

# Borough of Kirklees Swimming Club Club Handbook



## Contents

Version History .....	1
1. Club Background Information .....	2
2. KAL Partnership .....	2
3. Swim21 Accreditation .....	2
4. Safeguarding.....	2
5. Volunteers .....	2
6. ASA Membership.....	3
7. Communication .....	3
7.1. Notice Boards .....	3
7.2. E-Mail Cascade .....	3
7.3. Website .....	3
7.4. Social Media .....	3
8. Payment of Bills/Fees .....	3
9. Competition Guide & Calendar .....	3
10. Club Awards.....	3
11. Vision & Mission .....	4
11.1. Vision .....	4
11.2. Mission Statement .....	4
11.3. Values .....	4
11.4. UK Competitive Swimming.....	5
12. Committee Contacts.....	5
12.1. Officers .....	5
12.2. Other Useful Contacts .....	5
12.3. Committee Meetings.....	5

## Version History

Version	Detail / Changes	Date
V1	Issued June 2013, combining various other documents into a single updated guide	Jan 2013
V2	<ul style="list-style-type: none"> <li>• Communications section added</li> <li>• Committee contacts updated</li> </ul>	Jan 2014
V3	<ul style="list-style-type: none"> <li>• Committee contacts updated</li> <li>• References to website updated</li> <li>• Removed reference to news letter</li> </ul>	Oct 2015
V4	<ul style="list-style-type: none"> <li>• Committee contacts updated</li> </ul>	Jun 2018

## 1. Club Background Information

The Borough of Kirklees (BOK) Swimming Club (known as the Borough of Kirklees Amateur Swimming Club until 1989) was formed in 1982. Key Club facts:

- Swim21 Competitive Level accredited
- 300+ members (swimmers and volunteers)
- Aquatic disciplines:
- Speed (Inclusive of disability)
- Masters
- Synchronised Swimming
- Volunteer Workforce; Managed by a volunteer committee and with over 50 other volunteers supporting Club activities
- Affiliated to the ASA North-East Region and to Yorkshire Swimming Association.
- Funded through Membership fees and general fundraising activities

Further information and contacts can be found at <http://www.bokswimmingclub.co.uk/>

## 2. KAL Partnership

BOK works in partnership with Kirklees Active Leisure (KAL) providing the framework for members of the KAL Performance Academy to compete in Speed swimming competitions. BOK is, however, open to all other applicants.

## 3. Swim21 Accreditation

**Swim21 accreditation is the ASA's 'quality mark'.** Swim21 is about creating the best possible swimming experience for all, raising the quality of swimming provision across all areas and embedding the Safeguarding of young swimmers at the heart of all Club activities.

It ensures that the club focus specifically on the needs of athletes, providing them with the best possible support and environment and requires the annual provision of key evidence to a national panel to demonstrate on-going quality.

The accreditation allows the club to access funding to support workforce development and training camps.

Swim21 has a strong focus on partnership work, requiring the Club to develop and maintain networks with other clubs, schools and organisations such as Kirklees Active Leisure and Kirklees Council.

## 4. Safeguarding

**BOK adheres to 'Wavepower', British Swimming's safeguarding guidance, which** has useful information for all Members and parents of swimmers. The latest version of this documentation can be found at:

<http://www.swimming.org/asa/clubs-and-members/safeguarding-children/>

The Club Committee appoint a Welfare Officer who is responsible for all Club safeguarding matters.

## 5. Volunteers

The club is totally reliant on the support of its members i.e. the parents, to administer the club, which includes entering swimmers for galas, organising our own galas and general fund-raising.

Parents are urged to get involved and assist in any way possible, however small. It is important that

volunteers are shown respect and appreciated by other club members. There are various benefits associated with on-going volunteering for BOK and KAL.

## 6. ASA Membership

For swimmers to be able to take part in competitive swimming, they must be members of a Swimming Club affiliated to the Amateur Swimming Association. The Borough of Kirklees SC offers this facility for its Members.

## 7. Communication

### 7.1. Notice Boards

Key legal and permanent information, such as safeguarding contacts are displayed on the noticeboard at Huddersfield Leisure Centre.

### 7.2. E-Mail Cascade

All communication is issued by the Secretary (or other delegated Committee member) via squad e-mail lists.

### 7.3. Website

The BOK website is split into areas for each section of the Club:

<http://www.BOKswimmingclub.co.uk>

### 7.4. Social Media

Twitter: @bokswimming

## 8. Payment of Bills/Fees

The Club expects bills to be settled on time. If a debt is left unpaid for more than 2 months action may be taken which could result in membership being suspended.

Where genuine financial hardship is an issue, the club will consider offering a subsidy on the club fees or for gala entries. Requests will be discussed on a case by case basis, in line with section 4.5 of our constitution. Information on the criteria can be obtained from the club Secretary.

## 9. Competition Guide & Calendar

The Club provide a Guide to Competitive swimming and publish a rolling annual Competition Calendar, compiled by the KAL / Club Coaches. This adheres to the principles of Long Term Athlete Development. Individual entries as a BOK swimmer to competitions other than those on the Club Calendar are not permitted without Head Coach approval.

## 10. Club Awards

The club presents the following annual outstanding swimmer awards:

Female: 9 – 13 years, 14+ years

Male: 9 – 14 years, 15+ years

Most improved swimmers of the year (the Shirley Beaver award)

The awards are based on age at the end of the year and on performances at county, regional (LC), and if eligible, national level or equivalent. Representative honours are important and club records may well be taken into account.

## 11. Vision & Mission

### 11.1. Vision

BOK Swimming club is committed to providing services for our members, supporters, affiliates and the interested public. We value these members of the swimming community, and the staff and volunteers who serve them. We are committed to excellence and the improvement of our sport. We are committed to providing a safe and positive environment for all members.

### 11.2. Mission Statement

BOK Swimming club is a competitive swimming club with the purpose and commitment to:

- Advance the sport of swimming
- Increase participation in competitive swimming and synchronised swimming
- Recruit individuals who share our vision
- Provide swimmers with the highest quality coaching
- Create and maintain an enjoyable and productive swimming environment
- Recognise each individual and value his or her role in the success of our organisation
- Encourage positive mental attitudes and mutual respect
- Ensure that swimmers and volunteers have a positive and enjoyable experience during their period of membership of the club
- Teach and develop life skills through our swimming programme
- Provide swimmers with the opportunities to grow and reach their highest possible level of achievement
- Promote and develop the voluntary side of amateur sport

### 11.3. Values

- Excellence & Work Ethic: Reach maximum potential as an individual athlete
- Team Values: Promote the values of Team participation in addition to those of individual excellence
- Education: Develop and maintain a strong educational programme for swimmers and volunteers
- Entitlement: Promote the right to participate in and access high quality and appropriate experiences within swimming
- Accessibility: To adapt provision to fit the needs of people with varying requirements - subject to the limitations of the pools managed by Kirklees Active Leisure
- Inclusion: Wherever and whenever possible, to provide access for all to the same quality of provision, and if necessary to use positive action to ensure this. We will not tolerate any form of discrimination.
- Integrity: Whatever we do as a club to change or adapt provision, it must be of equal worth, challenging, relevant and in no way patronising or causing disadvantage to any particular group.

## 11.4. UK Competitive Swimming

BOK Swimming club is qualified within the Swim 21 scheme and work within the ASA guidelines for competitive swimming. We provide exposure to County, Regional and National competitions. The club affords individual opportunities to compete at the highest levels available in amateur sport.

## 12. Committee Contacts

### 12.1. Officers

Chairman: Mr DEREK BOWLER  
[Dbowler001@gmail.com](mailto:Dbowler001@gmail.com)

Vice-Chairman: Mr ANDREW BARKER  
[Vice\\_chair@bokswimmingclub.co.uk](mailto:Vice_chair@bokswimmingclub.co.uk)

Secretary: Mrs DELLA JACKSON  
[Secretary@bokswimmingclub.co.uk](mailto:Secretary@bokswimmingclub.co.uk)

Treasurer: Mrs CHERYL WHITWORTH  
[Cheryl.whitworth@virgin.net](mailto:Cheryl.whitworth@virgin.net)

### 12.2. Other Useful Contacts

Head Coach (Speed, Masters)  
Mr RICHARD SWYSTUN  
[Richard.swystun@KAL.org.uk](mailto:Richard.swystun@KAL.org.uk)

Competition Secretary:  
Mr CHRISTOPHER HIRST  
[Comp\\_sec@bokswimmingclub.co.uk](mailto:Comp_sec@bokswimmingclub.co.uk)

Disability Swimming:  
Mrs GEMMA HILL-WOOD  
[Gemma.hill-wood@KAL.org.uk](mailto:Gemma.hill-wood@KAL.org.uk)

Welfare Officer:  
Mr ED LIM  
[Eddie.Lim.1@gmail.com](mailto:Eddie.Lim.1@gmail.com)

Workforce Coordination:  
Mrs CHERYL WHITWORTH  
[Cheryl.whitworth@virgin.net](mailto:Cheryl.whitworth@virgin.net)

Masters:  
Mrs EMMA GODFREY  
[Godfrey596@btinternet.com](mailto:Godfrey596@btinternet.com)

Synchro:  
Mrs TRACY WYKE  
[bksynchro@hotmail.co.uk](mailto:bksynchro@hotmail.co.uk)

### 12.3. Committee Meetings

Full Executive Committee are held on alternate Mondays/Tuesdays during the third week of each month @ 7.00 pm.

Agenda items should be submitted via an Executive Officer or Squad Rep at least a week before the meeting.

Copies of the minutes are available on request from the Secretary.

The BOK AGM takes place in December and all club members are welcome to attend.