



Carnegie Swimming Club Welcome Pack 2009

Dear New Member,

On behalf of Carnegie Swimming Club, I'd like to offer you and your family a very warm welcome to Carnegie Swimming Club. The attached is a pack designed to explain:

- what Carnegie Swimming Club provides for its members
- what is required from our members

Your child has been offered a place in the _____ Squad. Please complete all of the tasks in the Joining Checklist below if you wish your child to take up their offer of membership.

An index is provided on the following page to help you find the information required.

Yours Faithfully

Gary Watson
President Carnegie Swimming Club

Joining Checklist

	Joining Task	Completed (Y/N)
1.	Swimmer trialed and recommended squad identified by coaching team	
2.	Club Membership Application Form completed and club Annual Membership Fee returned to Membership Secretary	
3.	SASA Membership Application Form completed and SASA Fee returned to Membership Secretary	
4.	Medical Record Form completed and returned to Membership Secretary	
5.	Code of Conduct completed and returned to Membership Secretary	
6.	Monthly Bank Mandate completed and sent to Bank	
7.	PB times passed to club head coach (- for experienced swimmers only)	

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2 Carnegie Swimming Club General Information

2.1 Introduction

Carnegie Swimming Club is a registered charity (Charity No. SC 030974) which endeavours to provide a warm and caring environment for youngsters to learn and perform in swimming to their highest level.

It is based in Dunfermline in Fife, Scotland and provides for young swimmers from Fife and surrounding area.

2.2 Club Organisation

The day-to-day management of the club is run by a management committee, which is elected each year at the Annual General Meeting. The management committee are all volunteers and are predominantly current or previous parents of swimmers within the club. There are various roles within the Committee ranging from President, Treasurer, Squad Reps, Gala Convenor, etc. The Committee normally meet on the first Wednesday of each month.

The Committee engages swimming coaches on a self-employed and voluntary basis. The coaches are currently a very strongly knit team who also have regular meetings on a monthly basis.

The swimmers are organised into three main groups, Performance, Development & Beginners which are further subdivided into training squads. Coaches are allocated to each Squad and training session.

The club have also started Beginners classes at Cowdenbeath Swimming Pool for those wishing to learn to swim. Although these swimmers are not members of the club, they are given priority entry into the club once they have reached the required standard.

2.3 New Membership

All membership forms are accessible for download via the club website admin section:

<http://www.carnegieswimmingclub.co.uk/admin/admin.html>

The forms that new members need to complete are:

- 1) Club Membership Application Form. Complete and return with club Annual Membership Fee to Membership Secretary.
- 2) SASA Membership Application Form. Complete and return with SASA Fee to Membership Secretary.
- 3) Medical Record Form. Complete and return to Membership Secretary.
- 4) Code of Conduct. Complete and return to Membership Secretary.
- 5) Monthly Bank Mandate. Complete and send directly to you bank.

2.4 Club Activities

The club provide a timetable of swimming training throughout the week. Sessions are timetabled at various pools, including:

- Cowdenbeath Swimming Pool
- HMS Caledonia Swimming Pool, Rosyth
- Stirling University Pool (Long Course 50m pool)
- F.I.P.R.E Glenrothes
- Inverkeithing High School
- Lochgelly High School

The latest swimming timetable is displayed below, is shown on the Carnegie SC website <http://www.carnegieswimmingclub.co.uk/index.html>, the Club notice boards or on request from a committee member.

2.4.1 Annual General Meeting

In order to comply with the club's constitution, the club holds an AGM annually. This is where the Head Coach, President and Treasurer provide annual reports to the members and parents of members on the clubs, along with elections of Office Bearers. It is also where the Club Annual Membership fee is agreed which is due from the 1st of March of the year.

2.4.2 Club Championships

The Club Championships are held annually normally in November or December. The swimmers swim in groups according to their age. Awards are given for the top three in each category at the Presentation Night. The club has been fortunate to have a number of trophies donated by past parents and/or companies to compete for.

Swimmers who have joined Carnegie from other swimming clubs who have already participated in their old club's Club Championships in the current calendar year are ineligible for awards but are actively encouraged to participate.

There are also beginners and novice races for the younger and/ or less experienced swimmers. Every child who competes in these events is given an award at the Club Presentation Night. This is very often the first swimming event that children swim in and the atmosphere made by the watching parents and grandparents proudly encouraging all the children is fantastic.

All registered swimmers are automatically entered into the club championships. It is an excellent event and one of the few occasions where all of the club are together in a single venue. It is also free.

2.4.3 Presentation Night

The club has an annual Presentation Night normally soon after the Club Championships. Along with a disco and buffet, the main reason for the event is to recognise and present awards to all the swimmers who have either represented the club at the Fife Leagues and/ or won awards at the Club Championships.

Families are encouraged to attend this event. Tickets are normally available from Squad Reps from the Club Championships onwards. The price of tickets is set to cover the cost of holding the event.

This again is an excellent night that our invited guests rave about and is one of the few occasions that the club is together at a single venue.

2.4.4 Swimming Galas run by Carnegie Swimming Club

The club endeavours to hold three open galas annually, the Carnegie Mini Meet, and the Carnegie Open & Graded Meet.

Carnegie Mini Gala

For children up to and including 11 years old. Normally held in September over a single day.

Carnegie Open Gala

For children of 12 years and upwards and can be held over one or two days usually in November or December

Carnegie Graded Gala

For children of 8 years and upwards and held over one day in February.

These events are held in great esteem within the Scottish swimming community and are often over-subscribed.

These galas are also excellent opportunities for sponsors of the club to advertise their products to a wide audience either by advertising in the programme, sponsoring lanes, providing banners on poolside, and or prizes for raffles, etc.

Parents who wish to put their children forward for consideration to swim at these events should complete the forms on the notice boards (- as for any other gala). Invites from all other swimming clubs are requested via the www.swimscotland.co.uk website.

The club holds these events to generate income and also to provide both our swimmers and other club swimmers with the opportunity to socialise and compete against their peers, and to show the progress they are making by getting those illusive personal best times. Note if swimming clubs like Carnegie did not organise galas like these, all our children would miss these opportunities. Swimmers who are accepted to swim pay swim fees as for any other gala.

In order to run these, the club requires as many volunteers as possible to make themselves available to help. The roles required vary from selling programmes to being the Gala Convenor (- manager for the event). These are excellent opportunities for both the swimmers and parents to meet like-minded and fellow club members and parents.

2.4.5 Time Trials

The club organises a number of Time trials throughout the year. These are excellent opportunities for swimmers to assess the progress they are making. Times achieved at these will be counted for promotion criteria within the club but cannot be used as entry times for many galas.

These are open to all swimmers in particular squads along with other swimmers selected by the Coaching Team. Entry into these is free. This is an excellent opportunity for parents to get involved in helping out with the club. Parents can try their hand at timekeeping and/or any of the other roles required in running swimming galas.

2.4.6 Fife Leagues

The club is affiliated to Fife swimming, and as such competes in the Fife Leagues. Teams of swimmers are selected by the coaching team to represent their club at the four Fife League Meets held throughout the year. All swimmers who represent the club are recognised at the Presentation Night. The club is also required to provide a number of Officials and helpers based on the number of teams that we enter.

2.4.7 Team Events & Training Camps

The club organise a number of training events throughout the year. These vary according to the ages and abilities of the swimmers involved.

In 2006 the club organised a North Berwick training camp for Development swimmers and had a joint camp in Cyprus for the Performance Squads. All these events are self-funding i.e. the cost is met by the parents attending the events less any sponsorship monies collected. In 2007 the club organised camps in Harrogate and Barcelona. There was no training camp in 2008. However, a training camp is planned for October 2009 in Italy for performance swimmers.

2.5 Swimming Galas

Swimming galas are held by other clubs and organisations throughout the year. These can either be open events where entries are accepted based on the entrants qualifying times, or graded meets where the fastest swimmers with times above certain limits are not allowed to compete.

The club supports a number of these galas and will help to organise poolside support including a swimming coach. Entry forms are available for these on the club notice boards.

2.6 Club Funding

Carnegie Swimming Club is a non-profit making organisation. The fees go towards paying for:

- Pool hire
- Coaches Fees
- Lifeguard Costs
- Affiliation Fees
- Club Insurance

2.6.1 Annual Membership Fees

Carnegie Swimming Club's main source of income is by collecting an annual membership fee along with monthly squad fees. The annual fee is set at the AGM and applies to all swimmers. The membership fee for 2009 is:

- £55 for the first child,
- £50 for the second member of the same family
- £45 for the third member of the same family

Any cheques must be made payable to Carnegie Swimming Club.

2.6.2 Squad Monthly Fees

The monthly fee pays for coaching and pool-time. It depends on the squad of the swimmer and is normally paid by bank standing order. The Club Membership Secretary will provide you with the bank details and bank mandate form for the standing order. The current squad monthly fees commencing 1-May-2009 are until further notice:

Performance Squad	£70
Junior Performance	£65
Squad E	£50
Squad D	£40
Squad C	£35
Squad B	£22.50
Squad A	£15

2.6.3 Sponsorship

The club also seeks sponsorship and donations from all/any organisations interested.

2.7 Scottish Amateur Swimming Association (SASA)

Carnegie Swimming Club is affiliated to the Scottish Amateur Swimming Association, the national governing body for swimming. The club is one of several clubs that form SASA East District.

All club members must apply to become SASA members and comply with the SASA rules and regulations. These are available from <http://www.scottishswimming.com/>.

New members joining the club, or transferring between clubs must complete the necessary SASA forms, obtainable from the Club Membership Secretary. See contact details later in this document.

SASA administration years commences 1st March. All existing SASA members must have their appropriate fees returned to the Club Membership Secretary by 28th March 2009. All cheques must be made payable to "Carnegie Swimming Club". New members joining the club must pay their SASA fee to Carnegie Swimming Club when they join.

2.7.1 SASA Annual Fee

The fees for administration year commencing 1st March 2009 are:

Aquatic 1 (Under 8 years, on 1 st March)	£ 7.20
Aquatic 2 (8 years & under 11 years, on 1 st March)	£16.00
Aquatic 3 (11 years or over, on 1 st March)	£29.60
Aquatic 4 Club Volunteer	£ 7.20
Aquatic 5 Technical Official	£ 7.20
Aquatic 6 Teacher & Coach	£11.85
Aquatic 9 Tutor	£30.90
Aquatic 10 Non Classified Disability	£ 7.20

Notes: Registration in only one Aquatic sub group permitted. A member registered in Aquatic 3 may also register in Club Volunteer and /or Technical Officer, Teacher & Coach, Tutor. (Aquatic 7 & 8 are SASA specific only).

2.8 Obtaining Club Information

The easiest way for parents to find out more information is to ask either your Squad Rep or another member of the Committee who are normally at the pool at the same time as yourself taxiing their children to the same sessions.

The club maintains notice-boards at HMS Caledonia, Rosyth and Cowdenbeath swimming pools. These are updated frequently. Likewise, the latest information about club activities and news is to be found on the club website <http://www.carnegieswimmingclub.co.uk/index.html>

The club also have a parent's e-mail list where we will e-mail documents out to parents as required. If you would like to be added to this list, please [e-mail membership@carnegieswimmingclub.co.uk](mailto:e-mail%20membership@carnegieswimmingclub.co.uk)

2.8.1 Club Secretary Contact Details

All formal correspondence for the club should be through the club Secretary Liz Burns at 34 Craigbeath Court, Cowdenbeath, Fife, KY4 9BY, or via [e-mail: secretary@carnegieswimmingclub.co.uk](mailto:secretary@carnegieswimmingclub.co.uk)

2.8.2 Club Membership Secretary Contact Details

If you would like to enquire about joining Carnegie Swimming Club, arrange a trial or get application forms please contact the club's Membership Secretary via [e-mail: membership@carnegieswimmingclub.co.uk](mailto:membership@carnegieswimmingclub.co.uk)

2.8.3 Club Entries Secretary Contact Details

If you have any enquiries about Galas, please contact the club's Entries Secretary Aileen Christie on 01383 735552, or via [e-mail: galas@carnegieswimmingclub.co.uk](mailto:galas@carnegieswimmingclub.co.uk). Gala fees can be paid by bank transfer. Contact Aileen for details. Any cheques must be made payable to "Carnegie Swimming Club".

2.8.4 Club Merchandise Rep Contact Details

If you wish to purchase any Carnegie merchandise, a member of the committee will put you in contact with Sharon Bowman, or phone her directly on 01383 512193. Any cheques must be made payable to "Carnegie Swimming Club".

2.9 Club Committee Members

CSC Committee Members 2009 (TBC at AGM)	
President	Gary Watson
Vice President	Eddie Barber
Treasurer	Alan Mitchell
General Secretary	Liz Burns
Membership Secretary	Vacant
Entries Secretaries	Aileen Christie & Julie England
Gala Convenor	Andra Laird
Time Trials and Awards	Brian Lamb
Child Protection Officers	Ralph Payne Karen Woodhouse
STO	Colin Hershaw
Squad Reps	
Performance Squad	Brenda Kirby
Performance Development	Karen McKilligan
Junior Development	Lorraine Lee
A, B, C & D Squads	Sharon Bowman

2.10 Offering Your Assistance

Carnegie Swimming Club cannot exist without its volunteer helpers. The club is always open to any offers of assistance from parents willing to help at swimming events and fund-raising events, to serving on the Committee, or becoming Swimming Officials.

2.10.1 Sponsorship

The club is also looking for sponsorship at either its swimming galas and/ or the club swimming squads.

If you would like more details and or have any fund raising ideas, please contact a member of the Committee or [e-mail: membership@carnegieswimmingclub.co.uk](mailto:membership@carnegieswimmingclub.co.uk)

Group	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Coach	Hours
Performance	Caley 1800 - 1930 4 lanes	Caley 1800 - 1930	Caley 1800 - 2030	Caley 1800 - 1930 4 lanes	Caley LT 1700 - 1800 Pool 1800 - 1930	Caley 1000 - 1200 Stirling* 1600 - 1800		John Szaraneck Ally McKilligan	12.5 Hrs Pool * 1 Hr LT
Performance Development	Dunf High LT 1800 - 1930	Caley 1800 - 1930	Caley 1800 - 2030		Caley 1700 - 1930	Caley 1000 - 1200 Stirling* 1600 - 1800		Mark Laing	10.5 Hrs Pool * 1.5 Hr LT
Junior Development		FIPRE 1800 - 2000	Cowdenbeath 1900 - 2030		Caley Pool 1700 - 1800 LT 1800 - 1930	Inverkeithing 1200 - 1330 Cowdenbeath 1830 - 1930	Loch gelly High School 1-3pm	John Kirby Gary Hallam	9 Hrs Pool 1.5 Hr LT
D			Cowdenbeath 1900 - 2030		Caley Pool 1700 - 1800 LT 1800 - 1930	Inverkeithing 1200 - 1330 Cowdenbeath 1830 - 1930	Loch gelly High School 1-3pm	Gary Hallam	7 Hrs Pool 1.5 Hr LT
C			Cowdenbeath 1900 - 2030		Caley Pool 1700 - 1800 LT 1800 - 1930	Cowdenbeath 1830 - 1930		Gary Hallam	3.5 Hrs 1.5 Hr LT
A/B			Cowdenbeath 1900 - 2030			Cowdenbeath 1830 - 1930		Jennifer Johnstone	2.5 Hrs
Masters					Caley 1700 - 1800	Caley 1000 - 1200		John Szaraneck Ally McKilligan	3 Hr
Beginners			Cowdenbeath 1800 - 1900					Jennifer Johnstone	2 x 1/2hr

* See separate training session for Stirling