



# Formby Swimming Club Welcome Letter



Dear Parent,

We welcome you and your child to Formby Swimming Club and hope you will enjoy the experience of being a club member.

This letter is aimed at giving you an introduction to the Club, some points of contact and basic information regarding training and competition.

A full list of the Club Officers, Committee Members and Coaches can be found on the Club website, [www.formbyswimmingclub.co.uk](http://www.formbyswimmingclub.co.uk)

Below is a list of some of those officers for your information.

Head Coach ~ Paul Cumberbatch	Club Chairman ~ Paul Steiger
Club Secretary ~ Gillian Steiger	Club Treasurer ~ Tony Morton
Club Welfare Officer ~ Julie Clark	

News is also reported on the Club Facebook page.

The Club is working towards becoming a 'Swim England Swim Mark' accreditation and currently follows national standards for child welfare as set out under the principles of Wavepower 2016 -19, along with the ASA Code of Ethics and Codes of Conduct. Copies of the codes are available online and you and your child will be asked to sign up to these respective codes as club members.

Any concerns regarding child welfare should be referred to our Club Welfare Officer who is Julie Clark. She can be emailed confidentially on XXXX . There is also a dedicated national helpline called Swimline. This is run by Swim England in conjunction with the NSPCC and is for anyone wishing to raise a safeguarding or welfare concern directly to Swim England. The number is 0808 100 4001.

Your child has already been assessed and allocated a squad to train with and the current training times are noted below:-

C Squad~ Tues 6:00-7:00pm	Thurs 6:00-7:00pm	Fri 6:45-7:30pm
B Squad ~Tues 7:00-8:00pm	Thurs 7:00-8:00pm	Fri 7:30-8:30pm
A Squad ~Tues 8:00-9:30pm	Thurs 8:00-9:30pm	Fri 8:30-9:30pm

We politely remind parents that if a swimmer is starting a session, then they should be poolside and ready to start 5 minutes before the session commences, allowing time to stretch and warm up before getting in the water.



## Formby Swimming Club Welcome Letter



Any questions regarding coaching should be addressed to your child's coach. This can be arranged at a convenient time for you both, but we ask that you do not go onto the poolside during training sessions.

Formby Swimming Club is a competitive swimming club and we hold internal galas at Formby Pool twice a year which are open to all of our swimmers. The Club also enters regional competitions where a team is selected to represent the Club.

When the Club enters a regional gala we will notify swimmers of their selection for the team via a message emailed to parents. Please reply as soon as possible as this assists team selection and ensures your child's place in the team is secured. Places are allocated to the swimmers with the best times as well as those swimmers who are reliable when attending these events. Galas are usually on a Saturday or Sunday and in Merseyside or the wider North West area. The team is selected by Head Coach Paul Cumberbatch and Team Manager Beanie Younis.

You and your child will be encouraged to know what their personal best times are for each stroke and distance and these can be compared against national standards to assess progress and gain awards.

Formby Swimming Club survives on support from its volunteers and is always looking for new parents to assist. This could be as a committee member, a swimming coach or gala volunteer. If you would like to learn more please ask to attend a committee meeting and introduce yourself.

Thank you for joining Formby Swimming Club and I hope you enjoy being part of what we do.

Kind regards

Paul Steiger  
Chairman



# Formby Swimming Club

## CHILD SAFEGUARDING POLICY



At Formby Swimming Club we believe that all children involved in the Club and its activities have the right to stay safe whilst they are swimming and we are committed to ensure that they have a safe environment in which to participate in the sport.

The responsibility for safeguarding children under the age of 18 lies with all adults who have a role within the Club in either a paid or voluntary capacity. In a Swim England club this refers to all who work, directly and indirectly with children, including those responsible for the administration and co-coordinating of the swimming club and its activities.

It is a legal requirement that all adult club members in regular contact with the children shall be subject to clearance through the DBS enhanced disclosure service before commencing their roles.

Safeguarding children is an integral part of all club activities and is about creating a culture that provides a safe and happy environment in which children can learn to swim and develop to a level appropriate for their ability.

Formby Swimming Club has adopted Swim England's '**Wavepower 2016-19 Child Safeguarding Policy and Procedures**'. This policy is taken from the Wavepower 2016-19 manual, which is the framework for all of our child protection procedures, policies, rules and regulations. It is the responsibility of the Club's Welfare Officer to hold and maintain the Wavepower Manual making it available to consult as and when required.

### Swimming Club Safeguarding Policy Statement

Formby Swimming Club is committed to an environment in which all children and young people participating in its activities have a safe and positive experience. In order to achieve this the club agrees to:

1. Adopt and implement Swim England's Wavepower 2016-19 policy in full.
2. Recognise that all children participating in the club (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in swimming in a safe environment and be protected from harm.
3. Ensure that those individuals, who work with children in the club, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
4. Appoint a Club Welfare Officer with the necessary skills and training as outlined by Swim England who will take the lead in dealing with all child safeguarding matters raised within the club.
5. Ensure that the Club Welfare Officer's name and contact details are known to all staff, club members and parents of members.
6. The Welfare Officer to be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower 2016-19.
7. Ensure all persons who work with children in the Club have undertaken the appropriate training and relevant CRB checks and adhere to the required practices for safeguarding children as outlined in Wavepower 2016-19.
8. Ensure that all individuals who work or will work with children in the Club have been recruited in accordance with Swim England's Safe Recruitment Policy.
9. Ensure that all individuals who work with children in the Club have the appropriate training and codes of conduct and good practice to follow in line with the guidance in Wavepower 2016-19.
10. Provide all Club members and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's welfare.
11. Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower 2016-19.
12. Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
13. Ensure all papers relating to child safeguarding matters are held in a safe and secure manner.

**Formby Swimming Club, at Formby Pool, Elbow Lane, Formby, Merseyside, L37 4AB**



# Formby Swimming Club Membership Form



**Please read the following information carefully.**

1. As a member of Formby Swimming Club, I agree to abide by the rules and policies of the club and the code of conduct, as contained in this application pack.
2. I agree to adhere to the rules regarding poolside discipline at all times.
3. I hereby give consent for my personal data together with any records of my competitive performances to be kept on computer, by personnel appointed by the club, and for the sole use of the club.
4. Formby Swimming Club will not use or share the data with any third party for marketing or commercial purposes, and will abide by the Data Protection Act 1998 as laid down by the ASA Guidelines.
5. I hereby give permission for Formby Pool Lifeguard to provide necessary medical treatment. I authorise adult Club Coaches, Team Managers or authorised persons to provide medical treatment if necessary.
6. I will ensure that if I require any medical equipment I will attend sessions and events with the required items in a suitable condition for use.
7. We have set our Subscription fee (paid annually) at £10 per family rather than per child, please pay this into the Formby Swimming Club Bank account, at Sort Code 773219 Account Number 21128560, including the swimmers name(s) in the payment description. Any payments made by cheque, to be payable to **Formby Swimming Club**, with the Swimmers name written on the reverse.

Members Name:	Date of Birth
Address:	
Emergency Contact 1 Include Name Landline & mobile numbers	Relationship
Emergency Contact 2 Include Name Landline & mobile numbers	Relationship
Email (parents email if under 18)	Swimmers Gender
Known Medial Conditions and Allergies	Detail any medication taken
Is Swimmer s member of any other Club, Y/N? If Yes Provide Name	
Signature of Member	Date
Signature of Parent(s) if swimmer is under 18	Date
£10.00 annual subscription per family - I paid by Bank Transfer / Cheque enclosed	Date Paid



## Member's Code of Conduct

### General behaviour

1. I will treat all members of, and persons associated with, the ASA with due dignity and respect.
2. I will treat everyone equally and never discriminate against another person associated with the ASA on any grounds including that of age, sexual orientation, gender, faith, ethnic origin or nationality.
3. I understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the disciplinary or child welfare policies.
4. I will display a high standard of behaviour at all times.
5. I will always report any poor behaviour by others to an appropriate officer or member of staff.
6. I will recognise and celebrate the good performance and success of fellow club and team members.
7. I will respect the privacy of others, especially in the use of changing facilities.
11. I will not skip lengths or sets – to do so means I would only be cheating myself.
12. I will think about what I am doing during training, and if I have any problems, I will discuss them with my coach at an appropriate time.
13. If I have any problems with the behaviour of fellow members, I will report them at the time to an appropriate adult.

### Competitions

1. At competitions, whether they be open meets, national events or club galas, I will always behave in a manner that shows respect to my coach, the officers, my team mates and the members of all competing organisations.
  2. I understand that I will be required to attend events and galas that the Chief Coach has entered/selected me for, unless agreed otherwise by prior arrangement with the relevant official and coach.
  3. I understand that I must wear appropriate swimwear, tracksuits, T-shirts/shorts and hats as per the rules laid down by the organisation.
  4. I will report to my coach and/or team manager on arrival on poolside.
  5. I will warm up before the event as directed by the coach in charge on that day and ensure I fully prepare myself for the race.
  6. I will be part of the team. This means I will stay with the team on poolside.
  7. If I have to leave poolside for any reason, I will inform, and in some cases, get the consent of the team manager/coach before doing so.
  8. After my race, I will report to my coach for feedback.
  9. I will support my team mates. Everyone likes to be supported and they will be supporting me in return.
  10. I will swim down after the race if possible, as advised by my coach.
  11. My behaviour in the swim down facility must be appropriate and respectful to other users at all times.
  12. I will never leave an event until either the gala is complete or I have the explicit agreement of the coach or team manager.
- Signed: \_\_\_\_\_

Date:



## Parent's Code of Conduct

1. I will complete and return the Medical Information Form as requested by the organisation and provide details of any health conditions/concerns relevant to my child on the consent form. I will report any changes in the state of my child's health to the coach prior to training sessions or events. I will ensure that the organisation has up-to-date contact details for me and for any alternative person(s) as required.
2. I will deliver and collect my child punctually to and from training sessions/events. I will inform a member of the committee or coaching staff if there is an unavoidable problem. If the organisation changes my child's lane and/or changing times, I will remember that the change is to provide appropriate levels of training and to enable my child to progress, and I should therefore support and encourage this at all times.
3. I will ensure my child is properly and adequately attired for the training session/ events including all mandatory equipment, e.g. hats, goggles, etc.
4. I will inform the coach/welfare officer before a session if my child is to be collected early from a training session/event and if so, by whom.
5. I will encourage my child to obey the rules and teach them that they can only do their best.
6. I will behave responsibly as a spectator during training/events and treat members, coaches, committee members and other parents of members of both my child's organisation and any other organisation with due respect, in accordance with the ASA commitment to equality and diversity.
7. I will not use inappropriate language within the organisation environment.
8. I will show appreciation and support my child and all the team members.
9. I will ensure my child's needs are met in terms of nutrition and I will listen to advice given from the coach/nutritionist.
10. I will support the coach and committee appropriately and raise any concerns I may have in an appropriate manner to the welfare officer.

11. I will not enter poolside unless requested to do so or in an emergency.
12. If I wish to have a discussion with the coach, I will check with the welfare officer as to how this can be arranged.
13. Most of all, I will help my child to enjoy the sport and to achieve to the best of their ability.

### The organisation will:

1. Inform you at once if your child becomes ill and will ensure their wellbeing until you are able to collect him/her.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised/taught/coached and that consent is obtained for any activity outside of that previously agreed.

### You have a right to:

1. Make a complaint to the organisation if you feel the organisation or a member of the organisation is not acting appropriately or in accordance with ASA/organisation rules and regulations. Details of how to do this can be obtained from the welfare officer.
2. Make a complaint on behalf of your child to the ASA Office of Judicial Administration.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





## Code of Conduct for coaches and teachers

1. Put the wellbeing, health and safety of members above all other considerations, including the development of performance.
2. At all times, adhere to the ASA Code of Ethics, Rules and Laws.
3. At all times, adhere to Wavepower.
4. At all times, adhere to the ASA Equality and Diversity Policy.
5. Consistently display high standards of behaviour and appearance.
6. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
7. Develop an appropriate working relationship with members based on mutual trust and respect.
8. Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual member.
9. Always identify and meet the needs of the individual member as well the needs of the team/squad.
10. Be fair and equal in team and training squad selection.
11. Never exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with an athlete, member or someone close to them.
12. Encourage and guide members to accept responsibility for their own behaviour and performance.
13. Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.
14. Complete a child safeguarding training course every three years in line with the guidance in Wavepower.
15. Treat all information of a personal nature about individual members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm.
16. Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
17. Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors or physiotherapists) in the best interests of the member.
18. Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport, and report any violations appropriately.
19. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
20. Treat all competitors and teams of other organisations with respect, whether that is in victory or defeat, and encourage all members to do the same.
21. Refer all child safeguarding concerns in accordance with the procedures detailed in Wavepower.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

This code is an extension to the ASA Code of Ethics. Both should be followed.





## Code of Conduct for committee members, officials and volunteers

1. At all times, adhere to the ASA Code of Ethics, Rules and Laws.
2. At all times, adhere to Wavepower.
3. At all times, adhere to the ASA Equality and Diversity Policy.
4. Adhere fully to the role and job description as outlined by the organisation and never use that role to gain favour for yourself or any individual member.
5. Consistently display high standards of behaviour and appearance.
6. Treat all members with respect and dignity, value their worth and treat everyone equally, recognising their varying needs and abilities within the context of the sport.
7. Encourage and guide members to accept responsibility for their own behaviour and performance.
8. Continue to seek and maintain your own development in line with your role and complete a child safeguarding training course, if appropriate to your role.
9. Treat all information of a personal nature about individual members as confidential, except in circumstances where to do so would allow the child to be placed at risk of harm or continue to be at risk of harm.
10. Encourage all members to obey the spirit of the rules and regulations both in and out of the pool.
11. Never encourage or condone members, volunteers, officials or parents to violate the rules of the organisation or the sport, and report any violations appropriately.
12. Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
13. Treat all competitors and teams of other organisations with respect, whether that is in victory or defeat, and encourage all members to do the same.
14. Refer all child safeguarding concerns in accordance with the procedures detailed in Wavepower 2016–19.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

This code is an extension to the ASA Code of Ethics. Both should be followed.







# Formby Swimming Club



## Photography Consent Form

Formby Swimming Club may wish to take photographs of individuals and groups of swimmers under the age of 18 that may include your child during their membership of the club. All photographs will be taken and published in line with the ASA Swim England Photography Policy. The club requires parental consent to take and use all photographs.

Parents/guardians have a right to refuse agreement to their child being photographed. As the parent please complete the form below in respect of your child/children. Please note you can withdraw your consent in writing to the club Welfare Officer at any time should you wish to.

\*Delete as appropriate.

- |   |                                  |
|---|----------------------------------|
| • Take photographs to use on the club's website   | Consent given / Consent refused* |
| • Take photographs to include with newspaper articles   | Consent given / Consent refused* |
| • Take photographs to include with online social media  | Consent given / Consent refused* |
| • Take photographs to use on club notice boards   | Consent given / Consent refused* |
| • Filming for training purposes only  | Consent given / Consent refused* |
| • Employ a photographer (approved by the club) who will take photographs in competitions and events | Consent given / Consent refused  |

Childs name: .....

Signature of Parent / Guardian: .....

Date: .....



## Swim England Membership 2018

Swim England Membership includes a number of categories, the two most relevant for Formby Swimming Club are noted below, full details are available at <http://www.swimming.org/members/club-membership/>

**Category one** membership is for individuals who are part of a club and are learning to swim or are swimming at any level within the club network.

This category covers the majority of our swimmers and also provides certain insurance coverage should there be an incident at the pool. Insurance details at <http://www.swimming.org/members/general-insurance-benefits-membership/>

Category one membership is £15.40 and this covers membership from January 2018 to December 2018. Unfortunately there are NO reductions for registering part way through a year so even on Dec 30th the fee is still £15.40 (Swim England rules – not our own). This membership covers the level of galas we competed in last year.

For a swimmer to swim in a registered Swim England Gala/ Meet then they have to be Swim England Category two registered.

The Category two (competitive swimmers) fee is £32.70

Please see Head Coach Paul Cumberbatch or the Club Secretary Gillian Steiger if you have any questions.