

Soundwell Swimming Club

Academy Membership Application Pack

The logo for Soundwell Swimming Club is a circular emblem. It features a stylized swimmer in motion, with a wave-like pattern behind them. The text 'Soundwell' is written in a large, bold, sans-serif font across the middle, and 'Swimming Club' is written in a smaller font below it.

- 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 be 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 breach 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/team/swssc/page/home>) 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 2023

Monthly Fee	£27.50
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Annual Membership Fee

2023 Fee - £25

2024 Fee - £30

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

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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.

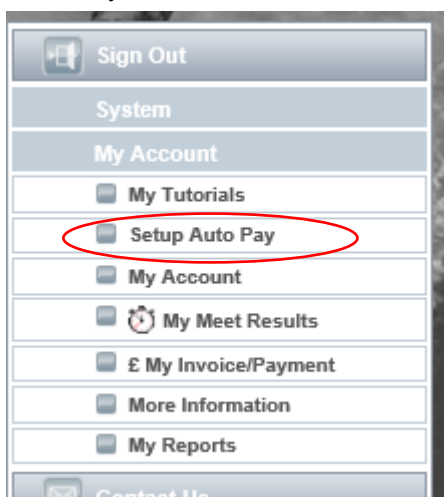
The link to TU is:

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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A screenshot of the 'Payment Setup' page in the Soundwell Swimming Club's TeamUnify system. The page has tabs for 'Account', 'Members', 'Payment Setup' (active), and 'Payments Schedule'. Below the tabs is an 'E-Payment Manager' section with a yellow warning box stating: 'By providing the payment info below, you are authorizing Soundwell Swimming Club to charge the Credit Card for any fees associated with your account.' Below this is a button labeled '+ Add New Card' which is circled in red. Further down is a 'Mail Payments' section with an envelope icon, a 'Manual Pay' option (CHEQUE or CASH), and two radio button options: 'Use for Fees Associated With Your Account' (selected) and 'Do not allow CC On Demand Payments'.

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

☒ Use for Fees Associated With Your Account

☒ Use for On Demand Payments

[Update/Replace](#)

[Delete Card](#)

More information on how to use TeamUnify is available here:

<https://support.gomotionapp.com/en/collections/3538497-for-parents>

Should you have any queries regarding registration, please contact:

membership@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.

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

Club 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 are 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

As a member of our club, we understand you have the right to:

- Enjoy the time you spend with us and know that you are safe.
- Be told who you can talk to if something's not right.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.
- Be respected by us and other team members and be treated fairly.
- Feel welcomed, valued and not judged based on your race, gender, sexuality, faith or ability.
- Be encouraged and develop your swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming skills with our help and support.
- Be looked after if there's an accident or injury and have your parents/guardians informed, where appropriate.

As a member of our club or activity we expect you to:

Essentials

- 1 Keep yourself safe by listening to your coach or teacher, behave responsibly and speak out when something isn't right.
- 2 Take care of our equipment and premises as if they were your own.
- 3 Make it to training and competitions on time and if you're running late, let a member of the club know.

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- 4 Make your coach or teacher aware if you have any difficulties attending training or competitions.
- 5 Not wander off, or leave training or a competition without telling your coach, teacher or team manager.
- 6 Bring the right kit to training and competitions.
- 7 Follow the rules of the club, squad or activity at all times.
- 8 Respect the privacy of others especially in the changing rooms.

Behaviour

- 1 Make our club and activity a fun, happy, friendly and welcoming place to be.
- 2 Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith or ability.
- 3 Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- 4 Not use any device to take photographs or footage of others in the changing rooms or cubicles.
- 5 Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
- 6 Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.
- 7 Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.
- 8 Treat other children with respect and appreciate that everyone has a different level of skill or talent.
- 9 Support and encourage your team mates, tell them when they've done well and be there for them when they are struggling.
- 10 Respect the children and adults competing for other teams at competitions.
- 11 Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- 12 Get involved in club decisions, it's your sport too.

Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee.

Soundwell Swimming Club



Code of Conduct for Parents

As a parent/guardian of a club member we understand you have the right to:

- Be assured that your child is safeguarded during their time with us.
- Know how to access our club policies, rules and procedures.
- Know who the Welfare Officer is and how to contact them.
- Know that any concerns about your child's welfare will be listened to and responded to.
- Know what qualifications and training those with responsibility for your child have.
- Be informed of problems or concerns relating to your child, where appropriate.
- Know the procedure should your child be involved in an accident or become injured.
- Provide your consent or otherwise for photography and trips away.
- Make a complaint to the club committee or Welfare Officer (as appropriate).

As a parent/guardian of a club member we expect you to:

Essentials

- 1 Make sure your child has the right kit for training and competitions as well as enough food and drink.
- 2 Ensure your child arrives to sessions on time and is picked up promptly.
- 3 Inform us if you're running late to collect your child or if your child is going home with someone else.
- 4 Complete all consent, contact and medical forms and update us straight away if anything changes.
- 5 Maintain a good relationship with your child's coach or teacher.
- 6 Tell us if you wish to talk to us about any concerns regarding your child. We will arrange a mutually convenient time so you can talk to us.
- 7 Not enter poolside or interrupt training or competitions unless in an emergency situation.

Behaviour

- 1 Remember that children get a wide range of benefits from participating in one of our sports, like making friends, getting exercise and developing skills. It's not all about wins and losses.

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- 2 Behave positively as a spectator at training or competitions and treat others with respect.
- 3 Give encouragement to your child and tell them when they've done well and provide support when they are struggling.
- 4 Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- 5 Respect the children and adults competing for other teams at competitions.
- 6 Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- 7 Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- 8 Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which alleges a criminal offence will be reported to police by the club.
- 9 Talk to your child and ensure they understand the rules of the club and the sport.
- 10 Ensure your child understands their Code of Conduct.

Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee. Continued issues and repeated breaches may result in parents/ guardians being asked not to attend the club, something we never want to do.

Equality 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, recognising inequalities 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.

Soundwell Swimming Club



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.

The Club follows the Swim England Equality Plan, which can be found [here](#)

Safeguarding and Protecting Children in Sport Policy

Soundwell Swimming Club complies with Swim England Child Protection Policy and Procedures – Wave power. National Standards have been developed by 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 Swim England guidance on confidentiality and information sharing.

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

Welfare Officers: Claire Kerslake
Louise Phillips

welfare@soundwellswim.org.uk
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 Shop

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 / Club Shop / Other

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Acknowledgement

Please Read Fully Before Signing

Soundwell Swimming Club Constitutions is available [on the Club Website](#)

Swim England Photography policy in Wavepower available at [Wavepower 2020-23 | Child safeguarding for Swim England clubs \(swimming.org\)](#)

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 data 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

Please complete this form in black ink and use block capitals



Category 1

Category 3

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Date:

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Date _____

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