

Dear Parent/Carer

## **SWIMMING CLUB - MEMBERSHIP APPLICATION**

I would like, as President of the Swimming Club, to extend a very warm welcome to both your family and the child on whose behalf you have applied for membership.

It can be appreciated that joining a Swimming Club is a very important step that you, as parents have taken in support of your child's development within an aquatic setting.

In recognition of this fact and with your support, the Club strives to ensure that all skill acquisition and development is delivered in a progressive, encouraging and friendly environment.

Enclosed for your information and completion are the following:

- Annual Membership and Monthly Training Fees
- Bank / Building Society Standing Order Mandate
- Child Protection Policy
- Code of conduct – Swimmers
- Code of conduct – Parents and spectators
- Club acceptable use of mobile phones policy
- Information for swimmers and guardians on the use of cameras and video equipment within IASC
- Parental volunteer form

Please note that the above forms require to be completed upon conclusion to full membership and the required membership fee should be paid into the Club bank account within 7 days. Standing orders (on the 1st day of the month) for monthly training fees must be set up as soon as possible using either online banking or by completing the attached standing order mandate and passing this to your own branch.

Please register to join our website [www.inverclydeasc.co.uk](http://www.inverclydeasc.co.uk) which we hope will provide useful information for new members and in particular we advise you look at the 'Guide for new swimmers and parents' found on the Information for Parents page. We also have a Facebook group (Inverclyde Amateur Swimming Club) which parents/guardians and swimmers over the age of 13 can join and a Twitter page (@inverclydeASC). We use both for Club communications.

Any further information maybe be obtained from any of the IASC committee members whom are generally on duty at the pool side within the Waterfront Leisure Complex during the Club Sessions on a Sunday evening from 6.00pm until 8.30pm, or on IASC Notice Boards at the Waterfront Leisure Complex (situated in the back corridor to the training pool) or at Port Glasgow Swimming Pool or via Elaine Cannon: Tel. No. 01475 522393 or email: [membership@inverclydeasc.co.uk](mailto:membership@inverclydeasc.co.uk)

In conclusion I hope that your family will enjoy being associated with our Club and look forward to your continued involvement.

Yours sincerely

**JENNIFER GARRITY**  
President

## ANNUAL MEMBERSHIP FEES 2018 - 2019

CATEGORY	SCOTTISH SWIMMING	CLUB	TOTAL DUE
Swimmer	£43.00	£22.00	£65.00

Please note that any person seeking to become a Club Member part way through the membership year will be required to pay a fee in accordance with the following criteria:

Registered during March to August inclusive	100% of annual fee
Registered during September to December inclusive	50% of annual fee
Registered during January to February inclusive	25% of annual fee

## MONTHLY TRAINING FEES

Monthly training fees – payable by Standing Order on the 1st of the month:

Club Start	£27.00
Introduction to the Club	£32.00
Swim Skills	£34.00
Fast Track	£36.00
Development	£38.00
Talent Development	£40.00
Club Squad	£30.00
Junior Potential	£46.00
Youth Performance	£50.00

Please note that if a swimmer is concluded to full membership between 1st - 15th of the month then a full month's fee is due. If concluded 16th - month end then 50% of the monthly fee is due.

**Any queries regarding fees, please contact the Club Treasurer at  
treasurer@inverclydeasc.co.uk**

## STANDING ORDER MANDATE

### Bank Details:

The Manager:	
Branch Address:	

### Your Details:

Full Name:	
Address:	
Account Name:	
Bank Sort Code:	
Account Number:	

### Recipient Details:

Name:	Inverclyde Amateur Swimming Club (IASC)		
Bank:	The Royal Bank of Scotland 122 Cathcart Street Greenock		
Sort Code:	83-22-20	Account Number:	00640178
Amount in words:			
Amount in figures:			
Commencement Date:			
Frequency:	Monthly (1st of the month)		

Please debit my account by the amount shown above and to commence on the date specified until further notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CLUB CHILD PROTECTION POLICY STATEMENT

We, the Club, believe that Good Practice at **Inverclyde Amateur Swimming Club** is as follows:

1. The welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in swimming – administrator, Club official, coach, parent, friend, children themselves, everyone – can help. Children and young people have a lot to gain from swimming. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Swimming provides an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. The Club will place the needs of the child first and winning and competition second.

2. The underlying principles with respect to Child Protection are that:

- The child's welfare is the first consideration.
- All children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse.
- Children and young people must be treated with integrity and respect.
- Children and young peoples' programmes and competitions will be relevant to their ages and stages of development.

3. We are committed to following the current Scottish Swimming's Child Protection guidelines. All our volunteers / staff are members of Scottish Swimming.

#### 4. **Inverclyde Amateur Swimming Club:**

- Aims to create an enjoyable environment, where young people have the right to be safe, secure and free from threat.
- Acknowledges that young people have the right to be treated with respect and for their concerns to be listened to and acted upon.
- Will aim to ensure that junior members have specific programmes designated for them, with adequate supervision.
- Is committed to ensuring that all helpers, whatever their role, complete a Club Registration Form, sign a Code of Conduct and complete PVG Application (if in a childcare / adult at risk role) and a Self Declaration Form in relation to Child Protection.
- Provides clear, comprehensive, easily understood procedures for dealing with:
  - allegations of abuse
  - requests for help and support on a confidential basis
  - Is committed to an equitable recruitment selection policy for coaches.
  - Will always emphasise fair play.

5. Our Child Protection Officers are:

Name: Elaine Fleming  
Email: [cpo@inverclydeasc.co.uk](mailto:cpo@inverclydeasc.co.uk)  
Tel: 07946 388211

Name: Julie Cassidy  
Email: [cpo@inverclydeasc.co.uk](mailto:cpo@inverclydeasc.co.uk)  
Tel: 07950 728527

## Code of Conduct - Swimmers

*The purpose of this code of conduct is to ensure that every IASC swimmer knows what is expected of them and what they can expect from their Club so that every member and person associated with IASC can enjoy the sport of competitive swimming within a professional, safe and healthy environment.*

- ◆ All swimmers have the right to receive the appropriate training based on their age and ability to help them reach their full potential.
- ◆ All swimmers are expected to demonstrate a high level of good behaviour at all times, whether at training, on the poolside, in the changing rooms, competitions or any other occasion or function where they represent IASC. In addition:
  - Swimmers should listen well and try their best at all times
  - Swimmers must accept responsibility and take ownership of their own behaviour and performances
  - Inappropriate language or physical behaviour will not be tolerated
  - Swimmers should respect their fellow swimmers, team, coaches, officials and volunteers at all times
  - Swimmers should never consume alcohol or use any prohibited substances before, during or after a training session
- ◆ All swimmers must arrive on time for training or competitions. If swimmers are unable to attend, they should notify the coach in charge or the Club secretary as soon as possible.
- ◆ All swimmers must wear appropriate attire for training.
- ◆ IASC is a competitive swimming club and swimmers are expected to participate in competitions suited to their age and ability, including the annual Club Championships. In addition:
  - Club colours and kit should be worn to galas and a Club cap should be worn. All swimmers should wear a Club t-shirt during medal presentations.
  - When competing for I.A.S.C. the swimmer will promote the positive aspects of the sport, i.e. fair play and never condone rule violations.
  - During a competition a swimmer must stay with the team on poolside and inform the coach in charge should they require to leave. Swimmers should adhere to the gala protocols that the Club and the Entry Secretary have issued.
- ◆ All swimmers have the right at all times to feel safe in IASC's swimming environment. If a swimmer, parent or carer has any concerns they should contact IASC's Child Protection Officer. Details can be found on the Club's website.

As a member of Inverclyde Amateur Swimming Club I will adhere to the Club's Code of Conduct (above). If I fail to do so I understand that appropriate action may be taken by the Club.

Signed ..... (Swimmer)

Print Name ..... (Swimmer)

Date .....

Received ..... (For Club use)

## PARENTS, CARERS AND SPECTATORS CODE OF CONDUCT

***The purpose of this Code of Conduct is to ensure that every parent, carer or spectator knows what is expected of them and what they can expect from their child's club so that every member and person associated with IASC can enjoy the sport of competitive swimming within a professional, safe and healthy environment.***

I agree to:

1. Consider the wellbeing and safety of swimmers before the development of performance.
2. Always promote the positive aspects of the sport (e.g. fair play).
3. Encourage swimmers to value the performance and not just results.
4. Never ridicule or shout at a child for making mistakes or losing a race.
5. Never consume alcohol immediately before or during Club training sessions or non-social events.
6. Never condone rule violations or the use of prohibited substances.
7. Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved in Club activities.
8. Follow all guidelines laid down by the national governing body and the Club.
9. Encourage and guide swimmers to accept responsibility for their own performance and behaviour.
10. Always remember that the involvement in swimming is for the child NOT YOU!
11. Not shout at or abuse officials (officials give their time and effort for the benefit of our swimmers).
12. Not shout at or abuse coaches or volunteers (coaches and volunteers give their time and effort for the benefit of our swimmers).
13. Never approach coaches on poolside while a coaching session is underway but wait until the session has finished or telephone/email them afterwards to discuss any matters of concern.
14. Support all efforts to remove verbal and physical abuse from sporting activities.

I agree to adhere to the Club's Code of Conduct (above).

Signed .....  
(Parent/Carer or Spectator)

Print Name .....  
(Parent/Carer or Spectator)

Date .....

Received ..... (For Club official use)

## **Club Acceptable Use of Mobile Phone Policy**

### **Aim:**

The aim of the Mobile Phone Policy to promote safe and appropriate practice through establishing clear acceptable use through guidelines.

### **Scope:**

This policy applies to all members of the Club and relates directly to the appropriate codes of conduct.

### **Responsibility:**

It is the responsibility of the athletes / coaches / volunteers to adhere to the guidelines outlined in this document.

It is the parent's responsibility to allow their child to have a mobile phone and should be aware if their child takes a mobile phone to Club sessions. Permission to have a mobile phone during the Club sessions/events will be contingent on the parent/carer permission in the form of a signed copy of this policy.

### **Policy Statement:**

It is recognised that smartphones contain a wide variety of functions which can be susceptible to misuse. Misuse includes taking and distribution of indecent images, exploitation and bullying.

Misuse of smartphones can cause distress to individuals, impact on self-confidence and mental well-being, as well as impact on privacy and right to confidentiality. Such concerns are not exclusive to children and young people.

It is appreciated that it can be very difficult to detect when smartphones are being used, particularly in relation to additional functions. The use of all mobile phones is therefore limited, regardless of their capabilities.

There are 'mobile phone free' areas within the Club setting. These are areas that are considered to be the most vulnerable and sensitive:

- ◆ Changing Rooms
- ◆ Toilets
- ◆ Showers

There is a zero-tolerance policy in place with regards to use of mobile phones by any individual in these areas.

### **Inappropriate Use**

Members using vulgar, derogatory or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Club.

Members using their mobile phone to engage in personal attacks, harass other people, post private information about others using SMS messages, taking/sending photos or objectionable images, and phone calls will face disciplinary actions as sanctioned by the Club, and may be subject to criminal proceedings.

**Parent /Carer Permission**

I have read and understand the above information and appropriate use of mobile phones within Club sessions / events.

I understand that this form will be kept on file and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to have a phone at Club sessions and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the Club's supervision, as outlined in this document.

Parent/Carer Name  
(print):.....

Parent/Carer  
Signature:.....

Date:  
.....

Swimmer Name (print):.....

Mobile phone number:.....

Swimmer signature: .....

Date: .....



**INFORMATION FOR SWIMMERS AND CARERS ON THE USE OF CAMERAS AND VIDEO EQUIPMENT WITHIN INVERCLYDE ASC.**

The use of visual evidence of performance, e.g. stroke technique, in training and competition, is an important tool for coaching swimming. Inverclyde ASC will sometimes use videos and/or cameras during training sessions and competitions for coaches and swimmers to analyse stroke technique and performance. Video evidence of this nature is for internal Club use only and shall not be shown to any external agency without the express consent of both the athlete and their carer(s).

We will also take photographs for appropriate publicity purposes, including the noticeboard at the Waterfront and/or Port Glasgow pools, newspapers or websites from time to time. Any Club personnel using video or camera equipment will be aware of and agree to abide by this policy and have permission from the Management Committee for use at named occasions.

(External agencies are required to apply for permission and will be made aware of and agree to abide by this policy before permission for use is granted).

**THE POLICY**

All material must be used for the purpose stated on the application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their carer(s).

**VIDEOS**

Video evidence used for stroke technique and performance analysis in Club training sessions or at competitions must be used solely for this purpose and viewed with the consent of the athlete in question. Video evidence gathered by the Club will not be given to any outside agency without the express consent of the athlete and their carer(s).

**PHOTOGRAPHS**

We request that the swimmer's modesty is protected at all times. To this end, swimmers should only be photographed in swimwear during action or staged shots.

It is also the camera user's own responsibility to be aware of the facility's normal operating procedures as permission from the Club does not necessarily infer permission from facility owners/operators.

**PLEASE COMPLETE:**

**I give/I do not** give my permission (**please circle as appropriate**) for my child to be photographed or filmed for publicity or coaching purposes.

Name of Swimmer (please print).....

Signature of Parent or Carer.....

Date.....

## Parent/Carer Volunteer Form

IASC's Management Committee requests that all parents or carers volunteer to help our Club in whatever capacity they can. Everyone has a responsibility to support our swimmers and help our Club thrive. It is also personally rewarding to give something back to the sport. You could uncover hidden talents or even learn some new skills! Most importantly, you don't need to be knowledgeable about swimming or take on a huge commitment. Please complete and return the short form below.

NAME OF PARENT/CARER.....

EMAIL.....

PHONE.....

### PLEASE CIRCLE YOUR SKILLS OR INTERESTS

Fundraising

Grants

Timekeeping

Team Manager

Swim kit and clothing

Coaching

Communications/publicity

IT

Club events – e.g. Club Champs, Presentation Night Swimmer social events – e.g. Panto

Other (please specify)

**Many thanks for your support. A member of the Management Committee will be in touch to discuss the roles we have available.**