



# Squad Membership Application Pack

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- Safeguarding & Protecting Children in Sport Policy
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- Acknowledgement Slip
- Swim England Category 2 Registration Form

# Soundwell Swimming Club



## CHECK LIST

Have you?

Tick

- Completed the Medical Form<sup>†</sup>
- Completed the Acknowledgement Slip<sup>†</sup>
- Completed the Volunteer Request Slip<sup>†</sup>
- \*\*Registered on TeamUnify
- \*\*Added your payment card details to TeamUnify
- \*\*Completed the Swim England Registration Form  
(To be emailed to [membership@soundwellswim.org.uk](mailto:membership@soundwellswim.org.uk))


<sup>†</sup>Email Medical Form, Acknowledgement Slip and Volunteer Request Slip to [Headcoach@soundwellswim.org.uk](mailto:Headcoach@soundwellswim.org.uk)

Swim England Category 2 membership is required for Squad swimmers and is covered by the Annual Membership Fee.

**\*\* PLEASE NOTE THAT YOUR CHILD WILL NOT BE ABLE TO SWIM UNTIL YOU HAVE REGISTERED ON TEAMUNIFY, ADDED YOUR PAYMENT CARD DETAILS, AND THEIR SWIM ENGLAND REGISTRATION HAS BEEN PROCESSED.**

**SWIM ENGLAND DEALS WITH REGISTRATIONS ONCE A WEEK ON A WEDNESDAY AND THE PROCESS TAKES APPROXIMATELY A WEEK TO COMPLETE.**

As your child moves through the squads, your payment through TeamUnify will be adjusted to reflect the squad your child is in.

# Soundwell Swimming Club



## Medical Information and Consent Form

SWIMMER'S NAME	DOB
ADDRESS	HOME TELEPHONE MOBILE NUMBER
EMAIL ADDRESS	SCHOOL/COLLEGE
PARENT/CARER'S (1) NAME	PARENT/CARER'S (2) NAME
MOBILE NUMBER WORK NUMBER	MOBILE NUMBER WORK NUMBER
FAMILY GP	GP TELEPHONE NUMBER
OTHER EMERGENCY CONTACT NAME CONTACT NUMBER	RELATIONSHIP

Please tick YES/NO and give details as necessary

Does your child have any specific medical conditions requiring medical treatment/medication?

YES Give details

NO

Does your child suffer from Asthma?

If yes give details of medication if required and indicate if registered with Swim England.

YES Give details

NO

Does your child have any known allergies?

YES Give details

NO

# Soundwell Swimming Club



Does your child have any special dietary needs?

YES Give details

NO

Do you consider your child to have a disability (physical, visual, hearing) or learning/recognised behaviour problems that could affect training ability or behaviour whilst training?

YES Give details

NO

1. The information given above is accurate and complete to the best of my knowledge.
2. I will inform Soundwell Swimming Club if any changes occur to the information given.
3. It may be necessary, at some time, for teachers, coaches or team management staff who are accompanying your child to have authority to obtain any urgent medical treatment that may be required. By signing the consent you are giving permission for any medical treatment necessary that is recommended by a competent medical practitioner, where it would be contra-indicated in the doctor's medical opinion, for any delay in treatment whilst your consent is sought.
4. I am aware of the activities likely to be undertaken within the club and consent to my child taking part. I acknowledge that the club will be liable in the event of an accident only if they have failed to take reasonable steps in their Duty of Care for my child. I understand that the staff have a common law duty to act in the capacity of a reasonably prudent parent.
5. I have read the clubs Code of Conduct and agree that my child should abide by this whilst in the care of the club and I understand that a serious or continued breach of this code may result in my child being sent home at my expense.
6. I give consent to my child having photographs/video taken for training purposes or for display on Soundwell Swimming Club website, or on our social media platforms.

Signed by Parent/Guardian  
(Under 18):

.....

Date.....

Club Swimmer Signature:

.....

Date.....

# Soundwell Swimming Club



## Training Fees

- Squad fees are reviewed annually. You will be notified by email in advance of any changes being made.
- Training sessions run for 11 months per year (no training during August) with a reduced training programme over the Christmas period. **Annual training fees are divided into 12 equal monthly payments.**
- Payment is made via TeamUnify only.
- Payment Policy can be found within the Club Constitution ([Soundwell Constitution](#))

### MONTHLY TRAINING FEES 23/24

Skills Development	£44.00
Competition Skills	£55.00
County Development	£66.00
County Age and Youth	£66.00
Regional Potential	£78.50
Regional Age	£115.00
National Potential	£136.00

Sibling Discount: For every full fee-paying squad swimmer, we offer a 10% discount off of monthly training fees for a second squad swimmer. The discount is applied to the swimmer in the lowest squad.

*This offer does not apply to our Academy swimmers, and the discount is not applied to annual membership fees or competition fees.*

# Soundwell Swimming Club



## Annual Membership Fee

**2023 Fee - £50.50**

**2024 Fee - £60**

The Annual Membership Fee (AMF) applies to all squad swimmers and will cover the cost of:

- Annual Swim England Fee for swimmers, the club and volunteers
- Annual cost of TeamUnify (see next page)

The AMF is payable on joining the Club and then annually in October (one month into the new season) thereafter. **This may mean that if the swimmer joins in the summer, you will be required to pay the next AMF very soon after the first one.**

As with squad fees, the AMF will be reviewed each year.

Please be aware that Swim England Membership Fee includes insurance for each swimmer. This fee must be paid via TeamUnify on joining the club. Non-payment of this fee will result in the swimmer being unable to swim and/or compete.

### **Swim England Annual Renewal of Fees**

Soundwell Swimming Club is affiliated to the Swim England. Swim England is the national governing body for swimming, diving, water polo, open water and synchronised swimming. It organises competitions, establishes the laws of the sports and operates certification and education programmes for teachers, coaches and officials as well as the Learn to Swim Awards scheme.

All swimmers training or competing with a Swim England affiliated club must be registered with Swim England and renew their membership on an annual basis. Membership runs from the 1<sup>st</sup> January to the 31<sup>st</sup> December each year. The fees include South West Region and Gloucestershire County membership.

The fees provide funding for the British Swimming Programme and also provide you with insurance when you take part in any swimming activity organised by Swim England or an affiliated swimming club.

# Soundwell Swimming Club



## TeamUnify

TeamUnify is a team management platform, which hosts our Website. The platform streamlines the administration of the Club, including meet entries, membership, fees and communication.

### TeamUnify Registration Instructions

Following your son/daughter joining a squad at Soundwell Swimming Club, it is necessary for you to register your details via our website, run by TeamUnify, and add payment card details, as squad fees are collected through this site.

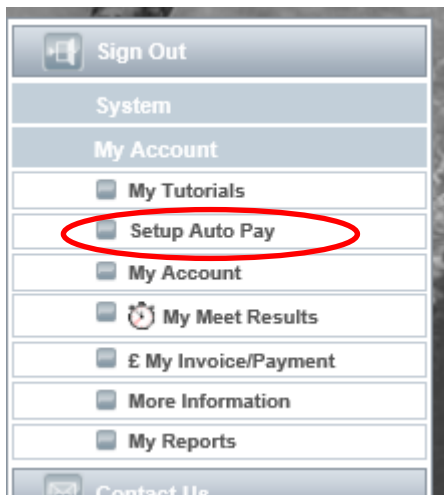
The link to TU is:

[https://uk.teamunify.com/team/swssc/page/legacy?url=%2FMemRegStart.jsp%3Fteam%3Dswssc%26event\\_id%3D0](https://uk.teamunify.com/team/swssc/page/legacy?url=%2FMemRegStart.jsp%3Fteam%3Dswssc%26event_id%3D0)

Once you are in the web page, click on “Continue or Check Status” and at the next screen, click on “Create Account” and then follow the instructions. If you are a parent registering a swimmer under 18, you will be the account holder and the swimmer will be the member. If you are a swimmer who is 18 or over you will be the account holder but you will also need to be a member as well. Once your registration has been verified you will need to then add your payment card details.

### How to Set Up Payment Card Details on TeamUnify

- Sign in to TeamUnify.
- Go to My Account on the left hand menu and click on Setup Auto Pay.



- This will take you to the Payment Setup Screen.
- Click on Add New Card and add in your card payment details, following the instructions on the screen.

# Soundwell Swimming Club



The screenshot shows the 'Payment Setup' page in a web application. At the top, there are tabs for 'Account', 'Members', 'Payment Setup' (which is active), and 'Payments Schedule'. Below the tabs is an 'E-Payment Manager' section. A yellow banner contains the text: 'By providing the payment info below, you are authorizing Soundwell Swimming Club to charge the Credit Card for any fees associated with your account.' Below this banner is a button labeled '+ Add New Card', which is circled in red. Underneath is a 'Mail Payments' section with an envelope icon. To the right of the envelope icon, there is a 'Manual Pay' option with the subtext 'CHEQUE or CASH'. Further right are two radio button options: 'Use for Fees Associated With Your Account' (which is selected) and 'Do not allow CC On Demand Payments'.

- You must ensure that the Use for Fees Associate with your Account and the Use for On Demand Payments boxes remained ticked.

Use for Fees Associated With Your Account

Use for On Demand Payments

[Update/Replace](#)

[Delete Card](#)

More information on how to use TeamUnify is available here:

<https://support.gomotionapp.com/en/collections/3538497-for-parents>

Should you have any queries regarding registration, please contact:

Sue Long  
Matt Chubb

[membership@soundwellswim.org.uk](mailto:membership@soundwellswim.org.uk)  
[treasurer@soundwellswim.org.uk](mailto:treasurer@soundwellswim.org.uk)



# Soundwell Swimming Club



## Leaving the Club

Should your child decide to stop swimming at any point, can you please inform your coach as soon as the decision is made, and also send an email to the following people informing them of the date your child wishes to finish:

[headcoach@soundwellswim.org.uk](mailto:headcoach@soundwellswim.org.uk)  
[treasurer@soundwellswim.org.uk](mailto:treasurer@soundwellswim.org.uk)

There are always children waiting to move up through the squads, so this will ensure a space is offered to another child as quickly as possible. **One month's notice is required to terminate your membership.**

It will also ensure that TeamUnify is updated so no further fees are taken after your period of notice is served.

# Soundwell Swimming Club

## Club Code of Conduct

A club is judged not only by the performance of its swimmers in the pool but also by their behaviour and that of other Club members and supporters. Only the highest standards of behaviour are acceptable, and any member of the Club found to be acting in a manner which may bring the Club into disrepute will be disciplined. At worst this could result in expulsion from the Club.

A good team spirit is always encouraged. As a Club we should always support one another.

### Code of Conduct for Swimmers

As a member of our club, we understand you have the right to:

- Enjoy the time you spend with us and know that you are safe.
- Be told who you can talk to if something's not right.
- Be listened to.
- Be involved and contribute towards decisions within the club or activity.
- Be respected by us and other team members and be treated fairly.
- Feel welcomed, valued and not judged based on your race, gender, sexuality, faith or ability.
- Be encouraged and develop your swimming, para-swimming, diving, high diving, artistic swimming, water polo and open water swimming skills with our help and support.
- Be looked after if there's an accident or injury and have your parents/guardians informed, where appropriate.

As a member of our club or activity we expect you to:

### **Essentials**

- 1 Keep yourself safe by listening to your coach or teacher, behave responsibly and speak out when something isn't right.
- 2 Take care of our equipment and premises as if they were your own.
- 3 Make it to training and competitions on time and if you're running late, let a member of the club know.
- 4 Make your coach or teacher aware if you have any difficulties attending training or competitions.
- 5 Not wander off, or leave training or a competition without telling your coach, teacher or team manager.
- 6 Bring the right kit to training and competitions.

# Soundwell Swimming Club



- 7 Follow the rules of the club, squad or activity at all times.
- 8 Respect the privacy of others especially in the changing rooms.

## Behaviour

- 1 Make our club and activity a fun, happy, friendly and welcoming place to be.
- 2 Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of age, gender, race, sexual orientation, faith or ability.
- 3 Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- 4 Not use any device to take photographs or footage of others in the changing rooms or cubicles.
- 5 Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
- 6 Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which may be a criminal offence will be reported to police by the club.
- 7 Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.
- 8 Treat other children with respect and appreciate that everyone has a different level of skill or talent.
- 9 Support and encourage your team mates, tell them when they've done well and be there for them when they are struggling.
- 10 Respect the children and adults competing for other teams at competitions.
- 11 Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- 12 Get involved in club decisions, it's your sport too.

**Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee.**

# Soundwell Swimming Club



## Code of Conduct for Parents

As a parent/guardian of a club member we understand you have the right to:

- Be assured that your child is safeguarded during their time with us.
- Know how to access our club policies, rules and procedures.
- Know who the Welfare Officer is and how to contact them.
- Know that any concerns about your child's welfare will be listened to and responded to.
- Know what qualifications and training those with responsibility for your child have.
- Be informed of problems or concerns relating to your child, where appropriate.
- Know the procedure should your child be involved in an accident or become injured.
- Provide your consent or otherwise for photography and trips away.
- Make a complaint to the club committee or Welfare Officer (as appropriate).

As a parent/guardian of a club member we expect you to:

### **Essentials**

- 1 Make sure your child has the right kit for training and competitions as well as enough food and drink.
- 2 Ensure your child arrives to sessions on time and is picked up promptly.
- 3 Inform us if you're running late to collect your child or if your child is going home with someone else.
- 4 Complete all consent, contact and medical forms and update us straight away if anything changes.
- 5 Maintain a good relationship with your child's coach or teacher.
- 6 Tell us if you wish to talk to us about any concerns regarding your child. We will arrange a mutually convenient time so you can talk to us.
- 7 Not enter poolside or interrupt training or competitions unless in an emergency

### **Behaviour**

- 1 Remember that children get a wide range of benefits from participating in one of our sports, like making friends, getting exercise and developing skills. It's not all about wins and losses.

# Soundwell Swimming Club



- 2 Behave positively as a spectator at training or competitions and treat others with respect.
- 3 Give encouragement to your child and tell them when they've done well and provide support when they are struggling.
- 4 Respect and celebrate difference in our club or activity and not discriminate against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- 5 Respect the children and adults competing for other teams at competitions.
- 6 Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- 7 Understand that the use of abusive or inappropriate language, bullying, physical violence or any other behaviour which hurts others will not be tolerated by the club.
- 8 Understand that poor behaviour may result in the club taking disciplinary action against you. Any behaviour which alleges a criminal offence will be reported to police by the club.
- 9 Talk to your child and ensure they understand the rules of the club and the sport.
- 10 Ensure your child understands their Code of Conduct.

**Breaches of this Code of Conduct may result in disciplinary action being taken against you by the club committee. Continued issues and repeated breaches may result in parents/ guardians being asked not to attend the club, something we never want to do.**

# Soundwell Swimming Club



## Equality Policy Statement

As a Club we are committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion.

We will ensure that equity as stated in the Club rules is incorporated in all aspects of its activities and also 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 it becomes equally accessible to everyone in society.

We are 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.

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

The Club follows the Swim England Equality Plan, which can be found [here](#)



# Soundwell Swimming Club



## Compulsory Kit List for Swimmers

- Kick board
- Pull buoy
- Fins (Kiefer rubber long fin)
- Finger paddles / Hand paddles
- Spare black swim hat (where worn)
- Spare pair of goggles
- Drinks bottle
- Mesh equipment bag
- Snorkel (FINIS Swimmers Snorkel)

We run a second hand kit shop on the first Thursday of every month on the balcony at Kingswood Leisure Centre, where you can purchase some items at a substantially reduced cost. New items can be purchased online through swimming providers or Amazon – please ask at our Club Shop or ask your swimmer's coach if you need any guidance on what to buy.

### **Basic Competition Guide**

- At least two towels
- Costume for the warm-up
- A separate costume for racing
- Goggles plus a spare pair in case your race pair breaks
- Club hat plus spare
- Poolside shoes - e.g. trainers or flip-flops
- Club T-Shirt plus spare
- Shorts or tracksuit bottoms

### **Food & Drink**

- Eat plenty of carbohydrates over the competition period, before/during/after
- Typical foods, which increase the body's energy stores, are: Rice, Pasta, Bagels, Breakfast Cereals, Cakes, Bananas, Pineapple, Popcorn, Pizzas
- Don't rely on feeling thirsty as a reminder to replace fluid loss -the trick is to drink little and often
- Fizzy drinks are not advised. Water, diluted squash or sports drinks are the safest bet

### **Other Bits**

- Remember to sign in at the beginning of each session
- Swimmers must report to their coach before and after each race
- Swimmers should behave in an appropriate manner at all times
- Team Managers will have responsibility for the behaviour and safety of all swimmers during the event



# Soundwell Swimming Club



## Swimming Competitions

Our Head Coach will decide on which Competitions the Club will target each year. Our competition calendar can be found [here](#). You will be notified by email about competitions your child is eligible to compete at, and all swimmers are encouraged to enter when invited. Entry is done through Team Unify, with race fees payable at the time of entry. Please speak to your child's coach about which races to enter them for. Please contact our Competitions Secretary with any other queries (Competition@SoundwellSwim.org.uk).

### **Championships**

These are the major individual events at the differing standards of County, Regional and National levels and usually require minimum entry standards. The County Championships - Blocks - are held in January and February covering all ages from 10 years. Regional Championships are held in May/June for Youth and Age Groups, and early November for Senior. Nationals for Youth and Age Groups are usually in August. Entry criteria for Regionals can be found at [www.swimwest.org](http://www.swimwest.org) and at [www.britishswimming.org](http://www.britishswimming.org) for the Nationals. For these competitions the age is as at 31st December of the year of competition.

### **Open Meets**

This is a gala open to swimmers outside the organising clubs. Swimmers represent their clubs as individuals, as opposed to as a team. Most meets award trophies/medals to the top 3 swimmers in each age group and stroke. To count for GB rankings and entry into championships the open meets are licensed into four levels. Level 1 National, Level 2 Regional, Level 3 County, Level 4 club.

For each race entered swimmers must submit their personal best times, which are used to seed swimmers in races. Normally the slowest swimmers go in the first heats and the fastest in the last heat. Many open meets receive too many applications and the slowest swimmers may be rejected. If this happens, race fees will be refunded.

### **League**

There are a number of leagues that involve clubs competing in a series of galas as teams, which end in a final ranking table. Soundwell as a club enters the following leagues.

National Arena Swimming League - This is a national competition for clubs and is broken down into areas. We are in the "Western" League, which is split into four divisions namely Premier, First, Second and Third. Competition is tough with the top teams from the Premier division qualifying for National Finals. The entry age is taken as at 31 December and events are swum in 11/under, 13/under, 15/under and open. There are three galas to determine the top teams and these are held October - December.

National Arena Junior Swimming League – this is run on the same format as the National Arena League, but focussed on younger, less experienced swimmers. There are three rounds to determine the top teams, which are held in May, June and July.

Teams for Area League are selected by the coaches. Teams are posted on the web site. It is important you indicate availability to ensure we have a full strength team.

# Soundwell Swimming Club



## Request for Volunteers

Dear Parents,

Did you know Soundwell Swimming Club is run entirely on volunteers?

Have you some free time you could give to the club, maybe a couple of hours per month?

We are always looking for help with;

- Fundraising (to support and keep costs down)
- Roles within the committee
- Poolside help and team managers (assisting coaches)
- Club desk and squad reps
- Officials

These volunteers will ensure smooth and **continued** running of the club.

We urgently need more poolside help to support the hard working coaching team and more officials to help at Galas and Open Meets. These events could not take place without a full team of officials. As a club we can have points deducted at galas, or costs incurred if we do not supply enough officials.

For information on how you can help contact, [workforce@soundwellswim.org.uk](mailto:workforce@soundwellswim.org.uk).

Or return the slip below to the club desk.

-----  
Name.....

Email address.....

Name of swimmer.....

Squad.....

Please circle which areas you would be interested in finding out more about volunteering with the club

Fundraising / Officiating / Poolside help / Committee / Club Shop / Other

# Soundwell Swimming Club



## Acknowledgement

### **Please Read Fully Before Signing**

Soundwell Swimming Club Constitutions is available [on the Club Website](#)

Swim England Photography policy in Wavepower available at <https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

I have read and understood the documents in this registration, as well as the Club Constitution. I confirm my understanding and acceptance of those rules and conditions (as amended from time to time) that govern my membership of the Club. I further acknowledge and accept responsibilities of membership upon members as set out in these documents.

I have read and agree to adhere to the club Code of Conduct for swimmers and parents and fully support all that is contained within all the documents including Social Media use.

I acknowledge receipt of the rules of Soundwell 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 an application to become a member of Soundwell Swimming Club can only be considered once all application forms contained within the Membership pack have been duly signed and completed fully. All applicants must sign below, including at least one parent/legal guardian if any applicants are under the age of 18 years.

I understand my financial obligation to Soundwell Swimming Club and agree to pay my monthly fees and the Annual Membership Fee whilst a member of the Club. I also understand that it is my responsibility to notify the Treasurer or Membership Secretary in writing of our intentions to resign from the Club, recognising that I must give one month's notice. I am aware that membership fees are not refundable.

Data Protection Act (DPA) – Soundwell Swimming Club will process your data and hold it data securely in accordance with the DPA. Data will be used to administer you as a member. Your express written consent to hold this data is required under the DPA, which by signing this form you are providing. I understand that by signing this form I am confirming that I have read and understand Swim England / British Swimming Data Protection Notice in relation to collection and use of my information.

