



2020

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# Birkenhead Swimming Club

## Welcome Pack & Members Information Guide



Affiliated to Swim England North West Region and to the Cheshire County Water Polo and Swimming Association



# Welcome to Birkenhead Swimming Club

**Mission Statement - to provide opportunities for all individuals to develop their skills and compete at levels appropriate to their development, and maximise their potential as a competitive swimmer.**

**Birkenhead Swimming Club** and ASA are committed to good child welfare policies and practice, and has a child welfare policy, with child welfare disciplinary policy and details of where they can be obtained, i.e. from the Welfare Officer/club website/notice board/ ASA website. In a situation where a child is at risk of harm or has been harmed the parent/ club Welfare Officer should contact the police or social services directly and inform the ASA ICPO as soon as possible with information of the concern.

**The Club** will do their best to encourage your child to improve their strokes and fitness. The programme provided in all our squads will attempt to bring the best from your child, and will work far more effectively if attendance is at least twice a week for beginners and two thirds of the sessions available, or more, for Juniors and seniors.

We will seek to encourage your child to take part in competitive galas, of which we have a number at different levels. This will begin with time trials within the club leading to team selection for development galas and further progress in teams appropriate to your child's development.

From a coaching point of view you cannot hurry a child's development, maturity both physical and mental affect their performance

**What can you do as a parent??** Firstly and most importantly, always find a way to encourage your child rather than criticise. Try to ensure they judge their own performance against only themselves and their previous personal best performances. We call these PB's and each swimmer in our club has their current PB's recorded on the notice board just outside the pool. This is because all children mature and develop at different rates and the swimmers who finish at a high level do not necessarily shine early!

**Secondly**, watch the notice board(s) to see if your child has been chosen for a gala. This board is inside the pool hall on the left as you enter. Please always advise availability at the earliest opportunity and of any problems. Obviously this is because it can result in coaches having to contact other swimmers at short notice if availability is not advised EARLY. Please try to avoid this by ticking/crossing the team sheet EARLY. If we are advised late then this will probably involve a telephone call to seek other swimmers for the team, we would ask you to appreciate that this is by no means an indication that your child is "second choice"; we fully appreciate the support of those parents and children! It is unfortunate, but is solely a problem provided by swimmers not advising if they will swim EARLY!

**Lastly**, if you have any queries please ask We can't promise the answer you may expect but hopefully we should be able to explain why and what we do.

Please remember that all the officials, coaches and helpers within the club are volunteers. They are there to do their best for ALL the children in the club. They are quite happy to answer any question or advise you who is best placed to answer. We're not saying that they are always right but please respect their commitment.

**First Day** - On your child's first attendance at the club we will ask them to swim a few lengths in three different strokes. They will then be assigned to a lane for the rest of the session and we will gauge their current levels of fitness. At the end of the session the coach will advise you of the squad and lane your child should attend.

You are allowed to attend three sessions including your first and just pay the training fee. On your fourth attendance or before you must pay your yearly club membership. The rates for this are on the attached membership form.

**The club is committed to providing support for its members and in the event that you have any difficulties with fees or the provision of equipment please speak, in strictest confidence, to: the Chair, Sarah Wylde on 0787 621 6121**



### **VOLUNTEERS - Policy**

To succeed in achieving it's Mission the Club is totally reliant on the commitment of the volunteers who provide all the skills necessary to enable the club to operate. To ensure sustainability, the club is committed to actively encourage the recruitment of new volunteers and to provide funding for training and ongoing development. If you are interested in getting involved with poolside, officiating or administrative roles and would like further information please speak to ROY SMITHER, NIC WINTER, PETER BLOOD or any coach.

### **VOLUNTEERS - Poolside helpers**

If you are interested in becoming involved as a poolside helper you will be required to complete the necessary CRB checks after which you can come on the poolside to assist our qualified teachers and coaches, The club also provides financial support for those wishing to become further involved through taking teaching and coaching qualifications. For further information please speak to NIC WINTER or any coach.

### **VOLUNTEERS - Officiating**

If you are interested in becoming involved in helping at galas you will be required to complete the necessary CRB checks after which you can come on the poolside to assist Again, if you choose, there are examinations to qualify for timekeeping, judging and starting. Please speak to PETER BLOOD for further information.

### **COMMITTEE & CLUB ORGANIZATION**

The committee is elected each year at the AGM, watch out for the notices. The AGM is normally held in December. Offers of help however are welcome at any time of year and we will always be pleased to find you a job. We would especially be pleased to receive any help with fund raising or the arrangement of social events. Please speak to ROY SMITHER, PETER BLOOD or any committee member.

### **WHO TO CONTACT:**

<b>Chair</b>	Sarah Wylde	0787 621 6121
<b>Vice-chair</b>	Peter Blood	0151 643 9761
<b>Chief Coach</b>	Nic Winter	0772 004 9195
<b>Welfare Officer</b>	Cath Long	0790 855 0058

### **Achievement Awards**

The club recognises achievements through the ASA awards scheme, commencing at the ASA National Plan for teaching swimming Level 7 (pre competitive). A log-sheet is available at the rear of this handbook and Certificates, badges, and logbooks are available from the club shop.

### **Club Swim Shop**

To order Club kit contact Cath Long

**Wirral Metro & City of Liverpool Squad Training** In addition to the Birkenhead club, higher level training is available through Wirral Metro and City of Liverpool Elite Training Squads. These provide intensive squad training designed to bring the best from high performing swimmers. Their objective is to provide the time to allow full development of any swimmer's potential provided they are committed to full attendance to the sessions available to them. These squads compete through Wirral Metro Swimming Club, and City of Liverpool Swimming Club in high level competitions at regional and national level and open meets.

For further information please speak to your squad coach,



**Academy**

Saturday	16.30 – 18.00	Leasowe
Saturday	16:00 – 17:30	Europa Pools
Sunday	15.30 – 17.00	Leasowe

**Beginner Squad**

Tuesday	19:00 – 20:30	Leasowe
Friday	19:00 – 20:00	Leasowe
Saturday	16:00 – 17:30	Europa Pools
Saturday	16.30 – 18.00	Leasowe
Sunday	15.30 – 17.00	Leasowe

**Junior Squad**

<b>50m Training</b>	Monday	19:00 – 21.00	Liverpool Aquatic Centre
	Tuesday	19:00 – 20.30	Leasowe
	Friday	19.00 – 20.00	Leasowe
	Friday	20.00 – 21.00	Leasowe
	Saturday	16:00 – 17:30	Europa Pools
	Saturday	16.30 – 18.00	Leasowe
	Sunday	15.30 – 17:00	Leasowe

**Senior Squad**

<b>50m Training</b>	Monday	19:00 – 21.00	Liverpool Aquatic Centre
	Tuesday	19:00 – 20.30	Leasowe
	Friday	19.00 – 21.00	Leasowe
	Saturday	16:00 – 17:30	Europa Pools
	Saturday	16.30 – 18.00	Leasowe
	Sunday	15.30 – 17.00	Leasowe

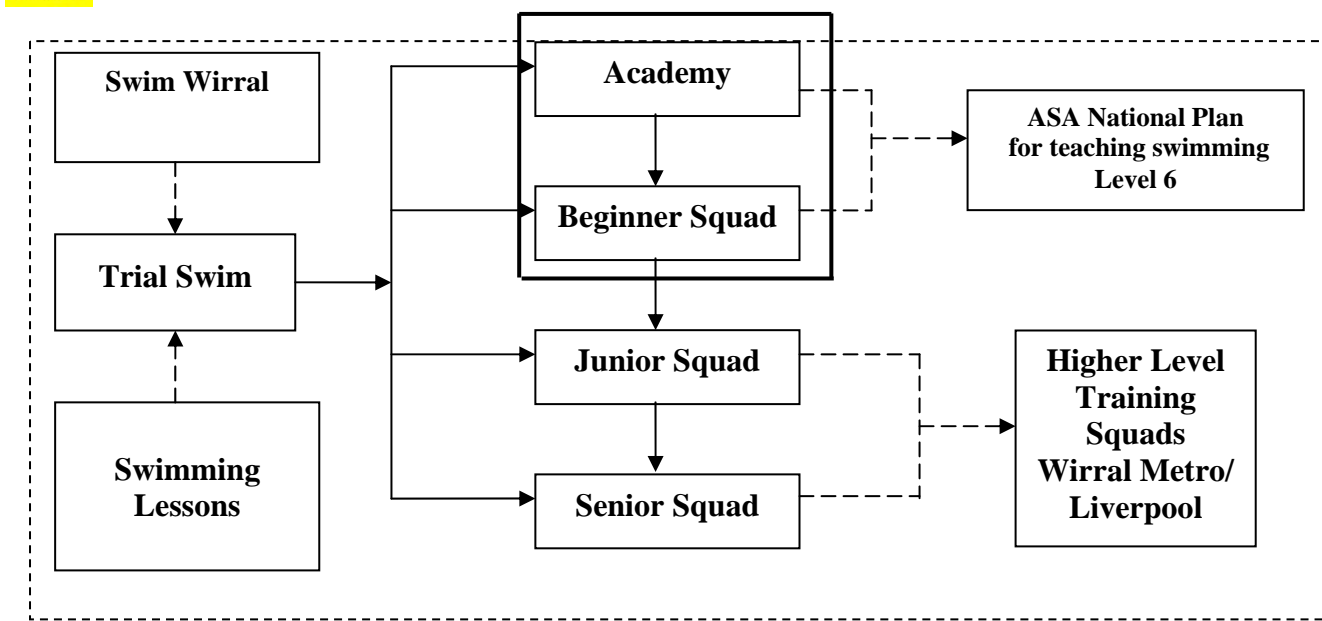
Birkenhead Swimming Clubs will do their best to encourage your child to attend at least twice a week for beginners and two thirds of the sessions available, or more, for juniors and seniors.

The club is committed to providing support for its members and in the event that you have any difficulties with fees or the provision of necessary equipment please speak, in strictest confidence, to the Chair, Sarah Wylde on 0787 621 6121

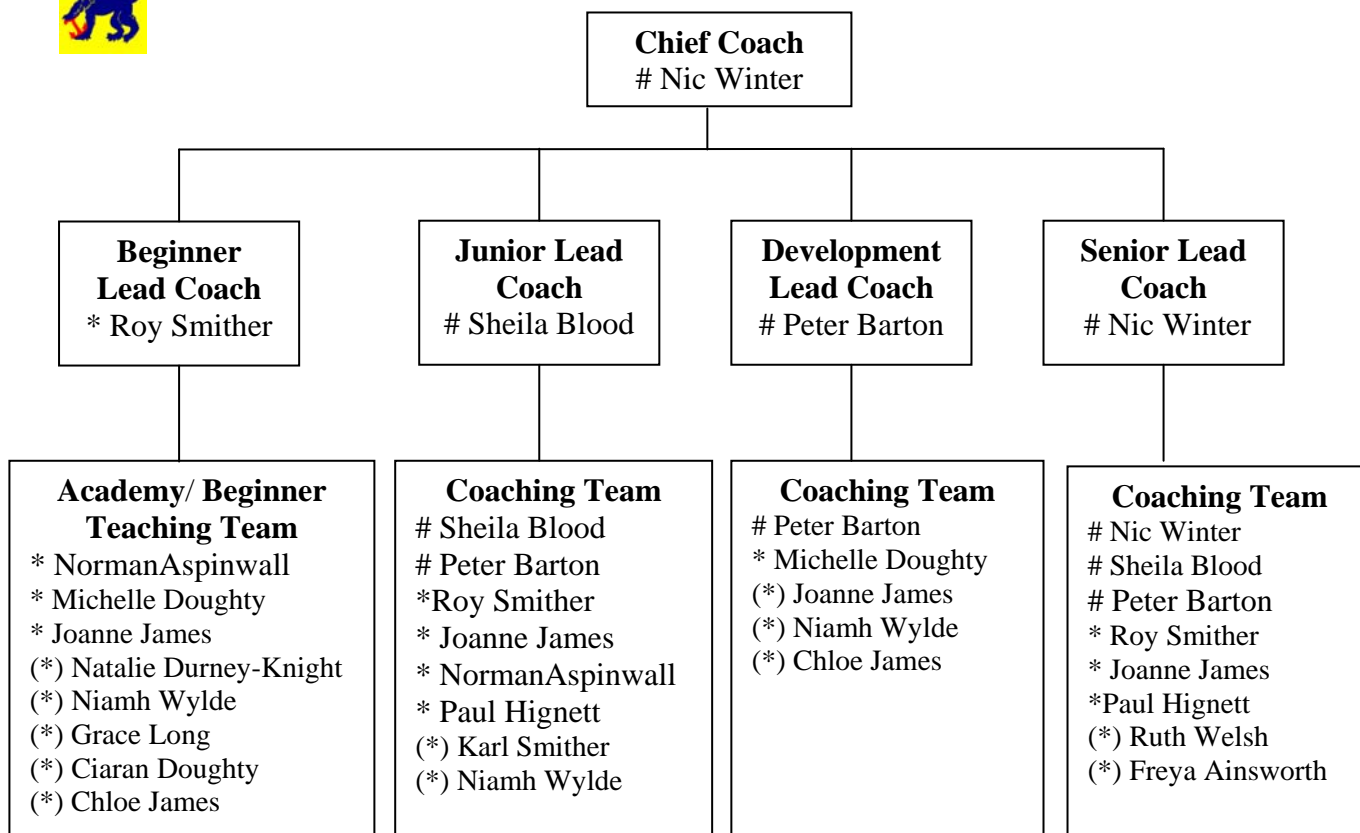


## Club Structure - Training

3



## Club Structure - Coaching



\* Lev 2 Teacher/ Coach  
 (\*) Lev 1 Teacher/ Coach

ASA Teacher (Disabilities)  
 Sheila Blood

# Level 3 Coach



## Club Structure – Mission Statement

To provide opportunities for all individuals to develop their skills and compete at levels appropriate to their development, and maximise their potential as a competitive swimmer.



## Club Structure - Teaching

Birkenhead Swimming Club's teaching programme follows the "ASA national plan for teaching swimming".

Entry is at pre-competition level 7, which is the logical progression from Advanced Level 2 swimming lessons or equivalent.

The swimmer will initially consolidate their existing skills and develop their efficiency of the four competitive strokes. They will then, through the use of a range of drills and practices, progress towards the more demanding aspects of training development in preparation for taking part in competitive swimming.

The rate at which swimmers develop varies, and our teachers and coaches will ensure the necessary skills, strokes and confidence are in place at each stage of their progression.

This pre-competition development comprises two levels, both leading to awards.

**Level 1 skill development** includes floatation, streamlining, sculling, treading water and introduces the use of the pace clock.

**Level 1 stroke development** progresses the efficiency of the four competitive strokes through the use of drills, kicking, turns and starts.

**Level 2 skill development** further progresses sculling, treading water and use of the pace clock and introduces land training through the use of simple loosening exercises.

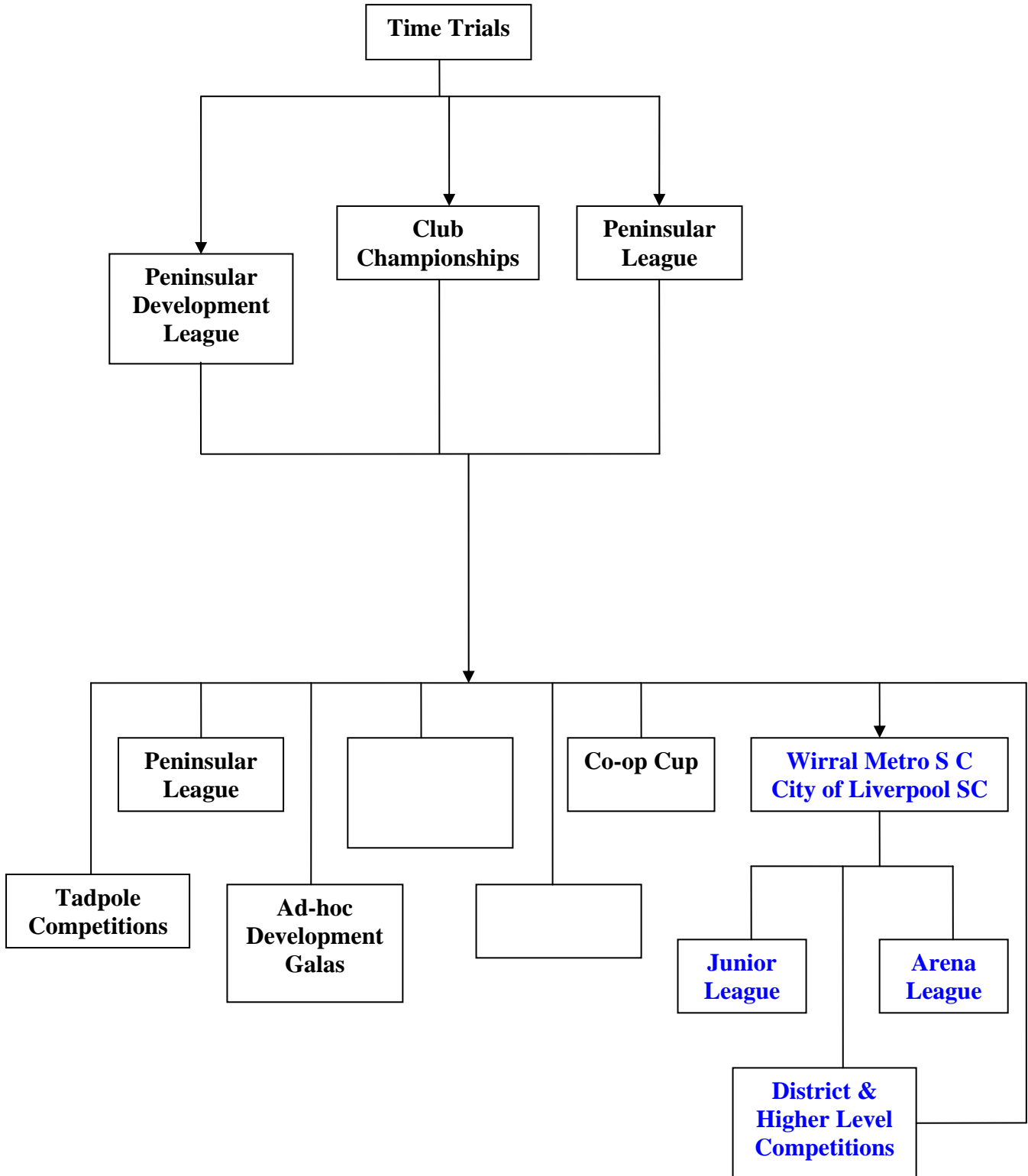
**Level 2 stroke development** continues to improve on stroke efficiency and kicking, introduces more advanced drills, makes further progress on starts, turns and finishes, and introduces short repetitive swimming sets.

## Awards

A range of certificates and badges to mark achievement are available from the club shop.

eg. Preliminary Competitive Start, and stroke and sprint awards

Swimmers are also encouraged to keep a record of their progress in training, through the use of a log sheet (see section 10 of this handbook), and of their awards using a logbook which is available from the club shop.





**President** Alan Murray

**Officers:**

Chairman:	Sarah Wylde	0787 621 6121
Vice Chair:	Peter Blood	0151-643 9761
Secretary	Colette Jackson	
Treasurer	Peter Blood	0151 643 9761
Ass. Treasurer		
Chief Coach	Nic Winter	0772 004 9195
Gala Secretary	Sarah Wylde	0787 621 6121
Polo Secretary	John Hamilton	

**Committee Members:**

Roy Smither  
Peter Barton  
Paul Hignett  
Michelle Doughty  
Jo James  
Kirsten Pankhurst  
Bettina Wilm  
Colette Jackson  
Natalie Durney-Knight  
Amanda Mills  
Ladies Captain Niamh Wylde  
Ladies Vice Captain TBA  
Men's Captain Ellis Cleworth  
Vice Captain TBA

**Club Representatives:**

Peninsular League	Nic Winter	Peter Blood	Sarah Wylde
L&D	Peter Blood	John Hamilton	
NCASA	John Hamilton	Nic Winter	
Cheshire	John Hamilton	Sarah Wylde	
Peninsular Schools	Peter Blood		

**Publicity:**

**Fund raising:**

**Swim Shop:** Cath Long 0790 855 0058

**Insurance queries:** Sarah Wylde 0151-645 5117

**Equity officer:** Cath Long 0790 855 0058

**Welfare officer:** Cath Long 0790 855 0058





We compete each year in a number of leagues or galas and utilize each for different purposes. This will depend on the level of competition within those competitions and the requirements of the season.

### **CLUB TIME TRIALS**

These are held approx. every eight weeks on a Sunday evening between 5pm and 8.00pm. All swimmers swim every stroke over 50 (some 25s for the youngest. This allows us to get a picture of how everyone is doing and make direct comparisons of fitness. It is also a friendly introduction to gala procedures for our younger swimmers. Please do your best to ensure your child attends.

### **PENINSULA DEVELOPMENT LEAGUE**

A development league in which we encourage all club members to participate, especially those recently joined. The events in these galas are time limited and provide a chance to swim strokes or distances that you do not usually participate in. If you have specific requirements please talk to Nic Winter.

### **PENINSULA LEAGUE**

Normally our strongest team, we compete in against teams from Hoylake, Wallasey, Ellesmere Port, Bebington, and Woodchurch,

### **ECHO CUP**

A high level competition for 9 to 12 year olds with 11 other very good standard Merseyside clubs. We compete in two six team galas at Everton Park and after the initial two rounds the six teams with the highest points go forward to the final. We have produced a steady improvement in this competition over the last few years.

### **OPEN MEETS**

Watch the notice board for details of open meets. Entry forms for advertised galas are available from Sarah Wylde.

### **CHAMPIONSHIP MEETS**

We also encourage our members to compete in some championship events. These consist of the Peninsular Age Groups, Liverpool & District Championships, Cheshire Championships,

### **CLUB CHAMPIONSHIPS**

We encourage our members to compete in the Club Championships Which are held over a number of galas in November and December. Everyone who enters gets a certificate and individual age group awards are also made. All awards are made at the Club Disco and Presentation evening.



## Child Protection Policy Statement

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

**In order to achieve this Birkenhead Swimming and Water Polo Club agrees to:**

- Adopt and implement Wavepower the Swim England Child Safeguarding Policy and Procedures in full.
- Recognise that all children participating in activities regardless of their age, gender, race, faith, sexual orientation and ability have the right to enjoy their involvement in our sports in a safe environment and be protected from harm.
- Ensure that all individuals who work or volunteer with children in our organisation provide a positive, safe and enjoyable experience for children.
- Appoint a Welfare Officer with the necessary skills and training as outlined in Wavepower who will take the lead in dealing with all child safeguarding matters raised within the organisation.
- Ensure that the Welfare Officers' name and contact details are known to all staff, members and parents/guardians of members that are under 18.
- Ensure that all individuals who work with children in the organisation have undertaken the appropriate training, have had the relevant DBS checks and adhere to Wavepower and the Regulations of our sports.
- Ensure that all individuals who will be working or will work with children in either a paid or voluntary role have been recruited in accordance with the Safe Recruitment Policy contained in Wavepower.
- Ensure that all individuals who work with children in the organisation have received the appropriate training for their role and been provided, understand and adhere to the requirements of the Codes of Conduct and Wavepower.
- Provide all members of the organisation and parents/guardians of members under 18 with the opportunity to raise concerns in relation to a child's welfare in a safe and confidential manner.
- 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.
- Ensure that confidentiality is always maintained and in line with the best interests of the child.
- Ensure all information relating to child safeguarding matters are held safely and securely.

## **Who is the Helpline for?**

This service is provided for anyone involved in swimming, including children and young people who believe that the welfare of a child is at risk. This could be neglect or abuse, bullying or fear of someone, or anything that is worrying you or you don't know who to discuss this with.

## **Who will take the calls & what happens?**

When you ring you will hear a message. This will explain how to speak to someone urgently, and enable you to be transferred straight away to the NSPCC Child Protection Helpline, or if more convenient arrange for someone to call you back. The person who calls you back will be a trained member of the Swim England Child Protection Group.

## **Other things you should know**

Helpline calls are free and do not appear on itemised bills unless the call is made from a mobile phone. The Helpline does not use the 1471 code or any other return call or call display facilities.

**You can call the Swim England/ NSPCC Child Protection Helpline on 0808 100 4001**

**You can call the NSPCC Child Protection Helpline direct on 0808 800 5000**  
(Monday to Friday 8am – 10pm or 9am – 6pm at weekends and calls are free)

**You can email the NSPCC Child Protection Helpline direct at:**      [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
( open 24 hours a day)



# 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 2020-23



## Member's Code of Conduct

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 and water polo 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.
- 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.**

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 2020–23 55 2.3**



## Parent's/ Carer's Code of Conduct

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 situation.

### 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.
- 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.**

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

Signature.....

Date.....



## Code of Conduct for committee members, officials and volunteers

As a volunteer at the club, we understand you have the right to:

- Enjoy the time you spend with us and be supported in your role.
- Be informed of Wavepower and the club child safeguarding reporting procedures.
- Know who the Welfare Officer(s) is/are and how to contact them.
- Be informed of the internal club complaints process and who to contact at the club for advice on complaints.
- Be aware of the club rules and procedures.
- Be involved and contribute towards decisions within the club.
- Be respected and treated fairly by the club.
- Feel welcomed, valued and listened to.

As a volunteer at the club we expect you to:

- Adhere to and implement Wavepower and the club safeguarding procedures.
- Adhere to the Swim England Equality and Diversity Policy.
- Adhere to the Swim England regulations, Code of Ethics, club constitution and rules.
- Adhere to any conditions stipulated under the pool hire agreement.
- Refer all child safeguarding concerns to the Welfare Officer.
- Ensure all complaints are referred under the internal club complaints process.
- Champion everyone’s right to take part and celebrate difference in our club or activity by not discriminating against anyone else on the grounds of gender, race, sexual orientation, faith or ability.
- Adhere to your role responsibilities.
- Make our club a happy, friendly and welcoming place for all members.
- Attend child safeguarding training every three years if applicable for your role.
- Ensure you have a current Disclosure and Barring Service (DBS) certificate (renewable every three years) if applicable to your role.
- Keep any qualifications or CPD up to date if applicable to your role.
- Lead by example by promoting positive behaviour and good sportsmanship. Encourage all members to behave in a positive manner and follow the rules of the club and sport.
- Never encourage or condone members of the club to breach the rules of the sport.
- Treat all personal information about members or their families on a confidential “need-to-know” basis unless information sharing with others is required to protect and safeguard a child from harm.
- Observe the authority of officials and follow the rules of the sport when questioning any decisions.
- Treat with respect and encourage all members to respect all competitors and teams from other organisations in victory or defeat.

**Breaches of the Code of Conduct may result in disciplinary action being taken against you by the club committee under the judicial regulations. Continued issues and repeated breaches may result in your dismissal from the club.**

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

Signature.....

Date.....



## **Internal Disputes**

The Club shall comply with the requirements and procedures of ASA Law for handling all Internal Club Disputes as may be revised from time to time.

For further information contact the Chair, Welfare Officer or any Coach or Committee member

## **Insurance:**

Fully paid up members of Birkenhead Swimming Club are automatically covered by the Club's Insurance Scheme. If you wishes to see a copy of the Insurance Policy or Document, or make a claim then please contact the Mrs Sarah Wylde the Club Secretary 0151-645 5117

**A copy of the Birkenhead SC Insurance Certificate is on display on the ground floor notice board at Leasowe Recreation Centre.**





**Before the Gala:**

1. Remember to check the notice board for your name on team sheets
2. Always indicate on the team sheet if you are available to swim. (tick or cross)
3. If a coach is being provided, decide if you will be travelling on it – if not tell your team manager.
4. Speak to your coach or team manager if you have any questions.

**Things you will need to take to the Gala:**

1. Swimming costume
2. Goggles (if you wear them)
3. Swimming cap
4. Towel
5. Pool shoes
6. T-shirt/ shorts
7. Drink/ snack

**What to do when you arrive at the Gala:**

- 1 Get changed and if you are not using a secure locker bring you belongings with you onto the poolside.
- 2 Report to your team manager on the poolside. The team will usually have an allocated area on the poolside.
- 3 Check the team sheet to for the events you are competing in.
- 4 Take part in the warm-up.
- 5 Never leave the poolside without speaking to your team manager.
- 6 Remember to take your goggles and hat (if you use them) for the start of your events.

**After the Gala:**

- 1 Get changed and make sure you have everything with you when you leave the changing area.
- 2 If you arrived on a coach but have different arrangements for returning, let your team manager know.
- 3 Check the notice board or website for the gala results.
- 4 Check the notice board again for any other team sheets.



Swim England Privacy Policy – See [www.birkenheadsc.org.uk](http://www.birkenheadsc.org.uk) homepage  
Birkenhead Privacy Policy – See Page 12 of this application pack

**APPLICANTS DETAILS**

Membership ID  Please provide if you have existing membership numb

Category of Membership  **Category 1:** Swimmers who do not compete on “Open” competitions  
**Category 2:** Swimmers who compete in “Open” competitions  
**Category 3:** Non swimming members

Activity Swimmer  Water Polo Player  Official/ Volunteer

Title  Mr/Miss/ Ms/ Other

First Name

Initials

Surname

Known As  Please provide if different from “First Name”

Date of Birth  dd/mm/yyyy

Postcode

Address

Town

County

Home Telephone

Mobile Telephone

**If the applicant is under 18 DO NOT provide the applicants e-mail address.  
For applicants under 18 a parents e-mail must be provided.**

Home email

Parent email

Country of representation

## Parents Details

Mother

Father

Surname:

Surname:

First Name(s):

First Name(s):

Address (If different from above):

Address (If different from above):

Phone number:

Phone number:

Mobile number:

Mobile number:

Email:

Email:

### **Additional Emergency Contact Information**

In case of any emergency, please complete below 2 alternative names, addresses and telephone contact details i.e. another family member or a friend, who can be contacted should parents / carers not be available.

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

Please also complete the following forms attached.

1. The medical information form
2. The club confirmation of commitment form
3. Photography consent/ refusal form
4. The swimmers' Code of Conduct
5. Parents' Code of Conduct

Signed:

Dated:



# 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
---	------------------------------	-----------------------------

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
-----------------------

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:

**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>

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



# Birkenhead Swimming Club Code of Conduct for swimmers.

## Member's Code of Conduct

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 and water polo 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

- 9 Keep yourself safe by listening to your coach or teacher, behave responsibly and speak out when something isn't right.
- 10 Take care of our equipment and premises as if they were your own.
- 11 Make it to training and competitions on time and if you're running late, let a member of the club know.
- 12 Make your coach or teacher aware if you have any difficulties attending training or competitions.
- 13 Not wander off, or leave training or a competition without telling your coach, teacher or team manager.
- 14 Bring the right kit to training and competitions.
- 15 Follow the rules of the club, squad or activity at all times.
- 16 Respect the privacy of others especially in the changing rooms.

### Behaviour

- 13 Make our club and activity a fun, happy, friendly and welcoming place to be.
- 14 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.
- 15 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.
- 16 Not use any device to take photographs or footage of others in the changing rooms or cubicles.
- 17 Report any concerns you have about others taking photographs or footage of others in the changing rooms or poolside.
- 18 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.
- 19 Report any incidents of bullying or unkind behaviour to the club, even if you're just a witness.
- 20 Treat other children with respect and appreciate that everyone has a different level of skill or talent.
- 21 Support and encourage your team mates, tell them when they've done well and be there for them when they are struggling.
- 22 Respect the children and adults competing for other teams at competitions.
- 23 Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- 24 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.**

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 2020–23 55 2.3**



# Birkenhead swimming Club Code of Conduct for parents

## Parent's/ Carer's Code of Conduct

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

- 8 Make sure your child has the right kit for training and competitions as well as enough food and drink.
- 9 Ensure your child arrives to sessions on time and is picked up promptly.
- 10 Inform us if you're running late to collect your child or if your child is going home with someone else.
- 11 Complete all consent, contact and medical forms and update us straight away if anything changes.
- 12 Maintain a good relationship with your child's coach or teacher.
- 13 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.
- 14 Not enter poolside or interrupt training or competitions unless in an emergency situation.

### Behaviour

- 11 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.
- 12 Behave positively as a spectator at training or competitions and treat others with respect.
- 13 Give encouragement to your child and tell them when they've done well and provide support when they are struggling.
- 14 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.
- 15 Respect the children and adults competing for other teams at competitions.
- 16 Respect the committee members, coaching and teaching team and all volunteer helpers at the club.
- 17 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.
- 18 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.
- 19 Talk to your child and ensure they understand the rules of the club and the sport.
- 20 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.**

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 2020–24 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 18years.

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 receive 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 Swim England/ Birkenhead Swimming Club photography policy.

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 Swim England policy. The Birkenhead 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.**

- 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: .....



Name	DOB	Squad
		B J S

Tick applicable boxes and enter total distance swum

Teacher/ Coach	Date	Cert'd	Strokes				Start s	Turn s	Distance
			Free	Back	Brst	Fly			
Comments/ Awards									

Teacher/ Coach	Date	Cert'd	Strokes				Starts	Turns	Distance
			Free	Back	Brst	Fly			
Comments/ Awards									

Teacher/ Coach	Date	Cert'd	Strokes				Starts	Turns	Distance
			Free	Back	Brst	Fly			
Comments/ Awards									

Teacher/ Coach	Date	Cert'd	Strokes				Starts	Turns	Distance
			Free	Back	Brst	Fly			
Comments/ Awards									

Teacher/ Coach	Date	Cert'd	Strokes				Starts	Turns	Distance
			Free	Back	Brst	Fly			
Comments/ Awards									



## Birkenhead Swimming Club - Progress Record

Squad	Accademy	Beginner	Junior	Senior	Metro	COL
Name	<b>DOB</b>					
Coach						

Stroke	Comments
Free	
Back	
Breast	
Fly	

Start/Turn	Comments
Free	
Back	
Breast	
Fly	

**Pre Competitive Start Award**                      YES              NO

Sprint Awards			
	Bronze	Silver	Gold
Free			
Back			
Breast			
Fly			
IM			

**Attends Time Trials**              YES      NO

**Attends Galas**                      YES      NO



## Notes