Squad Membership Application Pack

- Check List
- Medical Form
- Training Fees
- Annual Membership Fee
- TeamUnify
- Leaving the Club
- Club Code of Conduct
- Equity Policy Statement
- Safeguarding & Protecting Children in Sport Policy
- Kit for Swimmers
- Swimming Competitions
- Request for Volunteers
- Acknowledgement Slip
- Swim England Category 2 Registration Form



Soundwell Swimming Club CHECK LIST

Η	lave you?	Tick
•	Completed the Medical Form [†]	
•	Completed the Acknowledgement Slip [†]	
•	Completed the Volunteer Request Slip [†]	
•	**Registered on TeamUnify	
•	**Added your payment card details to TeamUnify	
•	**Completed the Swim England Registration Form (To be emailed to membership@soundwellswim.org.uk)	

[†]Email Medical Form, Acknowledgement Slip and Volunteer Request Slip to Headcoach@soundwellswim.org.uk

Swim England Category 2 membership is required for Squad swimmers and is covered by the Annual Membership Fee.

** 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.

As your child moves through the squads, your payment through TeamUnify will be adjusted to reflect the squad your child is in.





Medical Information and Consent Form

SWIMMER'S NAME		DOB
ADDRESS		HOME TELEPHONE
		MOBILE NUMBER
EMAIL ADDRESS		SCHOOL/COLLEGE
PARENT/CARER'S (1) N	AME	PARENT/CARER'S (2) NAME
		. ,
MOBILE NUMBER		MOBILE NUMBER
WORK NUMBER		WORK NUMBER
FAMILY GP		GP TELEPHONE NUMBER
OTHER EMERGENCY CO	ONTACT NAME	RELATIONSHIP
CONTACT NUMBER		
		ecessary al conditions requiring medical
NO		
	uffer from Asthma? of medication if require	ed and indicate if registered with Swim
NO		
Does your child ha	ave any known allergie	s?
NO		



		s your child ha Give details	ve any s	special diet	ary needs	?			
	NO								
	learn beha	ou consider yo ing/recognise iviour whilst tra Give details	d behavi						
	NO								
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	Signed Under	I by Parent/Gu 18):	uardian				С	Date	
C	Club S	wimmer Signa	ature:				Г)ate	





Training Fees

- Squad fees are reviewed annually. You will be notified by email in advance of any changes being made.
- Training sessions run for 11 months per year (no training during August) with a reduced training programme over the Christmas period. Annual training fees are divided into 12 equal monthly payments.
- Payment is made via TeamUnify only.
- Payment Policy can be found within the Club Constitution (<u>Soundwell</u> <u>Constitution</u>)

MONTHLY TRAINING FEES 22/23

Skills Development	£44.00
Competition Skills	£61.00
County Development	£75.00
County Age and Youth	£66.00
Regional Potential	£82.50
Regional Age	£123.50
National Potential	£136.00

Sibling Discount: For every full fee-paying squad swimmer, we offer a 10% discount off of monthly training fees for a second squad swimmer. The discount is applied to the swimmer in the lowest squad.

This offer does not apply to our Academy swimmers, and the discount is not applied to annual membership fees or competition fees.





Annual Membership Fee

2022 Fee - £48.50 2023 Fee - £48.50

The Annual Membership Fee (AMF) applies to all squad 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 October (one month into the new season) thereafter. This may mean that if the swimmer joins in the summer, you will be required to pay the next AMF very soon after the first one.

As with squad 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 and/or compete.

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. Membership runs from the 1st January to the 31st December each year. The fees include South West Region and Gloucestershire County membership.

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 Swim England or an affiliated 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 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 squad fees are collected through this site.

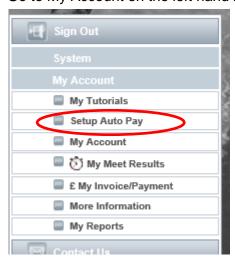
The link to TU is:

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

Once you are in the web page, 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. If you are a swimmer who is 18 or over you will be the account holder but you will also need to be a member as well. 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

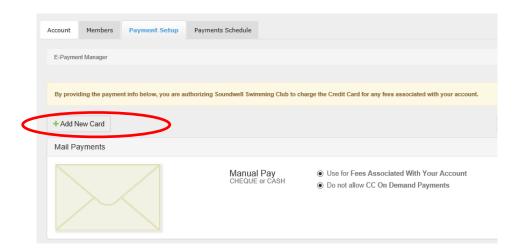
- Sign in to TeamUnify.
- Go to My Account on the left hand menu and click on Setup Auto Pay.



- 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.







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

Should you have any queries regarding registration, please contact:

Emma May secretary@soundwellswim.org.uk.
Sue Long membership@soundwellswim.org.uk
Matt Chubb treasurer@soundwellswim.org.uk





Leaving the Club

Should your child decide to stop swimming at any point, can you please inform your coach 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:

headcoach@soundwellswim.org.uk treasurer@soundwellswim.org.uk

There are always children waiting to move up through the squads, so this will ensure a space is offered to another child as quickly as possible. **One month's notice is required to terminate your membership.**

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



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.
- 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.

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.
- 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.

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 (<u>Wavepower</u>) 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/carer or any other person wish to raise any issue related to child welfare please contact the Club's Welfare Officer.

Welfare Officers: Claire Kerslake <u>welfare@soundwellswim.org.uk</u>

Louise Phillips <u>welfare2@soundwellswim.org.uk</u>

Other contacts available are: Swim England Swim Line 0808 100 4001

NSPCC 0808 800 5000



Compulsory Kit List for Swimmers

- Kick board
- Pull buoy
- Fins (Kiefer rubber long fin)
- Finger paddles / Hand paddles
- Spare black swim hat (where worn)
- Spare pair of goggles
- Drinks bottle
- Mesh equipment bag
- Snorkel (FINIS Swimmers Snorkel)

We run a second hand kit shop on the first Thursday of every month on the balcony at Kingswood Leisure Centre, where you can purchase some items at a substantially reduced cost. New items can be purchased online through swimming providers – please ask at our Club Shop or ask your swimmer's coach if you need any guidance on what to buy.

Basic Competition Guide

- At least two towels
- Costume for the warm-up
- A separate costume for racing
- Goggles plus a spare pair in case your race pair breaks
- Club hat plus spare
- Poolside shoes e.g. trainers or flip-flops
- Club T-Shirt plus spare
- Shorts or tracksuit bottoms

Food & Drink

- Eat plenty of carbohydrates over the competition period, before/during/after
- Typical foods, which increase the body's energy stores, are: Rice, Pasta, Bagels, Breakfast Cereals, Cakes, Bananas, Pineapple, Popcorn, Pizzas
- Don't rely on feeling thirsty as a reminder to replace fluid loss -the trick is to drink little and often
- Fizzy drinks are not advised. Water, diluted squash or sports drinks are the safest bet

Other Bits

- Remember to sign in at the beginning of each session
- Swimmers must report to their coach before and after each race
- Swimmers should behave in an appropriate manner at all times
- Team Managers will have responsibility for the behaviour and safety of all swimmers during the event





Swimming Competitions

Our Head Coach will decide on which Competitions the Club will target each year. Our competition calendar can be found here. You will be notified by email about competitions your child is eligible to compete at, and all swimmers are encouraged to enter when invited. Entry is done through Team Unify, with race fees payable at the time of entry. Please speak to your child's coach about which races to enter them for. Please contact our Competitions Secretary with any other queries (Competition@SoundwellSwim.org.uk).

Championships

These are the major individual events at the differing standards of County, Regional and National levels and usually require minimum entry standards. The County Championships - Blocks - are held in January and February covering all ages from 10 years. Regional Championships are held in May/June for Youth and Age Groups, and early November for Senior. Nationals for Youth and Age Groups are usually in August. Entry criteria for Regionals can be found at www.swimwest.org and at www.britishswimming.org for the Nationals. For these competitions the age is as at 31 December of the year of competition.

Open Meets

This is a gala open to swimmers outside the organising clubs. Swimmers represent their clubs as individuals, as opposed to as a team. Most meets award trophies/medals to the top 3 swimmers in each age group and stroke. To count for GB rankings and entry into championships the open meets are licensed into four levels. Level 1 National, Level 2 Regional, Level 3 County, Level 4 club.

For each race entered swimmers must submit their personal best times, which are used to seed swimmers in races. Normally the slowest swimmers go in the first heats and the fastest in the last heat. Many open meets receive too many applications and the slowest swimmers may be rejected. If this happens, race fees will be refunded.

League

There are a number of leagues that involve clubs competing in a series of galas as teams, which end in a final ranking table. Soundwell as a club enters the following leagues.

<u>National Arena Swimming League</u> - This is a national competition for clubs and is broken down into areas. We are in the "Western" League, which is split into four divisions namely Premier, First, Second and Third. Competition is tough with the top teams from the Premier division qualifying for National Finals. The entry age is taken as at 31 December and events are swum in 11/under, 13/under, 15/under and open. There are three galas to determine the top teams and these are held October - December.

<u>National Arena Junior Swimming League</u> – this is run on the same format as the National Arena League, but focussed on younger, less experienced swimmers. There are three rounds to determine the top teams, which are held in May, June and July.

Teams for Area League are selected by the coaches. Teams are posted on the web site. It is important you indicate availability to ensure we have a full strength team.





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 and team managers (assisting coaches)
- Club desk and squad reps
- Officials

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 / Officiating / Poolside help / Committee / Club Shop / Other





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 Swim	mer (Print Name):	
Signed:	By Parent/Guardian (Under 18)	Date
Signed:	Club Swimmer	Date



Swim England Category 2 Registration Form Please complete this form in black ink and use block capitals



Membership Number (If Known)	Mandatory)	D.O.B*			
Title" Forename"		Middle Initia	als		
Known as	Surname*				
Address*					
Post Town*		Post C	'odo"		oxdot
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Email*				 	
Parent Email (if member is under 18)			\top		
Gender*					
Male Female					
Country of International Representation* England Scotland Wales Othe	er (please specify)				7
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