



HEART OF MIDLOTHIAN ASC HANDBOOK – 2011



Hearts is one of the leading swimming clubs in Edinburgh promoting swimming for all. High quality coaching from learn to swim through to international standard is provided at reasonable cost in a friendly and family orientated club structure. In recent years the club has produced:-

- * Commonwealth Games Qualifier
- * British Junior Internationalist
- * Scottish Senior Champions
- * Scottish Junior / Age Group Champions

www.swimhearts.com

COACHING PROFILES

Hearts are fully committed to creating a coaching structure that will benefit all of the swimming members in the club. This commitment aims to ensure that all coaches are qualified, not only by way of certification, but also by their own or their childrens' experience in the sport. The coaching staff provide a dynamic, friendly and challenging atmosphere, where swimmers, through their own hard work and dedication, can train and learn the necessary skills to progress and ultimately reach their own personal goals and objectives.

Head Coach / Swim Edinburgh: Phil Potter – currently in his 10th season at the helm at Hearts ASC after joining the club in October 2001. During his time at the club, Phil, a UKCC Level 3 Coach, has overseen numerous successes at District, National and International level and has been appointed as coach to both British and Scottish National teams at high level international meets, including the 2007 European Short Course Championships and the 2008 Tri Nations Cup. Primarily responsible for the day to day coaching of the swimmers within the Swim Edinburgh programme, Phil also has a role overseeing all of the training squads and their coaches.

After graduating with a BA (Hons) degree in Physical Education from the University College of Ripon and York St John, and following a personal swimming career that saw him represent England at junior/youth level over his favoured distance freestyle events, Phil turned his hand to coaching the sport, initially as assistant coach at city rivals Warrender Baths Club before moving to Hearts to take on the Head Coach role that he performs with 100% enthusiasm and passion for success.

Please contact Phil on 07930 528174 or Email: ppotter99@blueyonder.co.uk

Assistant Coach / Group A: Fiona Ogilvie – UKCC Level 2 Coach, Fiona has fast-tracked her education and experience over the last two years and now takes on a dual role of coaching Group A and managing Hearts Swim School after working wonders with Group B over the 2009/2010 season. She is fully committed to the task of helping to produce the next big things at Hearts! Fiona also has a daughter who swims with the club.

Group B: Carol Spence – Carole will be working hard to ensure the upward curve of this particular group is maintained and more! Carole is currently a UKCC Level 1 Coach and UKCC Level 2 Teacher (soon to take the UKCC Level 2 Coach Course). Carole also has an existing wealth of land training specific knowledge that has proved useful to many swimmers in the club. Carole also has two daughters who swim with the club.

Group C: Stuart Forbes – A UKCC Level 2 Coach, Stuart spent the 2009/2010 season assisting with the coaching of Group A with great success. In the 2010/2011 season, Stuart takes sole responsibility for Group C and the swimmers will undoubtedly benefit from his considerable coaching skills and infectious enthusiasm.

Stuart is a former British Age Group medallist, Scottish Age Group champion and Scotland Age Group Team member, he joined Hearts ASC from Grove SC in 2007 where he was an assistant coach and masters swimmer. His Masters swimming career has seen him gain 16 Scottish, 5 British and 2 ASA Masters titles since restarting his career in 2006, as well as Scottish Masters records in breaststroke, freestyle and medley.

Group D: CK Mcleod-Bain - after assisting the previous coach for this group for much of the 2009/2010 season, former top-level swimmer CK has stepped up to take on the coaching of Group D. A UKCC Level 1 Teacher who is currently undertaking a Sports Coaching course and eager to advance her formal qualifications and experience, CK is already proving popular with the swimmers at this level.

Group E: Robert Rae - provides an excellent introduction into the world of swim training, which has resulted in many swimmers moving successfully upwards to the higher groups. Robert has been coaching since 1997 - always on the lookout for new methods of coaching/teaching swimming technique and training. He has had three children involved in the club in the past, and balances his coaching and parental commitments with a job at a Fisheries Company. Robert's other talents include art – check out his website www.cosmicart2008.co.uk

Masters: Andrew Maguire and Andrew Hutchinson – continuing the great work with this fast emerging and ever-improving squad of swimmers, the two Andrews are helping Hearts move to the top of the tree in Masters swimming in Scotland and Great Britain.

GENERAL CLUB INFORMATION

Competitions and Time Trials

Hearts is a competitive club and therefore swimmers are expected to compete in competitions when required. A 'Competition and Testing Plan' is produced monthly detailing all of the relevant competitions/club days/tests for each squad – this can be found on www.swimhearts.com and is a very important document for all swimmers and parents. The Entries & Records Secretary will contact swimmers with information about entry into appropriate galas.

Computerised Records

The Entries & Records Secretary maintains a record of all Hearts swimmer results. Gala Results are posted on our website but most can be found on www.swimscotland.org.uk

Website Details

The website is used by the coaches and committees to keep swimmers and parents up to date with training schedules, competition plans, results, tips & advice etc. The Club Constitution and all Club policies are held in the members area on the website e.g. the Club Development Plan, Equity policy etc. All this information can be found at www.swimhearts.com Contact Phil Potter on ppotter99@blueyonder.co.uk for the password for the members area.

There is also a Club Noticeboard at Drumbrae Leisure Centre.

Safety Note

No child should enter the pool area if a coach is not present.

Child Protection Officer :

Mrs Wilma Spencer, 0131 339 2935

The Club adheres to Scottish Swimming's Child Protection policies and has an Anti Bullying and Equity policy.

Volunteering

The club is a non-profit making organisation run entirely by volunteers – our only paid member of staff is our Head Coach. We rely on parents to volunteer to help and this can take many forms - help with coaching, timekeeping, lifeguarding, serving on the management committee, swim committee or social committee, helping on the swim shop or tea table at galas etc., etc. There are regular courses for teaching swimming, timekeeping and life saving. Please indicate on the membership application form how you can help with volunteering and we'll give you more information.

Kit Requirements

GENERAL (all squads)

- ♥ **Hearts swim cap** – only these *must* be worn at competitions (if you wear a cap)
- ♥ **Hearts t-shirt (short/long sleeved) / polo shirt** – these *must* be worn on poolside at competitions at all times and it is essential to wear them for medal presentations
- ♥ **Kick board / pull buoy** – each swimmer should possess their own and bring to every training session – do not rely on the venue to have them
- ♥ **Apparel / goggles / swim caps** – brought to every session *including spares* as it is your responsibility to be prepared for any eventuality – do not rely on coach / friends
- ♥ **Drinks bottle (large)** – essential for hydration during all sessions / competitions

SWIM EDINBURGH / GROUP A

- ♥ **Training Snorkel** (eg. FINIS)
- ♥ **Short bladed fins** (eg Speedo or Zoomers)
- ♥ **Finger paddles** (junior/red or senior/yellow)
- ♥ **Ankle band** (for pull sets)
- ♥ **Theraband** (for shoulder injury prevention / management)
- ♥ **Skipping Rope** (for land training / warmup)

GROUP B

- ♥ **Short bladed fins** (eg Speedo or Zoomers)
- ♥ **Finger paddles** (junior/red or senior/yellow)
- ♥ **Theraband** (for shoulder injury prevention / management)
- ♥ **Skipping Rope** (for land training / warmup)

GROUP C / D / E

- ♥ No special kit required other than that stated in the General section but all swimmers should wear swim caps during training sessions if they have medium/long hair and all swim apparel should be appropriate for the task i.e. no long shorts that can affect body position and technical ability.

For general kit enquiries see the Kitzone at <http://www.swimhearts.com/swimshop.htm>

For specific training kit see Phil Potter – ppotter99@blueyonder.co.uk / 07930 528174

KitZone Swim Shops are held on club days and certain Hearts run galas.

Annual Subscriptions

An annual subscription is set each November (**£50 for 2011**) at the Annual General Meeting to be collected in January. There is a reduction for swimmers joining during the year. A portion of your subscription goes to the Scottish Amateur Swimming Association (SASA) and East District, mostly to cover insurance costs.

Monthly Fees

Training costs to cover pool hire, coaching costs, equipment etc. is divided into 12 equal amounts, which have to be paid on a monthly basis by standing order through your bank. (see attached standing order form). A £2.00 per swimmer reduction in monthly fees applies for a second child; and then half monthly fees for any subsequent swimmer in one family (reduction is not applicable where first child is Masters “pay as you go”).

MONTHLY FEES	2011
Group	
Swim Edinburgh	£80.00
Group A	£64.00
Group B	£56.00
Group C	£49.00
Group D	£45.00
Group E	£42.00
Masters	£38.00

Masters Group Fees:

Either pay monthly fee of £38.00 or “pay as you go” £4.00 per session.

Please note Masters must also pay the **Hearts Annual membership fee**.

Competition Deposit System

Most competitions require a fee for each event swum (the Club pays for all relay swims and team events). To enable the club to pay for all these fees in advance, a Competition Deposit System has been introduced. The deposit will be set at a level appropriate for your child and the type/number of competition they are likely to be entered.

The Competition Deposit fees are as follows:

Group C/D/E	£30.00
Group Swim Ed/A/B	£50.00

An information slip is issued before each competition and this indicates the fees due. These fees must still be paid for each competition entered and should be paid to the treasurer before the competition takes place.

When your child “retires” from swimming or leaves the club, your deposit will be returned minus any money owing at the time.

What to do now and which forms to send where

1. The **Hearts Application for Membership Form, SASA (Scottish Swimming) Club Membership Form** and **Hearts Medical Record** should be sent to the **Membership Secretary***.
Please note: You do not need to enclose a separate cheque with the SASA (Scottish Swimming) Club Membership form - this fee is covered by your Hearts Annual Fee.
2. The **Hearts Annual Fee** should be paid promptly by cheque, made out to HMASC, and sent to: *David Brownlee, Assistant Treasurer, 6 Craigleith Hill Avenue, Edinburgh, EH4 2JA* or send to the Membership Secretary. The Hearts Annual Fee covers the Scottish Swimming membership fee plus all other registrations and insurances.

Please note: It is essential that the Hearts Annual Fee is paid promptly, as otherwise it could invalidate the Club's Insurance Policy

The annual fee is paid on a pro rata basis: If you join the Club between **Jan – March** you pay **100% = £50**, if you join between **April – June** you pay **75% = £37.50**, **July – Sept 50% = £25**, **Oct – Dec 25% = £12.50**
3. The **Hearts Monthly Training Fees** Standing Order Form should be sent to your own bank as soon as possible to make sure your monthly training fees are paid promptly.
4. The **Hearts Competition Deposit System**. Send the form together with appropriate cheque to *David Brownlee, Assistant Treasurer, 6 Craigleith Hill Avenue, Edinburgh, EH4 2JA*
5. If you are a swimmer coming from another club please complete the **Scottish Swimming 1st/2nd Claim Club form** and send this to the Membership Secretary (details below). This form can be found at www.scottishswimming.com. 'Change of Club Form'.
6. The **Scottish Swimming Medical Declaration Form** should be completed **only if** your child is competing **at Scottish National level** and should be sent direct to Scottish Swimming at the address on the form.

**Mrs Paddy Heskett,
Membership Secretary
50 Cammo Gardens,
Edinburgh, EH4 8HF
0131 339 3514
pheskett@blueyonder.co.uk**

**Please return this form to the Membership Secretary.
(Mrs Paddy Heskett, 50 Cammo Gardens, Edinburgh, EH4 8HF)**

HEART OF MIDLOTHIAN AMATEUR SWIMMING CLUB

APPLICATION FOR MEMBERSHIP FORM

Name:

Date of Birth:

SASA (Scottish Swimming) Reg.No.
(if known):

Address:

Post Code:

Tel. No:

Mobile:

Email address:

Group Assigned To:

How did you hear about Hearts:

Swimmer/Parent's Occupation:

Our Club is a not for profit organisation and, with the exception of the Head Coach, is run entirely by volunteers. We expect all members and parents to volunteer to support the Club in some capacity. A member of the Committee will contact you to discuss how you could help eg timekeeping, committees, fundraising activities, employer sponsorship/advertising etc).

Do you have any specialist skills which you could bring to the club? (eg accounting /marketing/ computing/coaching)

- I agree to pay monthly fees by Standing Order

- I have sent the Standing Order Form to my Bank

- I have paid the Hearts Annual Fee (see pro rata fees where appropriate) and sent cheque to Assistant Treasurer

or

- I have enclosed it with this Membership Application Form.

- I have sent Scottish Swimming Club Membership Form to Hearts Membership Secretary (no payment for this as your Hearts Annual Fee covers it)

Signed :

Date :

**Please send this form to the Membership Secretary
(Mrs Paddy Heskett, 50 Cammo Gardens, Edinburgh, EH4 8HF)**

HEART OF MIDLOTHIAN AMATEUR SWIMMING CLUB

MEDICAL INFORMATION FORM

Name: DoB :

Address : Tel. :

Mobile:

Email:

Emergency Contact:

Address : Tel. :

Mobile:

Email:

Doctor's Name:

Address : Tel. :

Do you have any disability?

Do you suffer from any medical condition?

Are you taking any regular medication?

Any other information that your coach should be aware of in the event of accident or emergency?

If any of the above information changes it is important that you advise your coach and the membership secretary immediately. All information will be treated in confidence and retained by your coach and membership secretary.

SEND THIS FORM TO YOUR BANK
HEART OF MIDLOTHIAN AMATEUR SWIMMING CLUB
STANDING ORDER FORM

TO _____(BANK)
_____(ADDRESS):

Please pay to the Bank of Scotland, Newington, Edinburgh (Sort Code No.80-02-83)
for the credit of Heart of Midlothian Amateur Swimming Club (Account No 00273523) quoting
reference:

(Swimmers Name + Group e.g. "Joe Bloggs A")

The sum of £ _____

On the tenth day of each calendar month until further notice.

Please debit my/our account number _____.

This Order supersedes any existing standing order in favour of Heart of Midlothian Amateur
Swimming Club.

Yours faithfully

(signature)

(signature)

Date

Send this form to Assistant Treasurer or Membership Secretary with appropriate cheque

HEART OF MIDLOTHIAN ASC

COMPETITION DEPOSIT SYSTEM FORM

Most competitions require a fee for each event swum (the Club pays for all relay swims / some team events). To enable the Club to pay for all these fees in advance a Competition Deposit System has been introduced. The deposit will be set at a level appropriate for your child and the type/number of competitions they are likely to be entering. The deposits are as follows:

Group C / D / E £30
Group Swim Ed / A / B £50

Competition Fees:

An information slip is issued before each competition and this indicates the fees due. These fees must still be paid for each competition entered and should be paid to the Assistant Treasurer before the competition takes place.

When your child 'retires' from swimming or leaves the Club your deposit will be returned minus any money owing at that time.

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Competition Deposit System

Send to: David Brownlee, Assistant Treasurer, 6 Craigleith Hill Avenue, Edinburgh, EH4 2JA.
Email: davidbrownlee@blueyonder.co.uk Tel. 0131 539 2976

Name of Swimmer : _____ **Group:** _____

Date of Birth : _____

Address : _____

Post Code : _____ **Tel. No :** _____

Email address : _____

I enclose cheque (made out to HMASC) for the Competition Deposit Fee of £ for the above named swimmer.

Signature: _____

Name: _____ Group: _____ Date: _____

Disclosure of your information

Publication on British Swimming website(s). Details of your achievements in events will be included on the British Swimming website(s) and these will be available to the general public. If you do not want your details to be visible in this way you can hide them by registering via the 'Home Country Membership Check' accessed through www.scottishswimming.com webpage and selecting the 'hide' option, or by contacting the ASA Rankings department with your request to hide your details.

Caution – Publication on British Swimming website(s) If you hide your details they will not be visible on the Rankings Database which may affect your ability to enter events. Event organisers may in these cases require proof of age and/or of eligibility to enter and you should contact the particular organiser to check.

If you **do not** want details of your achievements to be visible on the British Swimming Website, please tick here

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2 SASA Club Membership Categories

C3.3.3 There is two categories of members of Affiliated Clubs and a member may register in only one category. Those members who fall into both categories must register as a swimmer and pay the higher fee.

- (a) Swimmer – a member of any age who participates in any aquatic discipline.
- (b) Non-Swimmer – a member who does not participate in any aquatic discipline as defined by the following classifications:
 - i) Club Volunteer – a member 14 years and over and not a competitor, who volunteers for their club in any capacity at any time.
 - ii) Technical Official – a member who volunteers for their club and who holds a current technical official qualification issued by recognised governing body for aquatics i.e. British Swimming or international equivalent.
 - iii) Teacher and Coach – a member who holds a current teaching or coaching qualification issued by a recognised governing body for aquatics i.e. SASA, ASA, WASA, British Swimming, an international equivalent, or S/NVQ in coaching.

Medical Declaration form: This information applies if you are a swimmer: 10 years old or older, and Representing Great Britain or their Home Country internationally or competing in a British Swimming, Scottish Swimming, ASA or WASA National event (all disciplines, excluding Masters)

**New members details to be submitted within 28 days of individuals joining your club
in accordance with SASA C3.3.6**

DATA PROTECTION NOTICE Collection and use of your information

About us. The Scottish Amateur Swimming Association (SASA) is a constituent member of British Swimming Limited (**British Swimming**). The other members are the Amateur Swimming Association (ASA), and the Welsh Amateur Swimming Association (**WASA**). **Purposes.** Scottish Swimming and British Swimming will each hold the details provided on this registration form with other information it holds or obtains from or about you and will use this for the following purposes:

- for maintaining records
- to respond to any enquiries you make
- to administer any events in which you participate or may wish to participate and to deal with any incidents involving you
- to create an individual profile for you so that we can understand and respect your preferences
- to create anonymised aggregated information about members and swimmers to enable us to secure funding
- to contact you about swimming events, offers and opportunities available from the Scottish Swimming or British Swimming or any commercial partner of either of them by post, email, online or phone (where you have indicated you are happy to hear about these)

Recording images. Scottish Swimming and British Swimming may record the competition events in which you participate and general images of swimmers will form part of the information we hold and use. In addition to the purposes for general information set out above, Scottish Swimming and/or British Swimming may use these recordings and images for the purposes of education and training, swimmer analysis, promotion, performance, development and selection and event analysis.

Other uses. Where your information may be used for additional purposes, such as medical information, you will be provided with further details of how your information will be used at the relevant time

Disclosure of your information

Districts and Clubs that organise their own competitions may publish details on this website and if you wish to hide this information you should contact the Region/ County/Club directly.

Data use outside of the EU. If you apply for or take part in an event that takes place outside the European Union, your information will be disclosed to the relevant event organiser(s) in the host nation. These nations may not have laws as stringent as ours to protect your personal data.

Images. Images may be disclosed to those Districts and Clubs for which you are a member for swimmer selection purposes. They may also be disclosed to the media for promoting swimming and the reporting of events. You should see the data protection policy for the relevant Region, Sub-Region, County Association and Club(s) for details of how your information will be used.

ASA and WASA. As constituent members of British Swimming, WASA and ASA will be able to view your information for swimming administration purposes only.

Doping Control. If you enter swimming competitions, you may be subject to doping control as part of the Scottish Swimming/British Swimming commitment to a drug free sport. At the time of sample collection, your personal data will be collected by UK Sport which undertakes the testing and administers the programme. You should see the data protection notice for UK Sport for details of how your information will be used (<http://www.uk sport.gov.uk/pages/adams/>)

Marketing

Partners. Scottish Swimming and British Swimming each work with a number of sponsors and commercial partners (details of these can be found at www.scottishswimming.com) to promote swimming, raise funding for the sport and to secure opportunities for members. Scottish Swimming and British Swimming would like to contact you by post or electronically to tell you more about the offers available to you. Please help us serve you better by telling us if you express an interest in our goods and services.

Opt outs. You have the right to refuse direct marketing and can do so by ticking the relevant box(es) on the form.

MEDICAL DECLARATION FORM

This form **MUST** be completed by anyone that is representing Great Britain or their Home Country internationally or competing in a British Swimming, Scottish Swimming, ASA or WASA National event (all disciplines, excluding masters) and returned to the Scottish Swimming at the address below.

A new form MUST be completed annually even if the medication prescribed has not been altered or if no medication is being taken and whenever the medication is changed. If the competitor is under the age of 16 this form should be completed and returned by the parent or person in loco parentis but must still be signed by the competitor. This form should be sent direct to Scottish Swimming, not via the club secretary. The data contained in this form is classed as sensitive personal data under the Data Protection Act 1998 (DPA). Scottish Swimming, ASA or WASA will process the data provided in accordance with the DPA. Your express written consent to hold this data is required under the DPA, which by signing this form you are providing. The data will be held securely in accordance with the DPA and will be used to administer you as a member of Scottish Swimming, ASA or WASA. Information sheet ref. MedicalDeclarationProcess_WorkingDoc will assist in completing this form.

PLEASE COMPLETE IN BLOCK CAPITALS

Surname																						
First Name									Miss / Mr / Ms / Mrs													
Address																						
Post Code					Tel No (inc. STD Code)																	
E-mail:																						
Date of Birth												Membership No										
Club																						

Please indicate medication taken for treatment of asthma by ticking the appropriate box

SALBUTAMOL (i.e. Ventolin)	A	<input type="checkbox"/>	BUDESONIDE (Pulmicort)	E	<input type="checkbox"/>
SALMETEROL (i.e. Serevent)	B	<input type="checkbox"/>	BECLOMETHASONE (i.e. Becotide)	F	<input type="checkbox"/>
TERBUTALINE (i.e. Bricanyl)	C	<input type="checkbox"/>			
FLUTICASONE (i.e. Flixotide)	D	<input type="checkbox"/>			
Other medication taken for the Treatment of asthma	G	<input type="checkbox"/>	Name of Medication		

Please list below ALL medication currently being taken for any other medical condition including vitamins and dietary or nutritional supplements in the space below:

Other medication	
Vitamins	
Supplements	

I declare that I **do not** take any form of MEDICATION
(this includes vitamins and supplements) - please tick box

Signature of competitor:
If under 16 years of age signature of parent or person in loco parentis:
Date:

Please return this form to Scottish Swimming,
National Swimming Academy,
University of Stirling, Stirling, FK9 4LA
(Telephone: 01786 466520)