



Romsey and Totton Swimming Club

Members Information Pack

www.ratswim.com



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1.0 Introduction

Welcome to Romsey and Totton Swimming Club.

We hope you will have an enjoyable and happy time as a swimmer at our club and that you make many new friends and enjoy learning to swim, training and competing with us.

This information pack has been put together to provide members with some key information that we hope will enable you to get the best out of the Club. Further information is available on the website www.ratswim.com which contains up to date information with regard to team selection, galas & alterations to training schedules, so please check regularly. Sign up to the website & and you will be automatically be added to the mailing list. This way you will receive automatic notification when new information is posted on it, i.e. team sheets etc.

2.1 Club Aims

The Club aims to provide lessons; recreational and competitive swimming for all ages, and provide a framework for all swimmers to reach their full potential. We aim to run a friendly Club and hope that everyone enjoys their swimming. We are affiliated to the "South East Region Amateur Swimming Association" and assigned to "Hampshire County ASA".

We aim to keep you informed as much as possible about all aspects of the club. One of the ways we can easily do this is by email, but this is heavily reliant on you keeping us informed of any changes to your personal details, Please remember to where possible, always provide us with an up-to-date email address.

We hope you will have a very happy and successful time while a member of the swimming club.

3.0 Swimming Lessons

All new swimmers will be invited to attend a trial with our Head coach, who will assess their swimming ability & then place them in the appropriate class

Romsey (Monday night)	
19.00	Lessons
19.30	Lessons
Totton (Friday night)	
18.30	Lessons
19.00	Lessons
19.30	Lessons

Lessons fees are due on the first session of each term at Romsey and the first session of each half term at Totton.

ASA insurance payments are due to be paid at joining and then annually on the 1st January (see ASA section)

Lessons follow the ASA national swim plan & certificates & badges are awarded up to level 8. Once you have reached level 8 of the swim plan you will be invited to join the Club.

Romsey & Totton Swimming Club takes no responsibility for swimmers using the pools' changing facilities & once the swimmer leaves the poolside. Therefore, a parent (or responsible person) of children participating in swimming lessons should remain within the building during lessons.

Please look on the "[Fees](#)" page of the club web site for up to date charges.

4.0 ASA Membership

All members (lessons, swimmers, coaches & most volunteers at the club) have to become members of the Amateur Swimming Association (ASA).

The fee payable depends on the category of registration the member requires. Each member is issued with an ASA Membership card which will display the members name, ID number and date of birth. The categories are listed below (see www.swimming.org/asa/Clubs-and-members/categories-of-membership/ for fees).

This fee is due when you join the Club & then on the 1st January of subsequent years. This fee remains constant throughout the membership period. The fee not proportioned at the joining date.

ASA Category 1 membership is for members of any age who are learning to swim or who are swimmers at any level, who compete in galas & events within the county, other than those mentioned in category 2.

ASA Category 2 memberships are for all members of any age who compete in open competitions, leagues that end in national final, county championships & beyond!

ASA Category 3 membership is for administrators; associate members; coaches; helpers; honorary members; life members; officers; qualified officials of any discipline; patrons; teachers; presidents/vice-presidents and verifiers or tutors of the Association's educational certificates.

5.0 Club Membership

Membership is subject to initial appraisal from the Head coach.

5.1 Club Nights

Membership fees are paid annually and need to be paid on the 1st February of each year. Should you join later in the year, the fee is reduced on a pro-rata basis. *Please look on the "[Fees](#)" page of the club web site for up to date charges.*

If the membership is not paid within 30 days of the due date then the swimmer's membership will be suspended and therefore they would not be able to swim.

Membership entitles a swimmer to *one half hour swim per week*, on a designated Club night (Mondays at Romsey Rapids or Fridays at Totton Recreation Centre) in a group most suited to the swimmers ability.

The Club sessions run during the school holidays but not on bank holidays. (However, there is a revised schedule during the summer holidays, details will be on the website)

Club Nights Timetable

Romsey (Monday night)	
20.00	Club night session 1 (juniors)
20.30	Club night session 2 (seniors)
Totton (Friday night)	
19.30 – 20.00	Club night, available to those not paying for extra training
20.30	Club night (juniors in extra training)
21.00	Club night (seniors in extra training)

Your Club membership entitles you to only one half hour swim per week

5.2 Extra Training

Swimmers will be encouraged to do extra training to develop their swim times & competitive ability. If you choose to undertake additional training, a monthly fee is payable by standing order (current rate can be found on the website).

Your coach will advise you as to which sessions will be most suitable for you to attend.

Please ensure that the standing order payments are being made before you attend any extra training sessions.

By doing extra sessions on a weekly basis, you also qualify for land training to improve fitness & stamina, on a Friday night at 19.30 at Totton.

Extra Training Timetable

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Totton 06.00 – 07.00		Totton 06.00 – 07.00		Totton 06.00– 07.00	Hounslow 08.00– 09.30	Totton 09.00– 10.30
	Totton 19.05 – 20.05	Romsey 18.30 – 20.00	Hounslow 18.30 – 20.30 (by invite only)	Totton 19.30 –20.30 Land training		

Please note:

- Training schedule is correct at time of printing but please check website for any amendments
- Club Night does NOT count as extra training

6.0 Club Officials

6.1 The Main Club Committee

The Club is managed by a committee (all volunteers) and an AGM is held in January each year where all Officers and Committee Members stand down or stand for re-election. We are able to elect up to 12 Committee Members. The AGM is open to all parents to attend.

To help out at the Club you do not have to be a committee member. All offers of help are welcome as the Club could not run without volunteers filling these vital roles. You do have to be a Club member, but there is no charge made for this. You may be subject to a CRB check too, depending on the role you undertake. Again, this is at no cost to you.

Up to date names for these roles are listed on the website www.ratswim.com along with the dates & times of when the Committees meet, along with minutes of previous meetings

If you have any queries, contact the Club Secretary

6.2 Club Desk

On both Mondays & Fridays evenings during school term times, we aim to run a desk to provide membership details, receive payments for lessons and Club Members and give advice and information on forthcoming galas, joining the Club etc

6.3 Parents Supporters Associations (PSA)

We have a PSA who meet on a regular basis and their main role is to fund raise for the Club. They also help to host galas by providing refreshments, holding a raffle and organise social events, including an annual presentation night and other social/fund-raising events. They also run the 100 Club. The PSA is open to all and is always looking to welcome new members. For more information, please speak to a PSA member, or ask at the Club desk.

In addition to this there is a Swim shop selling all your requirements for swim gear and is normally run at the Totton Club night on a Friday. However, orders will be accepted by email as detailed on the website

6.4 Gala Officials

We have an excellent record for keeping up our number of timekeepers, judges and referees, but we are always on the look out for more. For each gala the Club enters we are required to provide officials to help run that gala. So if we cannot provide officials then it becomes difficult to run a gala. They also have a crucial role to play when we run our own Club Championships.

If you are interested in becoming a poolside official or helping out with the running of the Club please contact the desk on either a Monday (Romsey) or Friday (Totton) Club night.

Any offer of help is greatly appreciated and without it, the Club could not exist.

6.5 Club Captains

Each year, the Club appoints a senior boy and girl Club captain and a boy and girl vice captain. This decision is made by the committee in consultation with the Head coach, and the appointments are made at the Club AGM. In addition to this, junior boy and girl captains are also appointed. They act as role models, ambassadors for the Club & provide a link between the members & the management structure, as well as contributing to their own personal development.

7.0 Galas

The Club enters competitive galas at different levels of ability & teams are selected by the Head Coach to suit the level of each competition. Teams are entered into the Novice League (where you can get disqualified for going too fast!) up to galas that have a National final.

Team lists are posted on the website & it is imperative that if you are selected for a gala that you inform the organisers of your availability, as your team will be relying on all its swimmers attending.

If you are selected to swim for the Club you will need to take with you a t-shirt and shorts for the poolside, spare costume, goggles, hats, towel (s). You will also need a drink (not fizzy) and snacks such as jelly sweets or nutrition bars for in-between races.

Swimmers usually make their own way to galas (with a little help from their parents) but this becomes a good opportunity to get to know others and perhaps share lifts to save on the fuel.

Spectators are always welcome; there is normally an admission charge for entry which includes a programme.

The Club also encourages swimmers to compete in "Open" competitions & although we like to attend as a team, you are responsible for the entry application & fees.

Each year the Club runs its own Club championships (in the autumn) & Novice championships (in the spring/early summer) and all members (including level 7/8 lessons) are encouraged to participate.

For further advice or guidance, please visit the website www.ratswim.com

8.0 Club Statements

8.1 Club Rules & Constitution

The complete rules & constitution of the Club are available on the website & printed copies are available at the Club desk on request.

8.2 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 equality 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 Equality:

Sports Equality 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

8.3 Safeguarding Policy.

The Club has a child safeguarding policy. The Club Welfare Officer will have a copy of this, or a copy can be obtained from the Club website. The Club is committed to your welfare and if you are concerned about any aspect of what is happening to you while you are at the Club, either due to the behaviour of adults or other young people, you can speak to your parent or the Club welfare officer. The Club Welfare Officer will help you and your parents deal with the concern appropriately.

Details on how to contact the Club Welfare Officer are posted on the website.

You can also contact the Swimline helpline to talk about your concerns with a person who understands swimming and the welfare of children and young people. Swimline is contactable on **0808 100 4001**. You will be asked to leave a number at which a swim-liner can call you back within 24 hours. This number will also access the NSPCC/Child Line helpline number if you need to speak to someone immediately just hang on until your call is answered.

Your Club does not condone bullying of any kind, by adults or juniors, and has an anti bullying policy. You can ask your Welfare Officer or parents to get you a copy of the ASA policy on their website. Go to www.swimming.org/asa/clubs-and-members/wavepower/

We expect all our swimmers to behave in an appropriate manner to their coaches, all Club helpers, fellow swimmers and all adults and young people you have contact with in competitions. We have a Code of Conduct that swimmers and parents will be asked to respect. This is shown on the next page.

8.4 Club Code of Conduct

APPLICABLE TO ALL MEMBERS AND PARENTS of MEMBERS

The Club is affiliated to the South East Region Amateur Swimming Association (SEASA). The rules of the ASA, the SEASA and the Hampshire County ASA are applicable to the Club and its members.

- When at the pool or centre, the rules of the pool or centre shall apply to all members and parents.
- The Club expects all to act in a manner that enhances the name of the Club and not in a manner that is detrimental to the Club, other members, the coaching/teaching staff or the committee and officers of the Club.
- The Club whilst promoting competition also expects all to maintain a friendly atmosphere within the Club.
- Older members of the Club are expected to be involved in encouraging and providing their expertise in supporting the younger members of the Club.

8.4.1 General Behaviour

Treat all members of the club with due respect including:

- Fellow swimmers
- Coaches
- Officials
- Parents
- Treat all competitors and representatives from competing clubs with due respect.
- The use of inappropriate or abusive language, bullying, harassment, discrimination or physical violence will not be tolerated and could result in action being taken through the club disciplinary (see Club Rules) or child welfare policy.

8.4.2 Swimming Training

- Arrive in good time to stretch, 15 - 20 minutes before start time.
- Have all your equipment with you, i.e. paddles; kick boards, hats, goggles etc.
- Use the lavatory before training begins. Always inform the coach if you need to leave the pool during training.
- Listen to what your coach is telling you.
- Always swim to the wall as you do in a race, and practice turns as instructed.
- Do not stop and stand in the lane, you may get injured.
- Do not pull on the ropes as this may injure other swimmers.
- Do not skip lengths or sets you are only cheating yourself.
- Think about what you are doing during training.

8.4.3 Competition

- You must swim events and galas that the Head Coach has entered/selected you for unless agreed otherwise by prior agreement with the relevant club official.
- At Open Meets, check when you should post your cards (if applicable) and be sure to post them on time.

- Warm-up before the event. Prepare yourself for the race.
- Warm up properly by swimming, not playing or stopping in the lane. Turning practice should have taken place during your normal training sessions.
- Be part of the team. Stay with the team on poolside. If you leave for any reason you must tell the Head Coach and/or Team Manager where you are going.
- Listen for your race to be announced. Go to the marshalling area in time and report in. Take your hat and goggles with you.
- Support your team mates. Everyone likes to be supported.
- You must wear club tee-shirt and hats when representing the club.
- Swim down after the race, if possible. Do not use this time to play.
- After your race report to the coach, not your parents. Receive feedback on your race and splits.

If you are unsure about any aspect of the Code of Conduct please feel free to ask.

8.5 Swim 21

Romsey and Totton Swimming Club first achieved their Swim 21 Accreditation in August 2004 and this has been maintained with the latest full accreditation being achieved in August 2008.

Swim 21 is the ASA's Club development model. It is a planning tool, based on the principles of Long Term Athlete Development, enabling Clubs to help athletes, teachers, coaches and administrators to achieve their full potential. It focuses particularly on the needs of athletes - striving to provide them with the best possible support and environment.

Swim 21 Accreditation is a 'Quality mark'. It recognises nationally and regionally, the Clubs that are committed to providing safe, effective and quality services for the benefit of their members. Clubs work steadily towards the attainment of a series of outcomes all of which are seen as essential if the right level of support is to be provided at each stage of an athlete's development.

Swim 21 Accreditation is available to ASA Clubs of all aquatic disciplines and are positioned at one or more of the four levels of:

- Teaching
- Skill Development
- Competitive
- Performance

To understand the benefits of being a Swim 21 Accredited Club, or for further information about Swim 21, please see the ASA website by following this link:

<http://www.swimming.org/asa/clubs-and-members/swim21-accreditation>

Please consider “signing up” to our web site www.ratswim.com

Doing so will mean you will get email alerts about important information regarding Team Sheets etc.

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