



Radcliffe Swimming and Waterpolo Club Membership and Introductions Pack

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Welcome to Radcliffe Swimming and Waterpolo Club

Dear Parent,

Radcliffe Swimming and Waterpolo Club welcomes you and your child to the Club. We hope your child will enjoy the experience of being a part of our swimming family, the training, competitions and the social interaction with all of the other members. This letter will provide you with information that may be of assistance to new members. If you have any questions that have not been answered by this joining pack then please do ask, the welfare officer, any committee member or teacher.

We can also be contacted via;

- Email at radcliffeswimclub@gmail.com
- Contact us link on our website www.radcliffesc.co.uk
- Instant message on our Facebook page @RadcliffeSwimmingClub

We are a swim21 club and follow the guidance in Wavepower for child safeguarding, the ASA Code of Ethics and codes of conduct. While we hope your child will be happy and content at the organisation, sometimes questions, concerns or issues may arise. If you have a question regarding coaching, you should in the first instance approach your child's teacher. Please do so at a time convenient to you both and do not go on poolside and interrupt training sessions. The teacher will be happy to arrange a time before or after training to discuss any training issues.

If you have a question or concern regarding a child's welfare, the welfare officer should be informed as soon as possible. Alternatively, there is a dedicated helpline for anyone wishing to raise a safeguarding or welfare concern directly to the ASA called Swimline – a Swimline poster with contact details can be found on the notice boards.

Our organisation is committed to providing excellent child safeguarding practice for all our young members and we have adopted the ASA Child Safeguarding Policies and Procedures manual – Wavepower, a copy of which is held by the Welfare officer or can be viewed and downloaded from www.swimming.org. Our organisation is one where we accept that excellent safeguarding and fair play is paramount for all our young members.

The club is managed by a committee of elected members, with an approved Constitution, a copy of which is available on request. A full list of officers and committee members can be found on the club's website (<http://www.radcliffesc.co.uk/committee>). Below are some of those officers for your information.

Club Chairman Chris Lord email- lord_c@sky.com

Club Vice Chairman Mark Evans email- mevans873@aol.com

Welfare Officer Emily Hrycan email- Welfaresc@gmail.com

Membership Secretary Nicola Dickinson email- nicoladickinson@yahoo.co.uk

We are a voluntarily-run organisation and we appreciate all the help parents can give us, however small. All teachers and coaches are qualified to ASA standards. Any parent willing to help in poolside can contact a member of the committee. Training costs are met by the club in return 12 month signed commitment.

Lastly, we have a parent's Code of Conduct which goes alongside similar codes for the coaches, officers and members. You will be asked to read and sign the parents' Code of Conduct and countersign that of your child/children.

Finally, we hope you and your child/children enjoy being a member of Radcliffe Swimming and Waterpolo Club.

General Information

Training Times*

Stage	Venue	Day	Time
CL2 (Seniors)	Castle Leisure Centre	Tuesday	7.30pm – 9.00pm
Masters	Castle Leisure Centre	Tuesday	8.00pm – 9.00pm
Stage 1, 2 & 3	Radcliffe Leisure Centre	Wednesday	7.30pm – 8.00pm
Stage 4	Radcliffe Leisure Centre	Wednesday	8.00pm – 8.30pm
Stage 5	Radcliffe Leisure Centre	Wednesday	8.30pm – 9.00pm
CL1 (Juniors)	Radcliffe Leisure Centre	Wednesday	8.00pm – 9.00pm
Stage 1, 2 & 3	Radcliffe Leisure Centre	Friday	8.00pm – 8.30pm
Stage 4 & 5	Radcliffe Leisure Centre	Friday	8.30pm – 9.00pm
CL1 (Juniors)	Radcliffe Leisure Centre	Friday	8.30pm – 9.30pm
Stage 5	Castle Leisure Centre	Saturday	6.00pm – 7.30pm
CL1 (Juniors)	Castle Leisure Centre	Saturday	6.00pm – 7.30pm
CL2 (Seniors)	Castle Leisure Centre	Saturday	6.00pm – 7.30pm
Stage 1 & 3	Radcliffe Leisure Centre	Sunday	3.30pm – 4.00pm
Stage 2 & 4	Radcliffe Leisure Centre	Sunday	4.00pm – 4.30pm
Stage 5	Radcliffe Leisure Centre	Sunday	4.30pm – 5.00pm
CL1 (Juniors)	Radcliffe Leisure Centre	Sunday	4.30pm – 5.30pm
CL2 (Seniors)	Radcliffe Leisure Centre	Sunday	4.00pm – 5.30pm

*Training times may be subject to slight changes (You will be informed via email or via Facebook in advance)

Recommended Equipment List

Stage 1-4	Stage 5-6	CL1 & CL2 Teams
RSC Swimming Cap	RSC Swimming Cap	RSC Swimming Cap
Goggles	Goggles	Goggles
Appropriate Swimwear*	Appropriate Swimwear*	Appropriate Swimwear*
	RS&WP Club Kit**	RS&WP Club Kit**
	Water Bottle (Full)	Water Bottle (Full)
	Kickboard	Kickboard
	Pull Buoy	Pull Buoy
	Fins (Long or Short Blade)	Fins (Short Blade)
		Hand Paddles
		Centre Head Snorkel (<i>Optional</i>)

* Appropriate Swimwear is classed as;

Boys- Swimming Trunks or Jammers, (NO baggy swim shorts)

Girls- Swimming Costumes, Knee Length Race Suits, (NO Bikinis)

** Swimming Club kit must be worn when competing for the club in either section, this is optional otherwise

Advice on Purchasing

Official Radcliffe Caps can be purchased for all swimming ages at a cost of £4.50. Alternatively, a personalised cap with the swimmer's name printed on can be specially ordered for £7.50.

To order a cap, please use the Contact us form on the webpage or send an Inbox message via Facebook.

There are many online retailers that have a wide choice of equipment. It's very worthwhile researching purchases from various retailers as the prices can vary and they often have clearance or sale offers.

Radcliffe Swimming and Water Polo Club participates in Proswimwear Club Affiliate programme. You can access the Radcliffe page on ProSwimwear from our Website. Any purchases you make via this route will earn a rebate for the club that helps towards our running costs. The best part is, it doesn't cost you any extra.

Our team kit, for both swimming and waterpolo, is provided by Macron, Bury where you can purchase club kit through the link on our website or go into store and try on kit and purchase at the same time.

For any further advice or guidance about any aspect of what equipment to purchase, please speak with your coach who will be happy to help or send an inbox message via Facebook and we will respond asap.

Senior Waterpolo

Training for Senior Waterpolo is on Tuesday Evening 8.30pm – 10.00pm.

Please contact Senior Waterpolo Secretary; Pauline Broadbent- seniors@radcliffewaterpolo.co.uk for more information.

Junior Waterpolo

All Training sessions are held at Castle Leisure Centre, Bury

Radcliffe Squad; (Club Membership required)

Sunday: 5.30pm – 6.30pm

Training in partnership with Bury Council; (Club Membership NOT required)

Please contact Castle Leisure Centre for more information on sessions, times and spaces

0161 253 7000

If you would like more information on our junior waterpolo please email juniors@radcliffewaterpolo.co.uk.

ASA Child Safeguarding Policy Statement

Radcliffe Swimming and Water Polo Club is committed to providing an environment in which all children and young people participating in its activities have a safe and positive experience.

In order to achieve this, the organisation agrees to:

1. Adopt and implement the policies and procedures in Wavepower in full.
2. Recognise that all children participating in Radcliffe Swimming and Water Polo Club (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in aquatics in a safe environment and be protected from harm.
3. Ensure that all individuals who work with children in Radcliffe Swimming and Water Polo Club, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.
4. Appoint a 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 the organisation.
5. Ensure that the welfare officer's name and contact details are known to all staff, members and parents of members.
6. Ensure the welfare officer is available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower.
7. Ensure that all individuals who work with children in Radcliffe Swimming and Water Polo Club have undertaken the appropriate training, have had the relevant DBS checks, and adhere to the required practices for safeguarding children as outlined in Wavepower.
8. Ensure that all individuals who will be working or will work with children in Radcliffe Swimming and Water Polo Club have been recruited in accordance with the ASA Safe Recruitment Policy.
9. Ensure that all individuals who work with children in the organisation have the appropriate training, code of conduct and good practice to follow in line with the guidance in Wavepower.
10. Provide all members of the organisation 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.
11. 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.
12. Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.
13. Ensure all papers relating to child safeguarding matters are held in a safe and secure manner.

General Code of Behaviour

All members and parents are expected to:

- Maintain a high standard of personal behaviour at all times.
- Respect the rights, dignity and worth of others regardless of their gender, abilities, cultural background or religion.
- Be aware of, and operate within the rules of the sport.
- Refrain from any acts of aggression, physical or verbal.
- Refrain from any behaviour that would bring the Club into disrepute.
- Show respect to other people's property and the pool facilities.
- Obey the general regulations for users of the Pool.

Radcliffe Swimming and Water Polo Club will ensure that it provides a child- friendly and safe environment and that all officials, teachers, coaches and other volunteers abide by the ASA Child Protection policy. The Club will provide a structured learn –to –swim and development programme that will enable all swimmers to reach their full potential in competitive swimming, water polo and other related sports. To achieve this, it is necessary for swimmers to attend regularly.

All swimmers are expected to:

- Attend regularly, be on time and properly equipped.
- Train and compete to the best of their ability.
- Wear appropriate swimwear for sessions.
- Show respect to teachers, coaches and officials.
- Assist with the setting up and clearing away of any equipment used.
- Be willing to represent the Club when selected for a team.

All parents/guardians are expected to:

- Ensure that swimmers attend regularly, on time and inform the club of any health-related issues that might affect a swimmer's performance.
- Respect the judgement of all teachers and coaches and decisions of any officials.
- Support the Club in reinforcing its guidelines and policies.
- Focus on your child's efforts and performance in a positive manner.
- Support your child when he / she is selected to represent the Club.

Failure to comply with these codes will result in the appropriate disciplinary action. A verbal comment or warning is the first stage. If this is ineffective the following sanctions will follow:

1. Temporary exclusion
2. Written warning
3. Withdrawal of membership

Equality and Diversity Policy

Radcliffe Swimming and Water Polo Club is committed to treating everyone equally regardless of their age, level of ability or disability, gender (including gender reassignment) race, religion or belief.

Radcliffe Swimming and Water Polo Club will ensure that equality is incorporated in all aspects of its activities.

Sport England believes sporting opportunities should be open to all and are committed to:

- Developing a culture that enables and values everyone's full involvement
- Creating an environment in which everyone has opportunities to play, compete, officiate, coach, volunteer and run community sport.
- Overcoming potential barriers for those wishing to play sport, particularly if they are from groups who are currently underrepresented in sport.

The organisation is committed to ensuring that everyone has the right to enjoy sport in an environment free from the threat of discrimination, intimidation, harassment or abuse. All members of the organisation have a responsibility to challenge discriminatory behaviour and to promote equality of opportunity. The organisation will deal with any incidents of discriminatory behaviour seriously, in accordance with the organisation's disciplinary procedures. The full ASA Equality and Diversity Policy, along with further useful information and equality guidance can be found at www.swimming.org/asa.

Anti-bullying Policy

STATEMENT OF INTENT

Radcliffe Swimming and Water Polo 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 Officer

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 Radcliffe Swimming and Water Polo 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. 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

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We acknowledge our responsibility to respond promptly and effectively to issues of bullying.

For parents/carers of members under 18 years

It may be essential at some time for the 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 or event with Radcliffe Swimming and Water Polo Club. Would you therefore please complete the details on 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 son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Signature of consent by parent/carer: _____

Print full name: _____

Date: _____

EMERGENCY CONTACT DETAILS

Contact One

Name: _____

Address: _____

Relation to Swimmer: _____

Phone Number: _____ **Mobile Number:** _____

Contact Two

Name: _____

Address: _____

Relation to Swimmer: _____

Phone Number: _____ **Mobile Number:** _____

I confirm that I have read and agree to the Codes of Conduct

Signed (Member) _____ Date _____

Signature of Parent/Carer (if member is under 18 years) _____

Child Photography Parental Consent Form

Note: this form must be read and completed after reading the ASA/ Radcliffe Swimming Club Photography Guidance.

Radcliffe Swimming Club may wish to take photographs of individual and/ or groups of members under the age of 18 that may include your child during their membership of the organisation. All photographs will be taken and published in line with the ASA Photography Guidance. Radcliffe 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 _____ please complete the form below in respect of your child or children.

Please note you can withdraw your consent in writing to the welfare officer at any time should you wish to.

- Take photographs to use on the organisation's secure website: **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 organisation's notice boards: **Consent Given / Consent Refused ***
- Filming for training purposes only: **Consent Given / Consent Refused ***
- Employ a professional photographer (approved by the organisation) who will take photographs in Competitions /galas/meets/events: **Consent Given / Consent Refused ***

*Delete as appropriate

Signed (parent/carer): _____ Print name:

_____ Date:

Child Photography Refusal of Consent Form

Name of child: _____ Date of birth: ____/____/_____

I refuse permission for the taking and/or publication of any images of my child by the organisation's appointed photographer(s) in respect of all activities.

Signed (parent/carer): _____

Print name: _____

Date: _____

ASA / BRITISH SWIMMING DATA PROTECTION NOTICE

Collection and use of your information

About us. The Amateur Swimming Association (**ASA**) is a constituent member of British Swimming Limited (**British Swimming**). The other members are the Welsh Amateur Swimming Association (**WASA**) and the Scottish Amateur Swimming Association (**SASA**). The ASA has a number of subsidiary companies details of which can be found at www.swimming.org.

Purposes. The ASA (which includes its subsidiaries) and British Swimming will each hold the details provided on this registration form with other information it holds or obtains from or about you and will use this for the following purposes:

- for maintaining records
- to respond to any enquiries you make
- to administer any events in which you participate or may wish to participate and to deal with any incidents involving you
- to create an individual profile for you so that we can understand and respect your preferences
- to create anonymised aggregated information about members and swimmers to enable us to secure funding
- to contact you about swimming events, offers and opportunities available from the ASA or British Swimming or any commercial partner of either of them by post, email, online or phone (where you have indicated you are happy to hear about these)

Recording images. The ASA and British Swimming may record the competition events in which you participate and general images of swimmers will form part of the information we hold and use. In addition to the purposes for general information set out above, the ASA and/or British Swimming may use these recordings and images for the purposes of education and training, swimmer analysis, promotion, performance, development and selection and event analysis.

Other uses. Where your information may be used for additional purposes, such as medical information, you will be provided with further details of how your information will be used at the relevant time

Disclosure of your information

Publication on websites. Details of your achievements in events will be included on the British Swimming website(s) and these will be available to the general public. If you do not want your details to be visible in this way you can block them by registering via Online Membership System webpage under website visibility, by ticking the appropriate tick box on the membership form, or by contacting the British Swimming Rankings department with your request to hide your details.

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 organiser to check.

Regions, Sub-Regions, County Associations and Clubs that organise their own competitions may publish details on this website and if you wish to hide this information you should contact the Region / County / Club directly.

Data use outside of the EU. If you apply for or take part in an event that takes place outside the European Union, your information will be disclosed to the relevant event organiser(s) in the host nation. These nations may not have laws as stringent as ours to protect your personal data.

Images. Images may be disclosed to those Regions, Sub-Regions, County Associations and Clubs for which you are a member for swimmer selection purposes. They may also be disclosed to the media for promoting swimming and the reporting of events. You should see the data protection policy for the relevant Region, Sub-Region, County Association and Club(s) for details of how your information will be used.

WASA and SASA. As constituent members of British Swimming, WASA and SASA will be able to view your information for swimming administration purposes only.

Drugs testing. If you enter swimming competitions, you may be subject to drugs testing as part of the ASA / British Swimming commitment to a drug free sport. At the time of sample collection, your personal data will be collected by UKAD which undertakes the testing and administers the programme. You should see the data protection notice for UKAD for details of how your information will be used.

Marketing

Partners. The ASA and British Swimming each work with a number of sponsors and commercial partners (details of these can be found at www.swimming.org) to promote swimming, raise funding for the sport and to secure opportunities for members. The ASA and British Swimming would like to contact you by post or electronically to tell you more about the offers available to you. Partners help us serve you better by telling us if you express an interest in their goods and services.

Opt outs. You have the right to refuse direct marketing and can do so by ticking the relevant box(es) overleaf.

You are entitled to a copy of your personal data from the ASA and / or British Swimming (a small fee will be payable in each case) and to correct any inaccuracies in it. For details of how to do this you should contact Regulatory Compliance Manager, Pavilion 3 SportPark, 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF

Ethnic Definitions

A = White British	B = White Irish	C=White Other	D = Asian Indian	E=Asian Pakistani	F=Asian Bangladeshi	G=Asian Other
H= Chinese	I=Mixed White & Black Caribbean	J=Mixed White & Asian	K=Mixed Other	L = Black Caribbean	M = Black African	N=Black Other
O=Other Ethnic Group						

New member's information Checklist

1. Completed Medical Information Form
2. Emergency Contact Details
3. Photography Consent Form or Refusal of Consent Form
4. Completed and signed Member's and Parent's Code of Conduct Form
5. Completed combined ASACat1/3 and Radcliffe Swimming and Waterpolo Club Form
6. Completed ASA Cat 2 Form if competitive swimmer

Please return completed forms to the Membership Secretary

ASA Categories explained

ASA Category 1

ASA Category 1 membership is for members of any age who are learning to swim or who are swimmers at any level, who do not compete in any discipline in open competition (other than those exempted under Law 321.1.2 and those competitions designated as 'Low Level Competition'.

ASA Category 2

ASA Category 2 membership is for all members of any age who compete in any discipline in open competitions (other than those exempted under Law 321.1.2 and those competitions designated as 'Low Level Competition'. Competitive members benefit from a structured competitive pathway at all levels in all disciplines.

ASA Category 3

ASA Category 3 membership is for all members of any age who are not in categories one or two including, but not being limited to, any persons who have voting rights in their club by virtue of being a parent of, or a person with parental responsibility for, a member in categories one or two; administrators; associate members; coaches; helpers; honorary members; life members; officers; qualified officials of any discipline; patrons; teachers; temporary members; vice-presidents and verifiers or tutors of the Association's educational certificates.