



2015

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Teaching & Skill Development

# Birkenhead Swimming Club

## Teachers/ Coaches & Volunteers Handbook



Affiliated to ASA North West Region and to the Cheshire County Water Polo and Swimming Association



# Welcome to Birkenhead Swimming Club

**Mission Statement - to provide opportunities for all individuals to develop their skills and compete at levels appropriate to their development, and maximise their potential as a competitive swimmer.**

**Birkenhead Swimming Club** and ASA are committed to good child welfare policies and practice, and has a child welfare policy, with child welfare disciplinary policy and details of where they can be obtained, i.e. from the Welfare Officer/club website/notice board/ ASA website. In a situation where a child is at risk of harm or has been harmed the parent/ club Welfare Officer should contact the police or social services directly and inform the ASA ICPO as soon as possible with information of the concern.

**The Club** will do their best to encourage your child to improve their strokes and fitness. The programme provided in all our squads will attempt to bring the best from your child, and will work far more effectively if attendance is at least twice a week for beginners and two thirds of the sessions available, or more, for Juniors and seniors.

We will seek to encourage your child to take part in competitive galas, of which we have a number at different levels. This will begin with time trials within the club leading to team selection for development galas and further progress in teams appropriate to your child's development.

From a coaching point of view you cannot hurry a child's development, maturity both physical and mental affect their performance

**What can you do as a parent??** **Firstly** and most importantly, always find a way to encourage your child rather than criticise. Try to ensure they judge their own performance against only themselves and their previous personal best performances. We call these PB's and each swimmer in our club has their current PB's recorded on the notice board just outside the pool. This is because all children mature and develop at different rates and the swimmers who finish at a high level do not necessarily shine early!

**Secondly**, watch the notice board(s) to see if your child has been chosen for a gala. This board is inside the pool hall on the left as you enter. Please always advise availability at the earliest opportunity and of any problems. Obviously this is because it can result in coaches having to contact other swimmers at short notice if availability is not advised EARLY. Please try to avoid this by ticking/crossing the team sheet EARLY. If we are advised late then this will probably involve a telephone call to seek other swimmers for the team, we would ask you to appreciate that this is by no means an indication that your child is "second choice"; we fully appreciate the support of those parents and children! It is unfortunate, but is solely a problem provided by swimmers not advising if they will swim EARLY!

**Lastly**, if you have any queries please ask We can't promise the answer you may expect but hopefully we should be able to explain why and what we do.

Please remember that all the officials, coaches and helpers within the club are volunteers. They are there to do their best for ALL the children in the club. They are quite happy to answer any question or advise you who is best placed to answer. We're not saying that they are always right but please respect their commitment.

**First Day** - On your child's first attendance at the club we will ask them to swim a few lengths in three different strokes. They will then be assigned to a lane for the rest of the session and we will gauge their current levels of fitness. At the end of the session the coach will advise you of the squad and lane your child should attend.

You are allowed to attend three sessions including your first and just pay the training fee. On your fourth attendance or before you must pay your yearly club membership. The rates for this are on the attached membership form.

**The club is committed to providing support for its members and in the event that you have any difficulties with fees or the provision of equipment please speak, in strictest confidence, to: the Chairman, Roy Smither on 0151 644 0653**



### **VOLUNTEERS - Policy**

To succeed in achieving it's Mission the Club is totally reliant on the commitment of the volunteers who provide all the skills necessary to enable the club to operate. To ensure sustainability, the club is committed to actively encourage the recruitment of new volunteers and to provide funding for training and ongoing development. If you are interested in getting involved with poolside, officiating or administrative roles and would like further information please speak to ROY SMITHER, NIC WINTER, PETER BLOOD or any coach.

### **VOLUNTEERS - Poolside helpers**

If you are interested in becoming involved as a poolside helper you will be required to complete the necessary CRB checks after which you can come on the poolside to assist our qualified teachers and coaches, The club also provides financial support for those wishing to become further involved through taking teaching and coaching qualifications. For further information please speak to NIC WINTER or any coach.

### **VOLUNTEERS - Officiating**

If you are interested in becoming involved in helping at galas you will be required to complete the necessary CRB checks after which you can come on the poolside to assist Again, if you choose, there are examinations to qualify for timekeeping, judging and starting. Please speak to PETER BLOOD for further information.

### **COMMITTEE & CLUB ORGANIZATION**

The committee is elected each year at the AGM, watch out for the notices. The AGM is normally held in December. Offers of help however are welcome at any time of year and we will always be pleased to find you a job. We would especially be pleased to receive any help with fund raising or the arrangement of social events. Please speak to ROY SMITHER, PETER BLOOD or any committee member.

### **WHO TO CONTACT:**

<b>Chairman</b>	Roy Smither	0151 644 0653
<b>Vice-chair</b>	Peter Blood	0151 643 9761
<b>Chief Coach</b>	Nic Winter	0151 645 3698

### **Achievement Awards**

The club recognises achievements through the ASA awards scheme, commencing at the ASA National Plan for teaching swimming Level 7 (pre competitive). A log-sheet is available at the rear of this handbook and Certificates, badges, and logbooks are available from the club shop.

### **Club Swim Shop**

To order Club kit contact Cath Long or Peter Barton

**Wirral Metro & City of Liverpool Squad Training** In addition to the Birkenhead club, higher level training is available through Wirral Metro & City of Liverpool training squads. These provide intensive squad training designed to bring the best from high performing swimmers. Their objective is to provide the time to allow full development of any swimmer's potential provided they are committed to full attendance to the sessions available to them. These squads compete through Wirral Metro Swimming Club, and City of Liverpool Swimming Club in high level competitions at regional and national level and open meets.

For further information please speak to your squad coach,



**Academy**

Saturday	16.30 – 18.00	Leasowe
Sunday	15.30 – 17.00	Leasowe

**Beginner Squad**

Thursday	20:00 – 21:00	Leasowe
Friday	19:00 – 20:00	Leasowe
Saturday	16:30 – 18.00	Leasowe
Sunday	15.30 – 17.00	Leasowe

**Junior Squad**

<b>50m Training</b>	Monday	19:00 – 21.00	Liverpool Aquatic Centre
	Thursday	20:00 – 21.00	Leasowe
	Friday	19.00 – 20.00	Leasowe
	Friday	20.00 – 21.00	Leasowe
	Saturday	16.30 – 18.00	Leasowe
	Sunday	15.30 – 17:00	Leasowe

**Senior Squad**

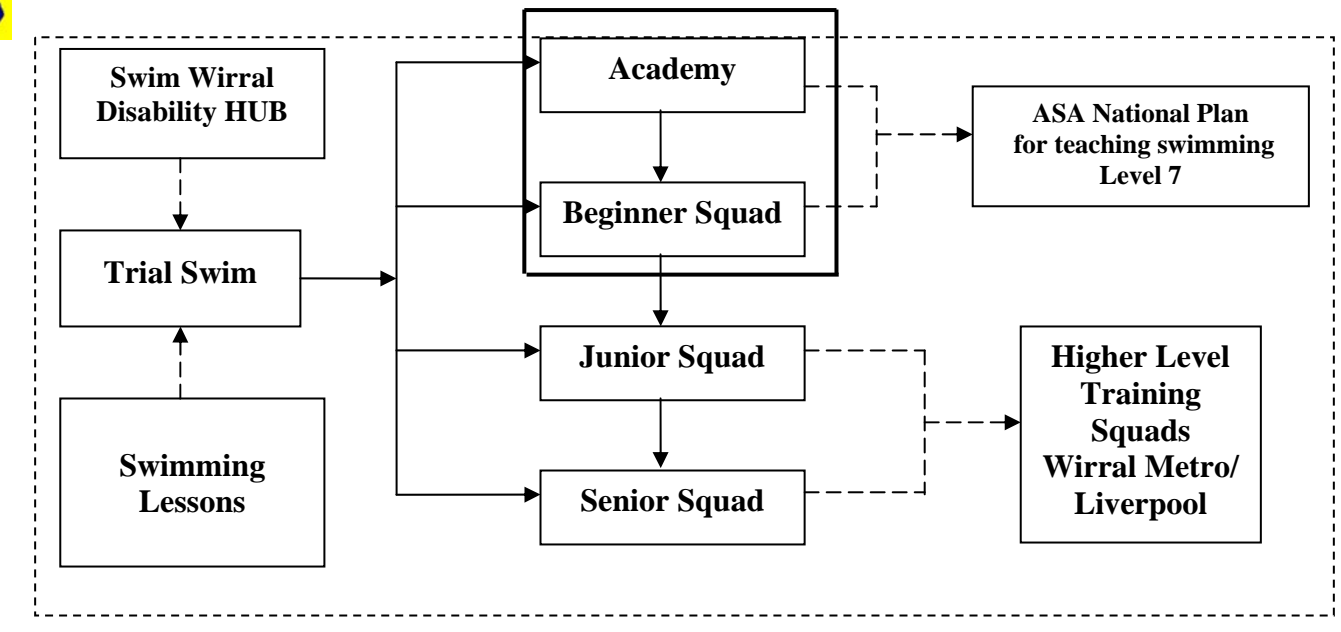
<b>50m Training</b>	Monday	19:00 – 21.00	Liverpool Aquatic Centre
	Thursday	20:00 – 21.00	Leasowe
	Friday	19.00 – 21.00	Leasowe
	Saturday	16.30 – 18.00	Leasowe
	Sunday	15.30 – 17.00	Leasowe

Birkenhead Swimming Clubs will do their best to encourage your child to attend at least twice a week for beginners and two thirds of the sessions available, or more, for juniors and seniors.

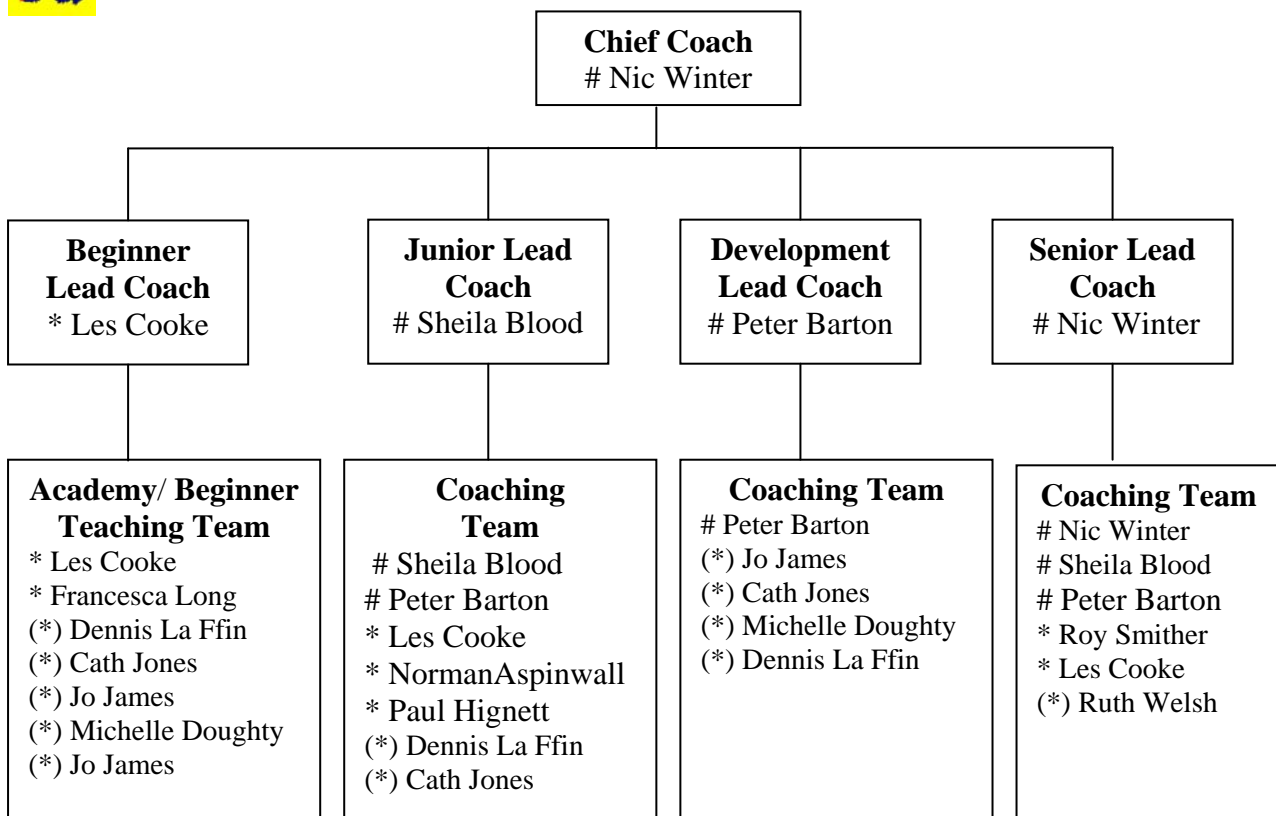
The club is committed to providing support for its members and in the event that you have any difficulties with fees or the provision of necessary equipment please speak, in strictest confidence, to the Chairman, Roy Smither on 644 0653



## Club Structure - Training



## Club Structure – Coaching



\* Lev 2 Teacher/ Coach  
(\*) Lev 1 Teacher

ASA Teacher (Disabilities)  
Keith Arnold  
Sheila Blood

# Level 3 Coach



## Club Structure – Mission Statement

To provide opportunities for all individuals to develop their skills and compete at levels appropriate to their development, and maximise their potential as a competitive swimmer.



## Club Structure - Teaching

Birkenhead Swimming Club's teaching programme follows the "ASA national plan for teaching swimming".

Entry is at pre-competition level 7, which is the logical progression from Advanced Level 2 swimming lessons or equivalent.

The swimmer will initially consolidate their existing skills and develop their efficiency of the four competitive strokes. They will then, through the use of a range of drills and practices, progress towards the more demanding aspects of training development in preparation for taking part in competitive swimming.

The rate at which swimmers develop varies, and our teachers and coaches will ensure the necessary skills, strokes and confidence are in place at each stage of their progression.

This pre-competition development comprises two levels, both leading to awards.

**Level 1 skill development** includes floatation, streamlining, sculling, treading water and introduces the use of the pace clock.

**Level 1 stroke development** progresses the efficiency of the four competitive strokes through the use of drills, kicking, turns and starts.

**Level 2 skill development** further progresses sculling, treading water and use of the pace clock and introduces land training through the use of simple loosening exercises.

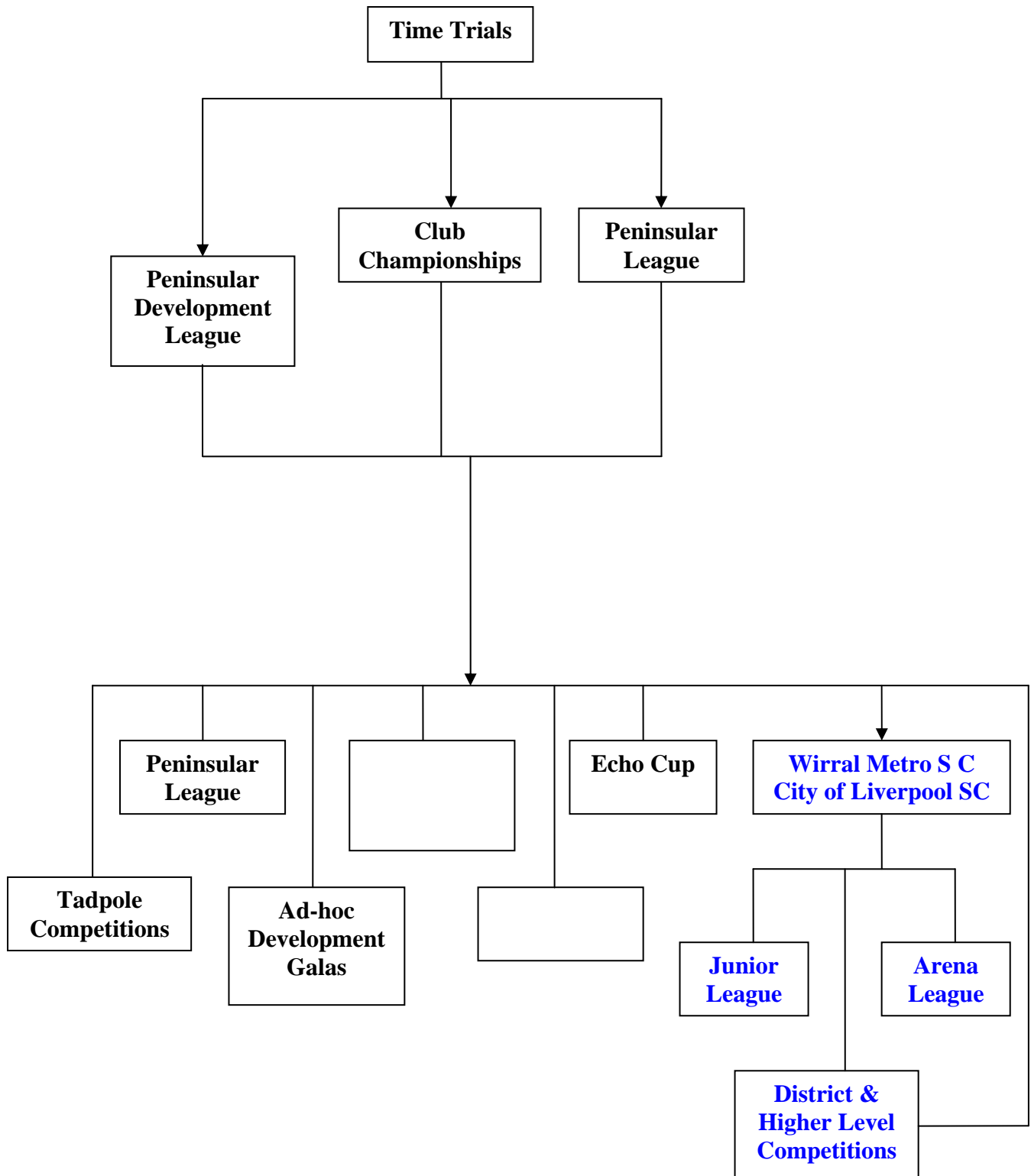
**Level 2 stroke development** continues to improve on stroke efficiency and kicking, introduces more advanced drills, makes further progress on starts, turns and finishes, and introduces short repetitive swimming sets.

## Awards

A range of certificates and badges to mark achievement are available from the club shop.

eg. Preliminary Competitive Start, and stroke and sprint awards

Swimmers are also encouraged to keep a record of their progress in training, through the use of a log sheet (see section 10 of this handbook), and of their awards using a logbook which is available from the club shop.





**President** Alan Murray

**Officers:**

Chairman:	Roy Smither	0151-644 0653
Vice Chair:	Peter Blood	0151-643 9761
Secretary	Sarah Wylde	0151-645 5117
Treasurer	Jan Howard	
Ass. Treasurer		
Chief Coach	Nic Winter	0151-645 3698
Competition Sec.	Peter Barton	
Gala Secretary	Chrissie Kirby	
Polo Secretary	Alan Murray	

**Committee Members:**

Denis Laffin	
Keith Arnold	Disability Liaison 0151-342 5648
Abi Barton	
Peter Barton	
Paul Hignett	
Cath Jones	
Michelle Doughty	
Jo James	
Francesca Long	Ladies Swim Captain
Sarah Robson	Ladies Vice Captain
Thomas Barton	Men's Swim Captain
Josh Hall	Men's Vice Captain

**Club Representatives:**

Peninsular League	Nic Winter	Peter Blood	Sara Wylde
L&D	Alan Murray	Peter Blood	Roy Smither
NCASA	Alan Murray	Nic Winter	
Cheshire	Alan Murray	Jan Howard	
Peninsular Schools			

**Publicity:**

**Fund raising:**

**Swim Shop:** Cath Long, Peter Barton

**Insurance queries:** Sarah Wylde 0151-645 5117

**Equity officer:** Cath Long

**Welfare officer:** Cath Long





**We compete each year in a number of leagues or galas and utilize each for different purposes. This will depend on the level of competition within those competitions and the requirements of the season.**

### **CLUB TIME TRIALS**

These are held approx. every eight weeks on a Sunday evening between 5pm and 8.00pm. All swimmers swim every stroke over 50 (some 25s for the youngest. This allows us to get a picture of how everyone is doing and make direct comparisons of fitness. It is also a friendly introduction to gala procedures for our younger swimmers. Please do your best to ensure your child attends.

### **PENINSULA DEVELOPMENT LEAGUE**

A development league in which we encourage all club members to participate, especially those recently joined. The events in these galas are time limited and provide a chance to swim strokes or distances that you do not usually participate in. If you have specific requirements please talk to Nic Winter.

### **PENINSULA LEAGUE**

Normally our strongest team, we compete in against teams from Hoylake, Wallasey, Ellesmere Port, Bebington, and Woodchurch,

### **MERSEYSIDE & DISTRICT LEAGUE**

Not completing 2015/16

A three division, six teams per league competition. The season for this league is September to June.

Age groups are as at 30<sup>th</sup> June

### **ECHO CUP**

A high level competition for 9 to 12 year olds with 11 other very good standard Merseyside clubs. We compete in two six team galas at Everton Park and after the initial two rounds the six teams with the highest points go forward to the final. We have produced a steady improvement in this competition over the last few years.



### **OPEN MEETS**

Watch the notice board for details of open meets and B grade meets. Entry forms for advertised galas are available from Tom Ward.

### **CHAMPIONSHIP MEETS**

We also encourage our members to compete in some championship events. These consist of the Peninsular Age Groups, Liverpool & District Championships, Cheshire Championships,

### **CLUB CHAMPIONSHIPS**

We encourage our members to compete in the Club Championships Which are held over a number of galas in November and December. Everyone who enters gets a certificate and individual age group awards are also made. All awards are made at the Club Disco and Presentation evening.



## Child Protection Policy Statement

**Birkenhead Swimming & Water Polo Club is committed to a club environment in which all children\* participating in its activities have a safe and positive experience.**

**In order to achieve this club agrees to:**

- a) Adopt and implement the ASA Wavepower 2009/11 policy in full
- b) Recognise that all children participating in the club (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in swimming and be protected from harm and be in a safe environment
- c) Ensure that those individuals, who work with children in the club, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
- d) Appoint a Club Welfare Officer with the necessary skills and training as outlined by the ASA who will take the lead in dealing with all child safeguarding matters raised within the club.
- e) Ensure that the club Welfare Officers name and contact details are known to all staff, members and parents\* of members and be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower 2009/11 guidance.
- f) Ensure all those persons who work with children in the club have undertaken the appropriate training and relevant CRB checks and adhere to the required practices for safeguarding children as outlined in Wavepower 2009/11.
- g) Ensure that all individuals who will be working or will work with children in the club have been through the ASA recruitment procedure.
- h) Ensure that all individuals who work with children in the club have the appropriate training and codes of conduct and good practice to follow in line with the guidance in Wavepower 2009/11.
- i) Provide all club members and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's welfare or protection.
- j) Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower 2009/11.
- k) Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
- l) Ensure all papers relating to child safeguarding matters are held in a safe and secure manner.

\*Children are referring to all persons under the age of 18.

“Parents” is anyone who has parental responsibility for the child concerned.

## **Who is the ASA SwimLine for?**

This service is provided for anyone involved in swimming, including children and young people who believe that the welfare of a child is at risk. This could be neglect or abuse, bullying or fear of someone, or anything that is worrying you or you don't know who to discuss this with.

## **Who will take the calls & what happens?**

When you ring you will hear a message. This will explain how to speak to someone urgently, and enable you to be transferred straight away to the NSPCC Child Protection Helpline, or if more convenient arrange for someone to call you back. The person who calls you back will be a trained member of the ASA Child Protection Group.

## **Other things you should know**

SwimLine calls are free and do not appear on itemised bills unless the call is made from a mobile phone. SwimLine does not use the 1471 code or any other return call or call display facilities.

**You can call the ASA SwimLine on 0808 100 4001**

**You can call the NSPCC Child Protection Helpline direct on 0808 800 5000**  
( open 24 hours a day and calls are free)

**If you have a textphone you can call the NSPCC Textphone on 0800 056 0566**



## Equity Policy Statement

Birkenhead & Wirral Aquarius Swimming Clubs are 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 Clubs will ensure that equity 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 Equity:

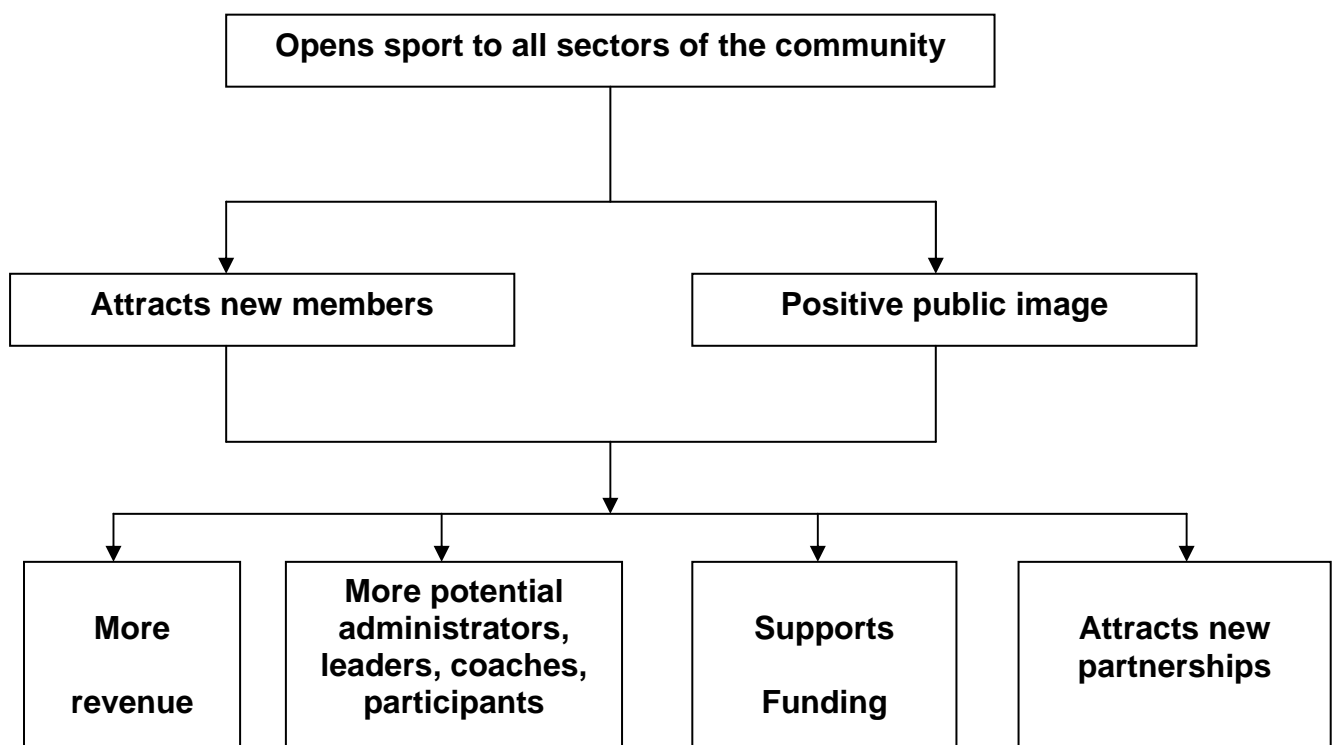
Sports Equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The Clubs are 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 Clubs will deal with any incidence of discriminatory behaviour seriously, according to the club disciplinary procedures.

## Benefits of Sports Equity



# Equal Opportunity in Swimming

'Equal Opportunity is about celebrating difference and diversity and as such providing a swimming structure that can respond to this in a proactive and positive manner'.

The ASA and British Swimming is totally committed to the principals and practice of equal opportunities across all of it's aquatic disciplines, both as an employer, provider and as facilitator of such practices by all it's members. In our work with key partners, such as the athletes, clubs, teachers, coaches, officials and administrators, we will advocate our policies make every effort to ensure that all participation has equity at it's core.

Swimming is a 'sport for all'. It can and should be enjoyed and made accessible to everyone and to achieve this:

- **The ASA/British Swimming** is committed to work towards ensuring that swimming is accessible to the, many rather than the few.
- **The ASA/British Swimming** recognizes the need to acknowledge the diversity of provision that is required to ensure that all people, regardless of their race, sex/gender, disability, age, sexual orientation, social or economic background can access swimming and develop at a level that is appropriate to them.
- **The ASA/British Swimming** recognizes the need to celebrate differences and diversity of provision as a means of creating entitlement and accessibility to our structures.
- **The ASA/British Swimming** recognizes that equal opportunity is about recognizing that people are different and therefore require different provision.
- **The ASA/British Swimming** recognizes the need to consult widely in order to respond to diversity.

## Addressing Equal Opportunities

In addressing equal opportunities, the ASA/British Swimming will respond to issues of equity by:

- Recognising that swimming as an organisation – our staff, athletes, coaches, teachers, officials and administrators need to adapt and work flexibly in order to respond to the needs of a wide and diverse range of people.
- Take positive action to increase the involvement from under represented groups in all aspects of our organisation, participation, coaching, teaching, officialdom etc.

In doing so the ASA/British Swimming supports four key principals as being fundamental to ensuring that everyone can participate in our sport and the achievement of equality of opportunity:

<b>Entitlement:</b>	People have a right to participate in and access quality and appropriate experiences within diving, swimming, synchronised swimming and waterpolo.
<b>Accessibility:</b>	It is the responsibility of the ASA – our teachers, coaches, officials and administrators – to adapt provision to fit the needs of the many.
<b>Inclusion:</b>	Wherever and whenever possible, all to access the same quality of provision, and if necessary to use positive action to ensure this:
<b>Integrity:</b>	Whatever we do as an Association to change or adopt provision, it must be of equal worth, challenging, relevant and in no way patronising.

## **Lines of responsibility**

The ASA/British Swimming will strive to become an organisation that values diversity and in order to achieve this we recognise that there must be clear lines of responsibility between all segments of the organisation.

### **The ASA/British Swimming as an employer**

The ASA/British Swimming aspires to provide a diverse workforce, a composition of which reflects that of the broader community in terms of gender, ethnicity and disability. In order to bring about this diversity we undertake to:

- Provide full and fair considerations for all job, role and applications.
- Assist all our employees to realise their full potential by ensuring that they receive fair consideration of their training and career development needs and promotion opportunities.
- Wherever possible modify employment practices and procedures to reduce barriers experienced by members of disadvantaged social groups in seeking and during employment with the Association.
- Maintain full records in recruitment, training and employment and use this information as a means of identifying areas of inequality.
- Require all our employees to undergo relevant training before taking part in recruitment and selection.
- Regularly review our recruitment, selection, training and promotion procedures to ensure that they are fair and reflect current best practice.

### **The ASA/British Swimming as a Membership Organisation.**

The ASA/British Swimming is committed to encouraging membership from all sectors of the community. To achieve this we undertake to:

- Promote an open and honest culture that values diversity.
- Communicate widely, ensuring that our messages can be understood and appreciated by all.
- Positively encourage the involvement of all people, regardless of their gender, race, disability, age and social background.
- Work to redress the effects of discrimination.
- Change attitudes and working practices to ensure that everyone can feel a valued member of the Association.

### **Teachers and Coaches.**

In our training and development of Teachers and Coaches, we will strive to ensure that they:

- Establish and implement professional and ethical values and practice.
- Promote and apply the principals and practices of equal opportunities
- Promote positive images of people with Special needs.
- Have a commitment to providing entitlement and access to all their professional activities.
- Encourage high expectations and standards of achievement from all they teach
- Involve everyone in meaningful and appropriate activity to ensure a quality experience.
- Help everyone to achieve their full potential.

### **Officials and Administrators**

In our involvement of officials and administrators we will expect them to

- Adopt, promote and practice the values of the Association.
- Ensure that participation can be enjoyed by all.
- Provide meaningful and appropriate experiences, which recognise and value the diversity of the participants.
- Actively encourage the participation and involvement of people from disadvantaged groups of the community.



## **Code of Ethics and Conduct**

### **All children and young people who are members of the club must:**

- Put the well-being, health and safety of other members above all considerations.
- Not become involved with any bullying of other people.
- Abide with the codes and rules set out by the club
- Not discrimination on the grounds of race, colour, language, religion, birth or social status as set out in the equal opportunities policy.
- Respect other peoples rights, and dignity.
- Not encourage other members to violate the rules of the club or the sport.
- Observe the requests and decisions of all teachers, coaches and officials.
- Abide by the spirit of the rules and laws both in and out of the pool.
- Treat other competitors and teams with respect, in victory and defeat.
- Treat all personal information about individual members as confidential except in exceptional circumstances regarding health and safety or medical requirements.

### **Code of Conduct for parents/carers**

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.





## **Code of conduct for club officials and volunteers**

The essence of good ethical conduct and practice is summarised below. All volunteers must:

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with performers, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Promote the positive aspects of the sport (e.g. fair play)
- Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by the national governing body and the club
- Hold the appropriate, valid qualifications and insurance cover
- Never exert undue influence over performers to obtain personal benefit or reward
- Never condone rule violations, rough play or the use of prohibitive substances

## **Internal Disputes**

Birkenhead & Wirral Aquarius Swimming Clubs shall comply with the requirements and procedures of ASA Law for handling all Internal Club Disputes as may be revised from time to time.

For further information contact the Chair, Welfare Officer or any Coach or Committee member

## **Insurance:**

Fully paid up members of Birkenhead and Wirral Aquarius Swimming Clubs are automatically covered by the Club's Insurance Scheme. If you wishes to see a copy of the Insurance Policy or Document, or make a claim then please contact the Mrs Jo Gilbert the Club Secretary 0151 645 7441

**A copy of the Birkenhead SC and Wirral Aquarius SC Insurance Certificates are on display on the 1<sup>st</sup> floor notice board at Leasow Recreation Centre.**



## Accident/Incident Procedures

<b>Name of club:</b>	Birkenhead Swimming Club
<b>Facility:</b>	Leasowe Leisure Centre
<b>Normal operating procedures (NOP):</b>	In club locker adjacent to small pool
<b>Emergency action plan (EAP):</b>	In club locker adjacent to small pool
<b>Location of emergency telephone:</b>	On Poolside and in First Aid room
<b>Location of first aid equipment:</b>	First Aid room on poolside
<b>Location of club accident / incident record log:</b>	In club locker adjacent to small pool

All persons in charge of club sessions must be aware of the facilities NOP and EAP as above. These should be strictly followed in case of an emergency.

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

### Insurance:

Fully paid up members of Birkenhead Swimming Club are automatically covered by the Club's Insurance Scheme. If you wish to see a copy of the Insurance Policy or Document, or make a claim then please contact the Mrs Sarah Wylde, Club Secretary

**A copy of the Birkenhead Swimming Clubs Insurance Certificate is on display on the 1st floor notice board at Leasowe Leisure Centre.**



## **“Coach the Ability NOT the Disability”**

### **WHY SWIMMING FOR PEOPLE WITH DISABILITIES?**

Swim21 focuses on a swimmer centred approach, putting the needs of the swimmer first. This applies to all participants in swimming, regardless of ability. All swimmers deserve the opportunity to achieve their full potential. Great Britain leads the world in disability swimming, and for this to continue we must endeavour to provide those opportunities.

### **INTEGRATING DISABLED SWIMMERS INTO YOUR CLUB**

It is important to assess swimmers ability in the water, in order to determine which group would be appropriate and which sessions would be of best benefit. Talk to the swimmer about their ability, they are the best judge of what they can and cannot do.

All swimmers should receive appropriate levels of coaching, water time and land conditioning related to the level at which they are performing. If land training is to be provided, consideration must be given to the access requirements of disabled swimmers, and the support needs of those who are providing that training.

Practical tips may include ensuring sessions are always written out and placed at the end of the lane, which would help swimmers with hearing difficulties. Additionally, those swimmers with learning difficulties benefit from repetitive programmes which over time they can learn and feel secure in doing.

### ***CLASSIFICATION***

If you are dealing with Learn to Swim and early swimmer development then classification is not an issue, but as swimmers move up the competitive ladder, they will need to be classified, especially if they are looking to compete at National or International level. Classification is based on a swimmers functional ability to swim a particular stroke. It can be a complicated issue but there are experts around to help and guide in this area.

### **WHO ELSE CAN HELP?**

There are a number of disability specific organisations that serve people with disabilities. The umbrella organisation which serves as the development arm for disability sport is the English Federation of Disability Sport, which works closely with the ASA to assist with the development of disability swimming.

#### **EFDS – North West**

Regional Development Manager, Recreation House, Corporation Street, St Helens, WA10 1HF  
Tel: 01744 455452      email: [northwest@efds.co.uk](mailto:northwest@efds.co.uk)



## 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 qualificat*



## Appraisal process for ASA Teachers/ Coaches

Name \_\_\_\_\_

Position \_\_\_\_\_

### Review of past year 2009

Highlights:

Areas of least satisfaction:

Personal development: (e.g. training needs)

Target: (something you would like to achieve in the next twelve months)

**Signature of teacher** \_\_\_\_\_ **Date** \_\_\_\_\_

Signature of head coach \_\_\_\_\_ Date \_\_\_\_\_

PERSONAL DEVELOPMENT PLAN (PDP)

The purpose of a PDP is to identify what new knowledge, skills & experience is needed to carry out the current role more effectively and in addition, to prepare for future roles/tasks. The PDP should clearly link into the club's and the employee/volunteer's objectives and values as well as the competencies required for the role. The PDP could involve training courses, spending time with others, mentoring & coaching, study & research. The overall outcome is that all parties are beneficiaries of the learning.

SKILL/AREA FOR DEVELOPMENT	OBJECTIVE	ACTION	BY WHOM	TARGET DATE

By signing below the appraiser and employee/volunteer acknowledge that these key objectives have been discussed & agreed

Employee:		Date:		Appraiser:		Date:	
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## Notes