

Dear Coach,

You are invited to express an interest in working as a group coach on the forthcoming South East regional camps for 11 and 12 year olds which will all be held for one weekend each at ACS, Cobham, Surrey and Wycombe Abbey, High Wycombe, Buckinghamshire.

To do so you must be a minimum of an ASA Level 2 Coach.

We would require you to fully commit to two full days for which you will be paid travel expenses through the regional expenses claim form at the rate of 45p per mile.

Please indicate your availability for both camps. You will be assigned to EITHER the 11 years or the 12 years camps and will work both days alongside EITHER the Girls or the BOYS group. We will try where possible to allocate you to your preferred camp.

Your responsibilities on the day will be as follows:

* Act as a lane coach working under the supervision of a Head Skills Coach. Day 1 will incorporate technical work on both Front Crawl and Backstroke and Day 2 will focus upon Breaststroke and Butterfly. The Head Coach will write and lead the session but you will progress the 6 athletes in your lane as appropriate through the drill progressions.
* Observe and assist (where required) with dryland activities, including pre and post pool.
* Observe and facilitate (where required) the educational workshop sessions.
* Complete athlete feedback forms at the end of each day which the athlete must return to their home coach.

In expressing your interest to be part of this programme we require you to confirm the information below and sign to say that the information you have provided is correct. On the day you are asked to arrive a minimum of 15 minutes prior to registration opening for the first group. A full timetable will be issued. Please dress smartly and wear your club T Shirt. Lunch will not be provided so you will also need to bring your own food and refreshments for the day.

The closing date for expressions of interest are Tuesday 21st June. This form must be returned by email to Kristie.jarrett@freedom-leisure.co.uk.

You will be notified of your acceptance onto the programme by Tuesday 5th July.

Please note that in accepting your place on the programme you must have completed, signed the attached Reply Slip and Code of Conduct.

Please regularly check your emails in the lead up to the day, as where possible we will use email to communicate further details and relevant information.

Yours sincerely,

Kristie Jarrett

Regional Club Development Officer

ASA South East

**SOUTH EAST REGION**

**11/12 YEARS TALENT CAMP 2016**

**REPLY SLIP**

|  |  |
| --- | --- |
| **Name of Coach** |  |
| **Club/ Position at club** |  |
| **Mobile Number** |  |
| **Email Address** |  |
| **Relevant medical information** |  |
| **Camp** | **Available (Please indicate YES or NO)** |
| 11 years  Saturday 3rd September – Wycombe Abbey  Sunday 18th September – ACS Cobham, Surrey |  |
| 12 years  Sunday 4th September – Wycombe Abbey  Saturday 17th September – ACS Cobham, Surrey |  |
| If available for both which would be your preferred option? |  |

|  |  |
| --- | --- |
| **DBS Number/ date issued** | **Are you qualified to a minimum of ASA Level 2 Coach Standard? (Level 2 or 3?)** |
|  |  |
| **Signed/ Date** |  |

*Please return this reply slip with your code of conduct by Tuesday 21st June to;*

[*Kristie.jarrett@freedom-leisure.co.uk*](mailto:Kristie.jarrett@freedom-leisure.co.uk)

*Kristie Jarrett*

*Regional Club Development Officer*

*ASA South East*

07725201601

**SOUTH EAST REGION**

**CODE OF CONDUCT**

**Objective and Scope**

The purpose of this document is to establish a set of guidelines and procedures, which outline the responsibilities and behaviour of both staff and swimmers who are attending the Regional Athlete Development Camps. Whilst it is specifically aimed at "away" trips where travel and accommodation are required, it is expected that the principles of the Code of Conduct should be followed at all events and training sessions.

**Code of Conduct**

Behaviour and Personal Conduct must at all times be of a high standard and reflect favourably on the sport, and the Programme. Language in public or relevant group situations must always be appropriate and socially acceptable.

Any team member who withdraws from the team following selection may be liable, if applicable, for the reimbursement of any costs incurred on behalf of that team member.

Consumption of alcohol is totally forbidden for athletes under age as defined by UK law. It must not be consumed by swimmers or staff members whilst en route, prior to, or following a competition event, training camp or team activities, without specific consent of the Team Manager. During competition alcohol is strictly forbidden to all swimmers and staff.

Smoking is prohibited by swimmers and staff whilst en route, prior to, during or following a competition event, training session or team activities.

Personal Appearance shall be appropriate to the circumstances and as indicated by the Team Manager. Team kit and equipment shall be worn as directed by the Team Manager when competing and training, when assembling or travelling, at official team functions or on other occasions as notified.

Attendance at all activities is expected unless agreed by the Team Manager. Throughout the duration of the trip swimmers should inform staff of their whereabouts. Punctuality on all occasions is essential and any curfew must be observed.

Illegal and Performance Enhancing Drugs and Substances are strictly forbidden. Swimmers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet.

Illegal Drugs and Substances: The use of these, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.

Accommodation at hotels or equivalent must be as directed by the club staff and at no times must anyone extra be accommodated in swimmers’ rooms.

**Medication: It is important that information on all medication being currently taken should be reported to the Team Manager immediately on arrival at camp/event who will report it to the relevant personnel. Allergies to any medication must also be reported immediately to the Team Manager**.

**Sanctions:**

Breaches of the Code of Conduct shall be dealt with in the first instance by the Team Manager or Head Coach. He/she shall report the incident to the England Programmes Officer who shall take such further action as is deemed necessary.

In addition it is expected that all Swimmers, when attending any event or training session shall:

• Comply with the codes, rules and laws within the guidelines set out by the ASA

• Behave without discrimination on the grounds of race, colour, language, religion, birth or social status as set out in the equal opportunities policy.

• Respect the basic human rights, worth and dignity of each member.

• Not encourage swimmers, volunteers, officials or parents to violate the rules of the club/programme or the sport

• Observe the authority and the decisions of all officials.

• Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool

• Treat other competitors and teams with respect, in victory and defeat

Name (please print) ……………………………………………………………….………………....................

Signed ……………………………………………………………...................................................................

Date …………….……………...............................................................................................................

***For members under 12 years***

*As the parent/carer of the above named member, I hereby confirm that I have explained to them the contents and implications of this Code of Conduct.*

*Signed ……………………………………………(Parent/ Carer) Date …………….……………..................*

*Print Name…………………………………………………………………………………………………...........*

***Photography***

*The ASA wish to take photographs of group’s or individual’s participating in this camp. All photographs may be published within the ASA photographic policy.*

*If you* ***do not wish*** *for your child to be photographed please tick here:*

***Data Protection Statement:***

*The ASA will use your personal data for the purpose of your involvement in the England Programme and I understand that by submitting this form, I am consenting to receiving information about the England Programme by post, email, SMS/MMS, online or phone unless stated otherwise.*

*If you* ***do not wish*** *for your personal data to be used by the ASA please tick here:*