



Dear New Member,

Welcome to City of Sunderland Amateur Swimming Club. Your annual membership application pack is enclosed. Please find below guidance to assist you in completing the application process, together with information that may be of assistance to new members:

1. We offer three taster sessions free of charge. Membership packs **must** be completed and fees paid prior to your fourth session. Due to insurance reasons we are not able to permit entry to the pool after your free sessions have expired unless you become a member of the Club.
2. To complete your membership application, we must receive all forms, to include:
  - Membership application
  - Contact, Medical and Disability Information Form
  - Child Photography and Filming Parental Consent Form
  - Code of Conduct for Parents
  - Members Code of Conduct (this must be completed by every member, including when a parent code of conduct has been completed)
  - Everyone Active Card Form
3. We are a competitive Club. With the exception of Youth Potential and Masters Squads, all members age 9 and above (including those attaining the age of 9 within the membership year) must be registered as a competitive member.
4. The membership team will advise the amount of your fees. Fees must be paid either by cheque or the **exact** amount in cash. Fees include:
  - Annual Membership Fee
  - First Monthly Training Fee (pro rata for part month)
  - £5 Everyone Active Cards
  - £12 Parent Membership for all children under 18 years
5. Please contact the membership team, to arrange handing in your completed application/fees, by emailing: [membership@cityofsunderlandasc.co.uk](mailto:membership@cityofsunderlandasc.co.uk)
6. Please ensure that your standing order is set up for the 1<sup>st</sup> of each month. Do not hand standing order forms in to the Club, it is your responsibility to take the forms to your bank or to set up online.
7. All fees are non-refundable. If you leave the Club during the course of the year, you will not receive a partial refund of fees. Membership with Swim England will be lapsed at the earliest opportunity and your personal data will be securely destroyed in accordance with our Privacy Policy.
8. You will be automatically registered to represent England. Please notify us if you wish to represent any other country.
9. It is your responsibility to update the Club of any change in personal / medical details.
10. Membership renewal will take place in January each year. Full information regarding the renewal process will be provided nearer the time.
11. Please visit our website and sign up to our email subscription, to ensure that you receive all news, updates and gala information.



12. Please email your relevant squad manager, to sign up for individual squad updates:

Performance:	Speak with Head Coach Danny Thompson
Masters:	<a href="mailto:masters@cityofsunderlandasc.co.uk">masters@cityofsunderlandasc.co.uk</a>
AGD:	<a href="mailto:agegroup@cityofsunderlandasc.co.uk">agegroup@cityofsunderlandasc.co.uk</a>
Youth Potential:	<a href="mailto:youthpotential@cityofsunderlandasc.co.uk">youthpotential@cityofsunderlandasc.co.uk</a>
Platinum:	<a href="mailto:platinum@cityofsunderlandasc.co.uk">platinum@cityofsunderlandasc.co.uk</a>
Gold:	<a href="mailto:gold@cityofsunderlandasc.co.uk">gold@cityofsunderlandasc.co.uk</a>
Silver:	<a href="mailto:silver@cityofsunderlandasc.co.uk">silver@cityofsunderlandasc.co.uk</a>
Bronze:	<a href="mailto:bronze@cityofsunderlandasc.co.uk">bronze@cityofsunderlandasc.co.uk</a>

8. Information can be found on our club website ([cityofsunderlandasc.co.uk](http://cityofsunderlandasc.co.uk)) regarding upcoming galas and your coach will inform you which races you will be expected to enter.
9. We follow Swim England guidance in Wavepower for child safeguarding, the Swim England Code of Ethics and Codes of Conduct. These policies can be viewed online at [www.swimming.org](http://www.swimming.org). We also have a designated welfare officer, who can be contacted at [welfare@cityofsunderlandasc.co.uk](mailto:welfare@cityofsunderlandasc.co.uk)
10. A variety of kit is available at our club shop, which is located at the far right hand side of the north balcony. The shop is run by one of our parent volunteers. Opening times can be found on our club website. Alternatively, please contact the shop at [clubshop@cityofsunderlandasc.co.uk](mailto:clubshop@cityofsunderlandasc.co.uk)
11. We rely upon the continued support of our parent volunteers, if you are able to support the club in any way, please speak with our Volunteer Coordinator.
12. Please help to support the Club by using Easy Fundraising when shopping online at many well known retailers, such as Amazon and M&S. Find out more and sign up at [easyfundraising.org.uk/causes/cosasc](http://easyfundraising.org.uk/causes/cosasc)



## Membership Application

### Applicant's Details (Form to be completed by a Parent/Person with parental responsibility for members under 18 years old)

Surname:	Forename:	Swim England Reg. Number:
Title:	Gender (Male/Female):	Date of Birth:
Home Tel. No:	Mobile Tel. No:	
Email Address:		
Home Address:		
		Postcode:

### Parent/Person With Parental Responsibility Details

(If applicant is under 18 years old then a Parent/Person with parental responsibility must join the club too)

Surname:	Forename:	Swim England Reg. Number:
Title:	Gender:	Date of Birth:
Relationship to swimmer:		
Home Tel. No:	Mobile No:	
Email Address <sup>†</sup> :		
Home Address:		
		Postcode:

\* This will be used to keep you up to date with club squad news and information.

### Family Membership (Please list names of other family members who swim or play water polo with the club)

Forename	Surname	Squad

### Squad or Role (please tick one)

Squad/Role	Monthly Training Fee*	Squad/Role	Monthly Training Fee*
<input type="checkbox"/> Junior Bronze	£18.00	<input type="checkbox"/> Youth Potential	£65.00
<input type="checkbox"/> Junior Silver	£40.00	<input type="checkbox"/> Youth Potential Non-Competitive	£55.00
<input type="checkbox"/> Junior Gold	£40.00	<input type="checkbox"/> Masters	£30.00
<input type="checkbox"/> Platinum	£60.00	<input type="checkbox"/> Water Polo	£30.00
<input type="checkbox"/> Age Group Development	£70.00	<input type="checkbox"/> Coach	N/A
<input type="checkbox"/> Performance Nat Potential	£90.00	<input type="checkbox"/> Official/Volunteer	N/A
<input type="checkbox"/> Performance National	£95.00	<input type="checkbox"/> Parent/Person with parental responsibility	N/A
<input type="checkbox"/> Performance International/HE	£100.00		
<input type="checkbox"/> University Alumni - please select squad from above list. Fees are 3 x monthly Training Fee pro rata over 12 monthly payments			

\*Training fees are due on the 1<sup>st</sup> of each month and payable by Standing Order. A late fee will be charged for each late or underpayment.



## Swim England Membership Category (please tick one)

<input type="checkbox"/> <b>Category 1</b> Non- Competitive	<input type="checkbox"/> <b>Category 2</b> Competitive	<input type="checkbox"/> <b>Category 3</b> Coach, Official, Volunteer, Parent/Person with parental responsibility
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## Annual Membership Fees (Please tick to indicate fee(s) that apply)

	Individual	Family (per member)
Non-Competitive Membership (Category 1)	<input type="checkbox"/> £100	<input type="checkbox"/> £80
Competitive Membership (Category 2)	<input type="checkbox"/> £120	<input type="checkbox"/> £100
Coach, Official, Volunteer, Parent/Person with P.R. (Category 3)	<input type="checkbox"/> £12	
Masters Concessionary Competitive Membership	<input type="checkbox"/> £50	
Masters Concessionary Non-Competitive membership	<input type="checkbox"/> £25	
		TOTAL : £

## Data Protection

By signing this membership form I, the applicant (or Parent/Person with parental responsibility where the applicant is under 18 years) understand that, in compliance with the Data Protection Act 2018, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is only used in connection with the purpose and activities of the club. Once a person is no longer a member of the club information will be securely destroyed in accordance with our Privacy Policy. The information will be disclosed only to those members of the club for whom it is appropriate, relevant officers of Swim England or British Swimming and for the purposes of competition entry.

I confirm that I am a member of City of Sunderland Amateur Swimming Club. I agree to abide by the rules of Swim England and British Swimming. I understand that by submitting this form, I am consenting to receiving information about Swim England/British Swimming initiatives and their commercial partners by post, email, SMS/MMS, online or phone. If you wish to opt out, please contact Swim England directly.

Please note that your child's details (Inc. Name, gender, membership number, club name & swim times) will be visible on the Swim England and British Rankings Database. If you do not want details of your achievements to be visible on the British Swimming website please contact them directly.

**Caution - If you hide your details they will not be visible on the Rankings Database which may affect your ability to enter events. Event organisers may in these cases require proof of age/ and/or of eligibility to enter and you should contact the particular organisation to check.**

To obtain a full copy of Swim England/British Swimming rules and their Data Protection Policy please refer to the British Swimming website [www.swimming.org/britishswimming](http://www.swimming.org/britishswimming)

## Club Volunteer Policy

City of Sunderland Amateur Swimming Club (COSASC) is a Community Interest Company. The club relies on volunteers to undertake a range of roles on behalf of the club, including: committee, fund raising, meet management and officiating roles. **Each swimmer and water polo player should provide at least one adult volunteer to contribute to the successful operation of the club throughout the membership year.**

## Everyone Active Membership Cards

Access to the Aquatic Centre's pools, changing village and spectator areas is provided through an Everyone Active membership card. There is a **one-off** payment of £5 per family, for an unlimited number of cards, to cover administrative costs. An Everyone Active Membership form should be completed for each **new** club member and family member requiring access to the club's training sessions. Please mark the completed forms 'COSASC' and include the squad name before returning to the COSASC Membership Secretary with the fee. Please do not return to the Everyone Active reception desk. Cards issued prior to joining COSASC will not enable access to COSASC training sessions.



## Declarations

By signing this Membership form, I the applicant (or Parent/Person with parental responsibility where the applicant is under 18 years) declare that:

- I have read, understood and accept the club's Code of Conduct (for Parents & Members) and I have explained this to my child;
- I have returned signed copies of the club's Code of Conduct for Parents and Members;
- I have completed and returned the Contact, Medical & Disability form and understand it is my responsibility to inform Coaching Staff and the Membership Secretary of any changes;
- I have completed and returned the Child Photography and Filming Consent form or the Child Photography/Filming Refusal of Consent Form;
- I have set up a monthly standing order for training fees with my bank/building society to be collected on the 1<sup>st</sup> of each month and understand that the fees may be subject to change during the membership period and a late payment fee (currently £10) will be incurred for each late or underpayment;
- I have returned completed Everyone Active Membership forms for each club member and any family members who require access to training sessions and have enclosed a £5 administration fee (new members only);
- I have enclosed cash or a cheque for the annual membership fee, made payable to COSASC(CIC);
- I have completed and returned the 'Volunteer Register' Form.

<b>Signature of Applicant</b> (or Parent/Person with Parental Responsibility if under 18 years)	<b>Date:</b>

## Club Use Only

Date application received :	Standing Order for club fees in place : <input type="checkbox"/>
Cash /Cheque Received : £	Everyone Active membership form(s) and fee received: <input type="checkbox"/>
Pro-rotta Fees for.....: £	Code of conduct for Parents & Members received : <input type="checkbox"/>
Contact, Medical & Disability form received: <input type="checkbox"/>	Parental membership received (under 18s) <input type="checkbox"/>
<b>Signature of receiving officer :</b>	





## Child Photography and Filming Parental Consent Form

City of Sunderland Amateur Swimming Club (COSASC) may wish to take photographs and/or film of individual and/or groups of members under the age of 18 that may include your child during the membership of the club. All photographs and film will be taken and published in line with Swim England Photography Guidance<sup>1</sup>. COSASC requires parental consent to take and use all photographs and film.

Parents/Person with parental responsibility have a right to refuse agreement to their child being photographed.

As the Parent/Person with parental responsibility of \_\_\_\_\_ please complete the form below in respect of your child or children.<sup>2</sup>

Take photographs to use on the club's website (please note the website is not password protected and is available to the public):	Consent given/Consent refused*
Take photographs to use on the club's social networking sites:	Consent given/Consent refused*
Take photographs to include with newspaper articles:	Consent given/Consent refused*
Take photographs to use on the club's notice boards:	Consent given/Consent refused*
Filming for training purposes only:	Consent given/Consent refused*
Employ a professional photographer (approved by the club) who will take photographs in competitions/ galas/meets/events:	Consent given/Consent refused*

\*Delete as appropriate

SINGED (Parent/Person with parental responsibility): \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

### NOTES:

<sup>1</sup> The Swim England Photography Guidance is available in 'Wavepower 2016-19: The Swim England Child Safeguarding Policy and Procedures', Section 2: Toolbox ([www.swimming.org/asa/clubs-and-members/safeguarding-children](http://www.swimming.org/asa/clubs-and-members/safeguarding-children)).

<sup>2</sup> You can withdraw your consent in writing to the Membership Secretary at any time should you wish to.





## Child Photography/Filming Refusal of Consent Form

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

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

I refuse permission for the taking and/or publication of any images by the club's appointed photographer(s) in respect of \_\_\_\_\_ (activity).

SIGNED (Parent/Person with parental responsibility): \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_





## Contact, Medical and Disability information Form

### Member's Details

Surname:	Forename:
Date of Birth:	Squad: Swim England Reg. No:

### Members GP Details

Doctors Name:	Surgery:
Telephone Number:	

### Emergency Contact Information

Please provide details of two people who can be contacted in the case of an emergency.

*N.B. Parents/carers of members under the age of 11 must remain within the building at all times whilst their child is in the pool.*

	Contact 1	Contact 2
Title		
Surname		
Forename		
Relationship to Member		
Home Telephone Number		
Mobile Telephone Number		

Please provide the name and contact details of a third party who you give permission to take responsibility and make decisions for your child in the unlikely event that you are unavailable.

ADDITIONAL CONTACT	Contact 3	
Title		
Surname		
Forename		
Relationship to Member		
Home Telephone Number		
Mobile Telephone Number		

### Medical Information

To be completed by members 18 years & over or by parent/carers of members under 18 years.

Please circle **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? <b>YES / NO</b> If <b>YES</b> , please provide details:
Do you or your child take any regular medication? <b>YES / NO</b> If <b>YES</b> , please provide details:
Please detail any other relevant medical information:



## **Disability Information**

To be completed by members 18 years & over or by Parent/Person with parental responsibility of members under 18 years.

Please circle **YES / NO** as appropriate and complete further details as necessary.

Do you consider yourself or your child to have a disability (This includes mental as well as physical disability)?

**YES / NO** If **YES**, please provide details:

Disability classification (If known):

## **Medical consent**

For Parents/Person with parental responsibility (if the swimmer is under 18 years):

I (PRINT FULL NAME).....being the Parent/Person with parental responsibility of 'The Member' who being a person under the age of 18 years, hereby give my permission for the Head Coach or his/her Deputy to give such immediate and necessary authority on my behalf for any medical intervention as may be recommended by a competent medical clinician, where it would be contrary to my child's interest, in that medical clinicians opinion, for any delay to be incurred be seeking my personal consent.

SIGNATURE OF CONSENT BY PARENT/PERSON WITH PARENTAL RESPONSIBILITY: \_\_\_\_\_.

PRINT FULL NAME: \_\_\_\_\_.

DATE: \_\_\_\_\_.

## **Data Protection**

I understand that, in compliance with the Data Protection Act 2018, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is only used in connection with the purpose of the club. The Information will be disclosed only to those members of the club for whom it is appropriate and relevant officers of Swim England or British swimming.

SIGNED (Member): \_\_\_\_\_ DATE: \_\_\_\_\_.

SIGNATURE OF PARENT/PERSON WITH PARENTAL RESPONSIBILITY (If the swimmer is under 18 years)

\_\_\_\_\_.



## Members Code of Conduct

### General Behaviour

1. I will treat all members of, and persons associated with, the COSASC and the wider Swim England with due dignity and respect.
2. I will treat everyone equally and never discriminate against another person associated with the COSASC and the wider Swim England on any grounds including that of age, sexual orientation, gender, faith, ethnic origin or nationality.
3. I understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the disciplinary or child welfare policies.
4. I will display a high standard of behaviour at all times.
5. I will always report any poor behaviour by others to an appropriate officer or member of staff.
6. I will recognise and celebrate the good performance and success of fellow club and team members.
7. I will respect the privacy of others, especially in the use of the changing facilities.

### Training

1. I will treat my coach and fellow members with respect.
2. I will make my coach aware if I have any difficulties in attending training sessions as per the rules laid down for my squad.
3. I will arrive in good time on poolside before the training session starts to complete poolside warm up as directed by my coach.
4. I understand that if I arrive late, I must report to my coach before entering the pool.
5. I will ensure that I have all of my equipment with me, e.g. paddles, kick board, hats, goggles, drink bottles etc.
6. If I need to leave the pool for any reason during training, I will inform my coach before doing so.
7. I will listen to what my coach is telling me at all times and comply with any instructions given.
8. I will always swim to the wall as I would do in a race, and I will practice turns and streamline off the walls as instructed.
9. I will not stop and stand in the lane or obstruct others from completing their training.
10. I will not pull on the ropes as this may injure other members.
11. I will not skip lengths or sets – to do so means I would only be cheating myself.
12. I will think about what I am doing during training, and if I have any problems, I will discuss them with my officer or member of staff at an appropriate time.
13. If I have any problems with the behaviour of fellow members, I will report them at the time to an appropriate coach.



## Competitions

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

PRINT FULL NAME (Member): \_\_\_\_\_ SQUAD: \_\_\_\_\_

SIGNED (Member): \_\_\_\_\_

DATE: \_\_\_\_\_



## CODE OF CONDUCT FOR PARENTS

### Parents must:

1. Complete and return the Contact, Medical & Disability form as requested by the club and detail any health concerns relevant to the child on the form. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
2. **Ensure** the club has up to date contact details for you and any alternative person.
3. Deliver and collect your child punctually to and from coaching sessions/swim meets. Please inform a member of the coaching staff if there is an unavoidable problem.
4. All parents of children under the age of 11 years **MUST** remain within the building at all times whilst their child is at the pool. This is for the welfare and safety of the child.
5. Inform the coach before a session if your child is to be collected early from a coaching session/meet and if so, by whom.
6. **Ensure** your child is properly and adequately attired for the training session/events including all required equipment, i.e. hats, goggles etc.
7. If the club changes your child's training times or lane, 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.
8. **Ensure** your child's needs are met in terms of nutritional needs and listen to and act on advice given from the coach.
9. **Encourage** your child to obey rules and teach them that they can only do their best.
10. **Ensure** your child only uses appropriate language within the swimming environment.
11. Support the coach and committee appropriately and raise any concerns you have in an appropriate manner. This should be with your squad coach first. Details of the club welfare officers can be found on the website.
12. Be sensible when parking especially when "dropping children off" at the Aquatic Centre, be aware of road safety, DO NOT park on the pathway.
13. **Behave responsibly** as a spectator in both the training and gala environment and treat swimmers, coaches, committee members and parents of yours and other clubs with due respect meeting the Swim England commitment to equality, diversity and inclusion.
14. Show appreciation and support your child and all the team members.
15. **Do not enter poolside** unless requested to do so or in an emergency. If you wish to have a discussion with the coach please arrange this before or after the training session.
16. Allow the coaches time and space to coach your child and others. Do not coach your child from the balcony or interfere with the session in any way.
17. At swim meets, allow the coaches to coach and manage the swimmers. No parent is allowed poolside, unless they have been requested to provide additional supervision support.
18. Swimming is a long term commitment. It takes years for your child to develop a whole range of physical, technical, social and personal skills. Be supportive and patient and you will help your child become successful in and out of the pool.
19. **Most of all help your child enjoy the sport and achieve the best of their ability.**



## The club will undertake to:

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

## The parent has a right to:

- \* Make a complaint to the club in writing if they feel the club or a member of the club is not acting appropriately to Swim England/club laws and rules.
- \* Make a complaint on behalf of their child to Swim England.
- \* Any misdemeanours and breach of this code of conduct will be dealt with by the club.

NAME OF SWIMMER: \_\_\_\_\_ SQUAD: \_\_\_\_\_.

SIGNATURE OF PARENT/PERSON WITH PARENTAL RESPONSIBILITY: \_\_\_\_\_.

DATE: \_\_\_\_\_.