



Sports Engine – Basic Guide and Club Website

Club Website: [Inverness Amateur Swimming Club Home \(teamunify.com\)](https://teamunify.com)

[The link for the website can also be found on the IASC Facebook page](#)

Team Unify (TU) was set up at the end of 2022. In 2024 there was an update and the website changed its name to Sports Engine. Sports Engine offer the option of a website via your computer and any device or the On Deck App. Access to some items differ between the App and website so PLEASE read this guide if you are unsure of anything. Hopefully this will answer any questions. Please check SOCIAL FEED as up to date information is added to this as well as emails.

If you have any queries after reading this document then please email the General Secretary and/or the Team Manager email. Both emails can be found on the website or at the end of this document.

Club contacts

Coaching Team – iasccoaches1@gmail.com

General Enquires – General Secretary iascgensec@gmail.com – Please send general enquires to our secretary

Chair/Vice - chairiasc@gmail.com

Membership Secretary - iascmembers@gmail.com

Treasurer - iasctreasurer99@gmail.com

Billing - iascbilling99@gmail.com (For any Sports Engine Billing Enquires)

Meet Secretaries - iascmeet@gmail.com

Wellbeing and Protection Officer - iascwpo@gmail.com

Senior Technical Official - iascsto@gmail.com

Meet Convenor - iasconvenor@gmail.com

Club Caps/Club Shop - iascshop1@gmail.com

Team Manager – iascteammanager1@gmail.com

Masters - invernessmastersswimming@gmail.com

WEBSITE – GUIDE ON THE IASC WEBSITE

Click the F to direct you to the club Facebook page



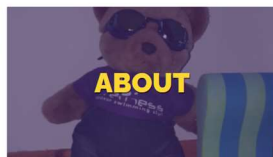
[HOME](#) [ABOUT](#) [MEMBERS PAGE](#) [CLUB SHOPS](#) [EXTERNAL LINKS](#) [JOIN US](#)

Above are all the menu options for the website page. Members page is only available to registered accounts/swimmers of the club. See FURTHER DOWN for details of each section. You can access Team News, Social Feed and Events via the front IASC Website Page. THIS IS HOW THE FRONT OF THE WEBSITE PAGE LOOKS.

ABOUT US

Inverness Amateur Swimming Club (IASC) is a competitive Swimming Club based at 'The Aquadome' swimming facility, Bught Lane, Inverness. The club caters for swimmers from aged 7 years and up. Aside from our Head Coach, the club is run by volunteers who are either Coaches, Poolside helpers, Technical Officials or Committee members. The club regularly competes at swimming competitions locally and across the North of Scotland. For more information please click the About Us link.

IASC is affiliated to Highland Swim Team. Highland Swim Team is a composite team made up of IASC, Nairn ASC, Tain ASC, Lochaber Leisure, Thurso ASC and Wick ASC. Highland Swim Team (HST) offers a pathway to performance swimming and once a swimmer reaches the relevant standard then they may be invited to train with HST as well as at with their home club. For more information regarding HST please visit their website.



NEWS



UPCOMING MEETS - NEW INFORMATION

05 Jul, 2024

Upcoming Meets - UPDATED The meet secretaries have just uploaded and emailed out Meet Information for upcoming meets in September 2024 (see below). Also...

SOCIAL FEED



IASC 1 Team Manager

27/06/2024 07:41 PM •

An email has just been sent out from the Chair regarding cancellation of sessions and some up to date information. Please take time to read this email.

The IASC Sports Engine website will be updated with various... [see more](#)



IASC 1 Team Manager

14/06/2024 06:36 PM •

We are hosting the North District Development Meet which is being held at Inverness Leisure next weekend. We are looking for

UPCOMING EVENTS

EVENTS

ND SPRINT CHAMPIONSHIPS 2024

07 Sep 2024

12:00 am - 12:00 am

A Squad, B Squad, Coach, C Plus, C Squad

[Edit Commitment](#)

THURSO OPEN MEET 14/15TH SEPTEMBER

14 Sep 2024 - 15 Sep 2024

08:00 am - 05:00 pm

[Edit Commitment](#)

BUCKIE ASC SEPTEMBER 200S MEET 29TH SEPTEMBER 2024

29 Sep 2024

08:00 am - 05:30 pm

[Edit Commitment](#)

[MORE EVENTS](#)

SPONSORS AND AFFILIATIONS - CLICK ON LOGO TO VIEW WEBSITES



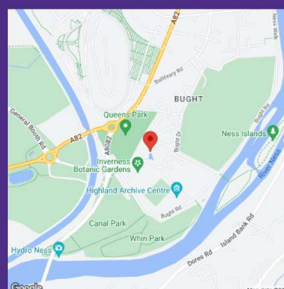
ADDRESS

🏠 Inverness Leisure Bught Lane
Inverness, Inverness Shire IV3 5SS

CONTACT US

[Contact Us](#)

MAP



Squad Training Times

The club currently train at Inverness Leisure.

Club Night is on Wednesday Night

1815hrs to 1915hrs - C Squad

1915hrs to 2045hrs - A/B/C Plus

Friday Night

1815hrs to 1915hrs - C Squad - By Invitation

1815hrs to 1945hrs - A/B Squad

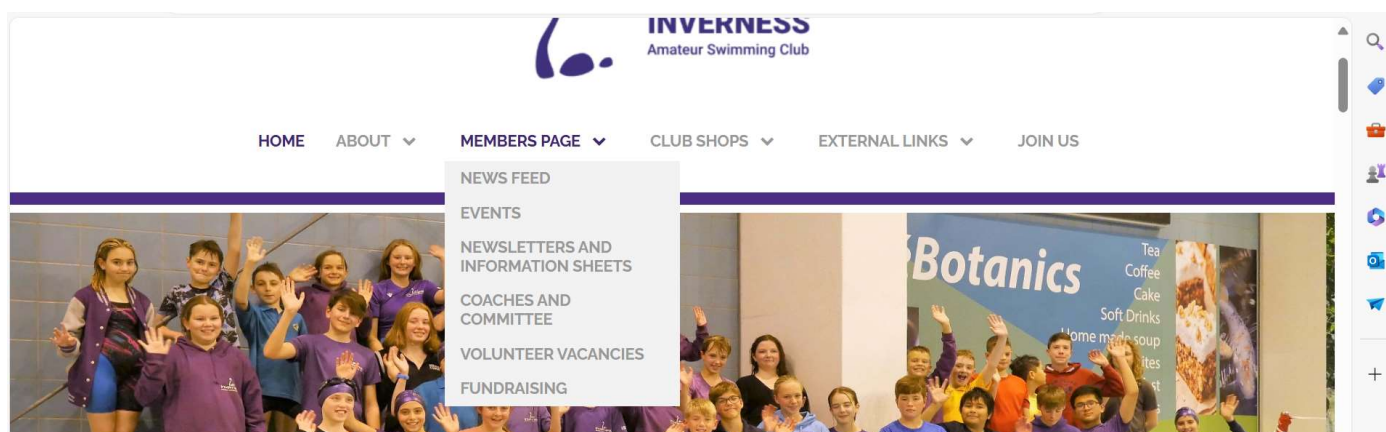
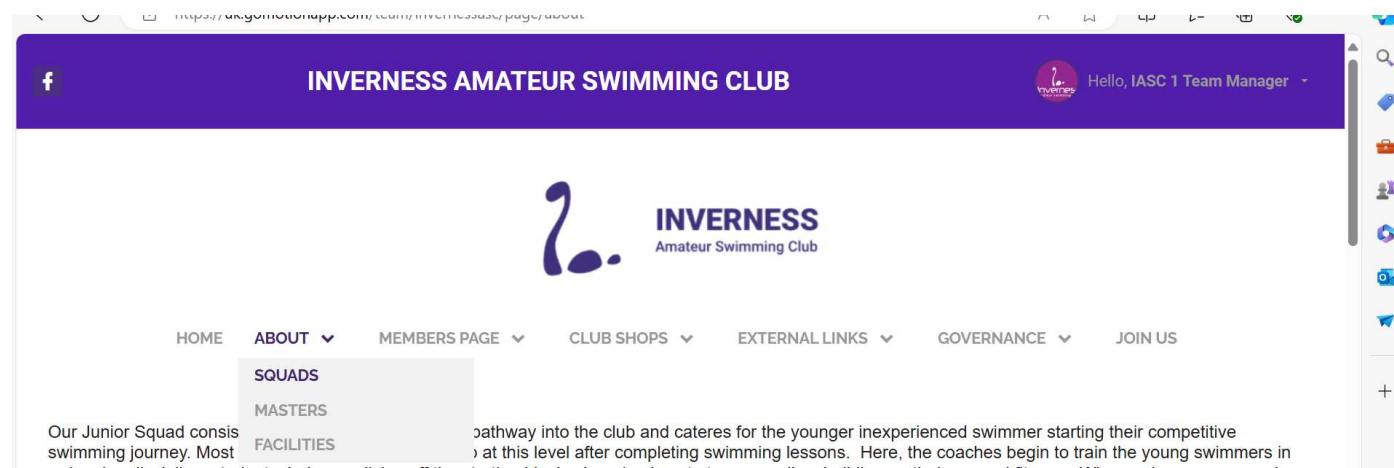
Sunday AM

0730hrs to 0900hrs - A/B/C Plus

0900hrs to 1000hrs - C Squad - By Invitation

C Squad train together on a Wednesday night but the squad is divided between Friday Night and Sunday morning. Initially swimmers will train on a Wednesday night only. Swimmers can progress through the club and when they fit the criteria can be selected to train alongside Highland Swim Team.

If you are looking to register a swimmer for an IASC trial click the Join Us section this takes you to the information section and online forms.



NEWS FEED – CLICK ON EACH NEWS FEED TO GET MORE INFORMATION AND TO SEE FURTHER PHOTOS FROM EVENTS as well as full results (if available)– Some news is also viewed on the front of the Club Website Page

News

Search for News



Unify Admin | IASC 05 Jul, 2024
UPCOMING MEETS - NEW INFORMATION

Upcoming Meets - UPDATED The meet secretaries have just uploaded and emailed out Meet Information for upcoming meets in September 2024 (see below). Also please SAVE THE DATE for the IASC Mini Meet being held in October. The coaching team are in the process of selecting further meets that will be included in the September to December 2024 calendar. Links to this page can be found in the IASC Website Home Page and on the members account Org Tools then News. Information for all competitions will be circulated ahead of...



IASC 1 Team Manager 05 Jul, 2024
Scottish National Open Championships, Royal Commonwealth Pool, Edinburgh - Friday 28th June to Sunday 30th June 2024

A huge well done to our 3 Team Purple Swimmers of Niamh, Madi and Tyla who took part in the Scottish National Open Championships this weekend in Edinburgh. The girls were representing Highland Swim Team along with swimmers from the Home Clubs of Nairn, Thurso, Tain and Lochaber. Fantastic PB's by Niamh and Madi with them winning some of their heats. Both girls are heading to university in September so was brilliant seeing them both doing so well. Great experience for all our swimmers. The swimmers took part in the...



IASC 1 Team Manager 24 Jun, 2024
North District Development Meet Saturday 22nd and Sunday 23rd June 2024

CONGRATULATIONS to our Team Purple swimmers who took part in the North District Development Meet which was hosted by our club at Inverness Leisure. Team Purple Saturday was Matthew, Madi, Leah, Tyla, Dougal, Isla Macken, Gillies, Sylwek and Madi M. Team Purple Sunday

EVENTS – See Events Section later in this document

NEWSLETTERS AND INFORMATION

This section is currently being updated. Nutrition and a Guide to Meets has been added, although The New Members Guide is to be added. C Squad Stars and IASC Club Meets and Event Reviews for 2023/2024 are being worked on and once added you will be notified on Social Feed.

Up to date news will continue on the News Feed Section.

- » [IASC Sports Engine Guidance 2024](#)
- » [Nutrition - Eating on a Rest Day](#)
- » [Introduction to Meets - Courtesy of SASA East](#)
- » [C Squad Stars - Hall of Fame](#)
- » [2022 May IASC Newsletter](#)
- » [2021 August IASC Newsletter.pdf](#)
- » [Nutrition - Eat Well Train Well](#)
- » [Nutrition - Eating at a Competition](#)
- » [Competition Guide 2022 - 2023 by L Houston](#)
- » [Feb 2023 IASC Newsletter and Information](#)
- » [2022 January IASC Newsletter.pdf](#)
- » [2021 June IASC Newsletter.pdf](#)

COACHES AND COMMITTEE MEMBERS

This section gives you access to the current coaches and committee members.

COACHES AND COMMITTEE CONTACT DETAILS

Ed

The Committee and other Parent Roles - [TO VIEW COACHES AND COMMITTEE CONTACTS DETAILS PLEASE CLICK THE ABOVE LINK](#)

(If you are using your mobile phone to view you will not see the coaches contacts as above - please use website on the computer or On Deck App)

We have a number of committee roles as well as some roles where parents assist the committee. Below is a brief introduction to who is who and some contact details. Please click on above link for Coaches Details and Contact Information.

All Coaches - iasccoaches1@gmail.com

Interim Chair - Fiona Burt - Email: chairiasc@gmail.com

VOLUNTEER VACANCIES

Please read this – it shows current IASC vacancies as well as information on Technical official Roles. This is updated on a regular basis.

Swimming is a very interactive sport when it comes to parent participation, without which there is no swimming club or competitions. Aside from the Head Coach, all roles are carried out by volunteers. There are a number of roles within Swimming Club structures whether that be general volunteers, Committee members or on poolside. IASC constantly need volunteers and as a member you will be required to assist either on poolside or dryside. Each administrative role can be split into smaller roles allowing for more members to become involved and also to share the workload. This also allows for resilience and future planning.

Within the competitive structure of swimming, the general acceptance for parents is that when taking part in competitions away from Inverness, at least one parent should be volunteering (at home meets, officials are sought from other clubs attending). As a general rule of thumb, at least one parent will be expected to be a time keeper. Time keeper courses are run locally and very simple to pass. If you can see a stopwatch and press a button then you can pass!!! Our Technical officer (STO) arranges these courses. Please make contact on iascsto@gmail.com to enquire or arrange to be on the next available course. Please see information regarding Technical Officials at the bottom of the page.

If you are interested in helping poolside whether as a poolside helper or as a coach then please speak to any member of the coaching team. The club run a Poolside Helper course occasionally which you may wish to be part of to introduce you to helping the coaches on the pool deck. If you think this would interest you then contact one of our coaches, Jen by email to iasccoaches1@gmail.com

There are various administrative/committee roles within the club that we are looking to fill asap - Please read through these and let us know that role which is more suited to yourself. You can then contact the Chair initially to let us know. Email: chairiasc@gmail.com We like to think we are a friendly bunch and will help each other out and be there to support each other. You will not be left on your own or unsupported.

Meet Secretary - The club have vacancies for Meet Secretaries. This would involve uploading meet information onto Team Unify and Hy-tek (swim system) and to make club

Swimming Official Roles

Swimming Technical Officials or STOs, like many of our volunteer roles, are central to every swimming event and play an important role in ensuring the events run smoothly, safely and within the sport's regulations. A number of roles exist within officiating, including Timekeeper, Recorder, Judge 1, Judge 2, Judge 2S, Referee and Automatic Officiating Equipment (AOE) Operator.

There are already hundreds of STOs across the country and with the sport continuing to grow, there are lots more opportunities to get involved.

If you are aged 14 years or over, with an interest in swimming – or the enthusiasm to learn, then you have taken the first step to becoming a Swimming Technical Official!

Firstly, you must be a member of a club affiliated to Scottish Swimming so you are insured for your activity on poolside.

Timekeeper

Timekeepers are an essential position in any competition or timed event. Located at the finish end of the pool timekeepers are responsible for accurately stopping a

FUNDRAISING

[HOME](#) [ABOUT](#) [MEMBERS PAGE](#) [CLUB SHOPS](#) [EXTERNAL LINKS](#) [GOVERNANCE](#) [JOIN US](#)

We are currently looking for some parents to get together and have a fundraising committee. If you are interested please contact the Chair or the Contact Section.

COMMITTEE MEETING MINUTES

Archived Minutes are being added to this section

[Archived Committee Meeting Minutes](#)

[Dec 2023 - IASC Meeting Minutes](#)

[Nov 2023 - AGM Minutes](#)

[Sep 2023 - IASC Meeting Minutes](#)

[Nov 2022 - AGM Minutes](#)



- CLUB SHOPS
- EXTERNAL LINKS
- GOVERNANCE
- KLAS KLOTHING
- CLUB CAPS
- PRO SWIMWEAR

The Club Shop Information can also be found on IASC Sports Engine where you can order from our online shop Klas Klothng and also find details of how to order Club Swim Caps. We hold a stock on unnamed caps and there is an order of named caps carried out around every 6 months or usually after an intake of swimmers. All IASC Members receive a discount of 10% at Pro Swimwear and the club also receive 5% on all sales. The club intend to update the Pro Swimwear page with kit required for each squad. Any updates will be sent on Social Feed.



- EXTERNAL LINKS
- GOVERNANCE
- SASA NORTH DISTRICT
- SCOTTISH SWIMMING
- SCOTTISH SWIMMING RESULTS AND RANKINGS
- SCOTTISH SWIMMING RECORDS
- SWIM SCOTLAND
- BRITISH SWIMMING
- SWIMMING WORLD ONLINE
- FINA SWIMMING
- HIGHLAND SWIM TEAM

Governance

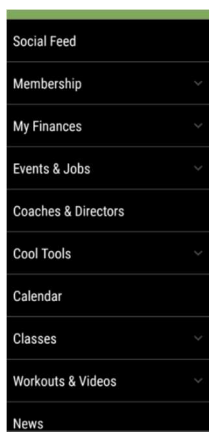
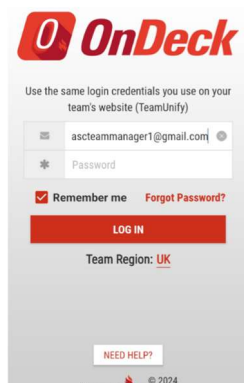
Members need to log in to view the current Codes of Conduct

- HOME
- ABOUT
- MEMBERS PAGE
- CLUB SHOPS
- EXTERNAL LINKS
- GOVERNANCE

SS Mental Health Signposting	Mental Health Signposting
Anti Bullying Policy	IASC Anti Bullying Policy
Code of Conduct - Coaches	IASC Coaches Code of Conduct
Code of Conduct - Parent Guardian	IASC Parents Code of Conduct
Code of Conduct - Spectators	IASC Spectators Code of Conduct
Code of Conduct - U18	IASC U18 Code of Conduct
Disciplinary Procedure IASC	IASC Disciplinary Procedure
Grievance Procedure IASC	IASC Grievance Procedure
Mobile Phone Policy	IASC Mobile Phone Policy
Swimwear Policy	IASC Swimwear Policy

ON DECK APP – IMPORTANT INFORMATION

If you have not uploaded the On Deck app please consider this. On Deck is an invaluable communication tool the club can use to message members. If you sign up to On Deck and allow for notifications on your phone, then you will receive notifications of club messages immediately, rather than wait till you check emails. This can be so important for time critical messages and up to date session information, including unexpected cancellations. If you are uploading the On Deck App please ensure that you choose **REGION UK** to gain access.



TO ACCESS THE CLUB WEBSITE FROM ON DECK – click on the Inverness Amateur Swimming Club and you will be redirected



EVENTS – PLEASE ENSURE YOU CHOOSE ALL THE RELEVANT CATEGORIES TO RECEIVE MEET INFORMATION

Graded Meet	<input checked="" type="checkbox"/>
Mini Meet	<input checked="" type="checkbox"/>
North District Meet	<input checked="" type="checkbox"/>
Open Meet	<input checked="" type="checkbox"/>
Team Activity	<input checked="" type="checkbox"/>
Uncategorized	<input checked="" type="checkbox"/>

CANCEL SAVE

The screenshot shows the 'EVENTS HOME' app interface. At the top, there's a toggle for 'UPCOMING' (selected) and 'PAST'. Below is a search bar labeled 'Search for Meet name or City'. A 'Cat. Filter' dropdown is visible. The main content is divided into two sections: 'OPEN MEET' with a count of 2, and 'UNCATEGORIZED' with a count of 1. The 'OPEN MEET' section lists two events: 'Thurso Open Meet 14/15th Septem.' (SEP 14-15 2024) and 'Buckie ASC September 200s Meet...' (SEP 29 2024). The 'UNCATEGORIZED' section lists 'ND Sprint Championships 2024' (SEP 7 2024). Each event card includes the location and a 'COMMITMENT | RUN MEET' button. The bottom of the screen shows standard mobile navigation icons.

TRAINING FEES/BILLING and using MY ACCOUNT SECTION

Training fees and meet entry fees along with any other additional non -recurring payments are charged via Sports Engine. Payments are charged at 00:01 hours on the 1st of every month and we ask that you ensure you have adequate funds in your account at this time. Meet fees are due prior to any meet so may be charged mid-month if the date of the meet falls before the billing date. Any payment information relating to meets will be emailed prior to any charges.

If for any reason any card payments fail then the system will request further payments and if the requests are unsuccessful then Billing will contact the Member to advise them so it can be rectified. **Club Training fees also incorporate your membership fees so the club requires these to be kept up to date.**

TU recognises when member cards expire so you will be contacted prior to billing to ensure that your card details are updated in advance. Meet entries and caps orders are billed through Sports Engine. Prior to billing, each member due any additional fees will be advised by email that a payment has been raised so invoices can be checked. Details can be checked via the On Deck App or the website.

HOW TO CHECK IASC BILLING

Go into My Account

Invoices and payments

View your account

Billing Summary – Options available via the menu or check Historical Billing

£0.00

No data found

AGREEMENTS

This is a new section and all swimmers sign up to the Code of Conducts when they start. The SE update means that conducts will be resent out for you to agree to and then you will have access to these on your personal account. Watch out for any emails from Membership regarding this.

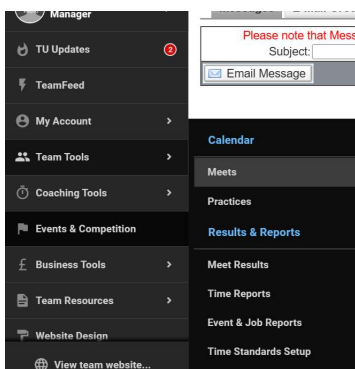
MEMBERS – You can view all family members registered to the account. Each family has a main account holder with other family members added in the Members Section. Additional email addresses can be added so other families are emailed any club information. Use **Alternate Email 1, 2 and 3**. **Please ensure in the account section that all Guardian and Medical records are updated. Please do not set up the account or main email in the name of the swimmer (if under 18). The main account holder should be a parent or carer.**

If you have not uploaded the On Deck app please consider this. On Deck is an invaluable communication tool the club can use to message members. If you sign up to On Deck and allow for notifications on your phone, then you will receive notifications of club messages immediately, rather than wait till you check emails. This can be so important for time critical messages and up to date session information, including unexpected cancellations. If you are uploading the On Deck App please ensure that you choose **REGION UK** to gain access.

Can we ask all members to continue to engage with the Members Section of TU. This is where you can keep up to date with Team News, Events and Volunteer Vacancies. Within this section you can find old club newsletters, View Coach and Committee details and contact information, Nutrition Documents, Background Information on how meets run, C Squad Hall of Fame along with any other General Information. All club contact details are on Sports Engine. **If for any reason your swimmer cannot attend sessions then please contact the coaching team on their email address - please do not report this on the What's App page. Email: lasccoaches1@gmail.com**

MEETS AND EVENTS

The meet secretaries send out information on upcoming meets by email. Upcoming meet information can be viewed in the Events Section and the meet entry criteria can also be viewed here.



EXAMPLE BELOW

Meets



ND Sprint Championships (9 Sep, 2023 (07:00 AM) - 9 Sep, 2023 (07:00 PM))

Member Athlete:

Fast swimmer

Important Notes:

This meet has consideration times and all times must be accredited so I have attached the eligibility report so as to know if your swimmer has qualified for swim events. I have also attached the meet information for you to read through thoroughly.

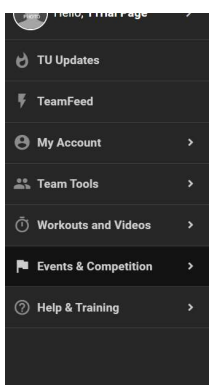
*Signup Record

--SELECT--

Notes:

Please limit the size of the notes to no more than 256 characters.

Save Changes



ND Sprint Championships (9 Sep, 2023 (07:00 AM) - 9 Sep, 2023 (07:00 PM))

Member Athlete:

Fast swimmer

Important Notes:

This meet has consideration times and all times must be accredited so I have attached the eligibility report so as to know if your swimmer has qualified for swim events. I have also attached the meet information for you to read through thoroughly.

*Signup Record

--SELECT--

--SELECT--

Yes, please sign [Fast] up for this event

No, thanks, [Fast] will NOT attend this event

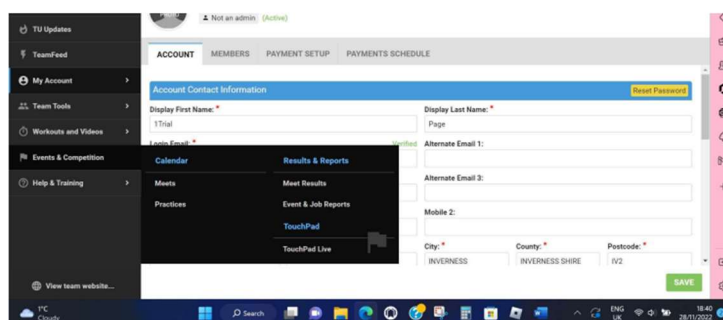
Please limit the size of the notes to no more than 256 characters.

Save Changes

The coaches will approve any swims and if you need to make any amendments or check entries once approved choose Edit Commitment.

HOW TO SIGN UP TO A JOB FOR MEETS— below is a an example of how to sign up.

Choose EVENTS and COMPETITIONS, then MEETS (Under Calendar Section)



Subscribe

Search for Team Events



Customize Filters

Dec
07
2022**Inverness ASC Club Championships 2022**07 December 2022 - 14 December 2022 Event Category:
Club Championships

Attend / Decline

Job Signup

Great News our annual club championships are back up and running on Wednesday 7th and 14th of December 2022. Our Head Coach Lisa Says (A great event for ALL our swimmers to attend and have fun! One you don't want to miss!) This event takes place over 2 Wednesday club nights from 6pm - 9pm and has NO COST for swimmers to enter. This ev

Team Event Details

Attend / Decline

Job Signup

**Inverness ASC Club Championships 2022**

07 December 2022 - 14 December 2022 | Inverness Aquadome, , Inverness, HLD Iv1 3AD, UKR |

EVENT INFORMATION

Event Location: Inverness Aquadome, , Inverness, HLD Iv1 3AD, UKR

Start Date Time: 07 December 2022
18:00 PMEnd Date Time: 14 December 2022
21:00 PMRegistration Deadline: 30 November
2022Job Signup Deadline: 30 November
2022**DESCRIPTION**

Great News our annual club championships are back up and running on Wednesday 7th and 14th of December 2022.

Choose the job and tick the box and click the check box. When you select the check box it will ask for additional information, so you can add a name of who is carrying out the role then click sign up and you will see your name in the job role.

Meets

Event Job Signup

**Connect with Our Club
on Your Mobile Device!****Learn More!**

Signup Job for Account: Page, 1Trial (0000000)

Event: Inverness ASC Club Championships 2022 (07 Dec 2022 (06:00 PM) - 14 Dec 2022 (09:00 PM))

Registration Deadline: 30/11/2022

Job Signup Deadline (till midnight): 30/11/2022

Print My Job Signup Summary

How to signup Event jobs:

Step 1: Find the empty slots shown as "-----".**Step 2:** Click on the checkbox in front of the empty slot that you want to sign up for.**Step 3:** Select [Signup] button to signup for the slots that you selected.

Note: If your Account name is printed right after the checkbox, you've signed up for that job. You do NOT have to "Signup" again. You, however, can use the "Remove Signup" button to remove the signup if you no longer want to work on that job.

If someone else's name is printed, that job slot is not available for you to sign up (this is a first-come-first-serve system). You can only sign up for the empty slots shown as "-----".

Signup | Remove Signup

14 ☐ -----
15 ☐ -----
16 ☐ I IASC, Unify Media (tester)

If you have any queries re Sports Engine then please contact our General Secretary iascgensec@gmail.com or Team Manager iascteammanger1@gmail.com or for membership queries to Membership Secretary - iascmembers@gmail.com