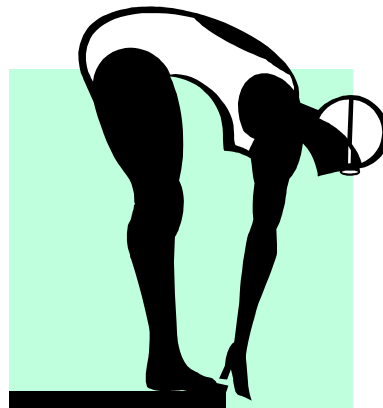


# WELCOME TO BRIDGE OF DON A.S.C.



## Information for Swimmers And Parents



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## BRIDGE OF DON ASC

Bridge Of Don ASC is an amateur swimming club, registered with SwiMark, see Appendix C, the Scottish Amateur Swimming Association (SASA) and is a member of the City of Aberdeen Swim team (COAST), see Appendix B. We offer the first step in competitive swimming for youngsters aged from 8 – 20 years and Learn to Swim Lessons from the age of 5.

### MISSION STATEMENT

We are an open, non profit-making club, formed in 1980 to teach children how to swim and to encourage them to progress to competitive level. As a member of the club, swimmers will have the opportunity to:

- Develop their swimming skills
- Improve their fitness
- Make new friends
- Meet their friends at regular training sessions
- Swim in friendly local competitions
- Compete at the level they want to
- Enjoy organised swimming trips, mainly in NE Scotland.

Bridge of Don ASC runs its own Learn to Swim Programme for beginners at Linksfield Community Education Centre, continuing onto Bridge of Don Swimming Pool. Aberdeen City Council also runs their own Learn to Swim Programme under the Aberdeen City Aquatics Programme.

Bridge of Don ASC takes children who have progressed to ACAP level 5 or via another swimming lesson scheme and introduces them to competitive swimming.

All of our training normally takes place at Bridge of Don Community pool (5 lane x 25metres).

Bridge of Don has always been a club run by member's parents. We have not relied significantly on professional staff. As a result we are able to charge very reasonable fees. Parental support is encouraged; indeed it is essential to the running and well being of the club. See page 9: 'Parental involvement/how to help'.

## SWIMMING WITH BRIDGE OF DON

### TRAINING

#### Squads

Bridge of Don has five training squads. Junior Coaching squads 1, 2 & 3, Elite and Associates squad. Swimmers normally begin in JC1 and progress through the squads to JC3. You may then move into COAST or, if you prefer, remain training with the club in the Elite squad.

Swimmers are expected to attend a set percentage of their squad sessions. Please refer to Appendix A.

Please refer to Appendix A for the training schedules of each squad.

## **Dropping off and collecting swimmers from training**

Sessions start promptly and swimmers must be on time. Swimmers should be on the poolside at least 5 minutes before the start of each session. Swimmers should use the toilet and shower facilities before going onto the poolside.

**Please ensure a coach is present before leaving a child at the pool. Please collect children within 10 minutes of the close of the session.**

Most of our swimmers live locally. It is often possible to arrange lift shares to and from sessions by speaking to other parents.

## **School Holidays and Bank Holidays**

Training normally stops for five weeks during summer, and the Christmas holidays. We still train during Easter and October holidays. Please ensure you check the **notice board** at Bridge of Don swimming pool, the web site, or with your squad coach for details of all dates and cancelled training sessions.

## **Spectating at training sessions**

There are facilities for spectating at Bridge of Don swimming pool; parents are welcome to watch training sessions.

## **Behaviour of swimmers**

Swimmers need to obey a few basic rules for safety and enjoyment of all:

Swimmers **MUST NOT**:

- Enter the water until instructed to do so by the coach or assistant helper.
- Lean or sit on the lane ropes.
- Horseplay in or around the pool, or in the changing rooms.
- Dive at the shallow end of the pool.
- Vandalise or damage equipment or council property.

Swimmers **MUST**:

- Pay attention, listen to the coach / assistant helper and act on instructions given.
- Obey whistle signals: One blast on the whistle draws attention to the coach. Swimmers must stop and look up.
- Be respectful towards coaches, assistant helpers, parents and other swimmers.
- Obey poolside staff.
- Take swimming bags onto poolside during training session.
- Dress quickly and vacate the changing rooms in an orderly fashion. Once a training session is finished parents are responsible for their children.

The club maintains the right to discipline anyone who repeatedly infringes these basic rules or commits a serious misdemeanour with, ultimately, expulsion from the club.

## Training syllabus and promotion standards

Bridge of Don follows the COAST Junior Coaching syllabus and Long Term Athlete Development Programme covering training principles and standards. Appendix A provides a summary of training for JC1, JC2, JC3, Elite and Associates, together with details of qualifying criteria to the next squad. These are updated regularly depending on standards and national input.

Children will be advised of their promotion by their coach.

## KIT

### CLUB KIT AND THE 'SWIM SHOP' CATALOGUE

Swimmers should wear Bridge of Don club kit for competitions, although it is not essential for training.

Club kit can be purchased via the Equipment Convenor, whose details are on the notice board.

Please watch the notice board for dates when the Equipment Convenor will hold a Swim Shop at the pool. Alternatively, he/she can be contacted at home.

As a member of SASA, you will receive regular copies of the 'Swim Shop' catalogue. This offers an excellent mail order service for all items of swim kit, including the recommended short training fins and sundries such as goggle straps. The 'Swim Shop' offer discounts (via catalogue vouchers) on purchases of £20 or more

### KIT FOR TRAINING

#### Swimmers should bring the following to each training session:

1. **Swimming costume or trunks.**
2. **Goggles.** Children have smaller faces and heads, so need junior size goggles.
3. **Swim cap.** Squad caps must be worn.
4. **Fins.** These should be short training fins (available via the 'Swim shop' catalogue), not the longer snorkelling fins sold in sports shops.
5. **Pull buoy, paddles and junior kickboard.**
6. **Sports bottle with dilute juice or water.** This should be brought onto the poolside. Juice should be very dilute, cold and not fizzy. Cartons of juice are too concentrated. See Appendix C
7. **Towel.**
8. **Snack.** For after the session. See page Appendix D - page 18; 'Food and drink for junior competitive swimmers'.

**Please ensure that all kit is clearly marked with the swimmer's name.**

### Lost Property

Swimmers should contact the poolside or office staff at the swimming pool to enquire about lost property. Items are sometimes handed to squad coaches.

## **Care of kit**

It is advisable to rinse all kit in cold water immediately after use to minimise chlorine damage. (Don't use fabric conditioner it ruins the elastane).

# **COMPETITIONS**

## **TYPES OF COMPETITION**

### **Graded meet**

Designed to encourage novice swimmers, giving them the opportunity to win a competition. A cut off time is given for each event. Swimmers' entry times must be slower than the time given. Medals are not awarded to those swimming faster than the cut off time on the day, although a certificate (a 'speeding ticket') is given to reward such an excellent swim.

### **Novice gala**

This is a relaxed meet aimed at the younger, less experienced swimmer. Novice galas do not normally have cut off times.

### **Open meet / event**

At an open meet (or in an open event) there are no restrictions on age, speed or club affiliation.

### **COAST mini meets**

Throughout the year, COAST organises a series of mini meets for all swimmers from the local COAST clubs. The exact format may vary from season to season but the series are always swum in Aberdeen (usually Northfield Pool), against the clock. There are currently two meets in the series. They give everyone the opportunity to race and to obtain up-to-date accredited times, and enable the club to assess our overall performance.

### **Beta League**

The Beta league is a series of inter club team competitions involving local clubs. Each event is divided into time bands, with swimmers racing against each other in heats. Points are awarded according to placing. If a swimmer swims faster than the cut off time for his/her event, no points are awarded. Beta league matches are run in a relaxed atmosphere. The matches are an ideal opportunity for even our most junior swimmers to gain experience and enjoy the fun of swimming for their club in a competition.

### **The Club Championships**

Usually held in December, the club championships are a highlight of the club year. All swimmers are entered for all events appropriate to their age group and sex. The emphasis is on participation and fun.

### **Time Trials**

Are held every 3 - 4 months. Time Trials are used to update old times that a swimmer may have or to get new times. These times are then used to enter galas.

## ENTERING A COMPETITION

A programme of forthcoming competitions is posted on the notice board at Bridge of Don pool and in newsletters. Please keep an eye on these and mark the dates in your diary.

### Entry forms

- Competition entry forms are distributed to swimmers at training sessions, or e-mailed out to COAST swimmers. These should be completed and returned to the Meet Secretary. Please note that there is a closing date for competition entries and that entry forms **must** be returned along with entry fee to the Meet Secretary prior to the date shown.
- If you have been given an entry form for a meet it is because your coach thinks that it is of appropriate standard for you and that you have consideration times for the meet.
- It is important to check with your coach before entering the meet for advice on which swims to enter for. Sometimes the meet secretary will indicate which swims you have times for.

When filling in the form, please enter your SASA number (received after paying your registration).

The form will always ask for parental help, please indicate if you can help in any way. If you are going to the meet to watch your child swim you could offer to help the coach chaperone the children poolside. Parents must have completed a Disclosure Scotland form before they can chaperone. This not only allows the coach to observe the swimmers in the water during races but also allows them to give feedback to the swimmers on their performance. We are always looking for parents to time-keep at meets. If you are interested in doing the club timekeeper's course (which is easy-peasy!) please speak to a committee member. The Club must have a representation of officials at North District meets otherwise we are fined, which in turn is passed onto the parents of swimmers involved. However if for any reason you cannot help at this meet, there is always the next one!

### Information on entry forms

#### Age groups

Most competitions are organised by age group. The age cut off is decided in one of two ways:

- “Age on 31<sup>st</sup> December”, i.e. competitor's year of birth.
- “Age on the day” of the competition.

Please ensure that you check the criteria on the entry form.

#### Sessions

Competitions are often divided into two or three sessions, with short breaks in between the sessions. There will be two times for the start of each session:

1. Warm Up Time
2. Start Time

It is essential that swimmers arrive in time for the warm up. They should report to the Bridge of Don coach on the poolside, ready to swim, at least 15 minutes before the warm up starts.

**The ‘start time’ indicates the time that the actual events will begin.**

## Entry fees

Entry fees are payable per swim in competitions (usually £3-£4 per event). These will be requested with the entry forms. Some competitions are over subscribed, in which case a swimmer's entry may not be accepted by the competition organisers. A full refund will be given for any unaccepted swims.

## Confirmation of swims

Notification of accepted swims are always posted on the notice board approximately 2-weeks prior to the gala, and may be e-mailed out to swimmers. This will not only let you know what swims you will be doing at the gala but also who the coach in charge will be and what time the warm-up is. **Swimmers and parents must check the notice board regularly.** Please do not become downhearted if some of your swims are rejected, it just means that there are too many entries for the meet and unfortunately on this occasion there are faster swimmers. You will always get your money back for rejected swims. If a swimmer withdraws after confirmation of their swims, no refund can be given.

## Reserve swims

Sometimes a swimmer is allocated a reserve swim by the competition organiser. He/she will be able to swim in the event if another swimmer withdraws. If a swimmer does not get the reserve swim a refund will be given. A refund will only be given if the swimmer has actually gone along to the gala and made themselves available to swim.

## ON THE DAY OF A COMPETITION

It is best to be on poolside 15 minutes before the warm-up, always report to the coach on arrival. During the meet you must always speak to your coach before the warm-up and each race so that you can get advice on your swim. After your race, again you must go directly to your coach so that you can get feedback on your swim. All swimmers are at the meet as part of a team and should stay with the team to cheer on their friends and have a good time!

**Finally, remember you are at the meet to enjoy yourself with your friends from training and to do your best! Swim well!**

## Poolside announcements

Swimmers should listen carefully to announcements that are made at the poolside. These will cover safety as well as general information such as warm up lanes, calls to marshalling etc.

Spectators and waiting swimmers must maintain silence at the start of each race – from the whistle signal indicating that the swimmers should mount the blocks or enter the water, until the race has begun.

## Marshalling

Shortly before each event, swimmers will be called to the marshalling area, where they will be given a time card and organised into their starting order. When called to their allocated lane, swimmers hand their time cards to the timekeeper for that lane. If there is electronic timing, time cards may not be used.

## Award Ceremonies

Where applicable, these usually take place at the end of each session. There may also be an award ceremony half way through a long session. Swimmers who win awards should wear their Bridge of Don T-shirt or Bridge of Don Tracksuit Top to collect them. A big cheer from teammates when the swimmer collects his/her medal would be appreciated!

## Kit for Competitions

Swimmers must wear club kit for competitions.

### Swimmers should bring the following:

1. **Swimming costume or trunks.**
2. **Goggles, and a spare pair.**
3. **Bridge of Don swim cap, and a spare.**
4. **Bridge of Don T-shirt or Bridge of Don Tracksuit top.** To wear between swims and for award ceremonies.
5. **Sports bottle with diluted juice or water.** This should be brought onto the poolside. Ensure you have plenty to last you through the sessions it can be thirsty work!
6. **Snacks** to eat between swims. See Appendix D: "Food and drink for junior swimmers".
7. **Towels.**
8. **Poolside shoes.**
9. **Packed Lunch.** If the meet is over 2 sessions you might need to take a packed lunch with you also (and sometimes a packed tea if there are 3 sessions).
10. **Book/personal stereo.** It can sometimes be a long day, so you can take something to occupy yourself in between swimming & shouting for your teammates. A book to read or puzzle book would do, if you want to take a personal stereo, it is your responsibility.
11. **Money** may be needed for a locker to keep your clothes in.

A small cool bag is useful for keeping swimmer and supporters alike supplied with cold drinks and snacks.

## Time Cards

Time cards are returned to swimmers at training sessions after the competition and / or times are posted on the notice board at the swimming pool.

## Spectators

Competitions can be hot and crowded. Light clothing and a supply of cold drinks will make for more comfortable spectating.

Swimmers and spectators alike can do much to encourage our young swimmers with enthusiastic cheering. Swimmers should remember to support their teammates when not swimming themselves. Please remember that there should be silence for the start of each race!

Programmes showing details of all events can be purchased at the competition.

## DEFINITIONS OF SOME SWIMMING TERMS

**Time trials:** swimmers swim against the clock. Time trials allow swimmers and coaches to monitor performance and progress.

**Personal Best (PB's):** the best time a swimmer has achieved for a particular stroke / distance.

**Accredited time:** this is a time obtained at an accredited SASA meet (a meet that has been registered with SASA and has the required complement of officials in attendance). Accredited times are required for entry to many higher-level competitions.

**Consideration time:** cut off time for entry to an event i.e. entry time must be faster or slower (as specified) than the given time.

**Heat Declared Winner:** the winner is the swimmer with the fastest time in the heats. No final is swum.

## CLUB COMMUNICATION

We hope that we are a friendly club. Please introduce yourselves to other club members and make new faces welcome. Talking to other parents is a good way of finding out more about the club and events, setting up lift shares etc.

### We communicate via:

1. Notices on the notice board at Bridge of Don swimming pool.
2. Written information about upcoming events and competition entry forms given to swimmers at training sessions.
3. Information given verbally to swimmers by their coaches.
4. The club newsletter, distributed quarterly at training sessions.
5. Updates to the appendices in the handbook.
6. The club website: [www.bodasc.co.uk](http://www.bodasc.co.uk)

Please check with your child after training sessions whether they have been given any information, and that they have brought it home and not left it in the changing rooms!

**Parents should check the notice board at least once a week.**

Swimmers, who do not attend training sessions regularly, will miss information. Information is normally e-mailed out to COAST Swimmers.

## CLUB FEES AND SASA MEMBERSHIP

Club membership is payable annually in September. Swimmers joining part way through will have their membership fee pro-rated accordingly. Membership pays for the running of the club; administration, Bridge of Don ASC's membership to COAST, North District affiliation fee, technical officials' training etc.

Training fees are paid monthly by standing order and cover the cost of pool hire and coaches honorariums, although many of our coaches give their time on a voluntary basis.

Membership of SASA provides insurance cover for the swimmers and is mandatory in order to allow swimmers to compete in many competitions. This is payable annually in March.

If you are a new member, a SASA Club Membership form will be provided. Please ensure that it is completed and returned to the membership secretary promptly, as S.A.S.A require the form to be returned to them within four weeks of a swimmer joining the club. (Otherwise we may be liable to a fine or suspension from SASA)

Please keep your SASA card safe: Your membership number is required for most competition entry forms. The Club also holds a record of SASA membership numbers. When you receive your number insert it in the space at the front of this booklet.

## COMMITTEE AND COACHING

A current list of committee members and coaching staff can be found on the notice board, in the newsletter and on the web site ([www.bodasc.co.uk](http://www.bodasc.co.uk)).

### COMMITTEE

The committee is elected each year at the Annual General Meeting held in March. There are 16 positions on the committee, and the club relies on parents coming forward to assist with the running of the club.

### TEACHERS/COACHES

Teachers/Coaches are all qualified to U.K Amateur Swimming Association standards. The minimum qualification required to supervise a session is Assistant Teacher. Any parent can embark on training courses to become an Assistant Teacher and then a Teacher. Bridge of Don will pay all fees associated with such courses. All that we ask is that you remain teaching with the club for at least one year from the date you pass the exam.

## PARENTAL INVOLVEMENT/HOW TO HELP

Bridge of Don ASC is run mainly by volunteers. We do not rely significantly on professional staff. As a result we are able to charge very reasonable fees. Parental support is essential to the running and well being of the club.

There are numerous ways in which parents can become involved. We would hope that most parents would volunteer to do one or more of the following:

- 1. Poolside help.** We aim for a minimum of two adults per session on the poolside: - helping with timing, filling juice bottles, administration and being an extra pair of eyes. This allows the coach to concentrate on coaching the swimmers.
- 2. Coaching.** If you feel you would like a challenge or used to enjoy swimming yourself, take the training courses and learn how to teach stroke mechanics and the correct technique. You will find it very rewarding. Bridge of Don ASC will pay all fees associated with training courses.
- 3. Become a technical official.** In order to qualify for SASA accreditation, a swimming competition in a 6-lane pool needs a minimum of 34 officials. The majority of these are timekeepers and judges. You can become a timekeeper by sitting a 2-hour course. The club has to provide technical officials at any competition. Timekeepers are also required for COAST Mini Meets, club time trials, Beta League matches etc.
- 4. Help out on the committee.** Contact any member of the committee and offer your services. We need people who are prepared to help at all levels.

- 5. Recruitment.** Like any club, we rely on word of mouth to attract talented youngsters. Since there is a regular flow of swimmers out of Bridge of Don into the COAST squads, we continually need to recruit keen young swimmers. Anyone interested in joining Bridge of Don ASC should be invited to contact any of the squad coaches, phoning the club secretary or via the web site.

## **SOCIAL EVENTS AND FUNDRAISING**

Our main fundraising event is our annual September Splash gala. We also have our April Showers gala for our younger swimmers.

A race night, raffles, bag packing, etc are also organised as fundraisers. Your support of these initiatives is an important means of supporting **YOUR** Club.

Corporate assistance is also an important component of our fund raising activities. Parents are encouraged to explore any possible avenue of obtaining support for their children's club.

## **WHAT HAPPENS TO THE FUNDRAISING MONEY?**

Here are some recent examples:

Training weekend in Inverness: this gave all swimmers in the club the chance to train in the 8-lane pool. Not only swimmers went, parents, brothers and sisters also had the opportunity to swim in one of the spare lanes. That is unless they went shopping! A fun evening was spent at the bowling.

We have heavily subsidised the purchase of Bridge of Don ASC towels, tracksuit tops, shorts and Aquablade swimwear.

# APPENDIX A: LEARN TO SWIM AND SQUAD TRAINING PROGRAMMES

## LEARN TO SWIM

Our Learn to Swim scheme has in place a well-structured programme, which has proper progressions from one level to another. Monitoring of each level is done regularly.

### Teaching Overview

- Emphasis on development of skills and abilities
- Introduction and development of all 4 strokes
- Fun

### *Teaching Pools*

- **Linksfield Community Education Centre**  
Monday evenings 6.00 – 6.30pm / 6.30 – 7.00pm / 7.00 – 7.30pm  
Levels 1 & 1a
- **Linksfield Community Education Centre**  
Wednesday 5.30 – 6.00pm / 6.00 – 6.30pm / 6.30 – 7.00pm  
Levels 1 & 1a
- **Bridge of Don Community Education Centre**  
JT2 - Saturday 8.30 – 9.00 am/ 9.00 – 9.30 am / 9.30 – 10.00 am (last class vacant)  
JT3 - Saturday 8.30 – 9.15 am / 9.15 – 10.00am  
JT4 - Saturday 8.30 – 9.15 am / 9.15 – 10.00am & Wednesday 4.30 – 5.15pm (lengths)  
JT5 - Saturday 8.30 – 9.15 am / 9.15 – 10.00am & Wednesday 4.30 – 5.15pm (lengths)

### *Competitions JT4*

- Beta League
- Club Championships (JT4 Challenge events 25m)
- Time Trials

### *Competitions JT5*

- Beta League
- Club Championships (JT5 Challenge events 25m)
- Time Trials

## **Appendix A Continued:**

### **JC1**

**Entry level:** Bridge of Don LTS / Completion of ACAP Level 5 or equivalent

**Age Range:** 8 – 10 years

**Average Age:** 9 years

Appendix A continued:

### **Training Overview**

- 3 sessions / 3 hours per week
- Progression of technical skills and abilities with an introduction to the development of speed, as well as social skills, team spirit, racing laws and of course FUN
- 900 – 1250 metres per hour

### **Competitions**

- Novice galas
- Beta League
- COAST Mini Meets
- Club Championships

### **Promotion to JC2**

- 66.6% Attendance
- Attend a minimum of 2 sessions a week with the intention and willingness to progress to 3
- Good attitude
- Understand basics i.e. use of clock, lane discipline, use of equipment, Laws of Sport

## Appendix A Continued:

### JC2

**Entry level:** Attend minimum of 2 sessions a week with the intention and willingness to progress to 3 / 4  
Good attitude  
Understand basics i.e. use of clock, lane discipline, use of equipment, Laws of Sport

**Age Range:** 9 – 12 years

**Average Age:** 10 years

### Training Overview

- 4 sessions / 5 hours per week
- Further build technique and refine skills, sculling and “feel for the water” correct breathing patterns, perfecting starts and turns, stroke counting, mobilisation. Competitions at this stage will be used to test and refine skills in the future.
- 1200 – 1800 metres per hour

### Competitions

- Novice galas
- Beta League
- COAST Mini Meets
- Graded Meets
- Club Championships

### Promotion to JC3

- 75% Attendance
- Attend a minimum of 3 sessions a week with the intention and willingness to progress to 4/5
- Good attitude
- Understand basics i.e. use of clock, lane discipline, use of equipment, Laws of Sport
- Attendance at club meets



## Appendix A Continued:

### JC3

- Entry level:** Attend a minimum of 4 sessions a week with the intention and willingness to progress to 5/6  
Committed to competitive environment and squad rules
- Age Range:** 10 - 13 years
- Average Age:** 11 years

## Training Overview

- 5 sessions / 7 hours per week +  $\frac{3}{4}$  hour gym per week
- Emphasis on maintaining high skill levels whilst developing aerobic (endurance) capacity. Introduction to various methods and principles of training with specific targets e.g. race skills, athleticism, focus, and team spirit
- 1500 – 2000m metres per hour

## Competitions

- Beta League
- COAST Mini Meets
- District Meets
- Graded Meets
- Club Championships
- National Age Group Championships

## Promotion to JC4

- 80% Attendance
- Understanding the COAST programme and criteria for entry
- Attend a minimum of 4 sessions a week with the intention and willingness to progress to 5/6
- Attain consideration times from published table
- Show good attitude and commitment to competitive programme

Appendix A continued:

#### JC4

**Entry level:** 80% Attendance

Understanding the COAST programme and criteria for entry

Attend a minimum of 4 sessions a week with the intention and willingness to progress to 5/6

Attain consideration times from published table

Show good attitude and commitment to competitive environment

**Age Range:** 9 - 12 years

**Average Age:** 10 years

### Training Overview

- 1 session per week (in addition to club JC3 training)
- Consolidation of all skills
- 1500 – 2000m metres per hour

### Competitions

- COAST and club events

### Promotion to

- Promotion to COAST squads is based on times achieved in competitions, attendance, coaches' references and availability of places
- Consideration times for Junior Potential entry are periodically updated by COAST. Current times are shown on the following tables

**To be submitted by Club Coach in agreement with COAST coach.**

Appendix A continued:

## Junior Potential Consideration Times

Please note these are subject to change

Male (CT)	10 yrs + U	11yrs	12yrs	13yrs	14yrs
50 Free	00.31.11	00.29.63	00.29.05	00.28.48	00.27.92
100 Free	01.14.77	01.11.21	01.09.81	01.06.18	01.04.06
200 Free	02.53.17	02.44.92	02.41.69	02.29.14	02.25.49
400 Free	05.49.77	05.33.11	05.26.58	05.07.17	04.55.82
800 Free					
1500 Free	23.21.24	22.14.52	21.48.35	20.38.59	19.57.79
50 Back	00.36.66	00.34.91	00.34.23	00.33.56	00.32.90
100 Back	01.30.23	01.25.94	01.24.25	01.18.41	01.15.00
200 Back	03.14.38	03.05.12	03.01.49	02.48.91	02.41.55
50 Breast	00.40.29	00.38.37	00.37.62	00.36.88	00.36.16
100 Breast	01.39.10	01.34.38	01.32.63	01.28.13	01.24.49
200 Breast	03.33.54	03.23.37	03.19.38	03.06.81	02.59.46
50 Fly	00.33.81	00.32.20	00.31.57	00.30.95	00.30.34
100 Fly	01.29.79	01.25.52	01.23.84	01.17.38	01.13.60
200 Fly	03.29.95	03.19.95	03.16.03	03.02.39	02.51.25
200 I.M	03.19.77	03.10.26	03.06.53	02.52.92	02.44.96
400 I.M	06.31.26	06.12.63	06.05.32	05.46.79	05.35.95

Female (CT)	10 yrs + U	11yrs	12yrs	13yrs	14yrs
50 Free	00.35.00	00.33.33	00.32.68	00.32.04	00.31.41
100 Free	01.18.53	01.14.79	01.13.32	01.10.78	01.09.29
200 Free	02.46.79	02.38.84	02.35.73	02.31.29	02.28.69
400 Free	05.58.60	05.41.53	05.34.83	05.30.25	05.22.51
800 Free	12.14.68	11.39.70	11.25.98	11.06.16	10.54.57
1500 Free					
50 Back	00.40.35	00.38.43	00.37.67	00.36.93	00.36.21
100 Back	01.26.60	01.22.48	01.20.86	01.18.99	01.17.90
200 Back	03.10.21	03.01.15	02.57.60	02.52.42	02.49.39
50 Breast	00.45.63	00.43.46	00.42.60	00.41.77	00.40.95
100 Breast	01.38.82	01.34.12	01.32.27	01.29.71	01.28.22
200 Breast	03.35.64	03.25.37	03.21.34	03.15.63	03.12.29
50 Fly	00.38.00	00.36.19	00.35.48	00.34.78	00.34.10
100 Fly	01.28.87	01.24.64	01.22.98	01.19.79	01.17.92
200 Fly	03.20.29	03.10.75	03.07.01	02.55.94	02.52.63
200 I.M	03.11.29	03.02.18	02.58.61	02.53.40	02.50.35
400 I.M	06.47.52	06.28.11	06.20.50	06.07.64	06.00.11

Appendix A continued:

### Elite

**Entry Level:** Committed to attend a minimum of 4 sessions a week.

Attain consideration times. These will be at coaches discretion but will normally be a minimum of two JC4 times (including one at 200 metres) and one Junior Potential time.

Good attitude

Committed to competitive environment and squad rules

**Age Range:** 12 + years

**Average Age:** 14 years

### Training Overview

- 5 sessions / 7 hours per week +  $\frac{3}{4}$  hour gym per week
- Maintaining high skill levels whilst developing knowledge of all methods and principles of training, athleticism, team spirit
- 1800 – 2500 metres per hour

### Competitions

- Graded Meets
- Beta League
- District Meets
- Club Championships

### Associates

**Entry level:** For swimmers who still wish to remain within our friendly club.

Benefits are social, fun, fitness

Committed to squad rules

Ability to train in a competitive squad

**Age Range:** 12 + years but at coaches discretion

**Average Age:** 14 years

### Training Overview

- 2 or 3 sessions / 2 – 4 hours per week
- Maintaining skill levels and developing all methods and principles of training
- 1600 – 2200 metres per hour
- Focus upon keeping fit

### **Rookie Lifesaving**

Aimed at children aged between 5 and 14, however aged 8 and above is more appropriate for distance swims and some skills/tows

- **Bridge of Don Community Education Centre**  
Sunday 2.45 – 4.30pm

### **Training Overview**

1 session per week / per block (between 8 – 12 weeks)

Water and Land Based Skills, including basic life support

- Dry Land Training – Basic Life Support, with CPR and emergency first aid, action for choking, theory on different types of rescues, knowledge of types and meanings of signs, knowing dangers in different environments and the ability to demonstrate the importance of being safe, as well as keeping others safe
- Wet Work – Carrying out different types of rescues using a variation of rescue aids, learning different types of tows and when to use them, recognition of types of casualties, timed swims, international distress signals and both the HELP and HUDDLE position, performing numerous types of entries and ways of assisting casualties out of the water.

### **Levels**

- 4 levels – Star grades 1-4
- Four modules covering Water Safety, Emergency Response, Rescue and Self Rescue

## **APPENDIX B: COMPETITIVE SWIMMING IN ABERDEEN**

### **BRIDGE OF DON ASC LEARN TO SWIM**

The club provides swimming lessons with a qualified teacher at Marlpool School, Bucksburn, Linksfield Community Education Centre and Bridge of Don Swimming Pool. The swimming lessons at Marlpool and Linksfield are in a shallow pool with an assistant in the water.

### **ABERDEEN CITY AQUATICS PROGRAMME**

For children learning to swim, the council provides lessons under the '**ACAP**' scheme. The scheme covers five levels 1 to 5, parent & child and adult classes.

#### **Junior Coaching**

Normally from the Learn to Swim programme or from ACAP 4/5, children can progress to **Junior Coaching** by joining a swimming club. Junior Coaching progresses swimmers from 8 years of age through JC1, JC2 and JC3. Within Bridge of Don ASC, JC1 swimmers train 3 hrs a week (3 sessions) rising to 7 hrs a week (5 sessions) in JC3, plus 45 minutes Land Training.

Children progress from Junior Coaching squads to COAST squads or Elite squad.

#### **COAST**

Six clubs in Aberdeen form **COAST (City of Aberdeen Swim Team)**: Bridge of Don, Cults Otters, Aberdeen Dolphins, Bon Accord Thistle, Dyce and Bucksburn swimming clubs. Representatives of these six clubs run COAST.

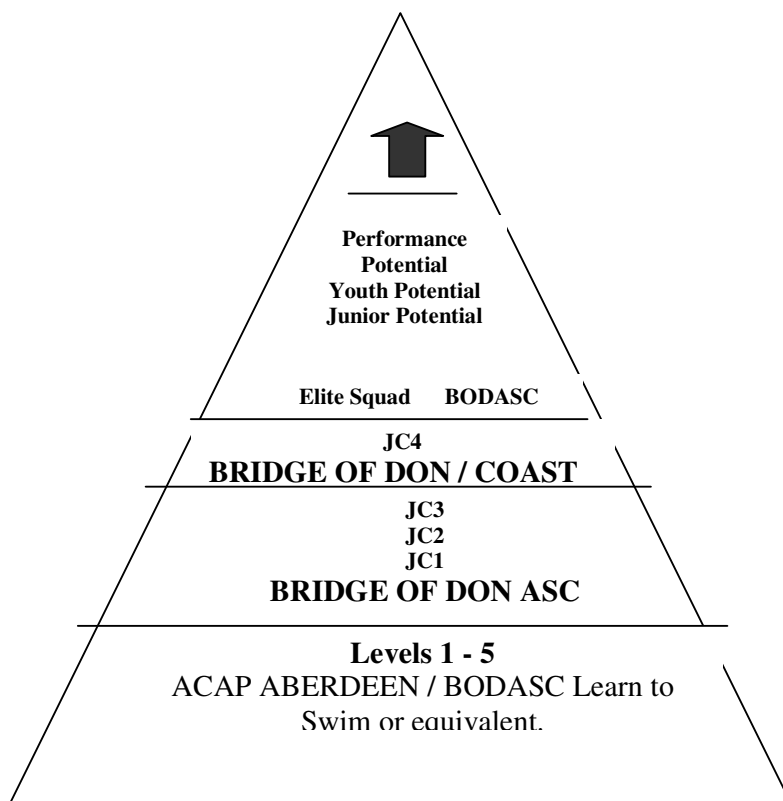
JC4 offers a link between JC3 and COAST. Swimmers in this squad train for an extra hour per week under COAST coaches, whilst continuing to train with their own club.

Progression from JC4 is to the **Junior Potential** Squad within COAST. From this point onwards, swimmers train solely with COAST, although they remain affiliated to their own club.

Within COAST, swimmers progress from the **Junior Potential, to Youth Potential, to Potential, to the Performance squad**. Swimmers in these squads swim at District level and aim to do well at National Age Group Championships. The workload becomes progressively greater. By the time they reach National Squad, swimmers are being trained to international level.

Bridge of Don ASC also offers the Elite squad for swimmers who opt to train locally and compete at the level they want to.

The City Council employs a Chief Coach who is responsible for setting the programme for all the clubs. The Chief Coach coaches the Performance Squad, and works closely with the council's Swimming Development Officers, club and COAST coaches and the directors of SASA



## APPENDIX C: SWIMARK

Bridge of Don ASC is one of only two swimming clubs in Aberdeen to have achieved SwiMark. The purpose of which is to have reached a standard set by Scottish Swimming showing that we have a structured plan and support for swimming development.

## APPENDIX D: FOOD AND DRINK FOR JUNIOR COMPETITIVE SWIMMERS

### WHAT TO EAT

#### Carbohydrates

Because swimmers burn a lot of energy, they should take in more carbohydrate than normal. Carbohydrates should form as much as 60% (i.e. the bulk) of their diet, at the expense of fat.

#### Carbohydrate fuels: starch v sugar

Fast burn	Medium burn	Slow burn
White bread	Bran cereals	Lentils
Sweets	Brown rice	Porridge
Cake	Brown bread	Brown pasta
Honey	Pizzas	Apples
Bananas	Beans	Yoghurt
Carrots	Raisins	Peaches
Oranges	Potatoes	Plums
Rice cereals	White pasta	Pears
Corn cereals	Milk	
White rice		
Baked beans		
<b>Sugary</b>	<->	<b>Starchy</b>

#### Starches ('slow burn')

Because swimming is an endurance activity, the energy release from foods needs to be gradual. Starches are 'slow burn' energy sources and should form the bulk of the diet

#### Sugars ('fast burn')

Sugars such as fructose and glucose are converted almost instantly to energy. They are therefore only useful in certain circumstances, i.e. immediately prior to exercise and to replenish energy reserves after a training session. If not used, sugars are converted to fat. They can also inhibit re-hydration.

#### When to eat

The timing of eating is important. Starchy carbohydrates such as pasta take 1 - 2 hours to digest. Therefore swimmers need to eat 1 - 2 hours before swimming. Fat slows down the digestion of carbohydrate, so meals taken before swimming should be low in fat. Heavy meals containing significant proportions of meat or fat should not be eaten even 3 - 4 hours prior to training because they will not be fully digested.

Swimmers must also eat small amounts periodically (every half hour or so) during competitions to maintain the energy store. When this runs out, a swimmer's performance will drop quickly as they start to burn fat. This can also happen at the end of a training session, so it is important to eat immediately after training (within  $\frac{3}{4}$  hour). In this instance, sugar in the form of sweets, a drink etc is useful.

For important competitions requiring peak performance, swimmers should start loading with 'slow burn' carbohydrates 2 -3 days beforehand. Fat intake should be minimised on the last day.

## Fluids

As with any exercise, fluids need to be replaced when swimming to avoid dehydration. The warmth of swimming pools increases the swimmer's risk of dehydration. A 2% loss of body fluids causes a 20% drop in performance.

Swimmers need to drink during training sessions and between swims at competitions and should always bring a sports bottle of chilled water or diluted juice to poolside. The equivalent of at least half cup of fluid every 15-20 minutes is recommended.

The best drink is water. Sugary drinks should be avoided because sugar can inhibit the re-hydration process. Sugar based drinks such as fruit juices and squashes should be diluted with water by at least 5 parts to 1. Fizzy drinks such as cola and lemonade must also be avoided (the gas can also induce vomiting).

Some (expensive) 'Sports drinks' are available. If choosing these, only use the ISOTONIC ones. The HYPERTONIC or 'Energy' drinks are too high in sugar.

## Some simple rules

- Eat a varied diet with lots of starchy carbohydrates and less fat.
- Swimmers should eat 1-2 hours before swimming. Food eaten prior to swimming should be predominately 'slow burn' carbohydrate, **low in fat** and **low in sugar**, e.g. Pasta with simple sauces (not cheese or meat), basic pizzas, bread, potatoes, rice, cereals.
- Get into the habit of drinking plenty of fluids, and bring plenty of low-sugar drinks to the pool.
- Snacks are needed during competitions, e.g. Bread rolls, bread sticks, pasta, cereal bars, biscuits, sweets.
- Eat something soon after swimming. This can be high in sugar.

If you need further help or suggestions, talk to your coach.

## **APPENDIX E: CLUB CHILD PROTECTION POLICY STATEMENT**

We, the Club, believe that Good Practice at Bridge Of Don ASC is as follows:

1. The welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in swimming – administrator, Club official, coach, parent, friend, children themselves, everyone – can help. Children and young people have a lot to gain from swimming. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Swimming provides an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. The Club will place the needs of the child first and winning and competition second.
  
2. The underlying principles with respect to Child Protection are that:
  - The child's welfare is the first consideration.
  - All children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse.
  - Children and young people must be treated with integrity and respect.
  - Children and young peoples programmes and competitions will be relevant to their ages and stages of development.
  
3. We are committed to following the current Scottish Swimming's Child Protection guidelines. All our adult helpers are members of Scottish Swimming.
  
4. The Club:
  - Aims to create an enjoyable environment, where young people have the right to be safe, secure and free from threat.
  - Acknowledges that young people have the right to be treated with respect and for their concerns to be listened to and acted upon.
  - Will aim to ensure that junior members have specific programmes designated for them, with adequate supervision.
  - Is committed to ensuring that all helpers, whatever their role, complete a Club Registration Form, sign a Code of Conduct and complete a Self Declaration Form in relation to Child Protection.
  - Provides clear, comprehensive, easily understood procedures for dealing with
    - allegations of abuse
    - requests for help and support on a confidential basis.
  - Is committed to an equitable recruitment selection policy for coaches.
  - Will always emphasise fair play.
  
5. Our Child Protection Officer Details are as follows:

**Name:** Elaine Holt.

**Contact Telephone number:** 01358 - 743781

# THE ROLE OF A CLUB CHILD PROTECTION OFFICER

## Characteristics of a Club Child Protection Officer within a swimming context include:

- An understanding of, and support for, the introduction / maintenance of a Child Protection Policy.
- An understanding and appreciation of the need for confidentiality.
- The ability to follow procedures and to know when to seek advice and not rely solely on own judgement.
- May currently work in a similar environment with training.

## The Role of the Club Child Protection Officer.

The CPO is expected to fulfil the following tasks:

- Ensure all persons working with children and young people at the Club are fully aware of what is required of them within the protocols of the Policy / Code of Good Practice.
- Conduct the administrative work associated with processing information on new coaches/organisers.
- Liaise closely with Club youth coaches, ensuring that agreed procedures for the prevention of risk are followed.
- Counsel / advise the Club on matters of policy relating to Child Protection.
- Advise / circulate details of opportunities for youth coaches to undertake training.
- Act as the contact person on matters relating to Child Protection at the Club.

## Club Child Protection Officers Action Process where abuse is alleged or disclosed.

The CPO will take details of the allegation / suspicion / concern by completing an **Incident Record Form**.

1. The CPO may consult with an appropriate Child Protection professional i.e.: Social Work Department
  2. The CPO will inform Scottish Swimming of any Disclosure(s) within 48 hours of taking details.
- **Note: To avoid any doubt or uncertainty, it is strongly recommended that the CPO contact the local Social Work Department to confirm procedures and allay fears.**

<b>Remember:      The task of deciding whether or not abuse has occurred rests with professional agencies.</b>
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The Scottish Swimming contact for Child Protection advice and support is Ashley Howard, Chief Executive. All cases must be reported to her within 48 hours.

Tel:                      01786 466 520 or 07834 730 578

# **BRIDGE OF DON ASC RECRUITMENT AND SELECTION POLICY VOLUNTARY MEMBERS**

All potential helpers – e.g. coaches, teachers, officials, sports leaders and committee members, shall be recruited following the guidelines set out below.

Paid positions shall be subject to a more structured advertising and interview procedure in accordance with any legal requirements.

## **INTERVIEW**

An informal interview, to discuss the requirements of the post, expected commitment and relevant experience. This is an informal situation, allowing questions and answers to be exchanged.

## **SELF DECLARATION**

All helpers will then be asked to complete the Self Declaration Form, showing any previous convictions or investigations. Only the Child Protection Officer will have access to this information, and not all convictions or investigations deem people unsuitable to work with children.

## **DISCLOSURE APPLICATION**

All helpers shall be required to complete the new police check at an Enhanced Disclosure level. This forms a small part of our recruitment process, and while it may be administratively burdensome, it essential that we follow best practice. This is also an opportunity for applicants to provide evidence of their identity.

## **REFEREES**

Two references will be sought for all new applicants. These people should be able to comment on your ability to work with children and must not be relatives.

## **GENERAL**

All helpers will then be expected to become members of the club and Scottish Swimming, our National Governing Body of Sport and to sign and agree to a Code of Conduct.

Helpers will then be bound by the rules and disciplinary procedures of the club and Scottish Swimming.

## COACHES CODE OF CONDUCT

A responsible sports coach helps the development of individuals through improving their performance. This is achieved by:

- Identifying and meeting the needs of individuals.
- Improving performance through a progressive programme of safe, guided practice, measured performance and / or competition.
- Creating an environment in which individuals are motivated to maintain participation and improve performance.

**Coaches should comply with the principles of good ethical practice listed below.**

- Coaches must abide by the Scottish Swimming and Club Child Protection Policies, and be a member of Scottish Swimming.
- Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the sports governing body and hold appropriate insurance cover.
- Coaches must develop an appropriate working relationship with performers (especially children), based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with an athlete or someone close to them.
- Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
- Coaches should hold relevant, recommended, up to date and nationally recognised governing body coaching qualifications.
- Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- Coaches should, at the outset, clarify with performers (and where appropriate with their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
- Coaches should co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors, physiotherapists) in the best interests of the performer.
- Coaches should always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- Coaches must consistently display high standards of behaviour and appearance.

**I agree to abide by the above principles.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

## **POOLSIDE HELPERS CODE OF CONDUCT**

A responsible poolside helper helps the development of individuals through improving their performance. This is achieved by:

- Identifying and meeting the needs of individuals.
- Improving performance through a progressive programme of safe, guided practice, measured performance and / or competition.
- Creating an environment in which individuals are motivated to maintain participation and improve performance.

**Poolside Helpers should comply with the principles of good ethical practice listed below.**

- Poolside Helpers must abide by the Scottish Swimming and Club Child Protection Policies, and be a member of Scottish Swimming.
- Poolside Helpers must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Poolside Helpers must place the well-being and safety of the performer above the development of performance. Poolside Helpers should follow all guidelines laid down by the sports governing body.
- Poolside Helpers must develop an appropriate working relationship with performers (especially children), based on mutual trust and respect. Poolside Helpers must not exert undue influence to obtain personal benefit or reward. In particular, Poolside Helpers must not use their position to establish or pursue a sexual or improper relationship with an athlete or someone close to them.
- Poolside Helpers must encourage and guide performers to accept responsibility for their own behaviour and performance.
- Poolside Helpers must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- Poolside Helpers should co-operate fully with other specialists (e.g. coaches, other poolside helpers, officials, sport scientists, doctors, physiotherapists) in the best interests of the performer.
- Poolside Helpers should always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- Poolside Helpers must consistently display high standards of behaviour and appearance.

**I agree to abide by the above principles.**

Signed: \_\_\_\_\_  
\_\_\_\_\_

Date:

Print Name: \_\_\_\_\_  
\_\_\_\_\_

Position:

**This page has been left blank for you to keep notes as required e.g. training times and up to date contact numbers.**