

# MEMBERSHIP APPLICATION

## SWIMMERS DETAILS

Swimmers Name: \_\_\_\_\_ Male  Female

Date of birth: \_\_\_\_\_ Email: \_\_\_\_\_

Current address: \_\_\_\_\_

Postcode: \_\_\_\_\_

## CONTACT INFORMATION 1.

Name of Parent / Guardian / Emergency Contact 1: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

## CONTACT INFORMATION 2.

Name of Parent / Guardian / Emergency Contact 2: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

Does the swimmer have any disability or medical condition that might affect their swimming? YES / NO

If YES please provide details:

Previous Swimming Clubs attended:

From time to time we may wish to photograph swimmers at galas or for promotional or training purposes.

**I consent** (Parent/Guardian) **consent / do not consent** (Swimmers Name)  
**to the photographing of**

I accept the responsibility of my child's behaviour during sessions in line with the club rules available on the club website. The information given here will only be retained if you sign the agreement below. I agree to let Carn Brea Helston Swimming Club (CBHSC) hold the supplied data on the clubs database.

I also confirm I have read and understood the attached terms and conditions and by signing this form I agree to those terms.

Signed \_\_\_\_\_ (Parent/Guardian or Swimmer if over 18)

**Please Note: Fees are non-refundable**

Completed form received by: \_\_\_\_\_ Date: \_\_\_\_\_

Group Attending: \_\_\_\_\_

## Terms and Conditions of Membership

The following are terms and conditions for membership of Carn Brea Helston Swimming Club.

For the purposes of these Terms and Conditions the term "Swimmer" relates to each swimmer over the age of 18 years of age or a parent(s), carer or guardian if the swimmer is below 18 years of age.

### Medical Information:

1. All Swimmers must complete and return a Medical Information Form.
2. It is a requirement and the responsibility of the Swimmer to provide accurate and up to date medical information. Any changes to a Swimmers health must be reported to the club as soon as possible.
3. Any changes to a Swimmer's health must be reported to the Coach or Teacher prior to the session or competition.

### Swim Wear and Training Kit:

1. All Swimmers must ensure that they are correctly attired for both training and competing.
2. All Swimmers must ensure that they have the correct training aids applicable to the swimmer's squad, for example, fins, snorkel etc.

Full details on where to purchase club kit and equipment can be found on the club website.

### Training and Competitions:

1. Swimmers must be punctual and make sure that they are changed and ready to train / compete at the appropriate time.
2. If a Swimmer needs to leave a swim session early you must inform the Teacher or Coach prior to the session starting to minimise any disruption to other swimmers.
3. During competitive meets, Swimmers are the responsibility of the Club's Team Manager(s). Swimmers are not permitted to leave poolside without the consent of the Team Manager. It is not the responsibility of team manager(s) to find a swimmer(s) if they leave poolside, resulting in a swimmer(s) missing their race(s) total liability falls with the swimmer, parent, or guardian. Team manager(s) cannot be held responsible if a swimmer chooses not to go to Marshalling when asked.
4. Swimmers must always be respectful towards other swimmers, both within and of other clubs.
5. Swimmers and parents must not use inappropriate language or behaviour within the club environment.
6. Parents are not permitted on poolside during training sessions or competitions without the consent of the Coach, Teacher, or Team Manager.
7. If a swimmer or parent wishes to speak to a Teacher or Coach this must be done at the end of the swim session or at a mutually agreeable date and time.

Both swimmers and parents are expected to adhere to the code of conduct a copy of which is available upon request or can be downloaded from the club website.

### Force Majeure:

On occasion, it may be necessary for CBHSC to cancel a swim session. This may be due to technical problems with the swimming pool or other problems beyond our control. In this instance, every effort will be made to find an alternative venue for the training session or an additional opportunity to train or compete may also be offered at a later date. Regrettably, CBHSC is unable to make refunds for individual sessions.

### Swim Fees:

1. All swim fees must be paid within the first 10 days of each calendar month by standing order.

2. As swim fees are averaged out over a 12 month period Swimmers are expected to pay swim fees by monthly standing order including the brief periods when the club is closed i.e. August and Christmas.
3. If a Swimmer changes squad it is the responsibility for the Swimmer to make the appropriate changes to the Standing Order before the following calendar month's payment.
4. If a Swimmer falls behind with payment of swim fees the CBHSC reserves the right to refuse entry to the pool until the account is brought up to date.
5. All fees for galas and other swim meets must be paid for in advance, failure to do so will mean your child will not be entered.
6. For Swimmers to be insured, all Amateur Swimming Association (ASA) fees need to be paid before a swimmer can train or compete in galas.

Swim fees are calculated over a 12 months' period and include all the available pool time allowed for that particular squad and for the tuition/coaching. CBHSC is unable to reduce swim fees if a swimmer does not wish or is unable to make full use of the pool time available to them.

If you wish to leave:

1. If a Swimmer wished to leave the club, they must complete a 'Leavers Form' and give one months' notice. All fees must also be up to date.
2. In the event that swim fees are left outstanding then CBHSC reserves the right to inform the ASA. This could prevent the Swimmer from registering with another club and competing in sanctioned ASA swim meets.

Leavers forms are available at the desk on a Monday evening or can be downloaded from the club website.

Making a Complaint:

A formal complaint can be made to any of the coaching or teaching staff or to any committee member. All complaints are confidential and will be fully investigated. Please allow 28 days for your complaint to be dealt with. If we are unable to complete an investigation within this timeframe we will update you on our progress.

If you are unhappy with the outcome of the investigation, then you reserve the right to contact the ASA. Full details are available on the club website.

I agree that I have read and understood the above terms and conditions and code of conduct and that I am authorised to sign on behalf of the swimmer listed below.

Swimmers Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

## Medical Information Form

Swimmers Name:	D.O.B.	
To be completed by members 18 years or over, or by parents/carers of swimmers under 18 years. Please delete YES or NO as appropriate and complete further details as necessary. Please return to the club desk.		
The Disability Discrimination Act 2004 defines a disabled person as anyone with physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.		
Do you consider this child to have an impairment? (Please circle)	YES	NO
If yes, what is the nature of their disability? (Please circle as appropriate)		
Visual impairment	Learning disability	Hearing impairment
Multiple disability	Physical disability	Other (please specify)
<p>Medical Information</p> <p>Please detail below any important medical information that our club needs to know, such as: allergies, medical conditions e.g. asthma, orthopedic problems, any current medication, special dietary requirements and / or any injuries.</p>		
Name of child's doctor and surgery:		
Doctor's telephone number:		
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 of British Swimming.		
Signed (Swimmer):	Date:	
Signature of Parent / Carer (if swimmer is under 18 years):		
<p>For Parents/Carers of swimmers under 18 years</p> <p>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 Carn Brea Helston Swimming Club.</p> <p>Would you therefore please complete the details on this form and sign below to give your consent.</p>		
I, ..... being the parent/carer 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's/daughter's interest, in the doctor's medical option, for any delay to be incurred by seeking my personal consent.		
<p>Please note that without Emergency Medical Consent we are unable to take your child away to any event unless accompanied by a legal guardian</p> <p>Your child may be selected to represent CBHSC in Team Galas. The information and consents on this form will be used. It is the Parents responsibility to update the club if your child's medical situation changes.</p>		
Signature of Consent by Parent/Carer:	Date:	
Print full name:		
Emergency Contact Number 1:	Emergency Contact Number 2:	

## WAYS TO MAKE A PAYMENT

1. You can make a one off payment through your bank to the details below:

Barclays Bank  
Sort Code 20-87-94  
Account Number 60898813

Please ensure that you quote the name of your swimmer(s) and what the payment relates to in the reference field of the payment.

2. We have now teamed up with GoCardless to be able to collect monthly payments and any ad hoc payments like membership and ASA Fees. Please click the link below to set this up and follow the instructions –

<https://pay.gocardlesscom/AL000112BEZVZN>

Please make sure when filling in that you use YOUR SWIMMERS NAME under the name option so that we know who the payment is from. ALSO YOU WILL NEED TO SET THIS PROCESS UP FOR EACH SWIMMER IF YOU HAVE MORE THAN ONE. This option also allows us to change your monthly payment fee when your swimmer moves groups therefore saving you the time to have to do it yourself.

3. You can set up a Standing Order using the Bankers Standing Order Mandate Form included in this membership pack.

**BANKERS STANDING ORDER MANDATE FORM**  
(Please take to your bank or building society or set up online)

Bank (Yours)	
Address	
Account Name	
Account Number	

Please pay the following to:

Bank	Barclays Bank
	Redruth Branch, Fore Street, Redruth
Sort Code	20-87-94
Account Number	60898813
Account Name	Carn Brea & Helston Swimming Club
Swimmers Name(s)	
Amount Payable	£
Payment Date ( <b>within the first 10 days of the month</b> )	
Frequency	Monthly
Final Payment	

Authorised Signatory \_\_\_\_\_ Date \_\_\_\_\_

Please send this to your bank or create a standing order online.

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This section to be retained by payee

**IMPORTANT INFORMATION REGARDING YOUR STANDING ORDER MANDATE**

- Only the payee can alter or cancel the Standing Order Mandate
- CBHSC has no authority to amend or cancel the Standing Order Mandate
- Payment must be made monthly regardless of attendance
- Should you wish to cancel your membership of the Club you must inform the Secretary, in writing, one month in advance and cancel your Standing Order Mandate
- No refunds will be made without written confirmation of resignation from the Club



## Code of Conduct for Swimmers

### General Behaviour

- Treat all members of and persons associated with the ASA with due dignity and respect
- Treat everyone equally and never discriminate against another person associated with the ASA on any grounds including that of age, sexual orientation, ethnic origin or nationality
- The use of inappropriate or abusive language, bullying, harassment or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy
- Display a high standard of behaviour at all times.
- Always report any poor behaviour by others to an appropriate club officer
- Recognise and celebrate the good performance and success of fellow club and team members

### Swimming training

- Treat your coach and fellow swimmers with respect
- Make your coach aware if you have difficulties in attending training sessions as laid down for your squad. Inform your coach if you cannot attend a specific session by text or email as a matter of courtesy
- Arrive in good time on poolside before the training session starts to complete poolside warm up as directed by your coach.
- If you arrive late report to your coach before entering the pool
- Ensure you have all your equipment with you i.e. all training aids relevant to your squad requirements, hat and goggles etc.
- If you need to leave the pool for any reason during training inform your coach before doing so
- Listen to what your coach is telling you at all times and obey instructions given
- Always swim to the wall as you would do in a race and practice turns as instructed
- Do not stop and stand in the lane or obstruct others from completing their training
- Do not pull on the ropes as this may injure other swimmers
- Do not skip lengths or sets – you are only cheating yourself
- Think about what you are doing during training and if you have any problems discuss them with your coach at an appropriate time
- If you have any problems with the behaviour of fellow club members to report them at the time to an appropriate adult

## Competition

- At competitions, whether they be open meets, national events or club galas always behave in a manner that shows respect to your coach, team manager, officials, team mates and the members of all competing clubs
- You will be required to attend events and galas that the head Coach has entered/selected you for unless previously agreed otherwise with the relevant club official and coach
- You must wear appropriate swimwear, tracksuits, T-shirts/shorts and hats as laid down by the club. You must not enter public areas including the spectator gallery without, at the very least, T shirt, shorts and footwear
- Report to your team manager on arrival on poolside
- Warm up before the event as directed by the coach in charge on that day and ensure you fully prepared yourself for each race
- Be part of the team. Stay with the team on poolside. If you have to leave poolside for any reason get the consent of the Team Manager before doing so and report back to the Team Manager when you return to poolside
- After your race report to your coach for feedback
- Support your team mates. Everyone likes to be supported and they will be supporting you
- Swim down after a race, if possible, as advised by your coach. Your behaviour in the swim down facility must be appropriate and respectful to other users at all times
- Never leave an event until the gala is complete if you have the explicit agreement of the Team Manager. Swimmers will not be permitted to leave a meet until the Team Manager has acknowledged that they are with an appropriate adult
- In keeping with the ASA Good Practice Guidelines on the use of Social Networking Sites by ASA Clubs and Club Members, CBHSC request that you do not use social media sites whilst in the care of the club
- Food and drink at poolside shall not include sweets, chocolates, fizzy drinks and energy drinks which are high in caffeine. Food and drink should not be shared in case of incompatibility with the dietary requirements of other swimmers

Signed: .....

Date: .....