



Truro City Swimming Club
 (Affiliated to the Amateur Swimming Association)
www.truroswimclub.org
Membership Application



Please complete and return with this application the following forms:-

- Medical Form
- Parents Code of Conduct
- Swimmers Code of Conduct
- Photography consent form
- Emergency contact form
- Swim session form

Membership renewal will take place on **Wednesday 9th Sept at Truro Leisure Centre** with the opportunity to renew prior to this by handing completed forms in on a Wednesday evening to the Membership Secretary. All swimmers must have re-enrolled with full payment of the Membership Fee and one of the payment alternatives for the Swim Fees by Weds 9th Sept.

Membership Fees are not refundable outside exceptional circumstances (injury, moving away).

Fees update: Fees are now be split into 2 categories

- **Membership Fee**
 - £50 fully payable at renewal evening
 - **Swim Fees**
 - **Based upon number of sessions attended with the following payment options:**
 - Payable in full at renewal evening,
 - 3 equal cheques (dated 15 September 2015, 15 December 2015 & 15 March 2016) or
 - standing order payment over 8 months
- (Bank details attached for online banking purposes which include the terms of payment).*

*In certain circumstances members are entitled to a discount for their time/support with the club which is given voluntarily (e.g. coaching staff/committee members/technical officials/multiple family members) – for information regarding discounts and whether they apply to you please see the Club’s website or contact the Membership Secretary on msecretary@truroswimclub.org

In the interests of safety and good behavior swimmers are expected to follow the instructions of club officials and pool-staff at all times, act responsibly and treat other swimmers and coaches with respect.

Please would parents remember that you are responsible for your children, once swimmers have left the poolside area. We request that you do **NOT** allow your children to play in the Car Park, or wander around the Truro Leisure Centre or College campus. Parents of children under 11 are expected to collect their child(ren) in person, from poolside.

Any person who is concerned or has knowledge of suspect behavior should report this to the TCSC Child Welfare Officer, or other available Club or Leisure Centre official immediately.

Copies of the Club Rules and Constitution, Club Child Protection Policy, Club Complaints Procedure, Club Equity Policy can be found on the Club’s website: www.truroswimclub.org

Signed (swimmer) **Date**

Signed by parent/guardian **Date**

Personal details are kept on a computer database or other record system for the purposes of membership administration and health and safety, in accordance with the Data Protection Act, TCSC confirm that these details will not be disclosed to third parties outside the needs of the Club, unless required to do so by Law.



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Swimmer

Surname		
First Name (s)		Known as
Date of Birth		
Address (inc postcode)		
Email address:		

Contact Details

Contact 1		Contact 2	
Relationship to swimmer		Relationship to swimmer	
Address (if different from Swimmer)		Address (if different from Swimmer)	
Telephone number		Telephone number	
Mobile number		Mobile number	

MEDICAL INFORMATION FORM

Swimmer's Name	Date of Birth

To be completed by members 18 years or over, or by parents/carers of swimmers under 18 years. Please tick as appropriate and complete further details as necessary

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 <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, what is the nature of their disability?	<input type="checkbox"/> Visual impairment	<input type="checkbox"/> Learning disability	<input type="checkbox"/> Hearing impairment
	<input type="checkbox"/> Multiple disability	<input type="checkbox"/> Physical disability	<input type="checkbox"/> Other (please specify)
<p>Medical Information</p> <p>Please detail below, any important medical information that our club need to know. Such as: allergies, medical conditions e.g. asthma, epilepsy, orthopaedic 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 I is used only in connection with the purpose of 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/Carer (if the swimmer is under 18 years)

For Parents/Carers of Swimmers under 18 years

It may be essential at some time for the Club Coach or Team Manager accompanying your child to have the necessary authority to obtain any urgent treatment, which may be required whilst at a competition with Truro City Swimming Club. Would you therefore please complete the details of this form and sign below to give your consent.

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 child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Signature of Parent/Carer

Print Full Name: **Date:**



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Emergency Contact Information

Swimmers Name:	
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In case of any emergency to assist the coaching staff/poolside staff please complete below the first point of contact (i.e parent/guardian) together with an alternative name, address and telephone contact details i.e. another family member or a friend, who can be contacted should parents/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

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Truro City Swimming Club

Code of Conduct for SWIMMERS



The aim of these codes (each, a "Code") is to establish a set of guidelines which outlines the responsibilities and behavior of Swimmers involved with Truro City Swimming Club (the "Club"). This Code has been written in accordance with specific ASA Child Safeguarding Policy and Procedures contained within the Wavepower manual. (Details of Wavepower can be found on the ASA website.)

General Behaviour

- Treat all members of the club with due respect including: Fellow swimmers, coaches and officials.
- Treat all competitors and representatives from competing clubs with respect.
- Bullying in any form (whether that be Emotional (which includes, excluding), Physical, Racist, Sexual, Homophobic and Verbal (including written telephonic and electronic communications (including (without limitation) on Facebook, Twitter or other "Social Media"), but not limited to these), will not be tolerated and could result in action being taken through the club or ASA disciplinary policy and procedures.
- Abide by social laws and values - use of alcohol is prohibited by all under 18 years of age.
- Behave in an honest and respectful manner to fellow swimmers, officials, coaches and other members of the public

Swimming training

- Arrive for training and competition on time, prepared and with the correct kit as requested by the Coach. Do not enter the water until the coach has instructed you to do so.
- Inform the Coach before the start of training if you have any illness / injury which may affect your training.
- Look at and listen to the Coach when they are speaking and follow the instructions given in training and at competition.
- Behave appropriately in the water. Do not sit or pull on lane ropes or disrupt/hinder other swimmers
- Conform to lane etiquette

Competition

- Notify the team selectors / Coach as soon as possible if you cannot attend a gala for which you have been selected. Be proud to wear your team kit.
- If swimming for your club, stay with your team on poolside. Inform the coach or team manager where you are going if you leave the poolside.
- Do and say nothing that will bring the Club into disrepute.
- Personal conduct must at all times be of a high standard and reflect favourably on the sport and the Club. Bad language in any situations involving the club is not acceptable.
- Speak to the Coach, at an appropriate time, to get feedback after every race.
- Enjoy your swimming and be a good sport whether you win or lose.
- Performance enhancing drugs and alcohol are strictly forbidden. Swimmers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a competition.
- Illegal drugs and substances: The use of these is prohibited. Should such a situation arise, it will be referred directly to the ASA for advice.

Breaches of the Code

- Breaches of the Code for Swimmers will be dealt with in the first instance by the Coach, if appropriate. This may include a verbal warning followed by sitting out for a 'time out'. The Coach may also require the swimmer to get dressed and sit back on poolside, if a parent or other responsible adult is not present. If the Coach considers the breach (or breaches) merits this, the Coach will report the incident to the Chairman or Welfare Officer of the Club's committee.
- Sanctions for breach of any Code may be considered by the committee and include a verbal or written warning or suspension from Club activities.

Signed _____

Name in Capitals: _____

Date: _____

Truro City Swimming Club

Code of Conduct for PARENTS



The aim of these codes (each, a "Code") is to establish a set of guidelines which outlines the responsibilities and behaviour of Parents involved with Truro City Swimming Club (the "Club"). This Code has been written in accordance with specific ASA Child Safeguarding Policy and Procedures contained within the Wavepower manual. (Details of Wavepower can be found on the ASA website.)

Parents are expected to:

- Encourage your child to swim, never force them.
- Ensure your child is on the poolside on time for training with the correct kit.
- Ensure that you or another adult nominated by you are there on time at the end of the session to pick up your child. The Club is unable to supervise the changing areas. Coaches cannot be responsible for your child if you are late or if there is no other adult present who is taking responsibility for them. Parents / guardians of all children under 8yrs old must stay on the premises at all times during the session. If you leave an older child and you will be responsible for collecting them, please inform the Coach and ensure that you have left your contact details with another parent of a swimmer in the same squad before you leave. You must also inform that parent if you cannot be back before the end of the session. The Club accepts it has a duty of care to look after an unattended swimmer in unforeseen circumstances but should this be repeated or regular, necessary action would need to be taken.
- Ensure that the Club has up to date contact (including emergency contact) numbers for you and any alternative person.
- Ensure that the Club has an up to date **Medical form & Contact Number**. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- Do not interrupt the Coach while coaching unless asked to do so or in an emergency. If you wish to speak to the coach about your child, please speak to them at the start, or end, of a session to arrange a suitable time.
- In your dealings with your child's Coach, treat the Coach with respect and in the same manner as you would wish to be treated.
- Focus on your child's efforts rather than winning or losing.
- Provide positive verbal feedback after training and competition.
- Be realistic about your child's ability; do not push them beyond that which they are capable of achieving.
- Take an interest in your child's progress by watching training sessions and galas.
- Show appreciation of good swimming by all swimmers from all clubs.
- Respect decisions made by coaches and officials and encourage swimmers to do the same.
- Keep payments of Club, ASA registration and entry fees up to date.
- Bullying in any form (whether that be Emotional (which includes, excluding), Physical, Racist, Sexual, Homophobic and Verbal (including written telephonic and electronic communications (including (without limitation) on Facebook, Twitter or other "Social Media"), but not limited to these), will not be tolerated.

The parent has a right to:

- Make a complaint to the club if they feel the club or a member of the club is not acting appropriate to ASA/Club laws and rules. All disputes within the club will be dealt with in accordance with the Internal Club Disputes Procedure (see section 6 of the Constitution). Details of the procedures to be followed can be found in the ASA Judicial Regulations 150 and 151. This can also be found on the ASA website.
- Make a complaint on behalf of their child to the ASA.

In some circumstances a failure by a non-member parent to follow the code may result in disciplinary action having to be taken against a swimmer (s) of the parent. Breaches of the Code for Parents by parents will be reported to the Chairman or Welfare Officer of the Club's committee and dealt with in accordance with ASA policy and procedures.

Signed: _____ Name in Capitals: _____

Date: _____



Parents Photography Consent Form

SWIMMER'S NAME: _____

Note: this form must be read and completed after reading the ASA / Truro City Swimming Club Photography Policy.

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

Parents have a right to refuse agreement to their child being photographed.

As the parent or carer of the above child 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 <input type="checkbox"/>
	Consent refused* <input type="checkbox"/>
Take photographs to include with newspaper articles	Consent given <input type="checkbox"/>
	Consent refused* <input type="checkbox"/>
Take photographs to use on club notice boards	Consent given <input type="checkbox"/>
	Consent refused* <input type="checkbox"/>
Filming for training purposes only	Consent given <input type="checkbox"/>
	Consent refused* <input type="checkbox"/>
Images on Social Media (Facebook, Twitter, Instagram etc)	Consent given <input type="checkbox"/>
	Consent refused* <input type="checkbox"/>
Employ a professional photographer (approved by the club) who will take photographs in competitions/gala/meets/club events	Consent given <input type="checkbox"/>
	Consent refused* <input type="checkbox"/>

Signed: _____

Dated: _____



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SWIM SESSIONS

Swimmer's Name	
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Swimmers are asked to select the sessions that they have been attending prior to the break (Unless the head coach has already indicated a move to an alternative session or lane)

Day	Time	Location	Please Tick
Tuesday	7:00 to 9:00 pm	Truro School (by invitation only)	
Wednesday	5:30 to 6:00 pm	Truro Leisure Centre	
Wednesday	6:00 to 6:45 pm	Truro Leisure Centre	
Wednesday	6:00 to 7:00 pm	Truro Prep School	
Wednesday	6:45 to 7:30 pm	Truro Leisure Centre	
Wednesday	7:30 to 8:30 pm	Truro Leisure Centre	
Wednesday	7:30 to 9:30 pm	Truro Leisure Centre	
Wednesday	8:30 to 9:30 pm	Truro Leisure Centre	
Friday	7:30 to 8:30 pm	Truro Leisure Centre	
Friday	8:30 to 9:45 pm	Truro Leisure Centre	
Sunday	4:00 to 5:00 pm	Truro Leisure Centre	
Sunday	4:00 to 5:30 pm	Truro Leisure Centre	
Sunday	5:00 to 7:00 pm	Truro Leisure Centre	
Sunday	5:30 to 7:30 pm	Truro Leisure Centre	

Swim fees

Amount of sessions per Week	Swim fee
1	£244.00
2	£341.00
3	£391.00
4	£432.00
Associate Members	£57.00
Masters - 6 swim sessions	£20.00
Membership Fee payable per swimmer at renewal by cheque or cash (excluding associate members)	£50

Official Use only:

Total sessions attending per week	
Total cost of swim fees year	
Payment method (1 cheque/3 cheques/cash/SO)	
Any discount entitlement?	
Membership Fee of £50 received	



Truro City Swimming Club
Bank details for online banking/setting up standing order arrangements

Account Name: Truro City Swimming Club

Bank: Barclays Bank plc

Sort Code 20 – 87 – 94

Branch Truro

Account Number 30536717

Please provide a reference (example below) in order that payments can be correctly allocated

Reference (Swimmers Surname and Initial please
e.g. Smith H)

PLEASE RETAIN THIS SHEET IF YOU ARE PAYING BY STANDING ORDER

Amount of swim sessions per Week	8 payments of
1	£30.50
2	£42.63
3	£48.88
4	£54.00

Standing Orders would prefer to be received on the 1st of each month.

The first standing orders must be in place by 1 November.

A late payment/ administration fee of £10 will be charged, per swimmer if the first standing order is not received on or by the 1 November.