

# Clacton Swimming Club (1931)



Dear Parent,

The organisation welcomes you and your child(ren) to Clacton Swimming Club. We hope your child(ren) will enjoy the experience of being a member including the teaching, training, competitions and the social interaction with all of their fellow members. This letter will provide you with information that may be of assistance to new members. Please do ask me, the welfare officer, or any committee member, teacher or coach if you have other questions not covered in this letter.

Firstly, who runs the organisation? A full list of the officers, committee members and coaches can be found on the notice board. Below is a list of some of those officers for your information.

Chair Persons: Fiona Kennedy

Secretary: Janet Long

Welfare Officer: Nikki Collins-Faber

Chief Coach: Lisa Lawrence

We are a swim21 club and follow the guidance in Wavepower for child safeguarding, the ASA Code of Ethics and Codes of Conduct. While we hope your child will be happy and content at the organisation, sometimes questions, concerns or issues may arise.

If you have a question regarding coaching, you should in the first instance approach your child's teacher/coach. Do so at a time convenient to you both and please do not go on poolside and interrupt training sessions. The teachers/coaches will be happy to arrange a time before or after training to discuss any training issues.

If you have a question or concern regarding child welfare, the welfare officer should be informed. Alternatively, there is a dedicated helpline for anyone wishing to raise a safeguarding or welfare concern directly to the ASA called Swimline – a Swimline poster with contact details can be found on the notice board.

Our organisation is committed to providing good child safeguarding practice for all our young members and we have adopted the ASA Child Safeguarding Policies and Procedures manual – Wavepower, a copy of which is held by or can be viewed and downloaded from [www.swimming.org](http://www.swimming.org). Our organisation is one where we accept that good safeguarding and fair play is paramount for all our young members.

Clacton Swimming Club are always looking for parental help to run the organisation. You may offer to help, or a member of the committee may approach you to see if you are able to assist. We are totally a voluntarily-run organisation and we appreciate all the help parents can give us, however small.

Lastly, we have a parent's Code of Conduct which goes alongside similar codes for the coaches, officers and members. You will be asked to read and sign the parents' Code of Conduct and countersign that of your child/children.

We hope you and your child/children enjoy being a member of Clacton Swimming Club.

Kind regards

**Fiona Kennedy**

Chairperson

# Clacton Swimming Club (1931)



## Membership Form – for members under 18 Years

Please complete in block letters

Please tick the section(s) the swimmer attends

Academy       Development Squad       Competitive Squad   
Synchro       Masters

Surname ..... First Name.....

Address.....

..... Post Code.....

Date of Birth..... Gender.....

Email.....

### Parents/Guardians Details

Mother

Father

Surname.....

Surname.....

First Name.....

First Name.....

Address if different from above .....

Address if different from above.....

.....

.....

### **Contact details**

Phone No.....

Phone No.....

Mobile No.....

Mobile No.....

Please also complete the following forms attached.

1. Medical information
2. Photography consent or refusal
3. Swimmers' Code of Conduct
4. Parents Code of Conduct

Signed:.....

Date.....

*Privacy Notice: All information given above will be stored securely and kept on record for the duration of your contract with Clacton swimming Club. Upon notice that you wish to terminate your contract, we will continue to store your details for a period of 1 year, after which time all details will be destroyed.*

# Child Photography Parental Consent Form

Clacton Swimming Club may wish to take photographs of individual and/or groups of members under the age of 18 that may include your child during their membership of the club. All photographs will be taken and published in line with ASA Photography Guidance (available to view on their website). Clacton swimming Club requires parental consent to take and use all photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent/guardian of \_\_\_\_\_ please complete the form below in respect of your child. Please note, you can withdraw your consent in writing to the welfare officer any time should you wish.

- |                          |  |                        |
|--------------------------|--|------------------------|
| <input type="checkbox"/> | Take photographs to use on the club's website                        | Consent given/refused* |
| <input type="checkbox"/> | Take photographs/videos to use on the clubs closed social media site | Consent given/refused* |
| <input type="checkbox"/> | Take photographs to include with newspaper articles                  | Consent given/refused* |
| <input type="checkbox"/> | Photography/Filming for training purposes only                       | Consent given/refused* |
| <input type="checkbox"/> | Photography for marketing/advertising purpose                        | Consent given/refused* |

\*Delete as appropriate

Signed \_\_\_\_\_ parent/guardian

Print name \_\_\_\_\_

Swimmer's name \_\_\_\_\_

Date \_\_\_\_\_

*Privacy Notice: All photographs/videos stored within the club will be stored securely for the duration of your contract with Clacton Swimming Club. Upon notice that you wish to terminate your contract, we will continue to store your photographs for a period of 1 year, after which time all photographs will be destroyed.*

*Please note that photographs/videos put onto social media, marketing materials, and newspaper articles may be unavailable for deletion.*

# Medical Information Form

To be completed by members aged 18 years or over, or by parents/carers of members under 18 years.

Name of member	Date of birth

<p>The Equality Act 2010 defines a disabled person as anyone with a physical or mental impairment that has a “substantial” and “long term” negative effect on his or her ability to carry out normal daily activities.</p>		
<p>Do you consider this member to have an impairment?    <input type="checkbox"/> Yes                      <input type="checkbox"/> No</p>		
<p>If yes, what is the nature of the disability?</p>		
Visual <input type="checkbox"/>	Learning disability <input type="checkbox"/>	Hearing impairment <input type="checkbox"/>
Physical disability <input type="checkbox"/>	Multiple disability <input type="checkbox"/>	Other (please specify) <input type="checkbox"/>
<p><b>Medical information</b></p> <p>Please detail below any important medical information that our organisation needs to know, such as : allergies, medical conditions e.g. asthma, epilepsy, orthopaedic problems, any current ongoing medication, special dietary requirements and/or injuries.</p>          		
<p>Name of child’s doctor and surgery:</p>  		
<p>Doctor’s phone number:</p> 		

*Privacy Notice: All information given above will be stored securely and used only in connection with the purpose and activities of the organisation. This information will not be kept once a person is no longer a member of Clacton swimming Club. The information will be disclosed only to those members of the organisation for whom it is appropriate and relevant officers of the Amateur Swimming Association (ASA) or British Swimming.*

Signed (Member) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Carer (If member is under 18) \_\_\_\_\_ PTO

**For parents/carers of members under 18 years**

It may be essential at some time for the coach or team manager accompanying your son/daughter to have the necessary authority to obtain any urgent treatment which may be required whilst at a competition or event with Clacton swimming Club. Would you therefore please complete the details on this form and sign below to give your consent.

I, \_\_\_\_\_ being the parent/carer of the above named child, hereby give permission for the coach or team manager to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctors medical opinion, for any delay to be incurred by seeking my personal consent.

Signature of consent by parent/carer: \_\_\_\_\_

Print full name: \_\_\_\_\_

Full name of swimmer \_\_\_\_\_

Date \_\_\_\_\_

## **Swimming/Training Times**

### Academy Times:

Monday 6 – 6.30pm and 6.30 – 7pm

### Development Squad Times:

Monday 7 – 8pm

Thursday 6.15 – 7.15 pm

### Competition Squad Times:

Monday 8 – 9pm

Thursday 7.15 – 8.45pm. 8.45 - 9.45pm sprint session

### Combined Squad Times (Development and Competition Squad)

Wednesday 6 – 7 pm (Technique session)

Saturday 7.30 – 9am (Endurance session)

Sunday 7.30 – 9am

### Annual fees and Subscriptions

Every swimming club member needs to be registered with Swim England (ASA) which also insures them throughout the year. This payment is due at the beginning of each calendar year, regardless of when the swimmer joined the club.

All swimmers - £15.10p Annual insurance payment plus subscription

Academy - £14 per month

Squads - £30 per month

Synchro - £25 per month

Squads + Synchro - £35 per month

### Kit

Development Sq. : Kick board, Pull Buoy and short fins.

Competition Sq.: As above plus, leg band, hand paddles and drag shorts.

## **Clacton Swimming Club**

Sort code: 20-21-73

Account Number: 60265322

Reference: Swimmers Full Name & Swim section i.e. Jo Smith Development squad

Abbreviations: SQD: Squads, SYN: Synchro, ACD: Academy

[clactonswimmingclub1931.weebly.com](http://clactonswimmingclub1931.weebly.com)



[Clacton swimming club-members page](#)

## Synchronise Swimming Times

Tuesday : 6.30pm – 8pm (Clacton County High School)

Sunday:       Land training – 5pm – 6 pm  
                  Pool time – 6pm – 7 pm

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All swimmers - £15.10p Annual insurance payment plus subscription

Synchro - £25 per month

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## Code of Conduct for Swimmers

### General behaviour

1. I will treat all members of and persons associated with the club with due dignity and respect.
2. I will treat everyone equally and never discriminate against another person associated with the club on any grounds including that of age, sexual orientation, ethnic origin or nationality.
3. I understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.
4. I will display a high standard of behaviour at all times.
5. I will always report any poor behaviour by others to an appropriate club officer.
6. I will recognise and celebrate the good performance and success of fellow club and team members.
7. I will not shout, use rude or inappropriate language or misbehave in the changing cubicle area; this includes splashing other swimmers with water.

### Swimming training

1. I will treat my coach and fellow swimmers with respect.
2. I will make my coach aware if you have difficulties in attending training sessions as laid down for my squad.
3. I will arrive in good time on poolside before the training session starts to complete poolside warm up as directed by my coach.
4. I understand that if I arrive late, I must report to my coach before entering the pool.
5. I will ensure I have all my equipment with me, i.e. paddles; kick boards, hats, goggles etc.
6. If I need to leave the pool for any reason during training I will inform my coach before doing so.
7. I will listen to what my coach is telling me at all times and obey any instructions given.
8. I will always swim to the wall as I would do in a race, and practice turns as instructed.
9. I will not stop and stand in the lane or obstruct others from completing their training.
10. I will not pull on the ropes as this may injure other swimmers.
11. I will not skip lengths or sets - to do so means I would only be cheating myself.

12. I will think about what I am doing during training, and if I have any problems, I will discuss them with my coach at an appropriate time.
13. If I have any problems with the behaviour of fellow members, I will report them at the time to an appropriate adult.
14. I will use the lavatory before training begins.

### Competition

1. At competitions, whether they be open meets, national events or club galas, I will always behave in a manner that shows respect to both my coach, officers and my team mates and the members of all competing organisations.
2. I will report to my coach and / or Team manager on arrival on poolside.
3. I will warm-up before the event as directed by the coach in charge on that day and ensure I fully prepare myself for the race.
4. I will be part of the team. This means I will stay with the Team on poolside.
5. If I must leave poolside for any reason, I will inform and, in some cases, get the consent of the Team manager / coach before doing so.
6. After my race, I will report to my coach for feedback.
7. I will support my team mates. Everyone likes to be supported and they will be supporting me in return.
8. I will swim down after the race, if possible, again, as advised by my coach.
9. I will wear the club uniform and hats when representing the club.
10. I will never leave an event until either the gala is complete, or I have the explicit agreement of the coach or team manager.

*I understand that failure to follow the swimmers Code of Conduct will result in a formal warning poolside. Continued breach of rule may also result in further disciplinary action.*

Signed: (swimmer)

Signed: (parent/carer )

Date :



## Code of Conduct for Parents

### Parents are expected to:

1. I will complete and return the Medical Information form as requested by the club and detail any health conditions of my child on the consent form. Any changes in the state of my child's health will be reported to the coach prior to coaching sessions. I will ensure the club has up to date contact details for me and any alternative person.
2. I will deliver and collect my child punctually to and from coaching sessions/swim meets. I will inform a member of the committee or coaching staff if there is an unavoidable problem. If the club changes my child's lane and changing times, I will remember the change is to provide appropriate levels of training and enable my child to progress and should be facilitated and encouraged at all times.
3. I will ensure my child is properly and adequately attired for the training session/events including all required equipment i.e. hats, goggles etc.
4. I will inform the Coach/Welfare Officer before a session if my child is to be collected early from a coaching session/meet and if so by whom.
5. I will encourage my child to obey rules and teach them that they can only do their best.
6. I will behave responsibly as a spectator at training / meets and treat swimmers, coaches, committee members and parents of mine and other clubs with due respect meeting the ASA commitment to equality.
7. I will not use inappropriate language within the club environment.
8. I will show appreciation and support my child and all the team members.
9. I will ensure my child's needs are met in terms of nutritional needs and listen to advice given from the club coach.
10. I will support the club coach and committee appropriately and raise any concerns I have in an appropriate manner to the welfare officer.
11. I will not enter poolside or lean over the balcony unless requested to do so or in an emergency. If I wish to have a discussion with the coach check I will check with the coach after the session or the club Welfare Officer on how this can be arranged.
12. Most of all I will help my child enjoy the sport and achieve to the best of their ability.

### The club will undertake to:

1. Inform you at once if your child is ill and ensure their wellbeing until you are able to collect him / her.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised /taught / coached and consent is obtained for any activity outside of that previously agreed.

### The parent has a right to:

1. Make a complaint to the club if they feel the club or a member of the club is not acting appropriate to ASA / club rules and regulations. Details of how to do this can be obtained from the club Welfare Officer.
2. Make a complaint on behalf of their child to the ASA Office of Judicial Administration.

PLEASE NOTE, WE ARE ONLY RESPONSIBLE FOR SWIMMERS ONCE THEY ARE POOLSIDE AND IN THE POOL AREA. WE CANNOT BE HELD RESPONSIBLE FOR SWIMMERS IN THE CHANGING AREA, PRIOR TO OR AFTER THEIR LESSON.

CAN PARENTS ALSO REFRAIN FROM DROPPING THEIR CHILD OFF OUTSIDE THE LEISURE CENTRE/SCHOOL AND ASSUMING THEY MAKE IT TO THE LESSON SAFELY.

Signed:

Date: