



Welcome to
**PORTSMOUTH NORTHSEA
SWIMMING CLUB**

Dear Parent and/or Swimmer,

Portsmouth Northsea SC warmly welcomes you to our club.

We hope you enjoy the experience of being a member of our club, including the training, competitions and the social interaction with all of the other fellow members. This letter outlines the Club's information for joining. Please do ask if you have other questions not covered in this letter.

Your contact details

Welfare Officer	Lorraine Robinson	Email: welfare@pnsc.org.uk
Membership Secretary	Gemma Clinton	Email: membership@pnsc.org.uk

A full list of the officers, committee members and coaches can be found on our Team Unify website, as well as squad structure for performance, competitive and fitness pathways.

<https://uk.teamunify.com/team/pnsc/page/home>

When joining the club you will be required to fill in the following forms you can find them on our website or email membership@pnsc.org.uk

- **New Membership Form**
- **ASA Form**
- **Data Consent Form**
- **Medical Form**
- **Photography and Filming Consent Form**
- **Codes of Conduct**

Fees

Your monthly fees are in your covering email. These are to be paid by direct debit, the Club uses GoCardless to facilitate the process, further details can be found towards the end of this welcome pack. When we receive your completed membership form you will receive an email from Portsmouth Northsea Swimming Club (it will appear as quickbooks@notification.intuit.com) to set up the mandate. Please complete the mandate as soon as possible. You will receive a monthly notification of your fees on the 1st of each month around 3 working days before money is debited from your account. If there are any changes to your fees, such as for squad moves, you will be notified in advance.

The Club trains all year, except for bank holidays and a two-week summer break, which are reflected in the fee calculation for coaching.

Once you or your swimmer reaches a certain standard they may compete in meets. There will be additional fees for these competitions or other courses hosted by the Club you may wish to attend.

Training Times

Your squad's regular training times can be found on our website via this link [Squad Timetable](#). However, from time to time we will need to make adjustments due to holidays, pool closure periods, etc. Any changes to the timetable will be communicated by e-mail and we recommend that you check the website.

Pools and passes

Your squad will train at the following location(s) as per the above timetable:

- Mountbatten Centre (MBC) - Alexandra Park, Portsmouth PO2 9QA
- HMS Temeraire - Burnaby Road, Portsmouth PO1 2HB
- St Edmunds School - Arundel Street, Portsmouth PO1 1RX

If you are required to train at HMS Temeraire you will need a pass to access the site. A form can be found on our website for you to complete <https://uk.teamunify.com/pnsc>. Parents please note you will not be allowed access to HMS Temeraire to spectate and will need to drop and collect your child from outside the base.

PNSC website, social media site or notice board

We use Team Unify website and emails as our main method of communication, where you will find our latest news and key updates and useful information for members. We also have notice boards in the viewing area at the Mountbatten Centre.

- Team Unify can be accessed via a website browser: https://uk.teamunify.com/team/pnsc/page/home_
- Or by downloading their App to your tablet or phone. In the iOS App Store or Google Play Store search for Team Unify "OnDeck" or find it on <https://www.teamunify.com/swim-team-management-software/swim-app/>

We encourage that the older swimmers download the app on their phones as well. It will be good for them to get the team feed and squad messages directly and for them to see the upcoming meets.

We also have a Facebook: Portsmouth Northsea Swimming Club, Instagram: [pnsc_swimmingclub](#) and Twitter: [@PortsNorthseaSC](#) accounts where we share key news and photos. Please follow us on our social media.

Key Policies and Documents

In our Team Unify Website you will also find the following documents under the Key Documents section:

- Club Constitution
- Codes of Conduct
- Privacy Policy
- Other key documents.

Please familiarise yourself with the Covid-19 protocols. It is really important that the swimmers and parents understand the rules and expected behaviours before starting training. If you have any questions, please speak to your coach.

SwimMark Accreditation

Formerly called swim21, SwimMark accreditation is Swim England's quality standard for clubs. It recognises high standards of governance, sustainability and effectiveness. Portsmouth Northsea SC is a SwimMark accredited club.

Coaching Questions and Issues

If you have a question regarding coaching you should in the first instance approach your Coach. The Coach will be happy to arrange a time that is convenient to you both either before or after training to discuss any queries you may have. We would however, ask that you do not go on poolside during any training sessions.

Complaint and disciplinary processes.

The Club's Complaints and Disciplinary procedure can be found on our Team Unify website: <https://uk.teamunify.com/team/pnsc/page/home>

A person wishing to make a formal complaint about inappropriate conduct should write to the Club Secretary (secretary@pnsc.org.uk) and copy to the Welfare Officer (welfare@pnsc.org.uk).

Welfare

Portsmouth Northsea SC is committed to providing good safeguarding practices for all our members and as required by Swim England, we have adopted the Wavepower 2020-23: Child Safeguarding Policy and Procedures for Clubs. The aim of Wavepower is to safeguard all children in line with current legislation, regulations and guidance and is for use within any Swim England affiliated organisation where children are present.

A copy of which can be viewed and downloaded at <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

If you have a question or concern regarding welfare, the Welfare Officer should be informed on welfare@pnsc.org.uk

The Welfare Officer is the first point of contact for club staff, volunteers, young people, and parents for any issues concerning child welfare, poor practice or potential or alleged abuse. They assist the club in implementing Wavepower and to act independently and in the best interests of a child at the club, putting their needs above that of others and the club itself. They will ensure that all incidents are reported correctly and referred, in accordance with Wavepower.

Alternatively, there is a dedicated helpline for anyone wishing to raise a safeguarding or welfare concern directly to the ASA called Swimline. This service is provided for anyone involved in swimming, including children and young people who believe that the welfare of a child is at risk. This could be neglect or abuse, bullying or fear of someone, or anything that is worrying you and you don't know who to discuss this with.

- You can call the ASA Swim Line on 0808 100 4001.
- You can call the NSPCC Child Protection Helpline direct on 0808 800 5000.
- This line is open for 24 hours each day and calls are free of charge.
- If you have a Textphone you can call the NSPCC Textphone on 0800 056 0566

Volunteering

Our club is run by a committee of volunteers. We are always looking for help to run the club. We appreciate all the help parents can give us, however small. If you have any specific skills you can offer please do let us know!

Given the current circumstances, we are always looking for Covid-19 reps to help during the training sessions. A Covid-19 rep escorts the swimmers onto poolside and out at the end and is there to assist the Coach should a swimmer become unwell during the session. It also offers a good way for you to spectate from poolside. If you are able to help, please do talk to your coach.

If you are interested in helping at meets in an official capacity there are training programs available which can be completed on line for timekeepers. please let us know if you would be interested in attending and getting this qualification.

The Club participates on the South East Region Young volunteers programme for members aged between 13 and 17 years, who are looking for training opportunities to volunteer within aquatics.

You can find further information on the South East Swimming website:

<https://www.southeastswimming.org/uncategorized/young-volunteers-programme-all-new-for-2020/>

ASA Membership

All swimmers must have ASA membership. This covers poolside insurance but also offers benefits to members with a host of online information. Please fill in the attached ASA Membership application. There are three types of categories:

- Category one membership - This is for individuals who are part of a club and are learning to swim or are swimming at any level within the club network. It is not for people who compete in open competition in any sport, unless the event has an exemption under Swim England Law or is designated as Low Level Competition. This is aimed at those in Club squad.
- Category two membership- Category two membership is our biggest category as it is for people who want to compete and be part of a structured competitive pathway. It is for your club members who want to compete in competitions not exempted under Swim England law, or designated as Low Level Competition. All those in Dolphins and above, with the exception of non-competitive Club squad members, should have this level of membership.
- Category three membership: Category three membership is for anyone involved in a club who isn't covered by categories one and two, such as volunteers, coaches and teachers. You can find more detail about category three on the membership website here.

We encourage parents to take up category three membership, this enables them to assist in meets with poolside roles and also entitles you to vote in our Annual General Meeting. Please note only ASA members over 16 years old are entitled to vote at the AGM.

Please complete a separate ASA form for each person who requires membership.

Once you have completed your ASA form you will receive an invoice from Portsmouth Northsea for the amount due which is detailed in the back of the pack.

Attachments

A Club Membership Form, Medical Form and photographic consent form are attached which we ask you to complete and return electronically to the Gemma Clinton, Membership Secretary membership@pnsc.org.uk. In addition to completing the forms we ask that you read the Club Code of Conduct for Parents and Swimmers, together with our other club policies which are listed on our website.

And finally, we hope you and/or your child will enjoy being members of Portsmouth Northsea SC and we look forward a long and happy association.

Kind regards,

Gemma Clinton

Membership Secretary

CONFIRMATIONS

I accept that my direct debit must be set up, along with payment of my ASA membership before I / the swimmer enters the water and that fees are due monthly regardless of how often members swim. I will ensure all fees and fee increases are paid by Direct Debit via GoCardless on the date due and if there is a lapse in payment I / the swimmer may be suspended from training until such outstanding fees are reimbursed to the club.

I understand that PNSC is responsible for increasing /decreasing my child's Squad Fees when they move squad and will provide me with adequate notice of any changes or for any other Club matters which maybe invoiced via direct debit.

In the event of leaving the club I am responsible for notifying the membership secretary at PNSC with one months notice.

The Club has adopted the ASA Wavepower 2020-23: Child Safeguarding Policy and Procedures for Clubs and all the Codes of Conduct therein along with ASA polices. I accept the terms stated on this form, other policy documents including Codes of Conduct and the Club Constitution.

I acknowledge I have read the rules of Portsmouth Northsea Swimming Club and confirm my understanding and acceptance that such rules as (amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules

Swimmer or Parent/Guardian if under 18

Signature	(click here to enter text)
Printed name	(click here to enter text)
Date	(click here to enter text)

Please return this form to the Membership Secretary at membership@pns.org.uk

Portsmouth Northsea Swimming Club ASA Club Membership Payment 2021

The ASA Club Membership year runs from 1st January to 31st December.

- Category one membership - This is for individuals who are part of a club and are learning to swim or are swimming at any level within the club network. It is not for people who compete in open competition in any sport, unless the event has an exemption under Swim England Law or is designated as Low Level Competition. The cost is £17.
- Category two membership- Category two membership is our biggest category as it is for people who want to compete and be part of a structured competitive pathway. It is for your club members who want to compete in competitions not exempted under Swim England law, or designated as Low Level Competition. The cost is £37.
- Category three membership: Category three membership is for anyone involved in a club who isn't covered by categories one and two, such as volunteers, coaches and teachers. You can find more detail about category three on the membership website here. The cost is £5.

We would remind you that in accordance with ASA rules, no one is permitted to attend training or enter licensed meets unless they are ASA registered and have paid the correct fee.

On receipt of your completed form we will issue an invoice to cover the amounts due which must be paid to Portsmouth Northsea Swimming Club, account no 00284109, sort code 30-99-20 and with your invoice number as reference.

Your ASA membership number can be checked here: www.swimming.org/swimengland/club-member-check

Please read the Swim England Privacy Policy regarding the use of your personal data will be used

<https://cbhsc.co.uk/Documents/WebPage.pdf>

Portsmouth Northsea Swimming Club Swimming Kit

In addition to appropriate swimwear, your swimmer will need various kit items to assist with their training the full kit list can be found on our website <https://uk.teamunify.com/team/pnsc/page/home>

A Portsmouth Northsea swimming hat and water bottle can be purchased.

Team kit (such as tops and hoodies) can be purchased online from [SWIMZI.](#), these are required at meets and events. Please see their website for ordering details: <https://teamwear.swimzi.com/brand/portsmouth-northsea-s-c/>

We usually have two ordering windows in a year to order Swimzi stock, we will email members with the details near the time,

We do hold some items of Swimzi stock in our office, so please get in touch with us if you need any club kit.

Swim kit can be purchased locally from [Swim Stop](#) in Waterlooville. Swimstop offer all PNSC members a 10% discount on purchases. They are also able to give swimmers good advice on purchases and suitable equipment for your age and ability.

[Swim Stop address:](#)

1 Hambledon Parade, Waterlooville PO7 6XE.

Tel. 02392 264196 www.swimstop.co.uk

Please see the Parents Guide to Competitive Swimming Section our website for a detailed description of each of these items.