

FARNHAM SWIMMING CLUB



MEMBERSHIP PACK

FARNHAM SWIMMING CLUB

MEMBERSHIP PACK

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FARNHAM SWIMMING CLUB

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- Summary Combined Joining form
- Standing Order form for payment of subscription

FARNHAM SWIMMING CLUB

Primary swimming pool:
Farnham Sports Centre
Dogflud Way
Farnham
Surrey
GU9 7UD

Contact details are available on the Club website:
www.farnhamsclub.co.uk

Dear Parent(s)/Guardian(s)/Carer(s)

Firstly I would like to take this opportunity to welcome you and your child(ren) to Farnham Swimming Club. We hope that your time with us will be most enjoyable and that your child(ren) will have the opportunity to realise their full potential through our comprehensive swimming programme. The Club is a member of the Amateur Swimming Association ('ASA') which is the governing body for the sport of swimming in England.

There is quite a lot of information that you need to be aware of to make yours and your child(ren)s time with the club as safe, productive and enjoyable as possible. I have set out this information later on in this welcome pack but if there is anything more that you need to know then please do not hesitate to contact your Squad representative or any member of the Club committee (contact details are available on the Club website - www.farnhamsclub.co.uk) and they will be happy to point you in the right direction. There is much more information available on the Club web site and regular notices are also posted on the Club Notice Board in reception at the Farnham Sports Centre.

The Club was first established in 1893, 5 years before the first swimming pool was built in Farnham and swimmers used the River Wey, in a special area, fenced off from the rest of the river, not far from where the current sports centre is built and services members from within the enlarged area of Farnham. It is one of the oldest clubs in the country.

The primary swimming pools used are based in the centre of Farnham at Farnham Sports Centre in Dogflud Way. There is a 25m long 6 lane pool for training and a smaller pool used for the younger teaching groups. Other pools are also used locally including a 50m 8 lane pool at The Garrison in Aldershot, a 25m 6 lane pool at The Lido in Aldershot and a 25m 4 lane pool at Lord Wandsworth College in Long Sutton. 25m long pools are known as 'short course' pools and 50m long pools as 'long course' pools. In addition to water based training the older swimmers within the Club also benefit from land based training classes normally in one of the Studios at Farnham Sports Centre.

Club nights are generally Sunday and Tuesday evenings at Farnham Sports Centre and all Squads have sessions on at least one of these days. On these Club nights swimmers are requested to wear Club hats which form part of our team kit.

The Club aims to take each swimmer to their maximum potential through the Squad system in place and to take as many as possible to compete at inter-club Galas and Open Meets as well as at County, Regional and National level. It is vital that swimmers attend as many of the Squad sessions as possible in order to give them the very best opportunity to achieve their potential. The best swimmers generally attend all sessions.

Please note that all Committee members and Squad Representatives are unpaid volunteers and do their best and give their time willingly and freely for the benefit of all of the Clubs swimmers. Many of the volunteers at the Club also work full time and have their own family and other responsibilities. Where possible we will all respond as quickly as possible but please bear this in mind when enquiring.

SWIMMING YEAR

The Club financial year runs from March to February. The National swimming year ends with the National Championships generally held at the end of July or in early August and swimming continues throughout the year with the exception of some Public Holidays when the pools are unavailable for use and Club breaks at Christmas and in the Summer. Club swimming generally ends on or around 24th July in each year and recommences after a 3 week break. At Christmas a short break is usually taken around the public holidays. Full details of the specific dates for any year are available on the Club web site.

SWIMMING SQUADS

The Club takes children from the age of 4, coaching them from non-swimmers to National competition standard and has a tiered squad system with a coach or team of coaches and teachers dedicated to each squad. The swimmers start off with a half to one hours swimming per week and they progress through the squads as their fitness, technique and speed improve. The top swimmers benefit from at least 13 hours of pool time each week, enabling them to compete at National level. The Squad swimming and training times are shown on the Club web site. Swimmers progress through the squads from Minnows to Sharks and move through Tadpoles, Frogs, Newts, Dolphins and Junior Performance along the way. The Club accepts children of any age and ability, subject to the availability of a suitable place and swimmers can join at any age and are selected for the most appropriate squad given their age and ability.

The Club Committee are proud of the Clubs long history and successes achieved throughout the years.

Currently the Club holds league and County trophies and boasts the success of a number of the Sharks, the top training squad, competing at National Level with the majority of the rest of the Sharks squad as well as a number of the Junior Performance Squad competing at Regional level and all Sharks competing at County Level. Club swimmers have won Gold medals at International level and achieved International records in recent years.

SQUAD COACHES

Marilyn Flook, our Head Coach is responsible for the teaching and training within the Club and, additionally, is the Sharks Squad Coach and the lead Coach for the Junior Performance Squad. She is aided in the Junior Performance Squad by coaches Rob Dale and Keith Pepper. Rob also coaches the Dolphins Squad and Keith is also the Sharks and Junior Performance land training coach as well as being the Barracudas lead Coach. Kristie Garrett is the Newts Coach.

Marilyn has taken swimmers as far as the European and World Championships and both Rob and Kristie have themselves competed at National level. In addition to being a qualified swimming coach, Keith is also a highly qualified and respected triathlon coach.

Jane Vachon leads the Teaching Academy with a team of coaches and teaching assistants and is supported by the Club Coaches as well as National, Regional and County level competition swimmers in this area bringing experience and expertise to the classes.

SQUAD REPRESENTATIVES AND EMAIL CORRESPONDENCE

Each Squad has a parent of a swimmer in that Squad, who acts as the Representative for the Squad. If you have any queries you can, in the first instance, direct them to your Squad Representative. They will need your email address and contact numbers as they may need to contact you and are the source of emailed information from the Club.

The majority of Club information is passed around by email so please do check your emails regularly and please add the email addresses of your Squad Representative and those of the Committee members to your contacts in an attempt to ensure that emails get through to you and aren't caught up in filters. The Club web site has a list of the current Representatives for each Squad.

TRAINING

All details of training times and full coach lists are available on the Club website. Details of competitions will be sent to you either centrally from the Club or via your squad representative by email.

If you need to approach your child's coach please could you do so via your squad representative who will pass your query on to the coach who will then in turn contact you. We use email as the method of communication to avoid coaches being interrupted during pool training sessions which can cause a health and safety issue for the pool lifeguards. In order to keep your child(ren) safe parents, guardians and carers are not permitted to be poolside at any time during the club sessions. This is a guideline set by the ASA and also follows health and safety procedures at Farnham Sports Centre. We kindly ask that you follow this guideline as it is difficult for coaches to look after their swimmers and ask parents to leave the poolside. Please do wear Club hats on the regular Tuesday and Sunday Club nights and see later in this letter or the Club web site for details of where to purchase these as well as polo shirts and other Club logo'd clothing.

COMPETITIONS

Farnham Swimming Club is a competitive swimming club and we try to offer as many opportunities as possible for swimmers to represent the Club.

This may be in inter-club league galas or the County, Regional or National events when swimmers have achieved the appropriate qualifying standard, or in Open Meets where they are swimming for their personal times while still representing the club.

All Full Members are eligible for and expected to enter the Club Championships. This event is normally held towards the end of the year to provide the best opportunity for the older swimmers to achieve a Surrey County qualifying time. In addition, the Sprint Championships are held mid-year and only include races over the shorter distances.

A fixture list for the year is displayed on the notice board and on the web site, which gives an indication of where and when the various competitions will be, what standard they are aimed at, and what age groups will be involved.

AWARD CEREMONY AND SOCIAL EVENTS

The highlight of the Farnham Swimming Club year is the Annual Presentation Party where swimmers of all Squads are invited to a great night with a disco to reward and award swimmers for their dedication and achievements throughout the year and to celebrate the Clubs successes during the year. This is normally held early in the year after the Christmas rush in the centre of Farnham. Other social events will be arranged throughout the year and details of these can be found on the web site and notice board. Recently the Club has started to hold an annual barbecue in the summer to celebrate the end of the racing season and as a relaxed social get together for all of those who spend so much time chauffeuring the children around to swimming training and events.

MEMBERSHIP FEES AND OTHER COSTS AND CHARGES

The Club operates a standing order payment scheme for Squad and Club membership fees. Details of the current rates are available from any member of the Club committee and the Squad representatives and are subject to change at any time.

The Club monthly charges are payable at the same level for each of the 12 months within the calendar year. The fees are calculated and averaged over the year on the assumption that there are periods of closure and holidays within the summer and at Christmas, so that each months payment is the same. The summer and Christmas payments are no lower than the other months of the year for that reason.

In the event that you are unable to train for one or more complete calendar months for medical reasons, the Club will waive the fees for those complete months upon the provision of a doctor's note evidencing the illness and the fact that training is not permitted.

Members can leave at any time but are required to give at least one full calendar months written notice of termination to the Club Secretary. Your Standing Order mandate should not be cancelled until after the membership termination date.

Membership fees cover all normal scheduled training sessions as well as ASA membership costs. Additional charges are levied for any activity that involves the Club in additional costs, including but not necessarily limited to the following:

- Individual entry into competitions (Open Meets, Championships etc)
- Transport by bus or mini bus to away team events
- Social events
- Club clothing and equipment

RESPECT

As a Club we expect our swimmers to have respect for their peers, their Coaches, other clubs swimmers and members of the public especially in public areas such as changing areas where we expect them to be well behaved.

We also expect members to have respect for the surroundings and environment that we are lucky to be able to use at the pools that we train in. We ask them to leave these areas as they find them and to keep their kit and other bags tidy and out of walkways at all times.

SUNDAY CLUB NIGHT DESK AND KIT SHOP

As a Committee we try to be as open and approachable as possible. We will normally be at the Pool on Sundays during sessions so if you have any queries whatsoever from fees to Gala's or from Open Meets to the purchase of logo' kit and your Squad Representative has been unable to help you then please do ask any of us. Basic kit will be available for sale on Sunday nights including Club polo shirts and swimming hats, please do ask us and we will be happy to point you in the right direction for other Club and training kit.

LINKS

Please also find attached all of the links that you will need in order to access more information in relation to the policies and for the contacts that you will need to keep a note of. I hope this letter is helpful in welcoming you to the club and in giving you all of the initial information that you will need.

CHILD PROTECTION

The Club has a strong commitment to Child Protection and follows the ASA best practice guidelines. All of our policies are as prescribed within the ASA Wavepower document so that they are legally compliant and in accordance with the rules set out by the ASA and these have not been adjusted to suit our club. We have a Child Protection Policy which is attached hereto and which you can also find online in the ASA Wavepower document (at the time of writing this welcome pack the ASA online link for the Wavepower document is www.swimming.org/asa/clubs-and-members/wavepower/). Because we follow the ASA guidelines on all good practice we have been awarded of the accolade of 'Swim 21' recognition by the ASA which means that we are recognised as a safe and accredited club by the ASA.

We have a duty to advise you what to do if you suspect that a child is being harmed or at risk of being harmed. If you are concerned about a child's welfare then in the first instance you should contact the club Welfare Officer(s) who will advise on the next steps to be taken.

If you are unable to contact either of them then you can contact the local Safe Guarding Board who will guide you through the next steps. Our Club Welfare Officer must inform the police or social services department directly if there is a situation where a child is at risk of harm or has been harmed. They must also inform the ASA as soon as possible with information of the concern.

On occasion, parents may be delayed and unable to collect their child from training or after an event. The Coaches or Squad Representatives list of emergency numbers for the parents will normally be used in such situations. Parents are asked to inform the appropriate Squad Representative or Coach if they are delayed with a clear guidance on what the Club will be required to do i.e. the parent must give consent if they wish another parent to transport their child home.

PHOTOGRAPHY

Photography is permitted at some Club events if strict ASA guidelines are followed, including the registration with the Club of any photographers. The photographing and/or videoing of children during Club sessions other than by or under the direct instruction of the Coach is not permitted.

Any photographs or videos that are taken during Club sessions have to be justified and authorised by the Club Committee and the Welfare Officer and on each occasion written consent is required from the parents of the children involved with an invitation to those parents to attend the session where the photography and/or videoing is taking place and to subsequently view the photographs and/or video.

At specific events mobile phones should be registered as a camera if they have that facility in line with the ASA policy on cameras. While the ASA does not support the banning of phones, as children need them to keep in touch with parents, particularly in emergencies, they support a requirement that manufacturers ensure they add a “noticeable sound” that it is audible if a phone camera is used. In the meantime the ASA has requested that the Club reminds members that any photos taken should fall within ASA guidelines, as attached, and that if mobile phones are taken into changing rooms, the facility to take photos must not be used.

BULLYING

We are proud to be a club that has a strong policy against any form of bullying and this is also attached. Again you can also find details of this policy in the ASA Wavepower document. If you suspect or see any form of bullying then please contact the Welfare Officers in the first instance and they will address the issue according to ASA guidelines.

As a Club we take all reports of bullying very seriously and will strive to resolve the issue quickly and effectively. This may mean that a child, parent or coach is asked to leave the club if the issue is not resolved.

DISCRIMINATION

As a club we welcome all members of our community and share an ethos of non-discriminatory practice or attitudes to any child, guardian, parent or carer that may have a difference that is visible or non visible. Again this policy is attached and is also available in the ASA Wavepower document.

ADVERTISING AND SPONSORSHIP OPPORTUNITIES, THE 200 CLUB AND OTHER FUNDRAISING

The Club has many corporate and individual sponsorship and advertising opportunities and, additionally, operates a fundraising 200 Club which members are invited to join in order to raise funds for the Club and have an opportunity to win one or more of the many prizes that are drawn throughout the year. Throughout the year the Club also seeks other fundraising opportunities and welcomes suggestions for these from members. If you have any great ideas or need further details of these please refer to the links on the Club web site or contact your Squad Representative or any member of the Committee.

PLEASE TELL YOUR FRIENDS

As a member of Farnham Swimming Club we would like you to tell all of your friends about us and the teaching and training that we provide to the local community. Please do refer them for membership, the best opportunity for them to meet us and see exactly what we do is at the Sunday Club Night Desk during training. We can answer any questions that they may have and arrange a trial for any budding new members. Remember, we take children from 4 although we can also generally find Squad places for older children too, of any age.

ATTACHED FORMS

Attached are a number of documents and forms which are indexed and some of which must be returned to the Club. You will see a list of these attached and I should be grateful if you would please either complete them all or complete the Summary Combined Joining form and return them as directed on each form. Please note that it is important that you keep us updated (by email to your Squad Representative with copies please to the Treasurer(s), the Club Membership Secretary and the Club Secretary) with any change of address or other details and vital that you advise the Membership Secretary and your Squad Coach of any change in Medical details.

Thank you for joining *your* Club, and once again I hope that your time with us is rewarding and enjoyable.

Kind regards

For and on behalf of Farnham Swimming Club

CHRISTOPHER J LEE
CHAIRPERSON

FARNHAM SWIMMING CLUB

Parent(s)/Guardian(s)/Carers information

POINTS OF CONTACT:

| | | |
|------------------|-----------------|--|
| Chairperson | Chris Lee | chris.lee@staxgroup.com |
| Secretary | Julia Jones | secretary.fsc@hotmail.co.uk |
| Treasurer | Tanya Chalkley | tanvachalkley@sky.com |
| Events Secretary | Graham Chalkley | thechalkleys@tesco.net |
| Welfare Officer | Jane Davies | janeiandavies@yahoo.co.uk |

USEFUL LINKS:

Farnham Swimming Club www.farnhamsc.co.uk

ASA Wavepower Document

www.swimming.org/asa/clubs-and-members/wavepower/

Surrey Safeguarding Board www.surreycc.gov.uk/safeguarding

For general enquiries on safeguarding issues please contact Linda Slater,
Professional Adviser on 01372 833336.

Child Protection in sport Unit – CPSU call 0116 234 7278 or www.epsu.org.uk

They have useful links for Club safety checklists for parents, how to protect
your child by listening and setting the right example.

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

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: _____

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

Swimming Club Safeguarding Policy Statement

Farnham Swimming Club is committed to a club environment in which all children* participating in its activities have a safe and positive experience.

In order to achieve this the club agrees to:

- a) Adopt and implement the ASA Wavepower 2009/11 policy in full.
- b) Recognise that all children participating in Farnham Swimming Club (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in swimming and be protected from harm and be in a safe environment.
- c) Ensure that those individuals who work with children in Farnham Swimming Club, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
- d) Appoint a Club Welfare Officer with the necessary skills and training as outlined by the ASA who will take the lead in dealing with all child safeguarding matters raised within Farnham Swimming Club.
- e) Ensure that the club Welfare Officers name and contact details are known to all staff, members and parents** of members and be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower 2009/11 guidance.
- f) Ensure all those persons who work with children in Farnham Swimming Club have undertaken the appropriate training and relevant CRB checks and adhere to the required practices for safeguarding children as outlined in Wavepower 2009/11.
- g) Ensure that all individuals who will be working or will work with children in Farnham Swimming Club have been through the ASA recruitment procedure.
- h) 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 2009/11.
- i) 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 or protection.
- j) 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 2009/11.
- k) Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
- l) Ensure all papers relating to child safeguarding matters are held in a safe and secure manner.

* 'Children' is referring to all persons under the age of 18.

**'Parents' is anyone who has parental responsibility for the child concerned.

FARNHAM SWIMMING CLUB

Club Equity Policy Statement

Farnham Swimming Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion.

Farnham Swimming Club will ensure that equity as adopted from Swim 21 is incorporated in all aspects of its activities and also recognises and 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 that it becomes equally accessible to all members of society, whatever their age, ability, gender, race, ethnicity, sexuality or socio-economic status.

Farnham Swimming Club is 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.

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

FARNHAM SWIMMING CLUB

Information sheet for clubs

Club Welfare Officer(s)

Name: Jane Davies
Tel: 07785-756785

Local Authority Services - Children Social Care Team

Tel: 0300 200 1006 or 08456 009 009

Police Child Abuse Investigation Team/Unit

Tel: 0845 125 2222

National Governing Body

The ASA
Legal Affairs Department
Harold Fern House
Derby Square
Loughborough
LE11 5AL
Telephone: 01509 632270
Legal@swimming.org

Swimline:

0808 100 4001

Signposting Help Desk

Tel: 01509 632275
signposting@swimming.org

Other Services

Child Protection in Sport Unit
Tel: 0116 234 7278
Email: cpsu@nspcc.org.uk

NSPCC Child Protection Helpline

Tel: 0808 800 5000
www.nspcc.org.uk

Child line

Tel: 0800 1111

Kidscape

Tel: 020 730 3300

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 receive 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

| | |
|--|------------------------------|
| Anti-Bullying & Acceptable Behaviour Policy | 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 Officer(s) can be contacted by telephone – their details are on pages 13 and 21 of this pack.

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 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

Transport policy

This advice should be read in conjunction with the ASA/NSPCC document "Safe Sport Away".

Farnham Swimming Club policy relating to transporting children in connection with all ASA activities.

- The Parents, Guardians and Carers are responsible for the safe delivery and collection of their child(ren) to any training or competitive event, except when the club have organised transport for the team.
- It is not the responsibility of the coach or other poolside staff to transport, or arrange transport for swimmers to and from any swimming event. Arrangements made between parents to transport the children of other club members are at the sole discretion of the parents concerned.
- When transport is provided by the club in the form of a mini bus or coach, the club should ensure consent is obtained by the parent, guardian or carer for the child to be transported by mini bus or coach and a Medical Consent to Emergency Treatment form obtained. (Draft forms can be found in Safe Sport Away).

The Team Manager will provide parents, guardians and carers with written details of:

- Where swimmers should be dropped off and met before and after the event.
- The expected time of arrival at the collection point and the expected time of arrival back.
- A contact phone number for parents to use if they are unavoidably delayed in collecting swimmers or to arrange suitable alternative plans for collection.

The Team Manager will ensure they have:

- Relevant forms completed and signed by parents as outlined in Safe Sport Away.
- Details of the parents contact phone number on that evening if it differs from the numbers held by the club.
- The Club Late Collection of Swimmers Policy.

Coaches and club officer's unrelated to a swimmer under 18 years should not transport swimmers alone in a car or other transport except where to fail to do so would cause the child to be placed at risk of harm. If in such an emergency situation a child has to be transported without a relative present two suitably CRB checked adults should be present and the child should always be placed in the back seat with the adults in the front. If possible, parental/guardian/carer consent should be obtained in advance.

Farnham Swimming Club Application Form & acknowledgement of FSC & ASA Policies

Swimmers Full Name _____ Date of Birth: _____

Swimmers Address _____

Parents/Guardians/Carers Details

Mother/Guardian/Carer NAME _____ Mobile number: _____

Home number : _____

M/G/C Address (if different) _____

Father/Guardian/Carer NAME _____ Mobile number: _____

Home number: _____

F/G/C Address (if different) _____

Emergency Contact Details DIFFERENT TO ABOVE ie friend / grandparent

Name _____ Relationship to swimmer: _____

Home number: _____ Mobile number: _____

Farnham Swimming Club - Medical Information

1. Does the Swimmer have any specific medical conditions requiring medical treatment and/or medication? YES/NO
2. Does the swimmer have any allergies? YES/NO
3. Does the swimmer take any regular medication? YES/NO

If yes to any of the above please expand below showing clearly the number above being answered as well as any other relevant information that should be given to the coach in the event of a medical or emergency situation (please continue on a separate sheet if required):

For Parents/Guardians/Carers of swimmers under 18 years

It may be essential at some time for the Club Coach or Team Manager accompanying the above named swimmer to have the necessary authority to obtain any urgent treatment which may be required whilst at a competition with Farnham Swimming Club. Please would you therefore give permission for the Coach or Team Manager to give the immediately necessary authority on your behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to the above named swimmers interest, in the doctors medical opinion, for any delay to be incurred by seeking your personal consent. Please give this permission by signing below:

Permission - Signature of Consent by Parent/Guardian/Carer: _____

Print Full Name: _____ Date: _____

Nominated Adult Supporter Name _____ This person requires a separate ASA form to complete if they wish to vote at the AGM.

Photography and Photographic Permission I give permission for FSC to take photographs and videos of the named swimmer in accordance with the ASA Photograph policy and understand that I can withdraw my consent in writing to the Club Welfare Officer at any time should I wish to do so:

- for use on the Club web site **CONSENT GIVEN/CONSENT REFUSED**
- for training purposes **CONSENT GIVEN/CONSENT REFUSED**
- for newspaper articles **CONSENT GIVEN/CONSENT REFUSED**
- for club notice boards **CONSENT GIVEN/CONSENT REFUSED**
- by a Club authorised or professional photographer at Galas and other competitions attended
CONSENT GIVEN/CONSENT REFUSED

Swimmers Code of Conduct I understand and agree to abide by the FSC Swimmers Code of Conduct.

Swimmers Safeguarding Policy: I understand and agree to the safeguarding policy.

Swimmers Transport Policy I acknowledge the FSC Transport Policy

Parents/Guardians/Carers Code of Conduct You are signing to confirm that all parents/guardians /carers have read, understood and are willing to abide by the FSC Parents/Guardians and Carers Code of Conduct.

Bullying and Acceptable Behaviour Policy You are signing to confirm that all parents/guardians/carers and swimmers have read, understood, and will abide by the Bullying and Acceptable Behaviour Policy.

FSC Constitution and Rules 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.

FSC By-laws: 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.

Payment of amounts due: I agree to pay the Joining Fee and to pay all subscription fees by monthly standing order on the first day of the month as well as all other amounts due to the Club for whatever reason. I agree to give at least one full calendar month's notice of termination of the membership and to pay the membership subscription fee for that notice period.

Data Protection Acknowledgement: 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.

BY SIGNING BELOW YOU ARE AGREEING TO ALL THE ABOVE RULES, BYLAWS, MEMBERSHIP AGREEMENTS AND POLICIES OF FARNHAM SWIMMING CLUB (FSC)

SWIMMER SIGNED: _____ **DATE:** _____

PARENT SIGNED 1: _____ **DATE:** _____

PARENT SIGNED 2: _____ **DATE:** _____

UNTIL YOU HAVE PAID THE JOINING FEE AND COMPLETED THE ASA GREEN OR YELLOW FORM, THE STANDING ORDER FORM (OR ARRANGED THE SAME WITH YOUR BANK) AND THESE 2 SIDES OF APPLICATION FORM SWIMMERS CANNOT ENTER THE WATER.

AMATEUR SWIMMING ASSOCIATION

FARNHAM SWIMMING CLUB

CONSTITUTION

August 2006

ASA South East Region/SCSA Aug 2006

RULES of Farnham Swimming Club as at 1st Aug 2006

1. Name

1.1 The name of the Club shall be "Farnham Swimming Club"

2. Objects

2.1 The objects of the Club shall be the teaching, development and practice of swimming. In the furtherance of these objects:

2.1.1 The Club is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of sex, ethnic origin, religion, disability or political persuasion, on any grounds.

2.1.2 The Club shall implement the A.S.A. Equal Opportunities policy

2.2 The Club shall be affiliated to ASA South East Region, Surrey County Swimming Association (SCSA), and shall adopt and conform to the rules of this Association, and to such other bodies as the Club may determine from time to time.

2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association ("ASA Laws") and in particular:

2.3.1 All competing members shall be eligible competitors as defined in ASA Laws; and

2.3.2 The Club shall in accordance with ASA Laws adopt the ASA Child Protection Procedures; and shall recognise that the welfare of children is everyone's responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.

2.3.3 Members of the Club shall in accordance with ASA Laws comply with the ASA Child Protection Procedures.

2.4 By virtue of the affiliation of the Club to ASA South East Region, Surrey County Swimming Association (SCSA), the Club and all members of the Club acknowledge that they are subject to the laws, rules and constitutions of:

2.4.1 ASA South East Region, Surrey County Swimming Association (SCSA) and

2.4.2 The Amateur Swimming Association; (to include the ASA/IOS Code of Ethics); and

2.4.3 The Amateur Swimming Federation of Great Britain (to include in particular the ASFGB Doping Control Rules and Protocols and ASFGB Disciplinary Code); and

2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together "the Governing Body Rules")

2.5 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail

3 Membership

3.1 Membership shall be open to all upon payment of an annual subscription together with any other charges that the committee shall deem necessary. The committee can recommend honorary membership to the AGM (See section 8.3). Junior members are those under the age of sixteen years. The total membership of the Club shall not normally be limited. If however the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club. All persons who assist in any way with the club's activities shall become members of the club and hence of the A.S.A. and the relevant A.S.A. membership fee shall be paid. Assisting with the club's activities shall include, but not be restricted to, administrators, associate members, voluntary instructors, teachers and coaches, Committee members, helpers, Honorary members, life members, officers, patrons, Presidents, technical and non-technical officials, temporary members, Vice Presidents and verifiers or tutors of the A.S.A.'s educational certificates. Paid instructors, teachers and coaches who are not members of the club must be members of a body which accepts that its members are bound by the A.S.A.'s Code of Ethics, the Laws relating to Child Protection and those parts of the Judicial Laws, Judicial Rules and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the A.S.A. shall be subject to all the constraints and privileges of the Judicial Laws and Rules.

3.2 Any person who wishes to become a member of the Club must submit a signed application to the Secretary (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). Election to membership shall be determined by the Membership Officer but other person(s) authorised by the Committee may make recommendation as to the applicants' acceptability. The Membership Officer shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a review panel appointed by the Committee ("Review Panel") comprised of not less than three members (who may or may not be members of the Committee). The panel shall [wherever practicable] include one independent member nominated by the ASA South East Region.

The person refused membership shall be entitled to make representations to the Review Panel. The procedures for review shall be at the discretion of the Review Panel whose decision shall be final and binding. The Club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, age, sex, religion, disability, political persuasion or sexual orientation

4 Subscription and Other Fees

4.1 The annual member's subscription and coaching and squad fees (as applicable) shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for different classes of membership as it shall determine.

4.2 The annual subscription and entrance fee (if any) shall be due on joining the Club and thereafter on the 1st day of June each year.

4.3 Any member whose subscription is unpaid by the date falling 30 days after the due date for payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made

4.4 The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual ASA Membership Fees to the ASA on behalf of members, be consequential upon an increase in individual ASA membership fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.

5 Resignation

5.1 A member wishing to resign membership of the Club must give to the Secretary written notice of his resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.

5.2 Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than two months in arrear shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he/she shall be informed in writing that he/she is no longer a member by notice handed to him or sent by post to his last known address.

6 Expulsion and other Disciplinary action

6.1 The Committee shall have power to expel a member when, its opinion, it would not be in the interests of the Club for him to remain a member. The Club in exercising this power shall comply with the provisions of Rules 6.2 and 6.3 below

6.2 The Club shall adopt and comply with the ASA Guidelines for handling Internal Club Disputes ("the Guidelines") as the same may be revised from time to time. The Guidelines are set out as an Appendix to the ASA Judicial Laws and appear in the ASA Handbook. (A copy of the current Guidelines may be obtained from the ASA Legal Affairs Department.)

6.3 A member may not be expelled or (subject to Rule 6.4 below) be made the subject of any other penalty unless the panel hearing the complaint shall unanimously vote in favour of the expulsion of (or other penalty imposed upon) the member.

6.4 The Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider club activities, when in their opinion, such action is in the interests of the Club. Where such action is taken the complaint will thereafter be dealt with in accordance with the Guidelines.

7 Committee

7.1 The Committee shall consist of the Chairman, Secretary, Treasurer, Membership Secretary and Competition & Fixtures Secretary (together "the Executive Officers of the Club") and three elected members all of whom must be members of the Club. The club shall have a Welfare Officer. All Committee members must be not less than 16 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote. The Club coach may be invited to attend committee meetings as required, without power to vote.

7.2 The Committee members shall be proposed, seconded and elected by ballot at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring members of the Committee shall be eligible for re-election. (See also 8.1) The Vice Chairman shall be elected by the committee from within its own membership, except that the Chairman, Treasurer, and Secretary cannot in addition to their own position hold the position of Vice Chairman

7.3 Committee meetings shall be held not less than 6 times each year. At least two-thirds of the total number of committee members appointed at the annual general meeting must be present at meetings for any decisions to be binding upon the committee. The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than two days oral, e-mail or written notice of a meeting. Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote.) The Secretary, or in his absence a member of the Committee, shall take minutes.

7.4 In the event that a quorum is not present within thirty minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 11.1 shall not apply

7.5 Any elected member of the committee failing to attend 3 consecutive meetings without satisfactory explanation shall be deemed to have vacated his/her seat.

7.6 The Committee may from time to time appoint from among their number such sub-committees as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.

7.7 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner to be appointed by the members in General Meeting. The Committee shall also have power to make regulations and to settle disputed points not otherwise provided for in this Constitution.

7.8 The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

7.9 The Committee shall ensure that the financial records and minutes of meetings are retained for a period of at least 6 years.

7.10 The Committee shall maintain an Accident Book in which all accidents to club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the A.S.A. Office. The Club shall make an annual return to the ASA in the prescribed form

8 Officers and Honorary Members

8.1 The Executive Officers and Committee of the Club shall be proposed, seconded and elected (by ballot) at the Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring officers shall be eligible for re-election.

8.2 The Annual General Meeting of the Club, if it thinks fit, may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the association and on election shall, *ex officio*, be an honorary member of the Club and must be included in the Club's Annual Return of Members to the ASA.

8.3 The Committee may elect any person as an honorary member of the Club for such period as it thinks fit and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as officers or on the Committee unless any such person shall have retained in addition his ordinary membership of the Club. Such honorary members must be included in the Club's annual return as to membership.

9 Annual General Meeting

9.1 The Annual General Meeting of the Club shall be held each year on a date falling within the period 1st May and 30th June. The date for the Annual General Meeting shall be fixed by the Committee

9.2 The purpose of the Annual General Meeting is to transact the following business:

9.2.1 To receive the Chairman's report of the activities of the Club during the previous year;

9.2.2 To receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;

9.2.3 To remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he/she remain in office;

9.2.4 To elect the Executive Officers and other members of the Committee;

9.2.5 To decide on any resolution which may be duly submitted in accordance with Rule 9.3.

9.3 Nominations for election of members to any office or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary not later than 10th April. The nominee shall be required to indicate in writing on the nomination form his willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall also be given in writing to the Secretary before 10th April.

10 Special General Meeting

10.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Secretary within 28 days of receipt by him of a requisition in writing signed by not less than 7 members entitled to attend and vote at a General Meeting or (if greater) such numbers as represents one-tenth in number of such members, stating the purposes for which the meeting is required and the resolutions proposed.

11 Procedure at the Annual and Special General Meetings

11.1 The Secretary shall personally be responsible for the handing out or sending to each member at his last known address a written agenda giving notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least 14 days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. The Secretary may, alternatively, with the agreement of member(s) concerned distribute these materials by e-mail or similar form of communication. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.

11.2 The quorum for the Annual and Special General Meetings shall be 7 members entitled to attend and vote at the Meeting or (if greater) such number as represents one-tenth in number of such members.

11.3 The Chairman, or in his absence a member selected by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3. In the event of an equality of votes the Chairman shall have a casting or additional vote. Only paid up members who have reached their 16th birthday shall be entitled to be heard and to vote on all matters. (Members who have not reached their 16th birthday shall be entitled to be heard and vote only on those matters determined by the Chairman as matters concerning juniors).

11.4 The Secretary, or in his absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.

11.5 The Chairman shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

12 Alteration of the Rules and other Resolutions

12.1 The rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least two-thirds of members present and entitled to vote at the General Meeting. No amendment(s) to the rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorised to do so by Surrey County Swimming Association/ASA South East Region.

12.2 Any member shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him not later than 10th April in the case of the Annual General Meeting or, in the case of a Special General Meeting, 18 days before the date of the meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 11.1.

13 By-Laws

13.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the well being of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

13.2 The clubs by-laws must be read in conjunction with this constitution.

14 Finance

14.1 All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two signatories approved by the committee. Any moneys not required for immediate use may be invested as the Committee in its discretion think fit.

14.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club, (save as set out in Rule 17.3.)

14.3 The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member or employee of the Club and to any other person or persons for services rendered to the Club.

14.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.

14.5 The financial year of the Club shall be the period commencing on 1st March and ending on 28th February. Any change to the financial year shall require the approval of the members in a General Meeting.

14.6 The Committee shall retain for a minimum period of six years all financial records relating to the Club and copies of Minutes of all meetings.

15 Borrowing

15.1 The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion [up to such limits on borrowing as may be laid down from time to time by the General Meeting] for the general upkeep of the Club or with the (prior) approval of a General Meeting for any other expenditure, additions or improvements.

15.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.

15.3 The Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.

16 Property

16.1 The property of the Club, other than cash at the bank, shall be the responsibility of the committee. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.

16.2 The committee shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

17 Dissolution

17.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.

17.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

17.3 Any property remaining after the discharge of the debts and liabilities of the Club are to be held in trust by the Farnham and district Sports Advisory Council for a period of up to ten years. If, after ten years, the Farnham Swimming Club has not been re-established, the Farnham and District Sports Advisory Council shall dispose of the trophies and any remaining funds for the benefit of Waverley Swimming in general. All remaining equipment will be left in the care of and for the use of the Management of the Farnham Sports Centre

18 ACKNOWLEDGEMENT

18.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.

The following statement needs to appear on Club membership forms and is 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.

SIGNED: _____ DATE: _____

COUNTERSIGNED: _____ DATE: _____

AMATEUR SWIMMING ASSOCIATION

FARNHAM SWIMMING CLUB

BYLAWS

August 2006

ASA South East Region/SCSA Aug 2006

BYLAWS of Farnham Swimming Club as at 1st Aug 2006

1. Club Colours

1.1 The club colours shall be black and red.

2 Trophies

2.1 All club trophies shall normally be retained by the winners thereof for twelve months, subject to the committee being entitled to call upon the holder of any trophy to return upon demand at any time without having to assign any reason for such a demand being made and in any event, seven days prior to its being competed for again. The trophies shall remain the property of the club and be held in the name of the Chairman, Treasurer and General Secretary. The trophies will be insured for loss by the club but any damage to be the responsibility of the holder whilst in their possession.

3 Chief Coach

3.1 The appointment of a chief coach shall be the responsibility of the committee. They shall be employed on the basis of a sub-contractor to the club. His/her contract, conditions and payment terms shall be reviewed annually. They shall be entitled to attend committee meetings as a nonvoting member and shall attend a committee meeting when requested by the committee.

3.2 Any swimmer is required to give prior notice to the chief coach of any intention to seek extra external coaching outside of the club's programme.

4 Club Captains

4.1 The committee shall appoint club captain(s) annually. The club captain(s) as recommended by the chief coach can attend the committee meetings by request and/or when required by the committee

5 Parental Responsibility

5.1 The club's responsibility for care of swimmers begins once the swimmer arrives at poolside at the session start time, and ends when the swimmer leaves the pool at the session end time. At all other times the responsibility is that of the parents.

5.2 In the case of immature/younger swimmers the parent is responsible for determining whether their attendance is also required *during* the session.

5.3 From time to time, swim sessions arrangements may be changed and new details announced as soon as possible using three methods.

a) Coach/teacher - Swimmer communication at poolside

b) Club Notice board

c) Email notification

It is the responsibility of parents to check for messages & ensure that the club has up to date contact details.

6 ACKNOWLEDGEMENT

6.1 The Members acknowledge that these bylaws constitute a legally binding contract to regulate the relationship of the members with each other and the Club.

The following statement needs to appear on Club membership forms and is 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 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: _____
COUNTERSIGNED: _____ DATE: _____
(If Applicable)