



Heanor Swimming Club ~ Club Rules

Guidance for members

What the club expects from each member :-

- To arrive for Lessons, Rookie or Speed sessions on time.
- To have all the appropriate equipment (swim caps to be worn, girls swimwear must be a one piece swimsuit).
- To participate for the entirety of their lesson.
- Not to attend if they have had a stomach upset within 48hours, have a cold, have an ear or throat infection.
- To inform coaches of any medical conditions recently developed and have any necessary treatments available.
- To use the lockers provided to store personal belongings. (HSC takes no responsibility for the loss or damage of personal items)
- To comply with reasonable instructions made by coaches, poolside helpers, committee members and Leisure Centre staff.
- To be attentive during sessions and not distract other members.
- Not to use mobile phones during coaching sessions. (Except in an emergency and in agreement with the coach.)
- To behave in a respectful manner at all times.
- To be able to contact their parent/guardian should sessions be terminated early for any reason.
- To behave in a safe and responsible manner at all times.

Heanor Swimming Club is committed to providing a safe and friendly atmosphere for all of its members so that they can participate in swimming and life saving activities in a relaxed and secure environment.

Bullying of any kind will not be tolerated. Any reported incidents will be investigated and addressed.

Guidance for Parents

What the club expects from each parent :-

- Maintain prompt payment of membership fees and other costs as necessary.
- Control the behaviour of children for whom they have parental responsibilities when not under the direct supervision of HSC coaches on poolside.
- To collect children promptly at the end of the session.
- Update information relating to their child's membership of the club.
- Update the club on any changes to their child's health and new medical conditions.
- Provide a written decision about the use of photographs that may include their child for publication in club resources and local/national publications.
- To provide written consent for members age 16 years and under participating in events other than the usual club sessions on a Monday and Friday evening.
- Use appropriate means to give feedback to coaches and committee members respecting individual's work and family commitments.

For parents of members over the age of 11 years only :-

- Ensure their child is able to contact them should sessions be terminated unexpectedly.
- Be available to collect their child promptly should sessions be terminated unexpectedly.



For parents of members under the age of 11 only :-

To be present on poolside or nominate a responsible adult to take on parental responsibility in their absence during club sessions.

The responsible adult must be clearly identified to the coaching team prior to the commencement of the session!

Guidance for Coaches and poolside helpers

Coaches and poolside helpers are expected to :-

- Abide by the Code of conduct adopted by HSC committee
- Communicate clearly and consistently with members and parents with regards to changes to lessons, training sessions and plans for external activities.
- Provide information about team selection processes.
- Apply HSC rules fairly and consistently.
- Refer disciplinary issues requiring sanctions outside the poolside disciplinary guidance to committee for investigation
- Ensure they are appropriately trained and have regular updates as required by the relevant governing bodies.
- Undertake to be CRB checked.
- Reassure children in the case of accident or injury and seek support from poolside Lifeguard who will provide first aid, request any additional attention and record incident if necessary. Parents should be contacted by Coaches at the earliest opportunity.

Guidance for Committee Members

Committee members are expected to :-

- Abide by the Code of Conduct adopted by HSC committee.
- Respect confidentiality within the Committee structure.
- Act in accordance with the adopted Constitution.
- Respect the opinions of other group members.
- Ensure that other committee members are aware of decisions and actions taken by them.
- Attend Committee meetings on a regular basis and participate to maintain and develop club activity.
- Co-ordinate communication with Members and Parents.
- Investigate any complaints and take action as necessary.

General

Club Philosophy :-

- The Club recognises that a healthy balance is needed during children's younger years to give other sporting or social opportunities for development, such that a positive "fun" element is maintained to balance the aspects of skills development and competition.
- The club acknowledges the support and help that parents can offer both to their children and the Club by offering skills and experiences.



Club Background and Operating Methods :-

- HSC has operated at the Leisure Centre in Heanor for over thirty five years, currently holding Club sessions on Monday and Friday Evenings.
- Whilst the club was initially a “speed” swimming club, a change in club membership profile and growing successes in competitive Lifesaving has resulted in the current format of a well-known and respected Lifesaving Club which competes at all levels throughout the UK and has past UK and European Champions within its membership.
- Membership is via a waiting-list for non-swimmers, whilst a trial assessment is used to determine the current skills of other candidates and highlight any particular development needs.
- Details of the operating hours and many updates on events and results are posted on the Club Website (www.heanorswimmingclub.org) which is generally used to feature upcoming events and inviting register of interest from members and parents.
- All new members will be provided with a Welcome Pack.
- All groups within the club are invited to attend the AGM meeting and can volunteer to become members of the HSC Committee in designated roles. New members are always welcome.
- Junior members will be given the opportunity to participate in a junior forum to provide feedback to the Committee on a regular basis.
- All information regarding activities within the club and events that have been arranged at other venues will be displayed on the club website. Some activities may require you to identify an interest by contacting the competition secretary either poolside or by email. Additional costs may also be charged to attend these events.
- Information about forthcoming events can also be sent by email.

You can register your email with the club at: competition@heanorswimmingclub.org

Club Organisation Methods:-

- The Club operates to a constitution which aims to cover a wide range of aspects.
- The constitution is formally reviewed at each AGM to consider its appropriateness both in terms of the requirements of the Club and in terms of any external requirements such as those of the Leisure Centre or those of the approved authorities (e.g. RLSS UK / SLS GB / SLSA Wales).
- The Club operates a number of policies including those for Equal Opportunities, Child Protection Policy, etc.
- HSC has an Organising Committee which aims to meet formally each month working to a given agenda to include opportunities for AOB Items.
- Occasionally, there is a need for sub-committee(s) to consider particular issues before feed-back to the full committee.
- Membership of the main committee is normally and formally reviewed at the AGM which is held each October when attendance is open to all Club members and parents.
- Whilst the occasion of the AGM is the ideal time to formally welcome new active helpers onto the organising committee, there are always other opportunities and occasions for helpers throughout the full year.
- New helpers are always welcome to ensure fresh ideas and the continuity of the club for the future.

Discipline Procedure

The lessons should be fun and enjoyable for both Coaches and Students and therefore the discipline procedure is to be implemented primarily to ensure that disruptive Students do not spoil the training for others.

The structure for the discipline procedure will be generally as follows: -



- The Coach will speak to the Student on their own and explain what they are doing wrong and the potential consequences of their actions,
- If they still persist, the Student will be asked to get out of the pool and stand against the poolside for no more than 10 minutes.
- If their unacceptable behaviour continues then the Coach shall refer the matter to the Head Coach, Chairman, Lifesaving Officer or Swimming Officer, who may ask the Student to leave the pool.
- A repeated breach of rules resulting in the use of the above disciplinary procedure will result in a disciplinary investigation and could lead to action being taken against a member including temporary suspension from lessons for a period or even termination in membership.

Examples of when it should be necessary to introduce the discipline procedure to a student may include: -

- Breaking the HLC rules or causing damage to property
- Continually causing a disturbance during lessons
- Rudeness to the Coach
- Swearing
- Endangering others i.e. fighting, jumping into the pool
- Refusing to participate in given activities

In all cases where it is necessary to implement the discipline procedure, the reasons for doing so will be explained to the responsible Parent or Guardian. Any appeals against the use of this procedure should be made to the Club Chairman.

Parents or Guardians are asked to respect the position of the Coaches, and not seek to debate the use of the procedure with the Coaches at the time of its implementation. Actions available to Club officials following a disciplinary investigation include temporary suspension from lessons for a period or even termination of membership.

Responsibilities of Parents/Guardians :-

The function of the Swimming Club is to provide training in Swimming and Lifesaving, and the opportunity to participate in related competitions. As such, the responsibilities of the Club and its officials are limited to these activities, and ensuring the safety and well-being of participants.

The Club and its officials are **NOT** responsible for the Supervision of Children outside of the pool or poolside area.

Parents and Guardians are specifically asked to note the following:

- Please **do not** just "drop-off" your children at the Leisure Centre Entrance and drive away. There have been circumstances where the Club has had to be cancelled at short-notice because of problems with the pool, and children have been left stranded.
- For children up to the age of 11 years old the club expects parents and guardians to remain with their child during sessions at the club. If this is not possible parents must appoint and identify a responsible adult to take on parental responsibility in their absence.
- Parents must ensure all members are able to contact them during club sessions in case of emergency or termination of the session and be available to collect members as necessary.
- Please ensure that the membership secretary holds current 'Emergency Contact Details' for your Children, and is kept up-to-date. If you are unsure about this, please speak to a Club Official, who will arrange for this to be checked.



- The Club is not responsible for activities in the Changing Room areas, and may not always have exclusive use of these areas.
- Please ensure that your Children do not leave unattended clothing or belongings on the benches in the Changing Rooms. Please encourage them to use the lockers, or to put their things in a bag that can be left with you.
- On no account should valuables be left in the Changing Rooms. Unfortunately, thefts from these areas do happen, and the Club cannot be held in any way responsible if things are taken from the Changing Areas,
- Please ensure that your children are adequately supervised, well behaved, act in a safe and responsible manner to avoid unnecessary disruption and to ensure their safety and the safety of others.

Revised 15th March 2010.