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**Requests to Train with Inverclyde Amateur Swimming Club on a Short Term Basis**

**Procedure**

**Introduction**

Inverclyde Amateur Swimming Club (IASC) welcomes enquiries from swimmers to train with the club on a short term basis when they are visiting the Inverclyde area normally during the summer holiday period. When requests are received then the procedure below must be followed.

**Procedure**

* When a request is received from a swimmer’s parent or carer then this should be forwarded to the Membership Secretary.
* The Membership Secretary will liaise with the Head Coach or in the absence of the Head Coach another Coach to arrange an assessment date. (The purpose of the assessment is for the Head Coach or another Coach to determine the squad the swimmer should train with).
* Once the assessment date is agreed the Membership Secretary will contact the swimmer’s parent or carer to confirm the date and time of the assessment and provide any further relevant information.
* After the assessment takes place, the Head Coach or another Coach will confirm to the Membership Secretary the squad the swimmer will train with and the parent or carer will be advised of this along with the fee due for the period the swimmer will train with the club. Fees are listed below and must be paid in advance of training commencing.

**Fees**

Training for 4 weeks 100% of Squad Fees

Training for 3 weeks 75% of Squad Fees

Training for anything less 50% of squad Fees

than 3 weeks

* The Membership Secretary will provide the swimmer’s parent or carer with the Membership Application Form and Medical Form to be completed after the assessment has taken place.
* Once paperwork is completed the Membership Secretary will add the swimmer to Team Manager under the Category “Swimmer on Trial.”(*The swimmer will be covered for insurances purposes up to a 4 week period. If the swimmer wishes to train for more than 4 weeks with the club they will also be required to complete the SASA membership form and pay the SASA membership fee, in addition to the training fees payable to the club*).
* The membership Secretary will notify all coaches by e-mail of the details of the swimmer who will be training with the club and the squad they will be training with within 24 hours. The Club’s Secretary and Treasurer must also be informed.
* The medical form for the swimmer must be placed in the IASC folder located at the pool(s) the swimmer will train at. The Membership Secretary will retain the Membership Application Form.
* The Membership Secretary must provide the swimmer’s parent or carer with a receipt for fees paid.

**Elaine Cannon**

**Membership Secretary**

**June 2014 Approved**