

Membership Application Pack

- Medical Form
- Standing Order Mandate/Squad Prices
- ASA Form (Club Squads)
- ASA Membership Fee Information
- Swimmers Code of Conduct
- Parents Code of Conduct
- Equity Policy Statement
- Safeguarding Children in Sport
- Social Networking Advice
- Kit and Competition Guide
- Acknowledgement Slip

Soundwell Swimming Club

Have you returned?

Tick

- Medical Form
- ASA Form (Cat 2) & ASA payment
- Acknowledgement Form
- ASA registration fee
(£37.00 Reduced to £15.00 October to December 2018)

Please set up your standing order with your bank including swimmers name as reference (payable on the 1st of each month)

As your child moves through the squads, please adjust your standing order accordingly, Thank you.

*ASA category 2 membership with accompanying payment required for Performance, Sprint, A, B, C and D Squads only. (Made Payable at the Club Desk or the Co-operative Bank – Acc name Soundwell Swimming Club - Sort code 08-92-99 - Acc Number – 65827532)

**ASA category 1 membership required for Academy swimmers – ASA membership covered by monthly fees.

Soundwell Swimming Club

Medical Information and Consent Form

SWIMMER'S NAME	DOB
ADDRESS	HOME TELEPHONE MOBILE NUMBER
EMAIL ADDRESS	SCHOOL/COLLEGE
PARENT/CARER'S (1) NAME	PARENT/CARER'S (2) NAME
MOBILE NUMBER WORK NUMBER	MOBILE NUMBER WORK NUMBER
FAMILY GP	GP TELEPHONE NUMBER
OTHER EMERGENCY CONTACT NAME CONTACT NUMBER	RELATIONSHIP

Please tick YES/NO and give details as necessary

Does your child have any specific medical conditions requiring medical treatment/medication?

YES Give details

NO

Does your child suffer from Asthma?

If yes give details of medication if required and indicate if registered with the ASA.

YES Give details

NO

Does your child have any known allergies?

YES Give details

NO

Soundwell Swimming Club

Does your child have any special dietary needs?

YES Give details

NO

Do you consider your child to have a disability (physical, visual, hearing) or learning/recognised behaviour problems that could affect training ability or behaviour whilst training?

YES Give details

NO

1. The information given above is accurate and complete to the best of my knowledge.
2. I will inform Soundwell Swimming Club if any changes occur to the information given.
3. It may be necessary, at some time, for teachers, coaches or team management staff who are accompanying your child to have authority to obtain any urgent medical treatment that may be required. By signing the consent you are giving permission for any medical treatment necessary that is recommended by a competent medical practitioner, where it would be contra-indicated in the doctor's medical opinion, for any delay in treatment whilst your consent is sought.
4. I am aware of the activities likely to be undertaken within the club and consent to my child taking part. I acknowledge that the club will be liable in the event of an accident only if they have failed to take reasonable steps in their Duty of Care for my child. I understand that the staff have a common law duty to act in the capacity of a reasonably prudent parent.
5. I have read the clubs Code of Conduct and agree that my child should abide by this whilst in the care of the club and I understand that a serious or continued breach of this code may result in my child being sent home at my expense.
6. I give consent to my child having photographs/video taken for training purposes or for display on Soundwell Swimming Club website.

Signed by Parent/Guardian

(Under 18)

:.....Date.....

Club Swimmer Signature:.....Date.....

Soundwell Swimming Club

CLUB FEES

TRAINING FEES

- Squad fees are reviewed annually and displayed on the Club Website.
- Training sessions run for 11 months per year (no training during August) with a reduced training programme over the Christmas period. Annual training fees are divided into 12 equal monthly payments.
- Payment is by Standing Order, due on the 1st day of each month to be set up using details below.
- A surcharge will be added to fees if any other method of payment is used.

MONTHLY TRAINING FEES 18/19

D Squad	£41.00
C Squad	£54.00
B Squad	£73.00
SPRINT	£56.00
A Squad	£84.00
PERFORMANCE	£90.00

Learn To swim £22.50

Masters pay as you go session £4.50

THE CO-OPERATIVE BANK

Sort Code: **08-92-99**

Account No: **65827532**

Account Name: **SOUNDWELL SWIMMING CLUB**

Soundwell Swimming Club

ASA FEES

ASA Fees paid 1 January – 31 December of each year

Reduced to £15.00 October to December 2018

Fees include Gloucester County ASA and Western Counties ASA level

2018 Fee - £37.00

ASA Annual Renewal of Fees

Soundwell Swimming Club is affiliated to the Amateur Swimming Association (ASA). The ASA is the national governing body for swimming, diving, water polo, open water and synchronised swimming. It organises competitions, establishes the laws of the sports and operates certification and education programmes for teachers, coaches and officials as well as the Learn to Swim Awards scheme.

All swimmers training or competing with an ASA affiliated club must be registered with the ASA and renew their membership on an annual basis. Membership runs from the 1st January to the 31st December each year.

The fees provide funding for the British Swimming Programme and also provide you with insurance when you take part in any swimming activity organised by the ASA or an affiliated swimming club.

Annual Fees are displayed on the Swimming Club Website and are payable during January with the exception of Academy and Bronze Squad swimmers. Academy and Bronze squad swimmers are Category 1 ASA members and payment for this is included in the monthly fee.

New Members (with the exception of Academy and Bronze) will need to pay this fee on joining the club.

Existing Members moving up to D Squad will need to pay the full Category 2 ASA membership fee.

Payment must be paid as soon as possible. (If you do not pay the fee you will not be insured and consequently you will not be allowed to swim).

Soundwell Swimming Club

CLUBS CODE of CONDUCT

A club is judged not only by the performance of its swimmers in the pool but also by their behaviour and that of other Club members and supporters. Only the Highest standards of behaviour will be acceptable and any member of the Club found to be acting in a manner which may bring the Club into disrepute will be disciplined. At worst this could result in expulsion from the Club. A good team spirit is always encouraged. As a Club we should always support one another.

Code of Conduct for Swimmers

GENERAL BEHAVIOUR

1. Treat all members of the Club with due respect including:
Fellow Swimmers
Coaches
Officials
2. Treat all competitors and representatives from competing Clubs with due respect.
3. The use of inappropriate or abusive language, bullying or physical violence will not be tolerated and could result in action being taken through the Club disciplinary or Child Welfare Policy.

SWIMMING TRAINING

1. Arrive in good time to stretch, 15 – 20 minutes before start time.
2. Have all your equipment with you, i.e. paddles; kick board, hats, goggles etc.
3. Use the lavatory before training begins and always inform the coach if you need to leave the pool during training.
4. Listen to what the coach is telling you.
5. Always swim to the wall as you do in a race and practice turns as instructed.
6. Do not stop or stand in a lane, you may get injured.
7. Do not pull on the ropes as this may injure other swimmers.
8. Do not skip lengths or sets, you are only cheating yourself.
9. Think about what you are doing during training.

Soundwell Swimming Club

CODE OF CONDUCT FOR PARENTS

- Remember that your child is involved in swimming for their enjoyment, fitness and success - not yours.
- You should be realistic about your child's ability, do not over-expect. Harm can be done if your child falls short of your expectations..
- Teach your child that honest effort is as important as victory; a Personal Best (PB) can be as big an achievement as a gold medal.
- Teach your child good sportsmanship. Never ridicule or shout at your child for making a mistake or losing a race. Be positive at all times and don't show your disappointment.
- Remember that your child will learn best from example, applaud good performance from your child, other swimmers in the club and from other clubs.
- Recognise the value and importance to your child and the club of the volunteer coaches, do not undermine them; they give their time and effort to provide recreational activity for your child.
- Encourage your child but do not coach. A little knowledge is dangerous and the club's coaches have high levels of qualifications in order to provide a continually high standard of training in all squads within the Club. Please remember that the coaches are working to make your child the best swimmer they can be. However, if you are not happy please raise your concerns and worries directly to the coach in private, not during a session. Please do not interrupt the coaches while they are poolside during a training session. Your child will benefit from the coaches full attention. Do not enter poolside unless requested to do so or in an emergency.
- Detail any health concerns relevant to your child on the consent form. Any changes to the state of your child's health should be reported to the coach prior to coaching sessions.
- Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the club coach.
- Be positive about the club and how it works, if you see a problem or have a concern about the way your child is being developed or how the club is run, please approach a committee member who will ensure that the matter receives urgent attention. This means that any major grievance or situation which brings the club or individuals within it into disrepute should be brought to the attention of the committee in writing. You should be prepared to discuss your grievance in person with the committee so that the situation can be resolved and brought to a conclusion.
- Deliver and collect your child punctually to and from coaching sessions/swim meets. Please inform a member of the committee or coaching staff if there is an unavoidable problem.
- Rumours and gossip within the club can only hinder the club's progression and growth. Please do not get involved in this type of behaviour.
- Ensure that your child is properly and adequately attired for training sessions/events including all required equipment i.e. hats, goggles etc.
- Inform the coach before a session if your child is to be collected early from a coaching session/meet and by whom.

Soundwell Swimming Club

Good Practice Guidelines for Coaches, Teachers and other Officers on the use of Mobile Phones and Social Networking Sites by ASA Clubs and Club Members

Note: Throughout this guidance a young person is anyone under the age of 18 years.

ASA members in a position of trust and/or responsibility should not be in contact with young people through social networking sites or directly to personal mobile phones if they hold such a position in respect of that individual young person.

Should a young person in your club request to become a named friend on your Social Networking site you should decline if any of the below apply:

- You are in a position of responsibility of that child
- You hold a position of trust and responsibility in the club
- Your contact with the child is through an ASA club **and** the parent/guardian of the child does not give their consent to such contact.

The social networking site should never be used as a medium by which to abuse or criticise ASA members or ASA clubs and to do so would be in breach of ASA Law and Regulations.

The publishing of photograph or video footage is governed by the ASA Photography Policy in Wavepower section 2.

Any communication deemed essential outside of specified training times should be with the consent of a parent/guardian.

Coaches/Teachers/volunteers who breach professional relationships within the club are placing the young person at risk but also places themselves at risk of allegation and possible action under ASA Child Protection Laws and ASA Code of Conduct and Ethics.

Full details of above policies are available for reference from the Welfare Officer.

Soundwell Swimming Club

EQUITY POLICY STATEMENT

As a Club we are committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion.

We will ensure that equity as stated in the Club rules is incorporated in all aspects of its activities and also adopts the Sport England definition of Sports Equity.

Sports Equity is about fairness in sport, equality of access, recognizing in equalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

We are committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse.

All Club members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to the club disciplinary procedures.

Soundwell Swimming Club

Safeguarding and Protecting Children in Sport Policy

Soundwell Swimming Club complies with the ASA Child Protection Policy and Procedures – Wave power. National Standards have been developed by the ASA that aim to promote best practice so that a safe environment for children and young people is achieved.

Reference to British Swimming Useful Documents (Wavepower)

The principles behind these standards are:

- The child's welfare is the first consideration.
- Children and young people have a right to enjoy sport, free from all forms of abuse and exploitation.
- All children and young people have equal rights to protection from harm.
- Everybody has a responsibility to support the care and protection of children.
- Sporting organisations have a duty of care to children and young people who take part in sport.

To this end the club acknowledge their duty of care towards all our members and are committed to practise which protects children from harm

- All staff and volunteers have been checked via the Disclosure and Barring Service (previously Criminal's Record Bureau).
- Staff and volunteers in this organisation are required to accept and recognise their responsibility to develop awareness of the issues that cause children harm. Training in this area is provided and promoted.
- We prioritise the sharing of information about child protection and good practise with children, parents, staff and volunteers.
- We acknowledge our responsibility towards sharing information about concerns with agencies who need to know, and involving parents and children appropriately. Any incidents/complaints will be recorded in line with ASA policy. This will be undertaken in accordance with the ASA guidance on confidentiality and information sharing.

Should any swimmer or parent/carer or any other person wish to raise any issue related to child welfare please contact the Club's Welfare Officer.

Welfare Officer: Stuart Mason welfare@soundwellswim.org.uk

& Donna Hussey welfare2@soundwellswim.org.uk

Other contacts available are: ASA swim line – 0808 100 4001 & NSPCC
0808 800 5000

Soundwell Swimming Club

Soundwell Swimming Club

Compulsory kit list for swimmers

- Kick board
- Pull buoy
- Fins (Kiefer rubber long fin)
- Finger paddles / Hand paddles
- Spare black swim hat (where worn)
- Spare pair of goggles
- Drinks bottle
- Mesh equipment bag
- Snorkel (FINIS Swimmers Snorkel)

All the above items can be bought from the Soundwell Swimming Club Shop.

Basic Competition Guide

- At least two towels
- Costume for the warm-up
- A separate costume for racing
- Goggles plus a spare pair in case your race pair breaks
- Club hat plus spare
- Poolside shoes - e.g. trainers or flip-flops
- Club T-Shirt plus spare
- Shorts or tracksuit bottoms

Food & Drink

- Eat plenty of carbohydrates over the competition period, before/during/after
- Typical foods, which increase the body's energy stores, are: Rice, Pasta, Bagels, Breakfast Cereals, Cakes, Bananas, Pineapple, Popcorn, Pizzas
- Don't rely on feeling thirsty as a reminder to replace fluid loss -the trick is to drink little and often
- Fizzy drinks are not advised. Water, diluted squash or sports drinks are the safest bet

Other Bits

- Remember to sign in at the beginning of each session
- Swimmers must report to their coach before and after each race
- Swimmers should behave in an appropriate manner at all times
- Team Managers will have responsibility for the behaviour and safety of all swimmers during the event

Soundwell Swimming Club

Swimming Competitions

Championships

These are the major individual events at the differing standards of County, District and National levels and usually require minimum entry standards. The County Championships - blocks - are held between January and April covering all ages from 10 years. Western District Championships are held in May for Youth, June for Age Groups, and early November for Senior. Nationals for Youth and Age groups are usually in August. Entry criteria for District can be found at www.swimwest.org and at www.britishswimming.org for the Nationals. For these competitions the age is as at 31 December.

Open Meets

This is a gala open to swimmers outside the organising clubs. Swimmers represent their clubs as individuals, as opposed to as a team. Most meets award trophies to the top 3 or possibly 6 swimmers in each age group and stroke. To count for GB rankings and entry into championships the open meets are licensed into four levels. Level 1 National, Level 2 District, Level 3 County, Level 4 club.

It is necessary for the swimmers to complete an entry form for the gala which has to be sent to the organizing club before the closing date. There is normally an entry fee per race which has to be sent with the form. If an entry is rejected the fee will be returned.

For each race entered swimmers must submit their personal best times. This is used to seed swimmers in races. Normally the slowest swimmers go in the first heats and the fastest in the last heat. Many open meets receive too many applications and the slowest swimmers may be rejected.

League

There are a number of leagues that involve clubs competing in a series of galas as teams, which end in a final ranking table. Soundwell as a club enters the following leagues.
National Arena Swimming League

This is a national competition for clubs and is broken down into areas. We are in the "Western" League

Which is split *into* four divisions namely Premier, First, Second and Third. Competition is tough with the top teams from the Premier division qualifying for National Finals. The entry age is taken as at 31 December and events are swum in 11/under, 13/under, 15/under and open. There are three galas to determine the top teams and these are held October - December.

Mini Series

This is a local club gala for swimmers aged 10 - 13 years old, six local clubs compete in this gala. Each year one club hosts the series and the other five clubs each host a gala. Galas are spread through the year.

Age is as at the day of each Gala.

Teams for Leagues and Mini Series are selected by the coaches. Teams are posted on the web site. It is important you indicate availability to ensure we have a full strength team.

Soundwell Swimming Club

Dear Parents,

Did you know Soundwell Swimming Club is run entirely on volunteers?

Have you some free time you could give to the club, maybe a couple of hours per month?

We are always looking for help with;

- Fundraising (to support and keep costs down)
- Roles within the committee
- Poolside help and team managers (assisting coaches)
- Club desk and squad reps
- Officials

These volunteers will ensure smooth and **continued** running of the club. We urgently need more poolside help to support the hard working coaching team and more officials to help at Galas and Open Meets. These events could not take place without a full team of officials. As a club we can have points deducted at galas, or costs incurred if we do not supply enough officials.

For information on how you can help contact,

workforce@soundwellswim.org.uk

Or return the slip below to the club desk.

Name.....

Email
address.....

Name of
swimmer.....

Squad.....

Please circle which areas you would be interested in finding out more about volunteering with the club

Fundraising / Officiating / Poolside help / Committee / Clubdesk / Other

Soundwell Swimming Club

Acknowledgement

Please Read Fully Before Signing

Soundwell Swimming Club Constitutions is available at the club desk and the ASA Photography policy in Wavepower available at www.swimming.org/asa/.../safeguarding-children and fully support all that is contained within the document. I confirm my understanding and acceptance of those rules and conditions (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept responsibilities of membership upon members as set out in these documents

I have read and agree to adhere to the club Code of Conduct for swimmers and parents and fully support all that is contained within all the documents including Social Networking.

I understand that an application to become a member of Soundwell Swimming Club can only be considered once all application forms contained within the Membership pack have been duly signed and completed fully. All applicants must sign below, including at least one parent/legal guardian if any applicants are under the age of 18 years.

I understand my financial obligation to Soundwell Swimming Club and agree to pay my monthly fees whilst a member of the Club. I also understand that it is my responsibility to notify the Treasurer or Membership Secretary in writing of our intentions to resign from the Club and to inform my own bank to cease any monthly payments. I am aware that membership fees are not refundable and that refunds of monthly payments will only be made for payments received after the date of receipt of a letter of resignation.

Data Protection Act (DPA) – Soundwell Swimming Club will process your data and hold it data securely in accordance with the DPA. Data will be used to administer you as a member. Your express written consent to hold this date is required under the DPA, which by signing this form you are providing. I understand that by signing this form I am confirming that I have read and understand the ASA / British Swimming Data Protection Notice in relation to collection and use of my information.

Signed by Parent/Guardian
(Under 18) :.....Date.....

Club Swimmer: (Print Name)

Club Swimmer
Signature :.....Date.....