lough University 50m Pool (Galas 5 & 6 wu TBA)</i>
	Sat	19	<i>St Margarets Trophy Gala - Braunstone Leisure Centre (age as at 10th september 2011)</i>
	Fri	25	<i>LASA Age Groups - Braunstone Leisure Centre 25m Pool (Gala 7 wu TBA) (1500/800 Free)</i>
	Sat	26	<i>LASA Age Groups - Braunstone Leisure Centre 25m Pool (Galas 8 & 9 wu TBA)</i>
	Sun	27	<i>LASA Age Groups - Braunstone Leisure Centre 25m Pool (Galas 10 & 11 wu TBA)</i>
April	Fri	1	
	Sat	2	Leicester Winter League Round 3 (A, B and C Teams)
	Sun	3	<i>Nuneaton & Bedworth Open Meet April 2nd-3rd (Pingles)</i>
	Sat	9	Nuneaton/Leicester Diddy League Round 1
	Fri	15	<i>City of Leicester Age Group Open Meet April 15th - 17th</i>
	Fri	22	<i>Good Friday</i>
	Sat	23	<i>City of Birmingham Open Meet (April 22nd - 25th) (Stechford)</i>
	Mon	25	<i>Easter Monday</i>
	Fri	29	<i>Royal Wedding Holiday</i>
	Sat	30	<i>East & West Midlands Youth Champs, Coventry (April 30th- May 1st)</i>
May	Sun	1	
	Mon	2	May Day Holiday May 2nd
	Sat	7	Braunstone Sprints Championships - Braunstone Leisure Centre
	Sat	14	Nuneaton/Leicester Diddy League Round 2
	Fri	27	<i>COSSS "No Frills Open Meet" -Ponds Forge(May 27th-29th)</i>
	Sat	28	Premier Warehousing Trophy - Coventry Sports Centre (Ages 11/13/15/Open) (wu 6.00pm) (AEY) (A and B Teams)
	Mon	30	Bank Holiday May 30th (School Holiday May 30th - June *th)
June	Fri	3	
	Sat	4	<i>East & West Midlands Regional Age Groups, Coventry (June 4th-5th)</i>
	Sat	11	Oadby & Wigston Mayors Trophy - Wigston Pool (Ages TBC) (wu TBA) (B Grade Gala)
	Sun	12	<i>East & West Midlands Regional Age Groups, Coventry (June 11th-12th)</i>
	Sat	18	Fastwater Meet - Waendal Leisure Centre (Wellingborough) (11,13,15, Open)
	Sun	19	Bar-B-Q Presentation - Details to be Confirmed
	Sat	25	Nuneaton/Leicester Diddy League Round 3
July	Fri	1	
	Sat	2	Presidential Trophy - Braunstone Leisure Centre (11,12,13,15, Open) (B Grade Gala) (AEY)
	Sun	3	Braunstone Sprints Open Meet 2011
	Thur	21	<i>National Age Group Championships July 21st - 25th - Ponds Forge</i>
	Wed	27	<i>National Youth Championships July 27th - 31st - Ponds Forge</i>
August	Mon	29	Bank Holiday 29th August
September	Fri	2	
	Sat	3	Fowkes Trophy, (Waterfield Leisure Centre, Melton Mowbray) (10,12,14, Open) wu 6.00pm
	Sat	10	<i>Nuneaton Diddy League Finals (Wolverhampton)</i>
	Sat	17	LASA Inter Clubs Relays (Braunstone Leisure Centre - Date to be Confirmed)
	Sat	24	Braunstone Sports Trophy - Braunstone LC (Ages 11/13/15/Open) (wu 6.00pm) (A and B Teams)
October	Fri	7	
	Sat	8	National Arena League (A and B teams) / Leics Autumn League R1
	Sat	15	<i>Lincoln Vulcans Open Meet, Ponds Forge, Sheffield (Date to be Confirmed)</i>
	Sun	16	<i>National Inter Counties Team Championships, Ponds Forge, Sheffield</i>
	Sat	22	
	Sat	29	
November	Sat	5	
	Sat	12	National Arena League (A and B teams)/ Leics Autumn League R2
	Fri	18	
	Sat	19	<i>Major Oak Open Meet Nov 19th - 20th Watermeadows Mansfield (Date to be Confirmed)</i>
	Sun	20	
	Fri	25	City of Leicester Distance Open Meet November 25th-27th (Date to be Confirmed)
December	Fri	2	
	Sat	3	LASA Young Teams Gala (Braunstone Leisure Centre - Date to be Confirmed)
	Sun	4	<i>Regional Long/Short Course Champs, Venue TBA (Dec 3rd-4th)</i>
	Sat	10	National Arena League (A and B teams) / Leics Autumn League R3
	Sat	17	Braunstone Xmas Gala and Disco - (Ages 11,13,15, Open) wu 6.00pm (Braunstone Leisure Centre)
			Other Events Dates to be Arranged/Confirmed :-
			<i>BSC Sprint Championships- (April/May)</i>
			<i>BSC Long Distance Championships - (November/December).</i>
			AOD = Age On Day AEY = Age End Year (31.12.11)

Club Personnel October 2010 – October 2011

*President	Jean Shepherd
*Chairman	Trevor Henson
*Vice Chairman	Steve Martin
*General Secretary	Janet Eden
*Treasurer	Vincent Dobson
*Fixtures Secretary	Trevor Hincks
*Membership Secretary	Kara Shepherd
*Gala Secretary	Trevor Hincks
*Social Secretary	Yvonne King
*Fund Raising Secretary	Vacant
*Leicestershire ASA Delegate	Alan King
Welfare Officer	Trevor Henson until further notice
*Swim 21 Liaison Officer	Wendy Gent
*Health & Safety/Disability Liaison Officer	Alan King
*Schools Liaison Officer	Jim Lee
*Swimming Secretary	Kara Shepherd
Workforce Coordinator	Helen Hincks
*Club Coach	Stuart Henson
*Asst Club coach & Junior Squad Coach	Jo Ashmore
Swimming Teachers/Coaches:	
L2/3	Stuart Henson
L2	Jo Ashmore, Alan King, Rachel Hincks, Stuart James, Yvonne King, Sue James
L1	Sue James, Jean Shepherd, Emily Hincks, Ross Martin, Clare Ashmore, Clarissa Rigby, Shem Ardron

Poolside Helpers:

Lucy Ashmore, Amy Brett, Chloe Oliver, Matthew Hincks, Alex Henson

Team Managers:

Julie Birchenhall, Teresa Faulkner, Jo Ashmore, Sue James, Kara Shepherd, Michelle Tointon, Deborah Spicer, Clare West, Claire Wheatley

Role Descriptions Swimming Staff

Head Coach

JOB TITLE: Club Coach (Head Coach) L2/3
ACCOUNTABLE TO: Management Committee
QUALIFICATIONS: The Club Coach will normally hold an ASA Club Coach Certificate L3.

SKILLS REQUIRED:

- Ability to motivate swimmers and volunteers.
- Show an appropriate level of technical knowledge
- Good time management, ability to use time efficiently and effectively.

MAIN DUTIES

1. Develop and update with the help of the coaches a rolling 12-month forward training programme for all of the squads.
2. Allocate water time to the squads after consultation with the club committee.
3. Select a team in consultation with the appropriate Club personnel. I.e Swim Team Secretary and Team Managers.
4. Deliver the clubs coaching programme in conjunction with supporting Teaching and Coaching Team.
5. All coaches should be encouraged to obtain a relevant ASA qualification.
6. Attend all appropriate competitions.
7. Ensure that training schedules are prepared for the squads.
8. Attend to other such "general" duties associated with the post of Club Coach.
9. Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
10. To follow and promote the ASA Child Protection policy

Assistant Coach

JOB TITLE: Assistant Coach
RESPONSIBLE TO: Chief Coach
RESPONSIBLE FOR: Teaching/coaching groups, deputising for Head Coach, Learn to Swim scheme

SKILLS REQUIRED:

- Ability to motivate swimmers.
- Communicate effectively.
- Have appropriate level of knowledge and qualification for both Learn to Swim scheme and Skill Development

MAIN DUTIES

1. In collaboration with the Club Coach organise and have responsibility for Learn to Swim Scheme and sessions for Junior Squads
2. Plan and deliver Saturday teaching sessions, and coaching sessions appropriate to the junior swimmers
3. To cover for Club Coach when required
4. Ensure that you are made aware of special needs of the swimmers i.e. any medical conditions, physical impairments and fitness levels.
5. Make swimmers aware of their progress.
6. Abide by and promote all club policies.
7. Be aware of accident reporting procedures.
8. Be prepared to update qualifications as and when necessary
9. Member of swimming and management committee
10. To follow and promote the ASA Child Protection policy

Swimming Teacher

JOB TITLE: Teacher L1 & Senior L2
ACCOUNTABLE TO: Chief Coach
RESPONSIBLE FOR: Teaching Groups
RECOMMENDED QUALIFICATIONS: ASA Teachers Certificate
A first aid certificate would also be recommended

SKILLS REQUIRED:

- Sound organisational skills.
- Ability to motivate swimmers.
- Patience.
- Ability to communicate with effectiveness.

MAIN DUTIES

1. To work with a group of swimmers to help them achieve the aims required, to the clubs agreed lesson plans e.g. ASA National Plan for Teaching Swimming.
2. L2 teachers ONLY: prepare and execute Club's agreed lesson plans.
3. *Have access to the register* of all swimmers attending each session.
4. Make a note of details of any particular needs of an individual swimmer.
5. Ensure that you can access emergency contact details for all swimmers in your group.
6. Abide by all policies and codes as required by the club.
7. Be prepared to update qualifications as and when required.
8. Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
9. To follow and promote the ASA Child Protection policy

Team Manager

JOB TITLE: Team Manager
RESPONSIBLE TO: Chief Coach

SKILLS REQUIRED:

- Well organised and efficient
- Knowledge of the club and athletes(as appropriate)
- Excellent communicator
- Understanding and impartial
- Ability to respect confidentiality
- Ability to make decisions based upon the best interests of individuals and teams

MAIN DUTIES

1. Check the team list and rules of gala prior to the event and inform the Club Coach of any anomalies.
2. Be familiar with the team gala arrangements.
3. Responsible for prompting swimmers who have not confirmed availability on team lists.
4. Hold emergency and medical details of selected swimmers for your event.
5. Ensure that the team is taken to the appropriate venue.
6. Ensure swimmers wear appropriate warm poolside clothing and the Club uniform.
7. Promote the importance of good, sensible nutrition in preparation for an event.
8. Ensure that swimmers report in good time for each event.
9. Ensure that team behaviour is controlled.
10. Promote team spirit.
11. Submit results to Swimming Team Secretary.
12. To follow and promote the ASA Child Protection policy

Useful Telephone Numbers

Head Coach	Stuart Henson	0116 292 05227 07786426438
Asst Coach	Jo Ashmore	07917708810
Welfare Officer	Trevor Henson (until further notice)	0116 2874373
Swim Secretary	Kara Shepherd	07749030860
Teachers:	Rachel Hincks	0116 2892084
	Alan King	0116 2912776
	Yvonne King	0116 2912776
	Sue James	0116 223 8104/ 07854404112
	Jean Shepherd	0116 239 4772

Coaches / Teachers Meetings

Regular meetings for coaching and teaching staff are held – minimum of every three months. Minutes of the meetings are taken by the Swimming Secretary.

In addition there are opportunities for sharing knowledge, stroke analysis, skills stroke techniques. Watch noticeboard for details and speak to your mentor/head coach.

Nutrition for Peak Performance/Doping information

The ability to train to the levels which could ensure success may be considerably affected by a swimmer's diet.

What should be eaten?

Basically a balanced diet with an increased amount of foods rich in starchy, unrefined, complex carbohydrates (wholemeal bread, muesli, rice, pasta, potato, beans, peas, lentils – NOT confectionery, preserves, junk food or sugar!) should be eaten.

Night before competition

High carbohydrate, low fat meal with plenty of liquids (water, fruit juice)

e.g. Noodles, rice or pasta plus low fat sauce, deep pan pizza, beans on toast, cereal, potatoes (not chips!)

Pre-competition

Aim to eat 2-4 hours before competition starts. The meal should be high carbohydrate, low fat and protein.

e.g. Rice, pasta or potato dish, toast with marmalade or honey, breakfast cereals, pop tarts, beans on toast, bananas

Plenty of fluids – little and often up to the start of a race

e.g. water, fruit juice, cordial, sports drink.

Snacks during competition and after training

Carbohydrate should be refuelled with fluids (sports drink, juices, squash) up to one hour before the race.

If more than one hour until the next race, solid snacks are advised.

e.g. Sandwiches (banana, honey), muesli bars, popcorn, fruit, current buns, jelly cubes, rice pudding or yogurt (low fat).

After competition or hard training

Start drinking straight after plus a high carbohydrate snack then a low fat meal later.

e.g. Chinese meal (lots of noodles), Indian food (rice, breads), jacket potato, chicken Kebab (pitta bread), pizza or pasta.

Fluids

Loss of fluid is one of the major causes of fatigue in prolonged exercise. Drink before and more importantly immediately after training and if possible between sets.

e.g. Soft drinks, sports drinks, cordial.

ALWAYS CARRY SOME FOOD AND DRINK TO AVOID GETTING 'CAUGHT SHORT'.

Further details: http://www.derbyphoenix.com/misc/nutrition_eating.htm

Doping Information

The club is committed to "drug free" swimming

Full information, rules for British Swimming is found on the website: www.swimming.org | search for

Doping.

For an updated list of prohibited drugs/practice, refer to the World Anti-Doping Agency: www.wada-ama.org.

Club Emergency Procedures

In the event of an emergency please keep your squad together and ask them to leave the pool. If you are required to evacuate the building you must ensure that you can account for all of your swimmers. A register of swimmers attending a particular session will be available from the desk, should there be an emergency which could involve evacuation.

Fire Alarm

- 1 On hearing the fire alarm, the pool staff will instruct all club members to leave the area and to assemble by the exit doors.
- 2 If a fire is confirmed, the pools staff will calmly usher members through the exits to a safe assembly point these are:

Winstanley Pool

Exit through fire doors at the shallow end of the pool. Assemble on the grassed area next to the front car park (adjacent to the bungalow) as displayed on pool noticeboard.

Braunstone Leisure Centre

Braunstone Leisure Centre staff will lead you to the nearest fire exit.

Fire exits located: *Main pool* – on the poolside near to the wet changing area, directly leading outdoors.

Small pool – on the small poolside leading directly into the entrance of the pool area

Wet changing area – 2 exits (left & right) at top end of changing area

Assemble in car park at the front of the building.

- 3 Check roll call.
DO NOT re-enter the building until told that it is safe to do so by the Senior Fire Officer.

Power Failure

- 1 Emergency lighting will operate automatically when main lights fail.
- 2 Swimmers should leave the water and wait on the poolside away from the pool edges for further instruction.
- 3 Torches will be issued where appropriate.
- 4 If necessary the pool staff will organise changing arrangements
- 5 Change quickly and take away all belongings.

Drowning Alarm

Winstanley Pool

- 1 Use hand held radio to instruct premises officer to come to the pool immediately.
- 2 Begin non entry rescue. If unsuccessful provide water based rescue.
- 3 Clear the pool

Braunstone Leisure Centre

- 1 Alert lifeguard who will sound the drowning alarm and commence rescue
- 2 On hearing the drowning alarm, instruct all swimmers to swim to the nearest side immediately and to get out. You may be asked by the pool staff to take your squad off the poolside.

Accidents:

Accidents should be reported to the duty officer at the pool concerned, and should be recorded in the centre's accident log. It should also be recorded in the club's accident book kept at the club's cash desk.

Throughout any incident you must ensure that adequate supervision of the poolside continues.

The important action points are:

- Raise the alarm
- Call the emergency services (if necessary)
- Do not move someone with major injuries, wait for specialist help
- Ensure the rest of the group is properly supervised
- Contact the injured person's parent or carer – see membership card template for emergency information
- Complete the club's accident / incident record log
- Inform insurer

Emergency Equipment:

Normal Operating Procedures (NOPs) and Emergency Action Plans (EAPs)	<p>Winstanley Pool: Blue folder, Community Managers Office</p> <p>Braunstone Leisure Centre: Filing Cabinet in Duty Officer's Office</p>
First Aid Equipment	<p>Winstanley Pool: Emergency Resuscitation Box and first aid kit at deep end of pool and in the Community Office</p> <p>Braunstone Leisure Centre: Poolside First Aid Room. Portable first aid kits available from First aid room/reception/plant room</p>
Emergency Telephone	<p>Winstanley Pool: Emergency resuscitator box at deep end of pool. Pool No. 0116 2826639</p> <p>Braunstone Leisure Centre: Emergency Phone on poolside (dial 9 for outside line)/reception/Duty Officer's office</p>
Accident Log	<p>Winstanley Pool: BSC log held with register at pay desk. Winstanley CC held in Community Office.</p> <p>Braunstone Leisure Centre: Recorded in BLC system – in Duty Officer's office/reception.</p>

Links to Club Policies

Codes of Conduct

http://www.bsc-swim.co.uk/documents/Swim_21/Club_Policies/Code_of_Conduct/Code%20of%20Conduct.pdf

Code of Ethics

http://www.bsc-swim.co.uk/documents/Swim_21/Club_Policies/Code_of_Ethics/ASA%20Code%20of%20Ethics.pdf

Child Welfare

http://www.bsc-swim.co.uk/documents/Swim_21/Club_Policies/Child_Welfare/BSC_Child_Welfare_SubMenuSheet.pdf

Funding for Courses

http://www.bsc-swim.co.uk/documents/Swim_21/General_Club_Info/Funding/Funding%20for%20courses.pdf

Coaches Philosophy Statement

http://www.bsc-swim.co.uk/documents/Swim_21/General_Club_Info/Others/Philosophy%20Statement%20Head%20Coach.pdf

Coaches Macrocycle – Annual Plan for 2011-12

http://www.bsc-swim.co.uk/documents/Swim_21/General_Club_Info/Others/Coaches%20Macrocycle%20Annual%20Plan%202011-12.pdf

Further swimming and general information can be found in the members area on the club website:

www.braunstone.org.uk

Braunstone Swimmers Training LOG (District squads)

Cycle: _____

Training

Phase: _____

Squad: _____

SUN	MON	TUES	WEDS	THURS	FRI	SAT

Meters: _____

Name: _____

Week

commencing: _____

Day	Volume	Workload	Land conditioning
Sun			
Mon			
Tues			
Weds			
Thurs			
Fri			
Sat			
TOTAL			

SWIMMER COMMENTS:

COACHES FEEDBACK:

Staff Record of Qualifications

ASA COACH

ASA CLUB COACH

ASA TEACHER

ASA ASSISTANT TEACHER

ASA LANE COACH

TEACHER/COACH NAME:

QUALIFICATION TITLE	DATE of QUALIFICATION	CPD courses Attended	CERTIFICATE No:	ISTC/BSCTA Reg No:

Note:

It is important the club ensures its teachers/coaches maintain their membership of the ISTC/BSCTA to retain their insurance cover.

It is recommended that a separate list be kept for each qualification.

Please remember to inform the Swimming Secretary of any changes to your qualifications