Soundwell Swimming Club

Academy Membership Application Pack

- Check List
- Medical Form
- Academy Fees
- Swim England Fees
- TeamUnify
- Leaving the Club
- Clubs Code of Conduct
- Good Practice Guidelines
- Equity Policy Statement
- Safeguarding & Protecting Children in Sport Policy
- Kit for Swimmers
- Swimming Competition
- Request for Volunteers
- Acknowledgement Slip
- Swim England Category 1 Registration Form

Soundwell Swimming Club

CHECK LIST

Have you?	Tick
• Completed the Medical Form	
• Completed the Acknowledgement Slip	
• Completed the Volunteer Request Slip	
• **Completed the Swim England Registration Form	
All above forms should returned electronically by email to learntoswim@soundwellswim.org.uk	
• **Registered on TeamUnify	
• **Added your payment card details to TeamUnify	
• **Completed the Swim England Registration Form	

Swim England Category 1 membership is required for Academy swimmers and is covered by the initial joining fee. The annual Swim England fee is payable annually in January each year thereafter.

**** PLEASE NOTE THAT YOUR CHILD WILL NOT BE ABLE TO SWIM UNTIL YOU HAVE REGISTERED ON TEAMUNIFY, ADDED YOUR PAYMENT CARD DETAILS, AND THEIR SWIM ENGLAND REGISTRATION HAS BEEN PROCESSED.**

SWIM ENGLAND DEALS WITH REGISTRATIONS ONCE A WEEK ON A WEDNESDAY AND THE PROCESS TAKES APPROXIMATELY A WEEK TO COMPLETE.

Should your child move to Skills Development or another squad, you will be required to complete the Squad Membership Pack, that is available on the Club website https://uk.teamunify.com/Home.jsp?_tabid_=0&team=swssc.

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Medical Information and Consent Form

SWIMMER'S NAME	DOB
ADDRESS	HOME TELEPHONE MOBILE NUMBER
EMAIL ADDRESS	SCHOOL/COLLEGE
PARENT/CARER'S (1) NAME	PARENT/CARER'S (2) NAME
MOBILE NUMBER WORK NUMBER	MOBILE NUMBER WORK NUMBER
FAMILY GP	GP TELEPHONE NUMBER
OTHER EMERGENCY CONTACT NAME CONTACT NUMBER	RELATIONSHIP

Please tick YES/NO and give details as necessary

Does your child have any specific medical conditions requiring medical treatment/medication?
YES Give details

NO

……

Does your child suffer from Asthma?
If yes give details of medication if required and indicate if registered with the Swim England.
YES Give details

NO

……

Does your child have any known allergies?
YES Give details

NO

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Does your child have any special dietary needs?
YES Give details

NO

Do you consider your child to have a disability (physical, visual, hearing) or learning/recognised behaviour problems that could affect training ability or behaviour whilst training?
YES Give details

NO

1. The information given above is accurate and complete to the best of my knowledge.
2. I will inform Soundwell Swimming Club if any changes occur to the information given.
3. It may be necessary, at some time, for teachers, coaches or team management staff who are accompanying your child to have authority to obtain any urgent medical treatment that may be required. By signing the consent form you are giving permission for any medical treatment necessary that is recommended by a competent medical practitioner, where it would be contra-indicated in the doctor's medical opinion, for any delay in treatment whilst your consent is sought.
4. I am aware of the activities likely to be undertaken within the club and consent to my child taking part. I acknowledge that the club will be liable in the event of an accident only if they have failed to take reasonable steps in their Duty of Care for my child. I understand that the staff have a common law duty to act in the capacity of a reasonably prudent parent.
5. I have read the club's 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 breech of this code may result in my child being sent home at my expense.
6. I give consent to my child having photographs/video taken for training purposes or for display on Soundwell Swimming Club website.

Signed by Parent/Guardian
(Under 18): …….…… Date……..

Swimmer Signature: ……..…… Date……..

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Academy Fees

- Academy fees are reviewed annually. Changes will be displayed on the Club website (https://uk.teamunify.com/Home.jsp?_tabid_=0&team=swssc) and you will be sent notification via email.
- Academy terms dates are available from the Club website.
- Fees are divided into 11 equal monthly payments. Our Swim Academy takes its summer break in August and no fees are taken during that month.
- Payment is made via TeamUnify only.
- Payment Policy can be found within the Club Constitution (Soundwell Constitution)

ACADEMY FEES FROM 1 SEPTEMBER 2022

Monthly Fee	£27.50

Soundwell Swimming Club

Annual Membership Fee

2023 Fee - £23

The Annual Membership Fee (AMF) applies to all Academy swimmers and will cover the cost of:

- Annual Swim England Fee for swimmers, the club and volunteers
- Annual cost of TeamUnify (see next page)

The AMF is payable on joining the Club and then annually in January thereafter. **This may mean that if the swimmer joins towards the end of the year, you will be required to pay the next AMF very soon after the first one.**

As with Academy fees, the AMF will be reviewed each year.

Please be aware that Swim England Membership Fee includes insurance for each swimmer. This fee must be paid via TeamUnify on joining the club. Non-payment of this fee will result in the swimmer being unable to swim.

Swim England Annual Renewal of Fees

Soundwell Swimming Club is affiliated to the Swim England. Swim England is the national governing body for swimming, diving, water polo, open water and synchronised swimming. It organises competitions, establishes the laws of the sports and operates certification and education programmes for teachers, coaches and officials as well as the Learn to Swim Awards scheme.

All swimmers training or competing with a Swim England affiliated club must be registered with Swim England and renew their membership on an annual basis.

The fees provide funding for the British Swimming Programme and also provide you with insurance when you take part in any swimming activity organised by the Swim England or an affiliated swimming club.

Once you have completed the Swim England Registration form, this should be emailed to:

learntoswim@soundwellswim.org.uk

A photograph of the completed form will be sufficient

Soundwell Swimming Club

TeamUnify

TeamUnify is a team management platform, which hosts our Website. The platform streamlines the administration of the Club, including meet entries, membership, fees and communication.

TeamUnify Registration Instructions

Following your son/daughter joining Learn to Swim or a squad at Soundwell Swimming Club, it is necessary for you to register your details via our website, run by TeamUnify, and add payment card details, as fees are collected through this site.

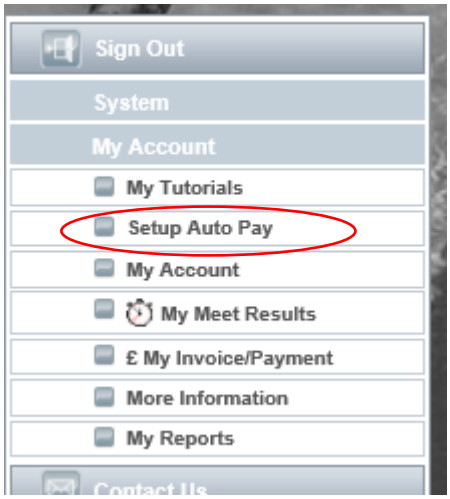
The link to TU is:

https://uk.teamunify.com/team/swssc/page/legacy?url=%2FMemRegStart.jsp%3Fteam%3Dswssc%26event_id%3D0

Once you are in the web page, to register please click on “Register Here” on the left hand side. Once you get to the Online Registration screen, click on “Continue or Check Status” and at the next screen, click on “Create Account” and then follow the instructions. If you are a parent registering a swimmer under 18, you will be the account holder and the swimmer will be the member. Once your registration has been verified you will need to then add your payment card details.

How to Set Up Payment Card Details on TeamUnify

- Sign in to TeamUnify**.**
- Go to My Account on the left hand menu and click on Setup Auto Pay.



- This will take you to the Payment Setup Screen.
- Click on Add New Card and add in your card payment details, following the instructions on the screen.

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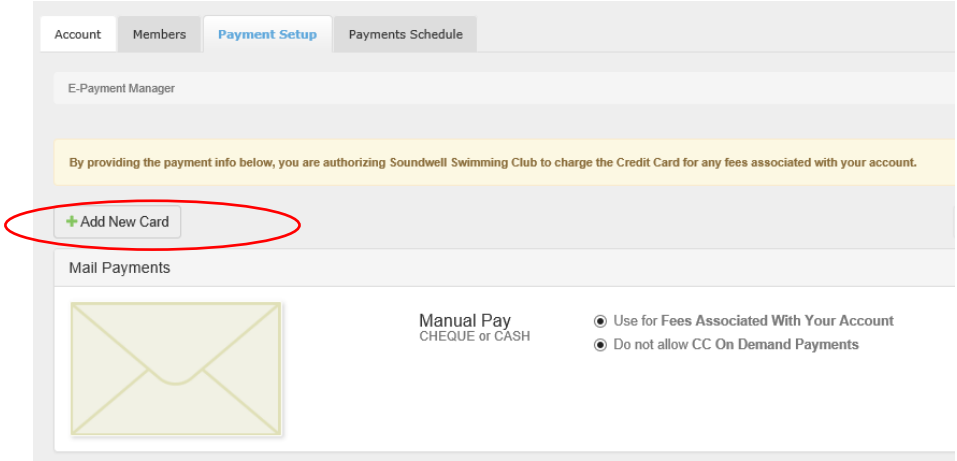
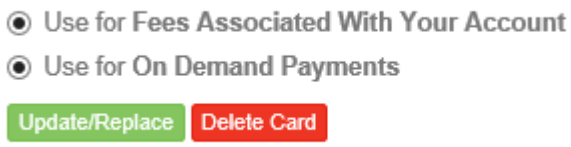
- 

- You must ensure that the Use for Fees Associate with your Account and the Use for On Demand Payments boxes remained ticked.



More information on how to use TeamUnify is available here:

https://teamunify.uservoice.com/knowledgebase/topics/66330-parents-non-admins

Should you have any queries regarding registration, please contact:

secretary@soundwellswim.org.uk.
treasurer@soundwellswim.org.uk

Leaving the Club

Should your child decide to stop swimming at any point, **one month's notice is required for withdrawing your swimmer from lessons**. Can you please inform your swim teacher as soon as the decision is made, and also send an email to the following people informing them of the date your child wishes to finish:

learntoswim@soundwellswim.org.uk
treasurer@soundwellswim.org.uk

We always have a long list of children waiting to start swimming, so this will ensure a space is offered to another child as quickly as possible.

It will also ensure that TeamUnify is updated so no further fees are taken beyond your notice period.

Soundwell Swimming Club

NB: THE FOLLOWING CODES AND INFORMATION APPLY TO THE WHOLE CLUB, SO HAS SECTIONS RELEVANT ONLY TO SQUAD SWIMMERS.

CLUBS CODE of CONDUCT

A club is judged not only by the performance of its swimmers in the pool but also by their behaviour and that of other Club members and supporters. Only the Highest standards of behaviour will be acceptable and any member of the Club found to be acting in a manner which may bring the Club into disrepute will be disciplined. At worst this could result in expulsion from the Club.
A good team spirit is always encouraged. As a Club we should always support one another.

Code of Conduct for Swimmers

General Behaviour

1. Treat all members of the Club with due respect including:
   Fellow Swimmers
   Coaches
   Officials

2. Treat all competitors and representatives from competing Clubs with due respect.

3. The use of inappropriate or abusive language, bullying or physical violence will not be tolerated and could result in action being taken through the Club disciplinary or Child Welfare Policy.

Swimming Training

1. Arrive in good time to stretch, 15 – 20 minutes before start time. (Squad swimmers only)

2. Have all your equipment with you, i.e. paddles; kick board, hats, goggles etc.

3. Use the lavatory before training begins and always inform the coach if you need to leave the pool during training.

4. Listen to what the coach is telling you.

5. Always swim to the wall as you do in a race and practice turns as instructed.

6. Do not stop or stand in a lane, you may get injured.

7. Do not pull on the ropes as this may injure other swimmers.

8. Do not skip lengths or sets, you are only cheating yourself.

9. Think about what you are doing during training.

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Code of Conduct for Parents

- Remember that you child is involved in swimming for their enjoyment, fitness and success - not yours.
- You should be realistic about your child's ability, do not over-expect. Harm can be done if your child falls short of your expectations.
- Teach your child that honest effort is as important as victory; a Personal Best (PB) can be as big an achievement as a gold medal.
- Teach your child good sportsmanship. Never ridicule or shout at your child for making a mistake or losing a race. Be positive at all times and don't show your disappointment.
- Remember that your child will learn best from example, applaud good performance from your child, other swimmers in the club and from other clubs.
- Recognise the value and importance to your child and the club of the volunteer coaches, do not undermine them; they give their time and effort to provide recreational activity for your child.
- Encourage your child but do not coach. A little knowledge is dangerous and the club's coaches have high levels of qualifications in order to provide a continually high standard of training in all squads within the Club. Please remember that the coaches are working to make your child the best swimmer they can be. However, if you are not happy please raise your concerns and worries directly to the coach in private, not during a session. Please do not interrupt the coaches while they are poolside during a training session. Your child will benefit from the coaches full attention. Do not enter poolside unless requested to do so or in an emergency.
- Detail any health concerns relevant to your child on the consent form. Any changes to the state of your child's health should be reported to the coach prior to coaching sessions.
- Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the club coach.
- Be positive about the club and how it works, if you see a problem or have a concern about the way your child is being developed or how the club is run, please approach a committee member who will ensure that the matter receives urgent attention. This means that any major grievance or situation which brings the club or individuals within it into disrepute should be brought to the attention of the committee in writing. You should be prepared to discuss your grievance in person with the committee so that the situation can be resolved and brought to a conclusion.
- Deliver and collect your child punctually to and from coaching sessions/swim meets. Please inform a member of the committee or coaching staff if there is an unavoidable problem.
- Rumours and gossip within the club can only hinder the club's progression and growth. Please do not get involved in this type of behaviour.
- Ensure that your child is properly and adequately attired for training sessions/events including all required equipment i.e. hats, goggles etc.
- Inform the coach before a session if your child is to be collected early from a coaching session/meet and by whom.

Soundwell Swimming Club

EQUITY POLICY STATEMENT

As a Club we are committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion.

We will ensure that equity as stated in the Club rules is incorporated in all aspects of its activities and also adopts the Sport England definition of Sports Equity.

Sports Equity is about fairness in sport, equality of access, recognizing in equalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

We are committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse.

All Club members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to the club disciplinary procedures.

Soundwell Swimming Club

Safeguarding and Protecting Children in Sport Policy

Soundwell Swimming Club complies with the Swim England Child Protection Policy and Procedures – Wave power. National Standards have been developed by the Swim England that aim to promote best practice so that a safe environment for children and young people is achieved.

Reference to British Swimming Useful Documents (Wavepower)
The principles behind these standards are:

- The child's welfare is the first consideration.
- Children and young people have a right to enjoy sport, free from all forms of abuse and exploitation.
- All children and young people have equal rights to protection from harm.
- Everybody has a responsibility to support the care and protection of children.
- Sporting organisations have a duty of care to children and young people who take part in sport.

To this end the club acknowledge their duty of care towards all our members and are committed to practise which protects children from harm

- All staff and volunteers have been checked via the Disclosure and Barring Service (previously Criminal's Record Bureau).
- Staff and volunteers in this organisation are required to accept and recognise their responsibility to develop awareness of the issues that cause children harm. Training in this area is provided and promoted.
- We prioritise the sharing of information about child protection and good practise with children, parents, staff and volunteers.
- We acknowledge our responsibility towards sharing information about concerns with agencies who need to know, and involving parents and children appropriately. Any incidents/complaints will be recorded in line with Swim England policy. This will be undertaken in accordance with the Swim England guidance on confidentiality and information sharing.

Should any swimmer or parent/carer or any other person wish to raise any issue related to child welfare please contact the Club's Welfare Officer.

Welfare Officer:
Claire Kerslake - welfare@soundwellswim.org.uk
Louise Phillips – welfare2@soundwellswim.org.uk

Other contacts available are:

Swim England swim line – 0808 100 4001
NSPCC 0808 800 5000

Soundwell Swimming Club

Request for Volunteers

Dear Parents

Did you know Soundwell Swimming Club is run entirely on volunteers?

Have you some free time you could give to the club, maybe a couple of hours per month?
We are always looking for help with;

- Fundraising (to support and keep costs down)
- Roles within the committee
- Poolside help
- Club desk

These volunteers will ensure smooth and **continued** running of the club.
We urgently need more poolside help to support the hard working coaching team and more officials to help at Galas and Open Meets. These events could not take place without a full team of officials. As a club we can have points deducted at galas, or costs incurred if we do not supply enough officials.

For information on how you can help contact, workforce@soundwellswim.org.uk.
Or return the slip below to the club desk.

Name……...

Email address……

Name of swimmer……..

Squad……..

Please circle which areas you would be interested in finding out more about volunteering with the club

Fundraising / Poolside help / Committee / Clubdesk / Other

Soundwell Swimming Club

Acknowledgement

Please Read Fully Before Signing

Soundwell Swimming Club Constitutions is available on the Club Website

Swim England Photography policy in Wavepower available at
www.swimming.org/asa/.../safeguarding-children

I have read and understood the above documents. I confirm my understanding and acceptance of those rules and conditions (as amended from time to time) that govern my membership of the Club. I further acknowledge and accept responsibilities of membership upon members as set out in these documents.

I have read and agree to adhere to the club Code of Conduct for swimmers and parents and fully support all that is contained within all the documents including Social Media use.

I acknowledge receipt of the rules of Soundwell 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.

I understand that an application to become a member of Soundwell Swimming Club can only be considered once all application forms contained within the Membership pack have been duly signed and completed fully. All applicants must sign below, including at least one parent/legal guardian if any applicants are under the age of 18 years.

I understand my financial obligation to Soundwell Swimming Club and agree to pay my monthly fees and the Annual Membership Fee whilst a member of the Club. I also understand that it is my responsibility to notify the Treasurer or Membership Secretary in writing of our intentions to resign from the Club, recognising that I must give one month's notice. I am aware that membership fees are not refundable.

Data Protection Act (DPA) – Soundwell Swimming Club will process your data and hold it data securely in accordance with the DPA. Data will be used to administer you as a member. Your express written consent to hold this date is required under the DPA, which by signing this form you are providing. I understand that by signing this form I am confirming that I have read and understand Swim England / British Swimming Data Protection Notice in relation to collection and use of my information.

Club Swimmer (Print Name): …….

Signed: ……..…….. Date……...
By Parent/Guardian

Swim England Category 1 and 3 Registration Form

Please complete this form in black ink and use block capitals

(* Mandatory)

Membership Category*

☐ Category 1 ☐ Category 3

Membership Number (If Known)

D.O.B*

Title* Forename* Middle Initials

Known as Surname*

Address*

Post Town* Post Code*

Home Tel* Mobile

Email*

Parent Email (if member is under 18)

Gender*

☐ Male ☐ Female

Club Code Date of Joining Club Officer Signature*

Note: The list of clubs of which you are a member of must be completed in chronological order i.e.in order of the longest CONTINUOUS membership

Here at Swim England we take your privacy seriously and will only use your personal information in accordance with our Privacy Policy which can be found at www.swimming.org. Please take some time to read the policy to understand how your personal data will be used.

Some of your information will be made visible on swimmingresults.org, including listing of your achievements, entry to competitive events, biographies or listing on British Rankings:

If you do not agree with this you can change your preferences at any time through the Online Membership System (OMS). A link to access OMS will be sent to you along with your Swim England Membership confirmation.'

Consent
As a member I agree to abide by the rules and regulations of Swim England and British Swimming which can be found at http://www.swimming.org/assets/uploads/library/Swim_England_Handbook.pdf.

Signature of club member* Date*

The section below must be signed by the parent / guardian of any member under the age of 18 years. As the parent or person in loco-parentis of the swimmer named above. I also agree to release his /her personal and other details for the purposes overleaf.

Signed Date