

# Dingwall Amateur Swimming Club Handbook



[www.dingwallasc.com](http://www.dingwallasc.com)

## Table of Contents

About the Team .....	1
Coaching Staff .....	1
Dingwall ASC Committee.....	2
Membership Fees .....	3
Annual Affiliation Fee .....	3
Monthly Membership Fees .....	3
Termination of Membership.....	3
Training Times and Venues.....	4
Amended Training Times .....	5
Squad Structure .....	6
Development Squad .....	7
C Squad.....	7
B Squad.....	8
A Squad .....	9
Squad Movement .....	10
House Teams .....	11
Dingwall ASC Squad Progression Pathway .....	12
Competition and Team Selection .....	13
Code of Conduct (Swimmers) .....	15
Code of Conduct (Parents).....	16
Acceptable Use of Mobile Phones Policy.....	17
Club Captains.....	19
Club Captains Past and Present.....	19
Club Championships.....	19
Trophies.....	20
Club Website .....	22
Social Media .....	23
Club Contacts.....	24

## About the Team

Established in 1975, Dingwall Amateur Swimming Club has coached hundreds of swimmers over the years. We offer all our members the opportunity to reach their full potential as a swimmer by improving their technique and increasing their stamina and speed while promoting fitness and teamwork. This is carried out in a fun and friendly environment in which it is hoped that lifelong skills and values are taught, and goals are set, met and exceeded. The Club operates a four-tier squad system that is graded by strict performance criteria set by the Head Coach. The Squads at Dingwall ASC are: Development Squad, C Squad, B Squad and A Squad each aimed at different stages of a swimmer's development and ambition. Progression through the squads is based on a swimmer's attitude, effort and attendance at training and meets as well as technical ability and perceived potential. There are also time targets set by the Coaches for each squad.

### Coaching Staff

#### Andrew Clark – Head Coach

Head Coach since November 2013, Andrew has been involved in swimming since 2011 when he gained his UKCC Level 1 Teaching Aquatics qualification. Andrew has since gone on to gain further qualifications, including UKCC Level 2 Teaching Aquatics and UKCC Level 1 and 2 Coaching Swimming. Andrew has extensive experience teaching and coaching swimmers of all ages and abilities, successfully running a business delivering one-to-one swimming lessons for three years. Andrew has a BSc (Hons) in Sport and Fitness and has recently qualified as a Primary Teacher after completing a PGDE in Primary Education.

#### Jordan MacDonald – Assistant Head Coach

Jordan has been Assistant Head Coach at Dingwall ASC since November 2013 and was appointed alongside Andrew. Jordan was a competitive swimmer with Easter Ross Swim Team as a youngster. Jordan has gained qualification in UKCC Level 1 and 2 Teaching Aquatics and has vast knowledge on teaching swimmers of all ages and abilities, Jordan currently teaches one-to-one and group lessons at Alness Leisure Centre.

#### Nicole Macleod – Assistant Coach

Nicole joined the Coaching Team in December 2019. Nicole recently undertook her Scottish Swimming Teacher Qualification and is a welcome addition to the Coaching Staff. Nicole brings her unique, upbeat personality to the coaching team and is currently undertaking a BSc in Nursing through Inverness College UHI.

#### Emily Finlayson – Assistant Coach

Emily joined the Club as a coach in 2015 and coached with us for 3 years before taking a step back to follow her passion of horse riding, working at Skibo Castle. Emily has since returned to the Club after a brief hiatus and is a very bubbly and upbeat individual, you certainly won't miss her on poolside.

## Dingwall ASC Committee

Dingwall ASC appoints a committee once a year at its AGM usually held at the end of September. The committee is the vital backbone of the Club and supports the Club by organising all events, managing finances, implementing/reviewing policies and supporting the Club's coaching framework.

The Club always welcome new committee members and encourage all parents/guardians to get involved in the running of the Club. If you are interested in joining the committee or would like to contact the Club you can contact the Club at: [dingwall\\_asc@outlook.com](mailto:dingwall_asc@outlook.com)

The Committee (elected at our AGM in September 2019) are as follows:

<b>Role</b>	<b>Holder</b>
<b>Club President</b>	Nicola Mitchell
<b>Secretary</b>	<b>VACANT</b>
<b>Membership Secretary</b>	Rhona Morrison
<b>Treasurer</b>	Steph Innes
<b>Social Events Coordinator</b>	Julie Duff
<b>Wellbeing and Protection Officer</b>	Caroline Cumming
<b>Head Coach</b>	Andrew Clark
<b>Assistant Head Coach</b>	Jordan MacDonald
<b>Assistant Coach</b>	Nicole Macleod
<b>Assistant Coach</b>	Emily Finlayson
<b>Committee Member</b>	Irene MacDonald
<b>Committee Member</b>	Melissa MacLennan
<b>Club Captain (2020-2022)</b>	Grace Ewing
<b>Club Captain (2020-2022)</b>	Beth MacKay

## Membership Fees

### Annual Affiliation Fee (collected annually in February or upon joining the Club)

The SASA Affiliation Fee is payable annually in February. Swimmers joining part way through a membership year will have their membership fee pro-rated accordingly. The SASA Membership fee pays for the Club's membership to North District affiliation fee, technical officials' training etc and provides insurance cover for the swimmers and is mandatory in order to allow swimmers to train & compete in many competitions.

The membership year runs from 1st April to 31st March each year.

**The motion for a reduced fee for the 2021-2022 membership year was carried forward at Scottish Swimming's EGM on 11<sup>th</sup> March.**

- 1<sup>st</sup> Apr – 31<sup>st</sup> Aug 2021 - **£30**
- 1<sup>st</sup> Sept – 31<sup>st</sup> Dec 2021 - **£27**
- 1<sup>st</sup> Jan – 31<sup>st</sup> Mar 2022 - **£11.25**

## Monthly Membership Fees

Swimming fees are payable monthly, per child, by Standing Order at the beginning of each month. For convenience the swimming fees are divided into 12 equal monthly payments. Monthly fees are payable in full irrespective of whether the swimmer attends all sessions available to them or not.

Squad	Monthly Fee (per swimmer)
Development Squad	£14
C Squad	£16
B Squad	£24
A Squad	£26

## Club Bank Details:

Bank: Bank of Scotland  
Sort Code: 80 – 06 – 35  
Account Number: 00257290

**PLEASE USE YOUR CHILD'S NAME AS THE REFERENCE.**

## Termination of Membership

If a swimmer decides to leave the Club, please discuss this decision with your coach, following which formal notice should be sent via email to the Membership Secretary: [dingwall\\_asc@outlook.com](mailto:dingwall_asc@outlook.com)

**Parents/Guardians are reminded to cancel their monthly membership fees as the Club cannot do this.**

## Training Times and Venues

### Training

We have the use of two pools for training, Dingwall Leisure Centre Swimming Pool and Alness Leisure Centre. Swimmers are placed into Squads according to their ability and more details on Squads can be found on [Page 6](#).

### Training Times and Venues (these are our “normal” training times, pre COVID)

A Squad		
Tuesday	Dingwall Leisure Centre	6.30pm – 7:30pm
Sunday	Dingwall Leisure Centre	9am – 10.30am

B Squad		
Friday	Alness Swimming Pool	7pm – 8pm
Sunday	Dingwall Leisure Centre	10am – 11am

C Squad		
Thursday	Dingwall Leisure Centre	7:15pm – 8:15pm

Development Squad		
Thursday	Dingwall Leisure Centre	6.30pm – 7:15pm

## Amended Training Times

Due to the COVID-19 pandemic and the restrictions in place at both Alness Leisure Centre and Dingwall Leisure Centre, it has been necessary to amend our training times and days.

Please see an update training schedule below. This is live and subject to change. All changes will be communicated to our members as a matter of priority.

<b>A Squad</b>		
<b>Tuesday</b>	Dingwall Leisure Centre	7pm – 8pm
<b>Friday</b>	Alness Leisure Centre	7pm – 8:30pm

<b>B Squad</b>		
<b>Tuesday</b>	Dingwall Leisure Centre	7pm – 8pm
<b>Friday</b>	Alness Leisure Centre	7pm – 8:30pm

<b>C Squad</b>		
<b>Thursday</b>	Dingwall Leisure Centre	7pm – 8pm

<b>Development Squad</b>		
<b>Thursday</b>	Dingwall Leisure Centre	6:15pm – 7pm

As the Club emerges from COVID-19 we anticipate that there will be some changes to our training programme, most notably, increasing our training in the new Alness Leisure Centre. These changes will be communicated to members.

## Squad Structure

The Squad Structure at Dingwall ASC has been developed to offer a pathway for all swimmers to develop within the club. The Club has four squads that are graded by strict performance criteria set by the Head Coach. The Squads at Dingwall ASC are:

- Development Squad
- C Squad
- B Squad
- A Squad

Progression through the squads is based on a swimmer's attitude, effort and attendance at training and meets as well as maturity levels and perceived potential. There are also time targets set by the Coaches for each squad. **NB:** these times are a rough guide for each squad and help the coaches make decisions regarding squad movements. These times include 50m, 100m and 200m freestyle kick and time standards for each stroke/distance. However, these time standards are only used as a very last resort as most Squad movements are made based on work ethic, mindset and perceived potential.

Each Squad should be viewed as a "springboard" for each swimmer to develop, grow and improve upon rather than a ceiling. Use the training and experience of the coaches to your maximum, there is no limit to what you can achieve within each squad with the right attitude. There is no time limit on how long a swimmer may spend within each Squad and will be moved Squads when the coaching staff have agreed that they are ready.

Swimmers should be working towards meeting the entry criteria for each of the squads. All movements between squads are reviewed by the coaching staff at 'Coaches Meetings' and will consider swimmers' performances, training, commitment, attitude and attendance. The Head Coach, in consultation with the team of coaches may at their discretion and with good reason, authorise movements that do not comply strictly with the entry criteria for a particular squad.

When discussing squad movements, the coaches will consider past & present knowledge of the individuals with regards to commitment, attitude, maturity levels and abilities in training etc.

Examples of considerations to be made when swimmers progress may include:

- |              |                       |
|--------------|-----------------------|
| • Experience | • Punctuality         |
| • Abilities  | • Knowledge           |
| • Commitment | • Maturity            |
| • Attitude   | • Perceived potential |



## Development Squad

This squad is one of our entry level squads. Swimmers in this squad will have completed High Life Highland Club Ready Lessons or equivalent. The purpose of this squad is to prepare swimmers for entry into C Squad with the emphasis in this squad being to develop swimmer's technique and stamina.

### Aims and Goals

- Focus on developing technique and skills for all four strokes
- Introduction to tumble turns
- Introduction to the lane discipline and etiquette
- Punctual start times to all sessions

Swimmers in Development Squad progress through the squad from Lane 4 (Coach Jordan) to Lane 1 (Coach Andrew). Swimmers who are new to the Club typically begin their swimming journey in Lane 4 and will progress through each lane up to Lane 1 where they will be considered for movement to C Squad. Swimmers may be allocated to different lanes or moved lanes at the discretion of the Head Coach.

Every 3-4 months the Coaching Staff organise a Squad Movement Session whereby the coaches monitor all aspects of swimmers' technique, stamina and ability to determine when is best to move swimmers to the next Lane or up into the next Squad.

## C Squad

This is our second entry level squad. Swimmers who demonstrate a better understanding of technique for all four competitive strokes may be eligible to enter C Squad and bypass Development Squad. This will be at the discretion of the Head Coach.

### Aims and Goals

- Learn drills to develop all four strokes
- Development of starts and correct turns on all four strokes
- Introduction to the rules of swimming
- Work on lane discipline (correct intervals between swimmers, clockwise and anti-clockwise)
- Punctual start times to all sessions

## C Squad (continued)

Competition is a measure of improvement and swimmers in this squad will be encouraged to attend Club Time Trials. Swimmers in this squad will also be encouraged to take part in the Annual Club Championships and other meets throughout the year.

Swimmers in C Squad progress through the squad from Lane 4 (Coach Jordan) to Lane 1 (Coach Andrew). Swimmers who are new to the Club or who have recently moved from Development Squad typically join C Squad in Lane 4 and will progress through each lane up to Lane 1 where they will be considered for movement to B Squad. Swimmers may be allocated to different lanes or moved lanes at the discretion of the Head Coach.

Progression to B Squad is based on several factors, including, **but not limited to**, ability level, maturity, commitment and perceived potential and being mentally ready to take the next step up. Swimmers who are ready to move to B Squad will be invited to attend B-Squad on a trial bases for two-weeks at the discretion of the Head Coach.

## B Squad

Swimmers in this squad will be training at a higher level than C Squad and will understand the terminology used in swimming. Swimmers will also be proficient in use of the pace clock and intervals.

### Aims and Goals

- Training will be aimed towards 200m IM
- Development of Aerobic, Anaerobic and Race Pace training
- There will be a Pre-Season meeting held with B-Squad swimmers at the start of each new Season of training to discuss the plans for the year ahead.
- There will also be meetings at the beginning of each new phase of training, led by the Head Coach
- Swimmers will be legal in all four competitive strokes (including legal starts and turns)

Swimmers in this squad will be encouraged to attend our Annual Club Championships and other meets throughout the year, agreed with the Head Coach.

Progression to A Squad is based on several factors, including, **but not limited to**, ability level, maturity, commitment, perceived potential and being mentally ready to take the next step up. Movements to A-Squad may also depend on times.

Swimmers who are ready to move to A Squad will be invited to attend A-Squad on a trial bases for two-weeks at the discretion of the Head Coach.

## **A Squad**

The A Squad is the top squad at Dingwall ASC. Access to the A Squad is gained by meeting certain performance criteria laid out by the coaches, but also includes more subjective aspects like maturity, coachability, leadership qualities, and personal motivation. The training programme for this squad will be Individual Medley based to ensure all swimmers are well-rounded and capable of all events.

Swimmers will be expected to have a more mature approach to their training and their behaviour in the pool should be exemplary. Each swimmer's attendance and attitude should reflect a commitment to excelling in this squad and a dedication to all aspects of competitive swimming.

### **Aims and Goals**

- Training will be aimed towards 400m IM
- Exceptional attendance at training (80%+)
- Swimmers will be proficient in use of the pace clock and will know their times for each event
- There will be a Pre-Season meeting held with A-Squad swimmers at the start of each new Season of training to discuss the plans for the year ahead.
- There will be meetings at the beginning of each new phase of training, led by the Head Coach
- Swimmers will be legal in all four competitive strokes (including legal starts and turns)

Swimmers in A Squad will be encouraged to attend Club Championships and other meets throughout the year agreed by the Head Coach.

## Squad Movement

Squad movements may take place at any point throughout the year however most movements will take place at the following times throughout the year:

- June – with a view to starting in the new squad in August
- December – with a view to starting in the new squad in January

Swimmers who are under consideration for movement will be spoken to by the coaches and either invited to trial for the next squad, or 'flagged' by being told what they need to do to work towards a trial, or alternatively – if a downwards move is being considered – what they need to do to avoid a downwards move.

When discussing potential movements, the coaching team will consider swimmers performances, training, commitment, attitude and attendance.

**Please note:** If swimmers no longer meet the criteria for their current squad, or the squad no longer meets their needs/goals swimmers may be allocated to a lower squad. If this is a possibility for a swimmer the Head Coach will discuss the swimmers squad allocation with concerned swimmers' parents at the earliest opportunity before a final decision is made.

## House Teams

Before the start of the 2021/22 Season, Club Captain's Grace and Beth helped to establish intra-house teams for the Club. These teams were created to help encourage some friendly competition amongst members and to help cultivate friendships across Squads and age groups. Every swimmer joining the club will be entered into a house team.

Initially, members were allocated to a house team based on an even spread of squad members across all house teams. Moving forward, new members will be allocated to a house team when they join the club based on the objective to have even numbers in each team.

The house teams will be given time to nominate house captains for the year and also arrange mascots which should be brought to every club competition.

### The House Teams are:



**Blazing Barracudas**



**Powerful Piranhas**



**Smashing Stingrays**



**Tough Tiger Sharks**

Each house is captained by one of the Club's four coaches. The Captains for each team are:

**Blazing Barracudas** – Coach Nicole

**Powerful Piranhas** – Coach Andrew

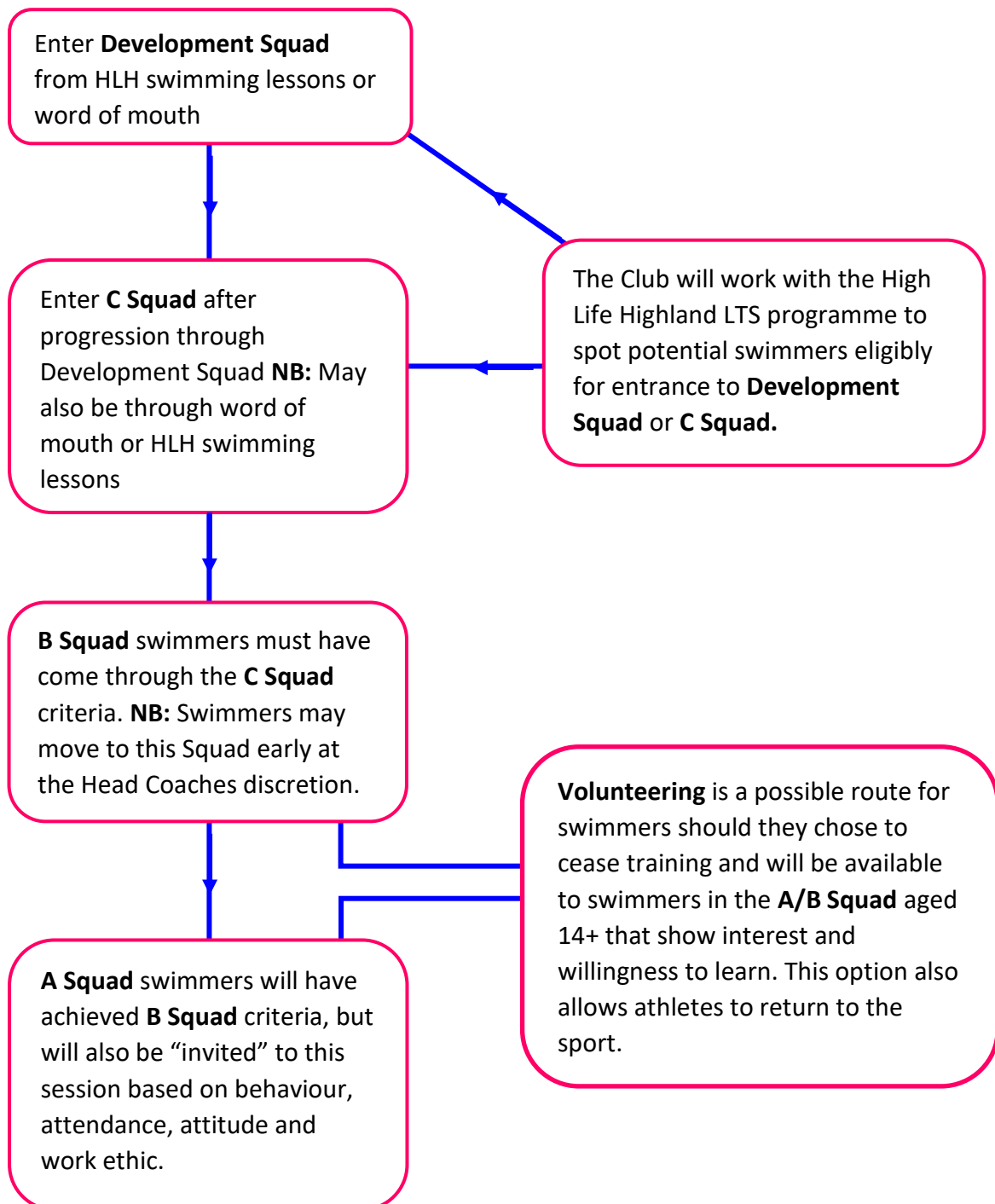
**Smashing Stingrays** – Coach Emily

**Tough Tiger Sharks** – Coach Jordan

The teams will compete in a new Club event, entitled the Dingwall ASC Team Championships and will also be awarded points throughout the year.

At the end of the season, the house with the most points overall is the winner.

## Dingwall ASC Squad Progression Pathway



## Competition and Team Selection

Each year a fixture list is produced by Dingwall Amateur Swimming Club. The fixture list gives the date and name of each competition the Club intend to take part in. The Club aim to make good competition available to all swimmers. The Club will endeavour to give as many swimmers as possible the opportunity to experience competition against other clubs both in relays and, when age and ability permit, in individual events as part of a team.

Swimmers are expected to remain on the poolside with the team at galas and are **not** permitted to sit with parents in the spectator area. Swimmers are **not** permitted to enter meets/competitions that are not on the fixture list as chosen by the Head Coach.

The meets/competitions selected by the Head Coach have been specifically chosen to offer suitable competitive opportunities for all swimmers in all Squads.

**Please note, the fixture list is a working document and is subject to change.**

## General Principles of Competition/Team Selection

The selection criteria / process is designed to reflect the two following points:

- Dingwall ASC is a competitive swimming club.
- Through competitive success the club will grow in size / strength and retain / attract good quality swimmers

## Selection Criteria

Competition/Team Selection is made at the discretion of the Head Coach and is made from all eligible club members. While Competition/Team Selection is primarily based on times this is not the sole criteria as many other factors may be considered, such as:

### ***Welfare of the swimmer***

- Fitness
- Current Form

### ***Behaviour / Reliability***

- Can the swimmer be relied upon to turn up
- Can the swimmer be trusted to behave

### ***Standard of Competition***

- Event grading
- Strength of known competition
- Standard of judging

### ***Competition Rules***

- Limits on number of events that can be swum
- Age restrictions
- Time bands
- Any other restrictions on the eligibility of swimmers e.g. novice status

### ***Timing of Events***

- Swimmers may need recovery time between events
- Weaker swimmers' times may deteriorate during a meet

### ***Type of Meet / Other Meets***

- Long Course Meet
- Open Meets
- Graded Meets
- 2 Day Meets

## **Two Swims Minimum**

A swimmer will not normally be selected just for one swim, if for whatever reason it is necessary to select a swimmer for just one race, the swimmer / parent will be informed before the meet.

## **Siblings**

Whether a brother or sister is swimming is not taken into account, and it is therefore quite common for families to be split on occasions when more than one team is selected.

## **Relay Selection**

Selection for relays is at the discretion of the Head Coach and as per the policy detailed above. For freestyle relays it is custom to swim the fastest swimmer last and the second fastest first. This may be amended if:

- A swimmer is in more than one relay to give them additional time to rest
- A swimmer is in more than one relay to avoid the need for the swimmer to walk back between races.
- A swimmer has a tendency to be too quick on take-overs in which case swimming the first leg may be a safer option.
- It is thought that amending the order may achieve better results for the team.

## **Team Selection (additional)**

Teams are also selected considering other factors such as:

## **Frequency of Competition**

Given the number of members in the Club not all swimmers will be selected for all competitions. This is to ensure that all swimmers, irrespective of ability, are given the opportunity to compete in a variety of competitions/meets throughout the year. The Head Coach will always endeavour to ensure that as many members of the Club get competitive experience throughout the calendar year.

## **Selection Process**

The initial selection is confirmed by the Head Coach before swimmers are notified. The Head Coach has the authority to make any changes to the team selection or event entry. Parents will be notified via email and a list of eligible entries will be posted to the Club Facebook Group. Swimmers must notify the Head Coach of their intention to compete and provide the relevant entry fees as stated in the email that has been sent to parents.

After informing swimmers, further changes may have to be made depending upon availability and sickness. Any changes are made by the coaching staff and ratified by the Head Coach. Changes within two days of the meet (last minute changes) are made solely based upon the judgement of the Head Coach, although at least one other coach will be consulted if possible.

The coach present at the meet may make any reasonable changes at the meet on the day.



**Code of Conduct (Swimmers)****DINGWALL AMATEUR SWIMMING CLUB  
SWIMMER CODE OF CONDUCT**

Swimmer Name(s): \_\_\_\_\_

By signing this document, I agree to:

- Be at the pool on time for training – Punctuality on all occasions is essential.
- Ensure that the correct equipment is taken to training
- Advise the coach (in advance wherever possible) reasons for non-attendance at any missed training sessions.
- Respect all other swimmers and give encouragement and praise regardless of age, sexuality, gender, ability or race.
- Show respect at all times to swimmers, coaches, committee members and officials.
- Once changed, all clothes should be put into lockers, not left in the cubicles.
- When representing the Club at training or in competitions always set a good example, behave responsibly and be respectful of others (coaches, swimmers, parents and leisure centre staff)
- Discuss any concerns I may have with the coaches, committee or Club Captains
- Abide by the rules and respect the decision of officials, making all appeals through the formal process and respecting the final decision.
- Refrain from any acts of aggression towards or harassment of others.
- Refrain from any behaviour that may bring the Club into disrepute.

I understand that if I do not follow the Code of Conduct, any/all of the following actions may be taken by Dingwall Amateur Swimming Club or Scottish Swimming:

- Issued with a verbal warning from the Head Coach in the first instance
- Required to meet with the Chair/Club Committee/Scottish Swimming representative
- Obligated to leave the swimming pool by the club
- Requested by the club not to attend future training or swim meets
- Required to leave the club along with any dependents.

**Swimmer Signature:** \_\_\_\_\_**Date:** \_\_\_\_\_

**Code of Conduct (Parents)****Dingwall Amateur Swimming Club  
Parent/Guardian Code of Conduct**

Please read, sign and return to the Head Coach or Committee Member.

Dingwall Amateur Swimming Club (DASC) is committed to creating a positive environment for all participants.

It is expected, therefore, that parents should:

- Encourage their child to swim, never force them.
- Remember that their child participates in sport for their own enjoyment, not their parents.
- Ensure that their child arrives to be ready **five to ten minutes** before the start of the session with the correct kit.
- Inform the coach personally, or via another adult, if their child is required to leave a training session early
- Advise the Head Coach in advance of non-attendance at training sessions or competitions.
- Inform the Head Coach before training of any illness / injury their child may have.
- Do not interrupt any Coach while coaching unless asked to do so or in an emergency. If you wish to speak to a Coach about their child, please speak to them at the start of a session to arrange a suitable time.
- Focus on their child's efforts rather than winning or losing.
- Provide positive verbal feedback after training and competition.
- Be realistic about their child's ability; do not push them beyond that which they are capable of achieving.
- Show appreciation for good performance and skilful performances by all athletes (including opposing swimmers)
- Be willing to undertake to help the Club to ensure the smooth running of Club Championships, away meets and other Club events.
- Respect all decisions made by the Head Coach regarding Team Selections, Event Selection and Squad Movements.
- Bullying of any kind (whether that be Emotional, Physical, Racist, Sexual, Homophobic and Verbal, but not limited to these), will not be tolerated.

**Sanctions:**

Any breaches of the Parent Code of Conduct will be dealt with in accordance with the Club's disciplinary procedures.

**Name (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

## Acceptable Use of Mobile Phones Policy

### Aim:

The aim of the Mobile Phone Policy to promote safe and appropriate practice through establishing clear acceptable use through guidelines.

### Scope:

This policy applies to all members of the Club and relates directly to the appropriate codes of conduct.

### Responsibility:

It is the responsibility of the athletes / coaches / volunteers to adhere to the guidelines outlined in this document.

It is the parent's responsibility to allow their child to have a mobile phone and should be aware if their child takes a mobile phone to club sessions. Permission to have a mobile phone during the club sessions/events will be contingent on the parent/guardian permission in the form of a signed copy of this policy.

### Policy Statement:

It is recognised that smartphones contain a wide variety of functions which can be susceptible to misuse. Misuse includes taking and distribution of indecent images, exploitation and bullying.

Misuse of smartphones can cause distress to individuals, impact on self-confidence and mental well-being, as well as impact on privacy and right to confidentiality. Such concerns are not exclusive to children and young people.

It is appreciated that it can be very difficult to detect when smartphones are being used, particularly in relation to additional functions. The use of all mobile phones is therefore limited, regardless of their capabilities.

There are '**mobile free zones**' areas within the Club setting. These are areas that are considered to be the most vulnerable and sensitive:

- **Changing Rooms**
- **Toilets**
- **Showers**

**There is a zero-tolerance policy in place with regards to use of mobile phones by any individual in these areas.**

**Mobile Phone Storage**

There will be a box provided on poolside for swimmers to place their mobile phones in at the start of each session. Mobile phones will then be distributed to swimmers by a Club Coach once they have left the changing rooms.

**Inappropriate Use:**

Members using vulgar, derogatory or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Club.

Members using their mobile phone to engage in personal attacks, harass other people, post private information about others using SMS messages, taking/sending photos or objectionable images, and phone calls will face disciplinary actions as sanctioned by the Club, and may be subject to criminal proceedings.

**Parent / Guardian Permission:**

I have read and understand the above information and appropriate use of mobile phones within Club sessions / events.

I understand that this form will be kept on file and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to have a phone at club sessions and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the Club's supervision, as outlined in this document.

**Parent Name (print):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Athlete Name (print):** \_\_\_\_\_

**Athlete signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note:** Subject to the Data Protection Act any information supplied will be stored securely and not used for any other purpose than stated in the policy.

## Club Captains

Dingwall Amateur Swimming Club appoints Club Captains each year at the time of our Annual Club Championships. Their role is to represent the swimmers at relevant committee meetings; to represent the club at events and to help the coaches organize and motivate the swimmers at competitions.

The Club Captains are chosen by the Coaching Staff from swimmers in B Squad and above, aged 15+ (however mature swimmers aged 14+ may be considered at the discretion of the Head Coach). The coaches nominate swimmers on a number of factors, including their commitment to the Club in training and at competition; work ethic, dedication and leadership qualities as well as their attitude and maturity in dealing with the younger swimmers.

Club Captains usually serve for a period of one year, however, may continue to serve after this period at the discretion of the Head Coach.

## Club Captains Past and Present

Year	Club Captains
2014 / 2015 Season	Katy Connelly and Hamish Kerr
2015 / 2016 Season	Fiona Beveridge and Chris McPake
2016 / 2017 Season	Erin Robinson and Ellie Souter
2017 / 2018 Season	Chrissie Wood and Alice Kerr
2018 / 2019 Season	Blythe Wilson and Lewis Mosey-Lyall
2019 / 2020 Season	Kirsty Johnston and Brandon Fenwick
2020 / 2021 Season	Grace Ewing and Beth MacKay †

† Due to the C19 pandemic, Grace and Beth will continue to serve until March 31<sup>st</sup>, 2022.

## Club Championships

Our annual Club Championships takes place on the first Saturday in September and is usually our last event of the Season. Club Championships is open to all members of the Club and lead us into our Annual Awards Night/Social. All swimmers are encouraged to attend Club Championships, which are always good fun and provide our new or younger swimmers crucial competitive experience and a chance to push forward their personal best times.

There is no entry fee to participate in Club Championships and all swimmers are encouraged to take part. There are also several trophies up for grabs on the day (see **Trophies on Page 15**). Swimmers are awarded medals for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place finishes and we finish our Club Championships by announcing our Club Captains for the upcoming Season.

## Trophies

Dingwall ASC has several trophies that have been kindly gifted to the Club over the years. At present there are 28 trophies however the Club is missing some trophies so will continue to update the trophy list each year. The trophies are split into two categories; trophies awarded for performances at Club Championships and trophies awarded for performance and improvement throughout the year. The trophies are as follows:

### Girls Trophies

Trophy	Award Criteria
100m Freestyle Shield	Most points achieved at Club Championships
100m Backstroke Shield	Most points achieved at Club Championships
The Kinkell Shield (100m Breaststroke)	Most points achieved at Club Championships
The Wyvis Cup (50m Butterfly)	Most points achieved at Club Championships
100m Individual Medley Cup	Fastest time recorded at Club Championships
Ferguson Shield (200m Individual Medley)	Most points achieved at Club Championships
13 y/o Girls 100m Individual Medley	Most points achieved at Club Championships
12 y/o Girls 100m Individual Medley	Most points achieved at Club Championships
Most Improved Development Squad Girl	Awarded for PB improvement and performance throughout the year
8&U Girls Champion Cup	Awarded for PB improvement and performance throughout the year
11&U Girls Champion Cup	Awarded for PB improvement and performance throughout the year
The Arrol Shield (11/12 Girls – 100m IM)	Awarded for Individual Medley improvement over the year
Girls' Junior Champion (12&U)	Awarded for PB improvement and performance throughout the year
13 y/o Girls McCall Trophy	Awarded for PB improvement and performance throughout the year
Senior Girl Champion	Awarded for PB improvement and performance throughout the year
Female Swimmer of the Year	Awarded for work ethic, improvement and commitment

## Boys Trophies

Trophy	Award Criteria
100m Freestyle Shield	Most points achieved at Club Championships
100m Backstroke Shield	Most points achieved at Club Championships
The Mitchell Shield (100m Breaststroke)	Most points achieved at Club Championships
The Duff Cup (50m Butterfly)	Most points achieved at Club Championships
The Ben Wyvis Shield (200m Individual Medley)	Most points achieved at Club Championships
Most Improved Development Squad Boy	Awarded for PB improvement and performance throughout the year
10 y/o Boys 100m Individual Medley	Awarded for PB improvement and performance throughout the year
The Arrol Shield (11/12 Boys - 100m IM)	Awarded for Individual Medley improvement over the year
Boys Junior Champion (12&U)	Awarded for PB improvement and performance throughout the year
13 y/o Boys Champion	Awarded for PB improvement and performance throughout the year
Senior Boy Champion	Awarded for PB improvement and performance throughout the year
Male Swimmer of the Year	Awarded for work ethic, improvement and commitment

The Club is constantly updating its trophy cabinet to include shields and trophies for all age groups across a range of strokes/distances. The above table is a work in progress and will be updated regularly throughout the year when trophies are purchased by the Club or donated to the Club.

Club Championship Trophies are awarded based on points allocated on the day.

- Points for heats will be: **1<sup>st</sup>** – 5 pts, **2<sup>nd</sup>** – 4 pts, **3<sup>rd</sup>** – 3 pts, **4<sup>th</sup>** – 2 pts.
- Points for finals will be: **1<sup>st</sup>** – 8 pts, **2<sup>nd</sup>** – 6 pts, **3<sup>rd</sup>** – 4pts, **4<sup>th</sup>** – 2pts

**Note:** The scoring system is constantly reviewed by the coaching staff and may change.

## Club Website

The Club Website can be found at [dingwallasc.com](http://dingwallasc.com) and contains all relevant information pertaining to the Club such as policies and documents, including the Club Constitution, Disciplinary Procedure, Grievances Procedure and our Wellbeing and Protection Policy. Our website also contains our Club Newsletters, released every June and December, these can be found at: [dingwallasc.com/club-newsletters](http://dingwallasc.com/club-newsletters).

We also have two sections of the website that are strictly for Club Members only. These are the **Members Area** and **Test Sets** section of the website. This area is password protected. The password will be issued to new members when they join.

Our Members Only section of the website contains Personal Bests for each member in PDF format and contains an Excel Spreadsheet that contains all swimmers' times across all strokes in their time at the Club.

The Personal Bests documents are updated regularly and contain swimmers **Current PB, Previous PB and PB Improvement**. See the below image.

Swimmer Name		100m Freestyle		
		Previous PB	Current PB	Difference
Connor	Atherton	01:34.47	01:26.53	00:07.94
Taylor	Barlow	01:42.96	01:32.88	00:10.08
Anna	Beveridge	01:39.31	01:29.85	00:09.46
Laura	Beveridge	01:35.37	01:30.65	00:04.72
Aeryn	Cleary	01:22.25	01:21.55	00:00.70
Michael	Cook	01:51.06	01:32.16	00:18.90
Amber	Cumming	01:29.50	01:26.19	00:03.31

The time in **Blue** is the swimmers most current personal best, for example, Amber Cumming's 100m Freestyle PB is **01:26.19**. Amber's previous PB was **01:29.50** and the improvement was **3.31s**. New PB's are highlighted (usually in yellow or green) and each colour corresponds to a competition. For example: **green** highlighted times are times achieved at Club Championships and **yellow** highlighted times are times achieved at Highland Schools etc.

We also have an excel spreadsheet which details all swimmers' personal best times over the years, including the dates they were achieved and any notes (such as DQ codes etc.) This document also allows the coaches to track swimmers progression throughout each season and their time in the Club and allows the coaches to create visual graphs to show swimmers their progress in a specific stroke. **Note:** This document is a work in progress and will be updated regularly. This document is **only** viewable on Laptops/PCs.



## Social Media

The Club operates several social media pages which can be found below:

[Twitter](#)

[Instagram](#)

[Private Facebook Page](#)

[Public Facebook Page](#)

### Club Twitter (@dingwall\_asc)

The Club Twitter is used to share important information with members but also helps to increase awareness of the Club and help to grow in size / strength and retain / attract good quality swimmers. The Club Twitter account is also used to celebrate achievements of the Club and its members.

### Club Instagram (@dingwall\_asc)

The Club Instagram account is used to share photos/videos from around the Club with our members and the public. This helps the Club increase public awareness of the Club but also allows swimmers friends and family to join in celebrating in the success of the Club.

### Private Facebook Page

The Club's Private Facebook Page is used for members, coaches and swimmers only. This page is used to share important information with our members such as changes to training times or important information regarding team selection. This page is updated regularly with Club Records and various other achievements from around the Club. Parents are encouraged to request to join this group to ensure they are aware of all updates around the Club. **Note:** The Private Facebook Page is **only** for parents and swimmers, no extended family members are permitted to join.

### Public Facebook Page

The Club's Public Facebook Page, much like the Club Instagram and Club Twitter, is primarily use to increase the exposure of the Club and help to promote the Club which in turn will allow the Club to grow in size/strength and attract new members to the Club. This also allows extended family and friends of the Club to celebrate in the success of the Club and its swimmers.

## Club Contacts

Below are some important Club Contact Details.

**Head Coach** – Andrew Clark

**Mobile:** 07872 838 442

**Email:** [andrew.dingwallasc@gmail.com](mailto:andrew.dingwallasc@gmail.com)

### General Club Enquiries

**Email:** [dingwall\\_asc@outlook.com](mailto:dingwall_asc@outlook.com) – this account is run by the Head Coach, Club President and Club Secretary

**Club President** – Nicola Mitchell

**Available on request via Head Coach**

**Club Secretary** – **VACANT**

**Available on request via Head Coach**

**Club Membership Secretary** – Rhona Morrison

**Available on request via Head Coach**

**Club Treasurer** – Steph Innes

**Available on request via Head Coach**

**Club Wellbeing and Protection Officer** – Caroline Cumming

**Available on request via Head Coach**