

Membership Pack



2011-2012

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Affiliated Club



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(to be completed by existing and new members)
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COMPLETING YOUR 2011-2012 MEMBERSHIP FORM

1. Check and complete all the personal details in Sections A, B and C of the membership form
2. If you wish to apply for a concession or a remission please indicate at the bottom of the box in Section D of the membership form (see Membership Terms and Conditions).
3. Check and complete Section E of the membership form. You are advised to read the club's policies and Codes of Conduct before signing the Membership Form. These are available at Altrincham SC desks, and can be viewed on www.altrinchamsc.org.uk
4. If you would like to volunteer to help the club in some way please complete the Volunteer - Declaration of Interest form and send it to the Membership Secretary.
5. Hand all completed forms and payments to the Membership Secretary.



MEMBERSHIP TERMS AND CONDITIONS 2011-2012

Membership Basis The Club Constitution sets out the full terms of membership of Altrincham Swimming Club together with the details below. A copy of the Club Constitution is available at www.altrinchamsc.org.uk or on request from the Club Secretary. The Club reserves the right to change the membership terms and conditions and the membership fee structure at any time.

Membership Subscription All members will pay an annual membership fee and an annual charge for each session per week that they swim.

The club membership year starts on January 1st each year. Membership fees for those joining during the year will be calculated on a pro rata basis (of the full payment).

Method of Payment Payment should be made in full by cheque (made payable to "Altrincham Swimming Club") or by cash. Members will be responsible for all costs incurred by the Club in relation to cheques or standing orders not being honoured by a Bank.

Additional Sessions Members will normally swim in the sessions allocated to them by their instructor. Requests to change sessions or swim additional sessions will be assessed by the Chief Instructor or Head Coach and be subject to swimmer ability and the availability of suitable space. Members who increase the number of sessions they participate in during the year will be required to pay an additional session fee on a pro rata basis. It is the member's responsibility to inform the membership secretary of changes to their sessions.

Members of other Clubs and Squads swimming or competing for Altrincham Swimming Club must join and pay the Membership Subscription:

Students Members in Higher Education may apply in writing to the Committee (see below) for a reduction in subscription payments. All applications should be accompanied by a completed membership form and a copy of a valid Students Union Card. Each application will be considered on an individual basis.

Treatment of Bank Holidays When a normal session falls on a Bank Holiday members will be entitled, with the agreement of the Head Coach or Chief Instructor, to swim at an alternative session that week.

Cancelled Sessions When Altrincham Swimming Club cancels a normal session members will be entitled, with the agreement of the Head Coach or Chief Instructor, to swim at an alternative session that week.



MEMBERSHIP TERMS AND CONDITIONS 2011-2012...CONTINUED

Concessions The ethos of the club is that it is run for the benefit of its members. It is important therefore, wherever possible, that the majority of club services are run on a voluntary basis. The club understands that there are certain individuals whose efforts should be recognised with the offer of a concession against membership subscriptions. The club will only offer concessions to individuals that are providing substantial assistance to the smooth running of the club. Any person who commits themselves to 50 hours or more per year to the club shall be entitled to be considered for a concession. Each concession granted will be dependent on the level of commitment and contribution by the individual to the running of the club. Concessions are not available to people attending club galas as part of the mandatory officials required by gala rules (Judges, timekeepers, chaperones, etc), other than they will not be expected to pay the required fee decided by the club for travelling on the official team coach. Concessions will normally align with the Club financial year (1 January to 31 December). The club reserves the right to rescind any concession at any time. Disputes arising from the issue of concessions will be dealt with by the full Club Committee. Requests for a concession must be submitted annually on the appropriate section of the membership form. Forms requesting a concession will be submitted by the Membership Secretary to the Treasurer for approval by the Committee.

Remissions Policy The club operates a remissions policy to ensure equal access to the Club's activities. Any person may make a claim to the Committee for a reduction in subscription payments. Application to the fund will be dealt with on a first come, first served basis and shall include full details of the basis of claim being made, including supporting documentation. Applications should be made by letter, accompanying the membership form, via the Membership Secretary.

Refunds + Termination of Membership The major items of club expenditure are committed on an annual basis and membership fees are paid for a full year. Members who wish to terminate their membership or reduce the number of sessions swum should do so by informing, in writing, the Membership Secretary. No fees already paid will be refunded unless agreed by the Committee.



MEMBERSHIP TERMS AND CONDITIONS 2011-2012...CONTINUED

Data Protection Policy - Membership Data Collection - Consent The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information (i.e. information about you) against unauthorised use or disclosure. The Act also gives you certain rights. By virtue of your membership of Altrincham Swimming Club, you agree to your personal data being made available to Altrincham Swimming Club, subject always to compliance with the Data Protection Legislation. This includes sensitive personal data such as health and medical conditions, where explicit consent of the data subject i.e. a signature for this specific purpose has been obtained. Except to the extent that the club is required or permitted by law, the information which you provide to the club, and any other information obtained or provided during the course of your membership ("the information") will be used solely for the purposes of processing your application and dealing with you as a member. If you cease to be a member of Altrincham Swimming Club, the information will not be held for longer than is necessary, after which time it will be destroyed. You agree to use all reasonable endeavours to keep Altrincham Swimming Club informed of any changes to your personal data. So that we may use the information for the above purposes and on the above terms, we are required under the Act to obtain your consent. Members are therefore requested to sign the consent clause at the base of the membership form.



CODE OF CONDUCT FOR SWIMMERS

OBJECTIVES

To make Altrincham Swimming Club fully aware of their rights and responsibilities.

General behaviour:

All Altrincham Swimming Club Swimmers will at all times:

1. Treat all members of the club with due respect including:
 - Fellow swimmers
 - Coaches
 - Officials
2. Treat all swimmers/representatives from other clubs/officials/pool staff politely and with due respect.
3. The use of inappropriate or abusive language, bullying, harassment, discrimination or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.
4. Participate in their sport within the rules of the ASA and respect both officials and their decisions.
5. Respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
6. Be aware that Bullying will not be tolerated by the ASA or Altrincham Swimming Club.

Training Sessions: Altrincham Swimming Club Swimmers should:

1. Arrive in good time to stretch (15-20 minutes before start time). If you are unavoidably late for a session apologise to your coach and ask permission to train. If you arrive after the warm up has been completed or when there is insufficient time left to fully warm up, your coach may not allow you to swim.
2. Have all of your equipment with you, i.e. paddles, kick boards, hats, goggles etc.
3. Use the lavatory before training begins, and always inform the coach if you need to leave the pool.
4. Keep hydrated - have at least 1 filled water bottle ready for consumption during training.
5. Pay attention to pre-training instructions and explanations of the set - it wastes time for both the coaches and the swimmers if instructions need repeating.
6. Always swim to the wall as you do in a race, and practice turns as instructed.
7. Don't stop and stand in the lane, you may get injured.
8. Don't pull on the ropes as this may injure other swimmers.
9. Don't skip lengths or sets (you are only cheating yourself).
10. Think about what you are doing during training.
11. Don't leave the pool without permission.



CODE OF CONDUCT FOR SWIMMERS...CONTINUED

Lane Etiquette (Training and Warm-ups): Altrincham Swimming Club Swimmers must:

1. Having been allocated to a lane by the Coach, accept the Coach's decision and train accordingly.
2. Remain conscious of where your team mates are in the lane.
3. When coming in to turn you must cut across the lane just before making your turn and push off straight - do not turn and then push off at an angle as this is dangerous for the swimmer behind you.
4. Don't try to overtake someone on the outside between the flags and the wall or within the flags and the lane end - you risk turning on top of each other.
5. Be considerate to allow a faster swimmer to pass safely by slowing down, avoid stopping where possible, and do not submerge to let the swimmer pass.
6. Faster swimmers must realise that slower swimmers are trying just as hard as they are and their set is no less important.
7. Pulling on other swimmers is forbidden.
8. One touch ONLY to the foot of the swimmer in front on the side that you are passing is allowed and can be helpful.
9. Don't swim on another swimmers feet/too close, this is annoying and disrespectful to that swimmer, a 5 second/5m gap is ideal.

10. Don't swim in the middle of the lane - this is the area to be used for passing and is also the extra space needed for the extra inches of the arms and legs of Breaststrokers and 'Flyers'.
11. Remember to allow other swimmers behind you to turn or finish correctly and safely, (move out the way of their finish).

Competition: Altrincham Swimming Club Swimmers must:

1. Swim events and galas that the Coach/Team Manager has entered/selected you for (unless agreed otherwise by prior agreement with the relevant club official). Show respect and compliance to requests/instructions from the coach, team manager and chaperone(s).
2. Behave in a manner that supports and reflects the good name of Altrincham Swimming Club.
3. Wear Official Altrincham Swimming Club kit (Swim hats/polo shirts/tracksuits). Altrincham Swimming Club kit must be worn for the presentation of medals/awards.
4. At Open Meets, check the arrangements/timing for posting cards and be sure to post them on time.
5. Warm-up before the event. Prepare yourself for your races.
6. Warm up properly by swimming, not playing or stopping in the lane. Turning practice should have taken place during your normal training sessions. Obey the instructions of the Warm up Marshals.



CODE OF CONDUCT FOR SWIMMERS...CONTINUED

- 7. Be part of the team. stay with the team on poolside. If you leave poolside for any reason, you must tell the Coach and Team Manager where you are going.
- 8. Listen for your race to be announced. Report to the Marshalling Area / Clerk of the Course/Competitors Stewards in good time for your race(s). Take your hat and goggles with you!
- 9. Support your team mates. Everyone likes to be supported.
- 10. (If the facility exists) Swim down after each race. Do not use this time to play.
- 11. After your race report to the coach (not your parents). Receive feedback on your race and splits.
- 12. Let the coach be the judge of your performance, you must talk/listen to your coach immediately before and immediately after your event for accurate/specific feedback on your performance. Make a mental note of any suggestions for improvement which you can practise in training and implement in future competitions.
- 13. Publicly accept all the judgements of officials. If you need to speak to the Referee, be polite - and chose an appropriate moment. She/he will not mind you asking polite questions.

If you have a problem please contact the Club's Welfare Officer or Chair.

Should they be unavailable, then you can telephone Childline (0808 800 5000) or Swimline (0808 100 4001).

Signed

Swimmer:

Parent/Guardian:

Date:





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CODE OF CONDUCT FOR PARENTS

(You agree to abide by this code of conduct when you sign the Membership Form on behalf of your son/daughter).

OBJECTIVES:

To make parents/guardians of Altrincham Swimming Club members fully aware of their rights and responsibilities.

Altrincham Swimming Club is fully committed to safeguarding and promoting the well being of all of its members. Altrincham Swimming Club believes that it is important that swimmers, coaches, helpers and parents associated with the club should at all times, show respect and understanding for the safety and welfare of others, as well as safety and welfare of themselves. Altrincham Swimming Club members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Welfare Officer or Club Chairman.

All Altrincham Swimming Club Parents are expected to:

1. Complete and return the Altrincham Swimming Club Membership Form (which includes Health and Consent details) as requested by the club, and detail any health concerns relevant to the child on the consent form. Any changes in the state of the child's health should be reported to the teacher/coach prior to coaching sessions. You must ensure that Altrincham Swimming Club has up to date contact details for you and any alternative person(s).

2. Ensure your child is properly and adequately attired for the training session/events including all required equipment, i.e. hats, goggles, etc (make sure all property is identified with the swimmer's name and ASC).
3. Refrain from criticising a teacher/coach in the presence of (their - and other) swimmers and parents - the bond between swimmer and coach is important and should not be undermined.
4. Refrain from entering onto poolside during training or competition unless invited to do so by the coach.
5. Make an appointment to discuss any concerns regarding your swimmer with the teacher/coach at a convenient and appropriate time.
6. Actively participate in helping the club progress by offering assistance and support to the coaches and the Committee.
7. Be patient with progress - understand that the journey to the top can be a long one... and that "Success is a journey not a destination. The doing is often more important than the outcome". (ASA Long Term Athlete Development 2010).
8. Encourage your child to abide by the ASA rules for swimming. (LAWS : visit www.britishswimming.org).
9. Discourage unfair play and arguing with officials and coaches.
10. Help your swimmer to recognise good performance, not just results.
11. Never force your swimmer to take part in swimming.



CODE OF CONDUCT FOR PARENTS...CONTINUED

12. Set a good example by recognising fair play and applauding good performances by ALL swimmers.
 13. Never punish or belittle your (or other) swimmer(s) for losing or making mistakes.
 14. Publicly accept the officials' judgements.
 15. Support your swimmers involvement and help them to enjoy swimming.
 16. Use correct and proper language at all times.
 17. Encourage and guide swimmers to accept responsibility for their own performance and behaviour.
 18. Bullying will not be tolerated. (Please read the Altrincham Swimming Club Anti-Bullying Policy).
 19. Abide by any guidelines issued by the club.
 20. Disciplinary matters for unacceptable conduct are at the discretion of the coach and chaperones, who - in accordance with Club policies - are acting in loco parentis (i.e. with the authority and responsibility of a parent).
 21. Ensure your child's needs are met in terms of nutritional needs and listen to such advice given by the club.
2. Ensure the coach has a contact number for you - if you are not staying for the session - and that your child has access to a mobile phone or money in order to call you.
 3. Ensure your child is aware of who is collecting them - and has the correct contact number (lift shares in particular).
 4. Inform the Team Manager/Coach before a session if your child is to be collected early from a coaching session/meet, and if so, by whom.
 5. Ensure that you arrive to collect your child before the scheduled end of the session. Your child's behaviour and safety is your responsibility until they are pool side and in the presence of a coach at the start of a session. They then become the coach's responsibility until the swimmer leaves the pool side at the end of the session. At that point, all parents must resume responsibility for their children.

Please read and be aware of the guidelines outlined in the Altrincham Swimming Club Policies on: HEALTH & SAFETY, MISSING CHILDREN, LATE COLLECTION OF CHILDREN, CHANGING ROOMS SUPERVISION

Training Sessions: Altrincham Swimming Club Parents/Guardians should:

1. Ensure that your swimmer arrives at training in good time (15 - 20 minutes) before the start of the session.
6. Be supportive and not intrusive, trust the coaches and do not try and interfere with the session. Refrain from communicating with your swimmer/s during training session, let the coach do the coaching.
7. If the club changes your child's lane and training times, please remember the change is to provide appropriate levels of training and enable your child to progress and should be facilitated and encouraged at all times.



CODE OF CONDUCT FOR PARENTS...CONTINUED

8. Be patient with progress - understand that the journey to the top can be a long one ... and that "the journey is more important than the destination".

Open Meets / Galas: Altrincham Swimming Club Parents/Guardians should:

1. Show respect and compliance towards officials, coaches and chaperones.
2. Behave responsibly as a spectator at training/meets and treat swimmers, coaches, committee members and parents of Altrincham Swimming Club - and other clubs - with due respect, meeting the ASA commitment to Equality, Diversity and Inclusion.
3. Behave in a manner that supports and reflects the good name of Altrincham Swimming Club.
4. The Coach is the best judge of a swimmer's performance. The Coach should be your first point of communication before and immediately after an event - for accurate/specific feedback on your swimmer's performance(s).
5. Indicate your swimmer's availability on team selection sheets in good time (i.e. within 3-4 days of the publication of the team sheet).
6. Inform the coach or team manager immediately/as soon as is practically possible if your swimmer cannot compete/is going to be late for an event they have entered/been chosen to represent the club in.

7. Do not interfere or take your child from the team during a gala/meet without permission from the coach.

8. Most of all help your child enjoy the sport and achieve to the best of their ability.

Altrincham Swimming Club will undertake to:

- a. Inform you at once if your child is ill and ensure their well being until you are able to collect him/her.
- b. Ensure good child protection guidelines are followed at all times to keep your child safe.
- c. Ensure all activities are properly supervised/taught/coached and consent is obtained for any activity outside of that previously agreed.

Altrincham Swimming Club Parents have the right to:

- a. Make a complaint to the club if they feel the club or a member of the club is not acting appropriate to ASA/Club laws and rules. Details of how to do this can be obtained from the club Welfare Officer.
- b. Make a complaint on behalf of their child to the ASA.



CODE OF CONDUCT FOR PARENTS...CONTINUED

Any misdemeanours and breaches of this code of conduct will - in the first instance - be dealt with by the club in line with ASA guidelines.

PLEASE NOTE: When you sign the Altrincham Swimming Club Membership Form on behalf of your son/daughter, you are agreeing to abide by the above Code of Conduct.

All Altrincham Swimming Club Policies/Documents can be viewed at, or downloaded from the Members' Page of www.altrinchamsc.org.uk

The Committee of Altrincham Swimming Club will review this Code of Conduct at regular intervals to ensure that it is effective and is achieving its stated objectives.



MEMBERSHIP FORM 2011/2012

SECTION A - MEMBER DETAILS

SURNAME:			
FIRST NAME:			
SECOND NAME:			MALE/FEMALE
KNOWN AS:			School attended:
DOB : (DD/MM/YYYY)			School Year:
ADDRESS 1:			Parent Mobile number(s):
ADDRESS 2:			Parent email address:*
TOWN/CITY:			
POSTCODE:			
Home Phone Number:			

SECTION B -EMERGENCY CONTACT DETAILS (Each member should provide TWO emergency contact details)

The ASA recommend that the club hold a non-parent/guardian emergency contact number for each member.

1) Name (Parent/carer):	2) Name:
Relationship:	Relationship:
Contact No (1):	Contact No:
Contact No (2):	Signature:

SECTION C - MEMBER'S MEDICAL INFORMATION: Please state any medical conditions, disability or other factors which need consideration for inclusion in club activities

Name (print):

Signature:

Date:

To be signed by parent/carer for members under 18. (Data Protection Policy requires a specific authorisation for the holding of this information)

(IMPORTANT NOTE) - If you are a competitive swimmer (ASA CAT 2) suffering from Asthma or any other condition requiring medication - please complete and submit an ASA Medical Declaration Form (available from the Club Membership Secretary).



SECTION D - PAYMENT

Payment Method:

1) Cheque in Full:

2) Cash:

Concession Request and reason:

SECTION E - DECLARATION & CONSENT: To be signed by parent/carer for members under 18

- 1) I have read and understood the Codes of Conduct, Policies, Disciplinary Procedures & Constitution of Altrincham Swimming Club.
- 2) I and my child will abide by the rules of Altrincham Swimming Club as described in the Altrincham Swimming Club Codes of Conduct for Swimmer and Parents.
- 3) I agree to fulfil my obligations described in the above documents as parent/carer of an Altrincham Swimming Club member.
- 4) I consent to my child being transported to/from galas on coach(es) provided by Altrincham Swimming Club.
- 5) I give permission for the Coach/Team Manager to authorise competent medical authorities to undertake medical or surgical treatment to my Child, should delay of my consent be contrary to my child's interest.
- 6) I understand that the fees payable are for the full year.
- 7) I consent to the use of personal information (above) for the purposes and on the terms set out in the Club's Data Protection Policy.
(see 'Membership Terms and Conditions 2011 - 2012')
- 8) **I consent / do not consent** (delete as appropriate) to the use of photography for Club publicity

Should you fail to indicate that you do not consent to the use of photography you will be deemed to have consented by signing this membership form. You can withdraw your consent at any time by informing the Membership Secretary in writing.

Name (print):

Signature:

Date:

To be signed by parent/carer for members under 18

Altrincham Swimming Club Policies, Rules and Code of Conduct are available from Altrincham Swimming Club Desks and www.altrinchamsc.org.uk

Please return completed forms to: Linda Sheridan



VOLUNTEER DECLARATION FORM 2011/2012

SUPPORT YOUR CLUB!

Altrincham Swimming Club cannot operate without volunteers.

The success of the club is dependent upon a large number of parents and older swimmers taking on responsibilities. A wide range of opportunities are available!

If you are able to give some hours to support the successful operation of the club - either on an occasional or regular basis - please complete and return the form below.

Knowledge of swimming - or the world of swimming - is not important. We all started in a state of blissful ignorance!

Name of Swimmer(s):	
Name of Volunteer:	
Volunteer Contact No:	
Volunteer Email Address:	

Area(s) of interest: (please tick)

Officiating at galas/meets	Notice Boards / Gala Reports
Teaching / Coaching	Fund Raising
Poolside Chaperone / Marshall	Hospitality for officials / volunteers at galas / meets
Spectators Entry Desk (galas & meets)	Swimmer Welfare
Club Shop / Altrincham Swimming Club Desk @ XXXXXX	Accounts / Finance
Parent / Swimmer Liaison	Social Events

Relevant Experience: (please tick)

General Office Skills	IT / Computer Skills
Personnel Management	Advertising / PR
Finance / Accounts	Fund Raising
Event Management	Officiating
Welfare	Teaching / Child Care

Please continue overleaf if you would like to make any further comments/offers.

Please note: Some roles are only appropriate for members aged 18 yrs and over.

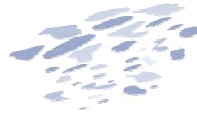
Thank you for completing this form.

Volunteer Co-ordinator

Altrincham Swimming Club



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TRAVEL CONSENT FORM

Name:

Date of Birth:

Address:

Post Code:

Telephone Number:

Contact Address (if different to above):

Post Code:

Telephone Number (if different to above):

I undertake to pay the required sums by the dates specified in the information and accept that in respect of any withdrawal from the trip, for whatever reason, there can be no refund of the whole or part of the payments unless the circumstances are covered by insurance.

Medical Information

Any specific medical conditions requiring medical treatment and/or medication?

Yes

If yes. Give details:

No

Any allergies?

Yes

If yes. Give details:

No

I undertake to inform the club if my child has had any contact with contagious or infectious diseases within four weeks of travel.



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TRAVEL CONSENT FORM... CONTINUED

Please provide any special dietary requirements and the type of pain/flu medication that may be given.

Signed.....(Athlete) Date.....
Parental Consent (to be signed for competitors under 18 years)

I confirm that I have received the details of the above activity and consent to my child taking part in the visits and activities indicated. I acknowledge that the club will be liable in the event of any accident *only if they have failed to take reasonable steps in their duty of care for my child during the trip*. I understand that the staff have a common law duty to act in the capacity of a reasonably prudent parent.

I have read the 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 early at my expense.

I, _____ being parent/guardian of the above name child hereby give permission for the 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 doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Signature _____ (consent by parent/guardian)

Date



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