



**Birkenhead Swimming Club membership Application Form**

Swim England Privacy Policy – See [www.birkenheadsc.org.uk](http://www.birkenheadsc.org.uk) homepage

Birkenhead Privacy Policy – See Page 11 of this application pack

**Applicant’s Details**

Surname: .....

First Name(s): .....

Date of Birth: .....

Address: :.....

.....

**Parents Details**

Mother

Father

Surname: .....

Surname: .....

First Name(s): .....

First Name(s): .....

Address (If different from above): Address (If different from above):

.....

.....

**Contact Details**

Name: .....

Name: .....

Phone number: .....

Phone number: .....

Mobile number: .....

Mobile number: .....

Email: .....

Please also complete the following forms attached.

- 1. The medical information form
- 2. The club confirmation of commitment form and additional emergency information form
- 3. Photography consent/ refusal form
- 4. The swimmers’ Code of Conduct
- 5. Parents’ Code of Conduct

Signed: .....

Dated: .....

Please return the form to: your teacher or coach



# Birkenhead Swimming Club Medical Information Form (Part 1)

To be completed by members aged 18 years or over, or by parents/carers of members under 18 years. Please tick 'Yes' or 'No' as appropriate and complete further details as necessary.

Name of Member	Date of Birth

The Equality Act 2010 defines a disabled person as anyone with a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on his or her ability to carry out normal daily activities.

Do you consider this child to have an impairment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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"/> Physical disability	<input type="checkbox"/> Multiple disability	<input type="checkbox"/> Other (please specify)

**Medical information**  
Please detail below any important medical information that our organisation needs to know. Such as allergies, medical conditions e.g. asthma, epilepsy, orthopaedic problems, any current medication, special dietary requirements and/or any injuries.

Name of child's doctor and surgery

Doctor's phone number	
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I understand that, in compliance with the Data Protection Act 1998, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the organisation. Information will not be kept once a person is no longer a member of the organisation. The information will be disclosed only to those members of the organisation for whom it is appropriate and relevant officers of the Amateur Swimming Association or British Swimming

Signed (Member): ..... Date: .....

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



## Birkenhead Swimming Club Medical Information Form (Part 2)

### 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. 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: .....

Print full name: .....

**Please return this form to:** your teacher or coach



## **Birkenhead Swimming Club Confirmation of Commitment Form**

<b>Swimmer Name</b>	<b>Date of Birth</b>

The members of the Birkenhead Swimming Club who are under the age of 18 years have no voting rights at any general meetings of the club, Parents / carers of swimmers under the age of 18 may themselves join the Birkenhead Swimming Club as associate non swimming members and in doing so that parent / carer will be eligible to vote. Such membership may require a fee payable to the club and the ASA, the cost of which will met by the parent / carer concerned. Further information can be obtained from the clubs Membership Secretary.

The declaration at the bottom of this form should be signed by the swimmer or the parent / carer if the swimmer is under 18 years of age.

<b>Name of Parent / Carer</b>	<b>Address (if different from swimmer)</b>

### **Additional Emergency Contact Information**

This information should be completed together with the ASA membership Forms described above. In case of any emergency, please complete below 2 alternative names, addresses and telephone contact details (not those included on the ASA Registration Form) i.e. another family member or a friend, who can be contacted should parents / carers not be available.

<b>Contact Names, Addresses and Telephone Numbers) please include any mobile numbers which may be used in an emergency.</b>	<b>Relationship to member</b>
<b>Emergency Contact 1</b>	
<b>Emergency contact 2</b>	

I acknowledge receipt of the rules of Birkenhead 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, in compliance with the Data Protection Act 1998, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the club. Information will not be kept once a person is no longer a member of the club. The information will be disclosed only to those members of the club for whom it is appropriate and relevant officers of the Amateur Swimming Association or British Swimming.

**Swimmer Signature:** ..... **Date:** .....

**Parent / Carer Signature:** .....

**Please return this form to:** your teacher or coach



# ASA Code of Ethics

The general Code is for:

- Swimmers,
- Parents,
- Coaches and Teachers, and
- Committee members, officials and volunteers who work directly with children.

## Code of Ethics

### Terms of Reference

The content of this Code of Ethics applies to all those involved within the sport of Swimming, Diving, Water Polo, Open Water Swimming and Synchronised Swimming.

The Code of Ethics should be read in conjunction with the ASA Codes of Conduct contained in Wavepower (ASA Child Safeguarding Policy and Procedures).

### ASA Code of Ethics

**All individuals within the ASA aquatic disciplines will at all times:**

- Respect the rights, dignity and worth of every person, be they adult or child, treating everyone equally within the context of the sport.
- Respect the spirit of the sport adhering to the rules and laws in and out of the pool, incorporating the concept of friendship and respect for others.
- Promote the positive aspects of the sport and never condone the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Accept responsibility for their own behaviour and encourage and guide all ASA members and parents of junior members to accept responsibility for their own behaviour and conduct.
- Ensure all concerns of a child safeguarding nature are referred in accordance with Wavepower (ASA Child Safeguarding Policy and Procedures).
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and never behave or encourage or condone others to behave in a manner that is liable to bring the sport into disrepute.
- Adhere to Wavepower the ASA Child Safeguarding Policy and Procedures.
- Adhere to the British Swimming Anti-Doping Rules.
- Adhere to the ASA Equity Policy.
- Adhere to the ASA Laws and Regulations.
- Adhere to the ASA Codes of Conduct.

ASA members should note that this is a general “umbrella” code and is supplemented by the ASA Codes of Conduct which can be found in [Section 2 of Wavepower 2015-18](#).

Name: ..... **Please use BLOCK CAPITALS**

Signature: .....

Date: .....

# Birkenhead Swimming Club - Member's Code of Conduct

## General behaviour

1. I will treat all members of, and persons associated with, the ASA with due dignity and respect.
2. I will treat everyone equally and never discriminate against another person associated with the ASA 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 changing facilities.
8. I am aware that regardless of age or gender sharing of changing cubicles is not permitted in any circumstances.
9. I am aware that at no time regardless of age or gender will swimmers be in the same changing cubicles together.

Any breach of these rules will be dealt with under the club's disciplinary procedure.

## Training

1. I will treat my coach and fellow members with respect.
2. I will make my coach aware if I have 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 boards, hats, goggles, 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 obey any instructions given.
8. I will always swim to the wall as I would do in a race, and I will practice turns 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 coach 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 adult.

## 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 officers, 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 hats as per the rules laid down by the organisation.
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. This means 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 possible, 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.

Name: .....*Please use BLOCK CAPITALS*

Signatures: Swimmer: ..... Parent/ Guardian: ..... Date: .....

**This code is an extension to the ASA Code of Ethics. Both should be followed. Wavepower 2016–19 55 2.3**

## **Birkenhead Swimming Club - Parent's Code of Conduct**

1. I will complete and return the Medical Information Form as requested by the organisation and provide details of any health conditions/concerns relevant to my child on the consent form. I will report any changes in the state of my child's health to the coach prior to training sessions or events. I will ensure that the organisation has up-to-date contact details for me and for any alternative person(s) as required.
2. I will deliver and collect my child punctually to and from training sessions/events. I will inform a member of the committee or coaching staff if there is an unavoidable problem. If the organisation changes my child's lane and/or changing times, I will remember that the change is to provide appropriate levels of training and to enable my child to progress, and I should therefore support and encourage this at all times.
3. I will ensure my child is properly and adequately attired for the training session/ events including all mandatory equipment, e.g. hats, goggles, etc.
4. I will inform the coach/welfare officer before a session if my child is to be collected early from a training session/event and if so, by whom.
5. I will encourage my child to obey the rules and teach them that they can only do their best.
6. I will behave responsibly as a spectator during training/events and treat members, coaches, committee members and other parents of members of both my child's organisation and any other organisation with due respect, in accordance with the ASA commitment to equality and diversity.
7. I will not use inappropriate language within the organisation environment.
8. I will show appreciation and support my child and all the team members.
9. I will ensure my child's needs are met in terms of nutrition and I will listen to advice given from the coach/nutritionist.
10. I will support the coach and committee appropriately and raise any concerns I may have in an appropriate manner to the welfare officer.
11. I will not enter poolside unless requested to do so or in an emergency.
12. If I wish to have a discussion with the coach, I will check with the welfare officer as to how this can be arranged.
13. Most of all, I will help my child to enjoy the sport and to achieve to the best of their ability.

### **The organisation will:**

1. Inform you at once if your child becomes ill and will ensure their wellbeing until you are able to collect him/her.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised/ taught/coached and that consent is obtained for any activity outside of that previously agreed.

### **You have a right to:**

1. Make a complaint to the organisation if you feel the organisation or a member of the organisation is not acting appropriately or in accordance with ASA/organisation rules and regulations. Details of how to do this can be obtained from the welfare officer.
2. Make a complaint on behalf of your child to the ASA Office of Judicial Administration.

Name: ..... *Please use BLOCK CAPITALS*

Signature: .....

Date: .....

**This code is an extension to the ASA Code of Ethics. Both should be followed. Wavepower 2016–19 55 2.3**



## ASA/ Birkenhead Swimming Club photography and photographing swimmers policy

### Why Have a Policy?

This Policy applies to all photographs taken on film or digital camera (including mobile phones) and all sorts of moving pictures including video recordings (and video streaming). The terms “child” or “children” include anyone under the age of 18 years.

There has been much talk about whether it is safe to have images taken of children participating in sport. Whilst the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed. To set out such procedures, this Policy has been prepared by the ASA. The ASA acknowledges the assistance of the Premier League and is grateful for their consent to the reproduction of elements of the Premier League Code of Practice “Images of Children’s participating in Activities at Premier League Clubs” within this Policy.

### Aims of this policy

First, as in all matters concerned with the safeguarding of children, the ASA aims to help clubs establish and develop good practice. Second, the ASA aims to help clubs avoid three potential sources of child abuse:

- a. The use, adaptation, or copying of images for child abuse, either on the Internet or in print.
- b. The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being ‘groomed’.
- c. The identification and locating of children where there are safeguarding children concerns. Such cases would include, for example, children who could be compromised by an image because:
  - They are removed from their family for their own safety.
  - There are restrictions on their contact with one parent following a parental separation.
  - They are a witness in criminal proceedings.

The ASA have been aware of cases where the photographing of swimmers has been used for illicit purposes. Such illicit photos are taken by persons purporting to be official photographers, hence the ruling that no one unconnected with an event, i.e. Not a parent/carer who takes photos unless they are a suitably approved photographer and have the consent of the meet manager.

### Recommended best practice

1. The publishing of a photograph of swimmer under 18 either on a notice board or in a published article or video recording (including video streaming) of swimming competitions (“Publication”) should only be done with parents’ consent and in line with ASA guidelines. An issue has arisen in the past where a child’s photo was published and led to a parent under court order only to have supervised contact with that child, discovering their whereabouts and making direct contact.
2. A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal should not be used as grounds for refusing entry into a swimming competition. Therefore any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should have received parental consent before publishing/displaying the photo, preferably in writing. A suggested form allowing parents to indicate refusal of consent is to follow.
3. Under ASA guidance on the taking of photos, once a parent has signed the club’s Photography Book Register we are happy for them to take photos on the belief that their swimmer is the main subject of the photograph. Other competitors nearby may be included in the shot but should not be the main subject of the photo. However, another person can object to a parent/carer taking a photo if they believe their child, not the child of the photographer, to be the main subject of the photo, but in practice this seldom happens.
4. In the case of open meets and other competitions where the host club has an official photographer present, all parents attending should be made aware of this in your meet details. If photos are to be published anywhere, the individual parent should be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

The ASA guidelines on photos for publication are as follows.

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should normally be above the waist only in a swimming costume, though full length tracksuit shots are approved.
- Photographs should not be taken behind swimming blocks at the start of a race or exhibit young swimmers climbing out of the swimming pool.





## Birkenhead Swimming Club Parents Photography Consent Form

Note: this form must be read and completed after reading the ASA/ Birkenhead Swimming Club photography policy above.

The club may wish to take photographs, (individual and in groups) of swimmers under the age of 18 that may include you child during their membership of the club.  
All photos will be taken and published in line with ASA policy. City of Liverpool Swimming Club requires parental consent to take and use 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(ren).

**Please note you can withdraw your consent in writing to the club Welfare Officer at any time should you wish to.**

**Please check relevant box to indicate “Consent given” or “Consent refused”**

- Take photographs to use on the club’s secure website

Consent given           Consent refused\*

- Take photographs to include with newspaper articles

Consent given           Consent refused\*

- Take photographs to use on club notice boards

Consent given           Consent refused\*

- Video for training purposes only

Consent given           Consent refused\*

- Employ a professional photographer (suitably approved) who will take photos in competitions attended

Consent given           Consent refused\*

\*Delete as appropriate

Signed: .....

Dated: .....

Please return this form to: The Club Welfare officer directly or via your teacher or coach.



**Birkenhead Swimming Club Child Photography  
Refusal of Consent Form**

Name of Child: .....

Date of Birth: .....

I refuse permission for the taking and/or publication of images of my child by the club's Official Photographer(s) in respect of any activity.

Signed (Parent/Carer): .....

Print Name: .....

Date: .....



### **Privacy Policy** – General Data Protection Regulations 2018

This Policy should be read in conjunction with the “Swim England Privacy Policy” and the “Birkenhead Swimming Club Website Privacy Policy” which is available from the “Club Documents” section of the website at [www.birkenheadsc.org.uk](http://www.birkenheadsc.org.uk)

#### **What is GDPR?**

GDPR gives increased privacy rights and power to individuals whose data is being collected (members), and in doing so, remove power from the organisations collecting it (the club).

#### **Personal data you submit**

Birkenhead Swimming Club collects personal data using forms you may complete, records of correspondence, phone calls, details of attendance at club events and via our website [www.birkenheadsc.org.uk](http://www.birkenheadsc.org.uk). The information collected from you is used to email and make telephone contact with you to provide information regarding club activities and for use in the event of an emergency.

#### **Why we collect data**

The principal reasons we process peoples data are:

- Legal - to fulfil legal obligations for health and safety, insurance and child protection purposes.
- Contractual - to allow us to provide the members services associated with the running of the club and its activities. such as requests for payments, registers, and fees for events.
- Legitimate Interest - to send information on activities and events which have been arranged as part of membership.

#### **The data we collect**

- Name
- Date of birth
- Address
- Telephone number(s)
- Emergency contact details
- Financial transactions
- Health-related information
- Attendance at training sessions and events
- Performance data
- Miscellaneous notes and emails
- Disclosure & Barring Service reports
- Qualifications, courses and certificates

#### **How we use this data**

- To process your membership application to Swim England.
- To process competition entries
- To process performance data
- For our own internal records.
- To contact you in response to an enquiry.
- To advise you of club activities and events via email, telephone or mail.
- To meet legal obligations, or valid request, including, reporting and investigations under the ASA Wavepower Child safeguarding policy and procedures.
- To comply with Swim England “SwimMark” accreditation requirements.



### **Privacy Policy** – General Data Protection Regulations 2018

#### **Consent**

In agreeing to this Privacy Policy, you are consenting to your personal data being processed by Birkenhead Swimming Club in the manner described above.

If you have submitted personal information and wish us to cease using it for the purposes described above, please detail your request to:

email: [webmaster@birkenheadsc.org.uk](mailto:webmaster@birkenheadsc.org.uk)

#### **Who Sees Your Data**

Dependent on roles within the club the following people may see your data:

Membership Secretary, Chair, Chief Coach, Welfare Officer, Coaches, Team Managers, SwimMark Co-ordinator, Committee members.

Named performance data is available on the website and Club notice boards.

#### **Disclosure**

We will not disclose any personal information we collect about you to a third party without your consent.

In connection with any membership application you make your information will be passed to Swim England using the “ASA Online Membership System”

In connection with any request or enquiry you make, your information will be passed to the relevant club contact.

Birkenhead Swimming Club may disclose your Personal Information to meet legal obligations, or valid request, including, reporting and investigations under the ASA Wavepower Child safeguarding policy and procedures.

#### **Retention Policy**

Birkenhead Swimming Club will process personal data during the duration of your membership after which your data will be deleted, and we will continue to store only the personal data needed to meet any legal or Swim England obligations. We may also continue to store performance data which is part of the clubs competitive records.

#### **Your rights**

At any point whilst Birkenhead Swimming Club is in possession of or processing your personal data, you have the following rights:

- Right of access – you have the right to request a copy of the information that we hold about you.
- Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
- Right to be forgotten –you can ask for the data we hold about you to be deleted. In these circumstances and we will continue to store only the personal data needed to meet any legal obligations, safeguarding children, or to comply with Swim England requirements
- Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
- Right of portability – you have the right to have the data we hold about you transferred to another organisation.
- Right to object – you have the right to object to certain types of processing such as direct marketing.



## **Privacy Policy** – General Data Protection Regulations 2018

### **Access requests**

To access Personal data identification will be required.

Requests should be made to The Chair, Birkenhead Swimming Club by emailing [webmaster@birkenheadsc.org.uk](mailto:webmaster@birkenheadsc.org.uk)

Birkenhead Swimming Club will accept the following forms of ID when information on your personal data is requested:

A copy of your driving licence, passport, birth certificate, or utility bill not older than three months.

A minimum of one piece of photographic ID listed above and a supporting document is required. If Birkenhead swimming Club is dissatisfied with the quality, further information may be sought before personal data can be released.

### **Complaints**

In the event that you wish to make a complaint about how your personal data is being processed by Birkenhead Swimming Club, you have the right to complain to the club Chair. If you do not get a response within 30 days you can complain to the ICO.

The details for each of these contacts are:

**Mr R Smither, Chair, Birkenhead Swimming Club**

email [webmaster@birkenheadsc.org.uk](mailto:webmaster@birkenheadsc.org.uk)

### **ICO**

Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Telephone 0303 123 1113 or email: <https://ico.org.uk/global/contact-us/email/>

# BIRKENHEAD SWIMMING CLUB

## STANDING ORDER FORM

It would be really helpful to have as many people as possible using the standing order method of payment for monthly contracts. It's easy to set up – just send this form to your bank and they do the rest. It's even easier if you have access to Internet banking. No more worrying about remembering to pay, bringing the cash or picking up the chequebook, and it's just as easy to stop as well – just let your bank know. Choose your own payment date as long as it's before the 10<sup>th</sup> of the month

Please make payments from:

To The Manager:

.....Bank								
.....								
.....Postcode:.....								
Account in the name of .....								
Sort code: <table border="1"><tr><td></td><td></td><td>-</td><td></td><td></td><td>-</td><td></td><td></td></tr></table>			-			-		
		-			-			
Account number: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								

Please make payments to:

HSBC Bank  
82 Grange road  
Birkenhead  
Wirral CH41 6DY

Sort code: **40-24-40**  
Account number **21131095** to credit **Birkenhead Swimming Club**

Amount in figures	£..... On the same day each month starting on ...../...../ .....
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Until further notice.

Signature(s): ..... Date .....

..... Date .....