



## Welcome to Radcliffe Swimming & Waterpolo Club

Dear Parent,

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

We can also be contacted via;

- Email at [radcliffeswimclub@gmail.com](mailto:radcliffeswimclub@gmail.com)
- Contact us on our website [www.radcliffesc.co.uk](http://www.radcliffesc.co.uk) use uk.teamunify.com
- Instant message on our Facebook page @RadcliffeSwimmingClub

We are a Swim21 club and follow the guidance in Wavepower for child safeguarding, the ASA Code of Ethics and Codes of Conduct. While we hope your child will be happy and content at the organisation, sometimes questions, concerns or issues may arise. If you have a question regarding coaching, you should in the first instance approach your child's teacher. Please do so at a convenient time to you both and **do not go on poolside and interrupt training sessions.** The teacher will be happy to arrange a time before or after training to discuss any training issues.

If you do have a question or concern regarding a child's welfare, the welfare officer should be informed as soon as possible. Alternatively, there is a dedicated helpline for anyone wishing to raise a safeguarding or welfare concern directly to the ASA called – **Swimline 0808 100 4001**

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

The club is managed by a committee of elected members, with an approved Constitution, a copy of which is available on request. A full list of officers and committee members can be found on the Club's website. Below are some of those officers for your information.

Club Chairman	Mark Evans <a href="mailto:mevans873@aol.com">mevans873@aol.com</a>
Club Vice Chairman	Chris Lord <a href="mailto:lord_c@sky.com">lord_c@sky.com</a>
Welfare Officer	Yasmin Poxton <a href="mailto:welfare@radcliffesc.co.uk">welfare@radcliffesc.co.uk</a>
Membership Secretary	Joanna Warburton <a href="mailto:joannalwarburton@gmail.com">joannalwarburton@gmail.com</a>

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

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



## General Information

### Training times

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

STAGE	VENUE	DAY	TIME
Advanced group	Castle Leisure Centre	TUESDAY	8PM – 9PM
Group 2 & 3	Radcliffe Leisure	WEDNESDAY	7.30PM – 8.00PM
Group 4	Radcliffe Leisure	WEDNESDAY	8.00PM – 8.30PM
Group 5	Radcliffe Leisure	WEDNESDAY	8.30PM – 9.00PM
Intermediate group	Radcliffe Leisure	WEDNESDAY	8.00PM – 9.30PM
Group 1, 2 & 3	Radcliffe Leisure	FRIDAY	7.30PM – 8.00PM
Group 4	Radcliffe Leisure	FRIDAY	8.00PM – 8.30PM
Group 5	Radcliffe Leisure	FRIDAY	8.30PM – 9.00PM
Intermediate group	Radcliffe Leisure	FRIDAY	8.00PM – 9.30PM
Intermediate group	Castle Leisure Centre	SATURDAY	6.00PM – 7.00PM
Advanced group	Castle Leisure Centre	SATURDAY	6.00PM – 7.00PM
Group 2, 3, 4 & 5	Radcliffe Leisure	SUNDAY	3.30PM – 4.00PM
Advanced group	Radcliffe Leisure	SUNDAY	4.00PM – 5.30PM

### Recommended Equipment List per group

Groups 1 – 3	Groups 4 & 5	Intermediate & Advanced groups
RSC swimming hat (ask an officer to purchase - £4.50)	RSC swimming hat (ask an officer to purchase - £4.50)	RSC swimming hat (ask an officer to purchase - £4.50)
Goggles	Goggles	Goggles
Appropriate Swimwear*	Appropriate Swimwear*	Appropriate Swimwear*
	RSWPC Club Kit**	RSWPC Club Kit**
	Full Water bottle	Full Water bottle
	Kickboard	Kickboard
	Pullbuoy	Pullbuoy
	Fins (Short blade)	Fins (Short blade)
		Hand paddles

\* Appropriate Swimwear is classed as:

- Boys – Swim trunks or jammers (NO BAGGY SWIM SHORTS)
- Girls – Swimming Costumes, Knee length race suits (NO BIKINI'S)

\*\* Swimming Club kit must be worn when competing for the club



### **Advice on Purchasing**

Official Radcliffe Swim caps can be purchased for all swimming ages at a cost of £4.50. To order a cap, please use the contact us form on the webpage or send an inbox message via Facebook.

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

Radcliffe Swimming and Waterpolo Club use Macron, Bury for our Team Kit where you can purchase club kit through the link on our website or go into store and try on the kit and purchase at the same time.

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

### **Senior Water Polo**

Training for Senior Water Polo is on Tuesday evening 8.00pm – 10.00pm at Castle Leisure Centre

For more information, please contact Senior Water Polo Secretary, Mike Short  
[seniors@radcliffewaterpolo.co.uk](mailto:seniors@radcliffewaterpolo.co.uk)

### **Junior Water Polo**

All training sessions are held at Castle Leisure Centre, Bury

Radcliffe Squad (Club membership required)  
Sunday 5.15pm – 6.30pm

Training in partnership with Bury Council (Club membership not required)

Please contact Castle Leisure Centre for more information on session, times and space  
0161 253 7000

For more information on our Junior Water Polo please email:  
[juniors@radcliffewaterpolo.co.uk](mailto:juniors@radcliffewaterpolo.co.uk)



## **New Member's information checklist**

1. Completed Medical Information Form
2. Emergency Contact details
3. Photography Consent Form or Refusal of Consent Form
4. Completed and signed Member's and Parent's Code of Conduct Form
5. Completed combined ASA Cat1/Cat3 form (now known as Club Train or Club Support)
6. Completed ASA Cat 2 form (now known as Club Compete) for competitive swimmers

## **Swim England Categories explained**

### **Swim England Cat 1 – now Club Train**

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

### **Swim England Cat 2 – now Club Compete**

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

### **Swim England Cat 3 – now Club Support**

ASA Cat 3 membership is for all members of any age who are not in categories 1 & 2 including, but not being limited to, any persons which have voting rights in their club by virtue of being a parent of, or a person with parental responsibility for, a member in categories 1 & 2; administrators; associate members; coaches; helpers; honorary members, life members; officers; qualified coaches of any discipline; patrons; teachers; temporary member; vice presidents and verifiers or tutors of the Association's educational certificates.







## ASA / BRITISH SWIMMING DATA PROTECTION NOTICE

### Collection and use of your information

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

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

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

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

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

### Disclosure of your information

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

#### Caution

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

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

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

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

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

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

### Marketing

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

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

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

#### Ethnic Definitions

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

## For parents/carers of members under 18 years

It may be essential at some time for the coach or team manager accompanying your son/daughter to have the necessary authority to obtain any urgent treatment which may be required whilst at a competition or event with Radcliffe Swimming and Water Polo Club. Would you therefore please complete the details on this form and sign below to give your consent.

I, \_\_\_\_\_ being the parent/carer of the above-named child hereby give permission for the coach or team manager to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

Signature of consent by parent/carer: \_\_\_\_\_

Print full name: \_\_\_\_\_

Date: \_\_\_\_\_

## EMERGENCY CONTACT DETAILS

### **Contact One**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Relation to Swimmer:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

### **Contact Two**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Relation to Swimmer:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Mobile Number:** \_\_\_\_\_

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

Signed (Member) \_\_\_\_\_ Date \_\_\_\_\_

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

## Medical Information

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

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?

**Yes**

**No**

If yes, what is the nature of their disability?

<b>Visual Impairment</b>	<b>Learning Disability</b>	<b>Hearing Impairment</b>
<b>Physical Disability</b>	<b>Multiple Impairments</b>	<b>Other (Please Specify)</b>

### Medical Information

Please detail below any medical information and specific disabilities that this child has which our organisation needs to know. E.g. Allergy, Medical Conditions, Medication being taken, Any injuries.

<b>Name of child's Doctor and Surgery</b>	
<b>Doctors Phone Number</b>	

I understand that, in compliance with the Data Protection Act 2018, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is 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 (Inc Under 18's)) \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed Also (Parent / Carer (if member is under 18 years old)) \_\_\_\_\_

# Child Photography Parental Consent Form

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

Radcliffe Swimming Club may wish to take photographs of individual and/ or groups of members under the age of 18 that may include your child during their membership of the organisation. All photographs will be taken and published in line with the ASA Photography Guidance. Radcliffe Swimming Club requires parental consent to take and use all photographs.

Parents have a right to refuse agreement to their child being photographed.

As the parent or carer of \_\_\_\_\_ please complete the form below in respect of your child or children.

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

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

\*Delete as appropriate

Signed (parent/carers): \_\_\_\_\_ Print name: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

## Child Photography Refusal of Consent Form

Name of child: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Signed (parent/carers): \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

