

# FARNHAM SWIMMING CLUB

## Checklist of forms to complete and return

1. Swimming Club Application Form
2. The club confirmation of commitment form and additional emergency information form
3. The medical form
4. Photography consent form
5. The swimmers' Code of Conduct
6. Parents' Code of Conduct
7. Anti-bullying and acceptable behaviour form
8. The ASA Membership form
9. Standing Order form for payment of subscriptions

***OR JUST COMPLETE FORM NUMBER 9 ABOVE PLUS THE FOLLOWING:***

10. Summary Combined Joining Form-see separate file

# FARNHAM SWIMMING CLUB

## Swimming Club Application Form for Members under 18 years of age

### Applicant's Details

Surname: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

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### Parents/Guardians/Carers Details

Mother/Guardian/Carer

Father/Guardian/Carer

Surname: \_\_\_\_\_ Surname: \_\_\_\_\_

First Name(s): \_\_\_\_\_ First Name(s): \_\_\_\_\_

Address (If different from above): Address (If different from above):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Contact Details

Phone number: \_\_\_\_\_ Phone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

***The following statement needs to be signed by the member and must also be countersigned by the parent, or a person having parental responsibility for the member, if under 18 years of age:***

***I acknowledge receipt of the rules of Farnham 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 acknowledge receipt of the bylaws of Farnham Swimming Club and confirm my understanding and acceptance that such bylaws (as amended from time to time) shall (together with the constitution) govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these bylaws.***

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**

**NAME: \_\_\_\_\_**

**COUNTERSIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_  
(If Applicable)**

**NAME: \_\_\_\_\_**

**RELATIONSHIP TO MEMBER: \_\_\_\_\_**

Please also complete the following forms attached

1. The club confirmation of commitment form and additional emergency information form
2. The medical form
3. Photography consent form
4. The swimmers' Code of Conduct
5. Parents' Code of Conduct
6. Anti-bullying and acceptable behavior form
7. The ASA Membership form
8. Standing Order form for payment of subscriptions

Please return the form to: Club Welfare Officer(s), 44 The Crescent,  
Farnham, Surrey GU9 0LG

**FARNHAM SWIMMING CLUB - Confirmation of Commitment and Emergency Contact  
Details Form**

Swimmer Name	Date of Birth

As members of Farnham Swimming Club who are under 18 years of age do not have voting rights at any General Meetings of the Club, the membership fee for those swimmers includes the membership of one parent/guardian/carer. The declaration at the bottom of this form should be signed by the swimmer and if the swimmer is under 18 years, also by the parent/guardian/carer, whose signature legally confirms the commitment of the swimmer, and the person who will also be deemed a Supporter Member of the Club. To comply with ASA requirements the Supporter Member (i.e. parent/guardian/carer) is also required to complete a category 3, a registration form which should be returned with this form. If the Supporter Member is/was already a member of another club when their swimmer joins/joined Farnham Swimming Club then the other club should be listed as club 1 with Farnham Swimming Club as club 2. (Date of joining can be approximate).

**Additional Emergency Contact Information**

This information should be completed together with the ASA membership Forms described above. In case of any emergency, please complete below an alternative name, address and telephone contact details (not those included on the ASA Registration Form) i.e. another family member or a friend, who can be contacted should parents/guardians/carers not be available.

Contact Name(s), Address and Telephone Number(s) please include any mobile numbers which may be used in an emergency.	Relationship to member

I acknowledge receipt of the rules of Farnham 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, in compliance with the Data Protection Act 1998, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the Club. Information will not be kept once a person is no longer a member of the Club. The information will be disclosed only to those members of the Club for whom it is appropriate and relevant officers of the Amateur Swimming Association or British Swimming.

Swimmer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian/Carer Supporter Member Signature: \_\_\_\_\_

Please return this form to: Club Welfare Officer(s), 44 The Crescent, Farnham, Surrey GU9 0LG

## FARNHAM SWIMMING CLUB - Medical Information Form

Swimmer Name	Date of Birth

To be completed by members 18 years or over, or by parents/guardians/carers of swimmers under 18 years. Please delete Yes or No as appropriate and complete further details as necessary.

Do you or does your child have any specific medical conditions requiring medical treatment and/or medication? Yes/No	If yes, please give details
Do you or does your child have any allergies? Yes/No	If yes, please give details
Do you or does your child take any regular medication? Yes/No	If yes, please give details
Any other relevant information	

I understand that, in compliance with the Data Protection Act 1998, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the club. Information will not be kept once a person is no longer a member of the club. The information will be disclosed only to those members of the club for whom it is appropriate and relevant officers of the Amateur Swimming Association or British Swimming.

Signed (Swimmer): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian/Carer (if the swimmer is under 18 years):

\_\_\_\_\_

### For Parents/Guardians/Carers of swimmers under 18 years

It may be essential at some time for the Club Coach or Team Manager accompanying your son/daughter to have the necessary authority to obtain any urgent treatment which may be required whilst at a competition with Farnham Swimming Club. Would you therefore

I, \_\_\_\_\_ being the parent/guardian/carers of the above named child hereby give permission for the Coach or Team Manager to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctors medical opinion, for any delay to be incurred by seeking my personal consent.

Signature of Consent by Parent/Guardian/Carer: \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to: Club Welfare Officer(s), 44 The Crescent, Farnham, Surrey GU9 0LG

# FARNHAM SWIMMING CLUB

## Parents Photography Consent Form

Note: this form must be read and completed after reading the ASA/swimming club photography policy. The club may wish to take photographs, (individual and in groups) of swimmers under the age of 18 that may include your child during their membership of the club. All photos will be taken and published in line with ASA policy. The club requires parental consent to take and use photographs. Parents have a right to refuse agreement to their child being photographed.

As the parent, guardian or carer of please complete the form below in respect of your child. Please note you can withdraw your consent in writing to the club Welfare Officer at any time should you wish to.

- Take photographs to use on the club's secure website  
Consent given/Consent refused\*
- Take photographs to include with newspaper articles  
Consent given/Consent refused\*
- Take photographs to use on club notice boards  
Consent given/Consent refused\*
- Video for training purposes only  
Consent given/Consent refused\*
- Employ a professional photographer (suitably approved) who will take photos in competitions attended  
Consent given/Consent refused\*

\*Delete as appropriate

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Name of Parent/Guardian/Carer: \_\_\_\_\_

Dated: \_\_\_\_\_

Please return this form to: Club Welfare Officer(s), 44 The Crescent,  
Farnham, Surrey GU9 0LG

# FARNHAM SWIMMING CLUB

## Child Photography Refusal of Consent Form

Name of Child: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

I refuse permission for the taking and/or publication of images of my child by the club's Official Photographer(s) in respect of (enter activity)

Signed (Parent/Carer): \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Please return this form to: Club Welfare Officer(s), 44 The Crescent,  
Farnham, Surrey GU9 0LG

# Photography and photographing swimmers policy

## Why Have a Policy?

This Policy applies to all photographs taken on film or digital camera (including mobile phones) and all sorts of moving pictures including video recordings (and video streaming).

The terms "child" or "children" include anyone under the age of 18 years.

There has been much talk about whether it is safe to have images taken of children participating in sport.

Whilst the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

To set out such procedures, this Policy has been prepared by the ASA.

The ASA acknowledges the assistance of the Premier League and is grateful for their consent to the reproduction of elements of the Premier League Code of Practice "Images of Children's participating in Activities at Premier League Clubs" within this Policy.

## Aims of this policy

First, as in all matters concerned with the safeguarding of children, the ASA aims to help clubs establish and develop good practice.

Second, the ASA aims to help clubs avoid three potential sources of child abuse:

- a. The use, adaptation, or copying of images for child abuse, either on the Internet or in print.
- b. The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.
- c. The identification and locating of children where there are safeguarding children

concerns. Such cases would include, for example, children who could be compromised by an image because:

- They are removed from their family for their own safety.
- There are restrictions on their contact with one parent following a parental separation.
- They are a witness in criminal proceedings.

The ASA have been aware of cases where the photographing of swimmers has been used for illicit purposes. Such illicit photos are taken by persons purporting to be official photographers, hence the ruling that no one unconnected with an event, i.e. not a parent/guardian/carer who takes photos unless they are a suitably approved photographer and have the consent of the meet manager.

## Recommended best practice

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions ("Publication") should only be done with parents' consent and in line with ASA guidelines. An issue has arisen in the past where a child's photo was published and led to a parent under court order only to have supervised contact with that child, discovering their whereabouts and making direct contact.

2. A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a swimming competition. Therefore any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should have received parental consent before publishing/displaying the photo, preferably in

writing. A suggested form allowing parents to indicate refusal of consent is to follow.

3. Under ASA guidance on the taking of photos, once a parent has signed the club's Photography Book Register we are happy for them to take photos on the belief that their swimmer is the main subject of the photograph. Other competitors nearby may be included in the shot but should not be the main subject of the photo. However, another person can object to a parent/guardian/carer taking a photo if they believe their child, not the child of the photographer, to be the main subject of the photo, but in practice this seldom happens.

4. In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet details. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention. The ASA guidelines on photos for publication are as follows.

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should normally be above the waist only in a swimming costume, though full length tracksuit shots are approved.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit young swimmers climbing out of the swimming pool.

# FARNHAM SWIMMING CLUB - Code of Conduct for swimmers

## General behaviour

1. Treat all members of the club with due respect including: Fellow swimmers, Coaches, Club Officers and parents and guardians of other swimmers.
2. Treat all competitors and representatives from competing clubs with due respect.
3. The use of inappropriate or abusive language, bullying, harassment, discrimination 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.
2. Have all your equipment with you, i.e. paddles; kick boards, 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 your 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 and stand in the lane, you may get injured.
7. Do not pull on the ropes as this may cause injury to you or other swimmers.
8. Do not skip lengths or sets you are only cheating yourself.
9. Think about what you are doing during training.

## Competition

1. You must swim events and galas that the Chief Coach has entered/selected you for unless agreed otherwise by prior agreement with the relevant club official.
2. At Open Meets, check when you should post your cards or sign in for the relevant races and be sure to post them or sign in on time.
3. Warm-up before the event. Prepare yourself for the race.
4. Warm up properly by swimming, not playing or stopping in the lane. Turning practice should have taken place during your normal training sessions.
5. Be part of the team. Stay with the team on poolside. If you leave for any reason you must tell the Coach and Team Manager where you are going.
6. Listen for your race to be announced. Go to the marshalling area in time and report in. Take your hat and goggles with you.
7. Support your team mates. Everyone likes to be supported.
8. You must wear club uniform and hats when representing the club.
9. Swim down after the race, if possible. Do not use this time to play.
10. After your race report to the coach, not your parents. Receive feedback on your race and splits.

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

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

Name of Swimmer (Please Print) : \_\_\_\_\_

Please return this form to: Club Welfare Officer(s), 44 The Crescent, Farnham, Surrey GU9 0LG

# FARNHAM SWIMMING CLUB

## Code of Conduct for parents/guardians/carers

(please complete 1 form per child for each parent/guardian/carer)

### Parents/guardians/carers are expected to:

1. Complete and return the Medical Information form as requested by the club and detail any health concerns relevant to the child on the consent form and ensure the club has up to date contact details for you and any alternative person.. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
2. Deliver and collect the 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. If the club changes your child's lane and changing times, please remember the change is to provide appropriate levels of training and enable your child to progress and should be facilitated and encouraged at all times.
3. Ensure your child is properly and adequately attired for the training session/events including all required equipment, i.e. hats, goggles etc.
4. Inform the coach/Welfare Officer before a session if your child is to be collected early from a coaching session/meet and if so by whom.
5. Encourage their child to obey rules and teach them that they can only do their best.
6. Behave responsibly as a spectator at training/meets and treat swimmers, coaches, committee members and parents of yours and other clubs with due respect meeting the ASA commitment to equality, diversity and inclusion.
7. Ensure they do not use inappropriate language within the club environment.
8. Show appreciation and support your child and all the team members.
9. Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the club coach/nutritionist.
10. Support the club coach and committee appropriately and raise any concerns you have in an appropriate manner. Details of the club Welfare Officers can be found on the Information Sheet.
11. Do not enter poolside unless requested to do so or in an emergency. If you wish to have a discussion with the coach check with the club Welfare Officer how this can be arranged.
12. Most of all help your child enjoy the sport and achieve to the best of their ability.

### The club will undertake to:

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

### The parent has a right to:

- a. Make a complaint to the club if they feel the club or a member of the club is not acting appropriately to ASA guidelines/club laws and rules. Details of how to do this can be obtained from the club Welfare Officer.
- b. Make a complaint on behalf of their child to the ASA.

Any misdemeanours and breaches of this code of conduct will be dealt with by the club.

Signed by Parent/Guardian/Carer: \_\_\_\_\_

Name of Parent/Guardian/Carer: \_\_\_\_\_

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

Name of Swimmer (Please Print) : \_\_\_\_\_

Please return this form to: Club Welfare Officer(s), 44 The Crescent, Farnham, Surrey GU9 0LG

<b>Anti-Bullying &amp; Acceptable Behaviour Policy</b>	Issue Date: June 2010
	Issue No: 1
Issuing Organisation: Farnham Swimming Club	Effective Date: June 2010

## **STATEMENT OF INTENT**

Farnham Swimming Club is committed to provide a caring, friendly and safe environment for our members so they can swim in a relaxed and secure atmosphere. Whilst bullying is very rare in our club, we are committed to addressing any issues promptly and effectively. Bullying of any kind is unacceptable in our club. We are a TELLING Club. This means that anyone who knows that bullying is happening is expected to tell the coach in confidence, who will pass your concern to the Club Welfare Officers.

The Club Welfare Officers can be contacted by telephone – Tanya Chalkley on 07779 330351 or Melissa Juniper on 07917 005781.

## **WHAT IS BULLYING?**

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

### **Bullying can be:**

- Emotional – being unfriendly, excluding (emotionally and physically), sending hurtful text messages, tormenting, (e.g. hiding goggles/floats, threatening gestures)
- Physical – pushing, kicking, hitting, punching, or any use of violence.
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – because of, or focusing on the issue of sexuality
- Verbal – name calling, sarcasm, spreading rumours, teasing

## **WHY IS IT IMPORTANT TO RESPOND TO BULLYING?**

Here at Farnham Swimming Club we aim to create a nurturing environment for all children so that they can learn and achieve in their own right. No one deserves to be a victim of bullying. We aim to support the child who is being bullied, as well as helping the bully learn different ways of behaving.

## **OBJECTIVES OF THIS POLICY**

1. All committee members, coaches and teachers, swimmers and parents should have an understanding of what bullying is.
2. All Committee members, teaching and coaching staff should know the club policy on bullying and follow it when bullying is reported.
3. All swimmers and parents should know what the club policy is on bullying, and what they should do if bullying arises.
4. As a club we take bullying seriously. Swimmers and parents should be assured that they will be supported when bullying is reported.

## **SIGNS & SYMPTOMS**

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Says he/she is being bullied
- Is unwilling to go to club sessions
- Becomes withdrawn, anxious, or lacking in confidence
- Feels ill before training sessions
- Comes home with clothes torn or swimming kit damaged
- Has possessions 'go missing'
- Asks for money or starts stealing money (to pay bully)
- Has unexplained cuts or bruises
- Is frightened to say what is wrong
- Gives improbable excuses for any of the above

In more extreme cases:

- Starts stammering
- Cries themselves to sleep at night or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and be investigated. If you need help or support please do not hesitate to contact the Club Welfare Officers.

## **PROCEDURES**

1. Report bullying incidents to the Club Welfare Officers or ring Swimline on 0808 100 4001.
2. In cases of serious bullying the case will be referred by the Welfare Officers to the ASA for advice.
3. Parents will be informed and will be asked to come to a meeting to discuss the problem in confidence.
4. If necessary the police will be consulted.
5. The Welfare Officers will support all the children involved in the incident, including the child who is being bullied and the child who is bullying.
6. If mediation fails and the bullying is seen to continue, the club will initiate disciplinary action according to the Farnham Swimming Club anti-bullying policy.

## **RECOMMENDED CLUB ACTION**

1. Reconciliation, by getting the parties together. It may be that a genuine apology solves the problem.
2. If this fails, a small panel made up of the Welfare Officers, Head Coach and Child's Coach should meet with the parent and the child alleging the bullying to get details of the allegation. Minutes should be taken for clarity, and agreed by all as a true account.
3. The same panel should meet with the parent and child against allegations have been made, so that their side of the incident can be put forward and taken into consideration. Minutes should be taken and agreed.
4. If bullying has, in the view of the panel, taken place, the swimmer should be warned and put on notice of further action, i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether reconciliation between parties is appropriate at this time.

5. Full co-operation of parents/guardians is expected in order to monitor and resolve the situation and prevent re-occurrence of any further incidence.
6. All coaches involved with both swimmers will be made aware of the concerns and outcome of the process.
7. All information will be confidential and only those concerned with the case will be made aware of the situation.

In the case of adults reported to be bullying swimmers under 18:

1. The ASA will be informed and will advise on action to be taken.
2. It is expected that any case of alleged bullying, whether a parent or coach, will be taken seriously according to ASA guidelines.
3. More serious cases will be referred to the Police or Social Services.

## **PREVENTION**

- The Club is required to adhere to ASA law, which includes what is acceptable and proper behaviour for all members, for which the anti-bullying policy is one part.
- All swimmers and parents will sign to accept the anti-bullying and acceptable behaviour policy upon joining the club.
- The Club Welfare Officers will raise awareness about bullying and why it matters and if issues of bullying arise in the club, will consider meeting with swimmers to discuss the issue openly and constructively.

## **SWIMMERS, COACHES, AND PARENTS ARE EXPECTED TO:**

- respect the individual right of all members
- be sensitive to the feelings of fellow swimmers
- have a caring manner to all Club members
- immediately report any incidents of bullying, knowing that whenever possible all information will be dealt with confidentially. Swimmers should report incidents to the Club Welfare Officers

## **COACHES ARE EXPECTED TO:**

- treat all swimmers with respect
- avoid the use of sarcasm or ridicule
- deal with any incidents quickly and effectively emphasis the need for lane discipline and respect for fellow swimmers

## FARNHAM SWIMMING CLUB

### Anti-Bullying & Acceptable Behaviour Policy

#### Acceptance Form For use by a child and parent(s)/guardian(s)

I/we confirm that I/we have read through the Club's Anti-Bullying and Acceptable Behaviour Policy with my/our child and that we both/all understand and commit to the statement.

Signed Parent/Guardian 1  Name:	Signed Child (if under 18)  Name:
Date:	Date:

Signed Parent/Guardian 2  Name:	Signed Parent/Guardian 3  Name:
Date:	Date:

Please return this form to: Club Welfare Officer(s), 44 The Crescent, Farnham, Surrey GU9 0LG

**FARNHAM SWIMMING CLUB**

**Anti-Bullying & Acceptable Behaviour Policy**

**Acceptance Form for use by an adult Club member/Coach**

I confirm that I have read through the Club's Anti-Bullying and Acceptable Behaviour Policy and I understand and commit to the statement.

Signed
Adult Club Member/Coach
Name:
Date:

Please return this form to: Club Welfare Officer(s), 44 The Crescent, Farnham, Surrey  
GU9 0LG





# FARNHAM SWIMMING CLUB

## STANDING ORDER MANDATE – FROGS SQUAD

<b>To the Manager</b>	
Name of Bank:	
Address:	
City:	Postcode:

**Please pay by banker's standing order, cancelling any previous instructions to this payee only on the specific reference shown below to: Barclays Bank plc, Farnham Branch, 22 The Borough, Farnham, Surrey, GU9 7NH.**

**For the credit of: FARNHAM SWIMMING CLUB**

Sort Code 20-31-06 Account Number 83614506

<b>The sum of :</b> FORTY ONE POUNDS AND FIFTY PENCE (£41.50)
On the FIRST OF 20
And thereafter every month on the first day of each month until further notice and debit my account accordingly and please quote the following reference on each payment:

<b>Name of account-holder to be debited:</b>
<b>Account Number:</b>
<b>Sort Code:</b>

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

<b>Your Address</b>
<b>Tel Number:</b>
<b>Email address:</b>

When completed, please return to FARNHAM SWIMMING CLUB, c/o Burley House, 237 Guildford Road, Normandy, Surrey GU12 6DX. After adding the details to our system we will then send this form onto your bank. Thank you.

**For office use only:**

1. Make a photocopy for the standing orders folder
2. Send the original form to the bank
3. Send a copy to the Membership Secretary
4. Add name of member to database



# FARNHAM SWIMMING CLUB

## STANDING ORDER MANDATE – DOLPHINS SQUAD

<b>To the Manager</b>	
Name of Bank:	
Address:	
City:	Postcode:

**Please pay by banker's standing order, cancelling any previous instructions to this payee only on the specific reference shown below to: Barclays Bank plc, Farnham Branch, 22 The Borough, Farnham, Surrey, GU9 7NH.**

**For the credit of: FARNHAM SWIMMING CLUB**

Sort Code 20-31-06 Account Number 83614506

**The sum of :** SIXTY ONE POUNDS (£61.00)

On the FIRST OF 20

And thereafter every month on the first day of each month until further notice and debit my account accordingly and please quote the following reference on each payment:

<b>Name of account-holder to be debited:</b>
<b>Account Number:</b>
<b>Sort Code:</b>

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

<b>Your Address</b>
<b>Tel Number:</b>
<b>Email address:</b>

When completed, please return to FARNHAM SWIMMING CLUB, c/o Burley House, 237 Guildford Road, Normandy, Surrey GU12 6DX. After adding the details to our system we will then send this form onto your bank. Thank you.

**For office use only:**

1. Make a photocopy for the standing orders folder
2. Send the original form to the bank
3. Send a copy to the Membership Secretary
4. Add name of member to database



# FARNHAM SWIMMING CLUB

## STANDING ORDER MANDATE – SHARKS SQUAD

<b>To the Manager</b>	
Name of Bank:	
Address:	
City:	Postcode:

**Please pay by banker's standing order, cancelling any previous instructions to this payee only on the specific reference shown below to: Barclays Bank plc, Farnham Branch, 22 The Borough, Farnham, Surrey, GU9 7NH.**

**For the credit of: FARNHAM SWIMMING CLUB**

Sort Code 20-31-06 Account Number 83614506

**The sum of : SEVENTY TWO POUNDS (£72.00)**

On the FIRST OF 20

And thereafter every month on the first day of each month until further notice and debit my account accordingly and please quote the following reference on each payment:

<b>Name of account-holder to be debited:</b>
<b>Account Number:</b>
<b>Sort Code:</b>

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

<b>Your Address</b>
<b>Tel Number:</b>
<b>Email address:</b>

When completed, please return to FARNHAM SWIMMING CLUB, c/o Burley House, 237 Guildford Road, Normandy, Surrey GU12 6DX. After adding the details to our system we will then send this form onto your bank. Thank you.

**For office use only:**

1. Make a photocopy for the standing orders folder
2. Send the original form to the bank
3. Send a copy to the Membership Secretary
4. Add name of member to database