

Membership Policy 2024/25

Valid from 1 September 2024 – 31 August 2025

Truro City Swimming Club



1.0 Introduction

- 1.1 Truro City Swimming Club is committed to providing a swimming club for all members of the Community, ensuring that every individual has an equal opportunity to make the most of their lives and talents. All members will have the same sense of belonging, feel respected and valued for who they are, and feel supported by others so that they can do their best.
- 1.2 This policy applies to all prospective and current members as defined in the club constitution and shall be reviewed and updated annually.

2.0 Membership Year and Fees

- 2.1 The Membership year runs from 1 September to 30 August. Fees are reviewed annually and are at the discretion of the club Committee.
- 2.2 Fees are payable either monthly, quarterly or annually as selected at registration and a valid payment card must be maintained on the club's registration system Team Unify at all times.
- 2.3 Sessions can only be reduced at the beginning of a quarter. A request to reduce the number of sessions for a swimmer must be put in writing to the membership secretary at membership@trurocitysc.co.uk prior to the beginning of the next quarter, with the quarters beginning on 1 September, 1 December, 1 March and 1 June.
- 2.4 Membership of the club for new swimming members is subject to the completion of a successful trial and space being available that matches the swimmer's ability (see section 3). Once confirmed, membership will only be granted upon successful completion of the online membership documents and payment of the annual registration fee along with the first month's session fees.
- 2.5 Membership of the club for non-swimming members is granted upon approval of the Club Committee (see section 3).
- 2.6 All existing members are subject to re-registration in accordance with this Policy (see section 5).

3.0 New Membership Applications

- 3.1 Prospective new swimming members are required to email membership@trurocitysc.co.uk, detailing their name, gender, DOB and current swim experience. The email should include what level they are at in a learn to swim programme if they are attending one, or if they have completed a learn to swim programme, if they have any additional activities you feel are relevant, such as surf lifesaving.
- 3.2 Prospective new non-swimming members are required to email membership@trurocitysc.co.uk detailing their name and the role they are applying for.
- 3.3 As a minimum prospective new swimming members need to be able to swim 100m each of front crawl, backstroke and breaststroke and 25m of fly. By contacting the club you are confirming the swimmer is capable of these minimum requirements.

4.0 Procedure for Filling Spaces

- 4.1 When space becomes available in lanes and sessions, the Head Coach will first consider existing members seeking a move or seeking additional sessions. Recommendations for an internal move will be put to the committee by the Head Coach via the Membership Secretary for consideration.
- 4.2 Where spaces remain to be filled after having considered existing members, prospective new swimming members from the waiting list will trial based on their suitability for the space/s.

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- 4.3 When a space becomes available for the entry level Stroke Improvers Squad the club may invite more than 1 person to trial. The exact number of trialists will be a judgement at the time.
- 4.4 For the Development, Competitive and Performance squads the club may invite more than 1 person to trial that might meet the criteria for the session and space available. The standard of swimming required varies within the squad and is dependent on the particular space and lane available, this can't be determined without the swimmer being assessed in the pool.
- 4.5 All prospective members must trial and pass the criteria as set out in Section 3 New Membership, before being offered a membership.
- 4.6 Siblings of existing members will take priority on the waiting list.
- 4.7 We shall attempt contact by email only, using the contact information provided in the original correspondence. It is the prospective members responsibility to update the club if their contact details change.
- 4.8 The invitation to trial must be accepted or declined within 15 days of the date of the email sent from the Clubs Membership Secretary.
- 4.9 At the trial the prospective new swimming member will be assessed against the criteria as set out in Appendix 1. The trial will be taken by the Head Coach and observed by one other member of the coaching team or committee whose comments will feed into the recommendation process (4.10). They must achieve the minimum standard required to join the relevant squad.
- 4.10 The Head Coach will put forward a recommendation to Committee based upon the swimmers trial. They will recommend the squad, session and lane that the triallist would fit into, or alternatively if the triallist/s is not yet ready to join the club. The club Committee will make the final decision on what membership is offered to the triallist.
- 4.11 If the offer of a place is declined or confirmation is not received within 15 days of the date of the email sent offering a place, your details will be taken off the waiting list and the Head Coach recommendation will be revisited.
- 4.12 This process will continue until the space is filled, with further trials if necessary or there are no further members on the waiting list.
- 4.13 Membership of the club is granted once approval has been received, and upon successful completion of the online membership documents and payment of the annual registration fee along with the first month's session fees. The online registration and payment needs to be completed within 15 days of receipt of the email from the Membership Secretary containing the joining information.
- 4.14 The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, or, in the case of a swimmer, being unable to achieve the entry standards as laid down in Appendix 1. The Club shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a Review Panel.

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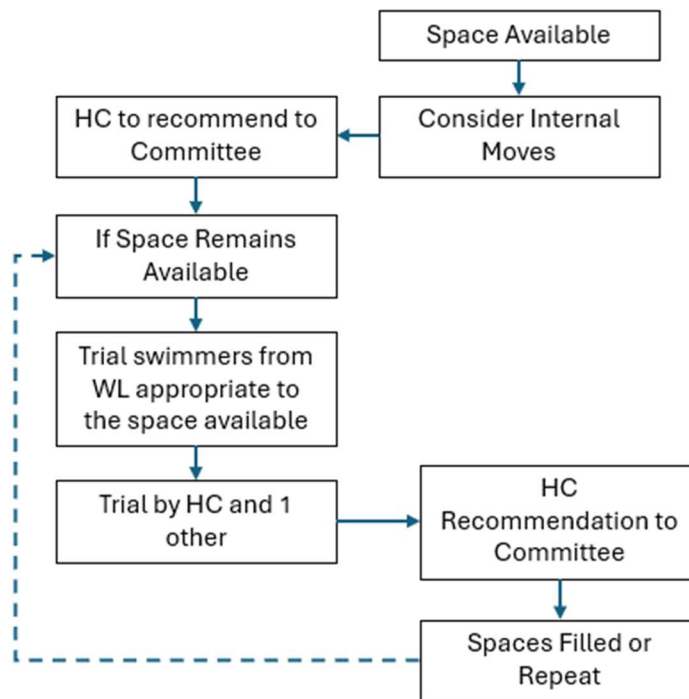


Figure 1: Process for Filling Spaces

5.0 Renewal of Membership

5.1 No Member will be accepted or renewed as a Member, unless:

- 5.1.1 The potential member is at the time of applying in good standing with the Club and there are no causes such as conduct or character likely to bring the Club or the sport into disrepute. A member of the Club will be in good standing provided that the member:
- 5.1.2 Has not been suspended or had other restrictions or sanctions imposed;
- 5.1.3 Has completed all the documents and payments as required by the Club during the last year of membership;
- 5.1.4 Has complied with the Club code of conducts and policies during the last year of membership;
- 5.1.5 Has no membership fees owing from any previous membership period.
- 5.1.6 The potential member has completed the annual membership documentation and agreed to comply with the clubs code of conducts and policies contained within.
- 5.1.7 The potential member pays the fees due upon application as reviewed and set by the Committee annually.

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6.0 Withdrawal and Termination of Membership

6.1 Membership of the club will terminate immediately upon:

- a) The expiration of the Member's membership, unless renewed in accordance with this policy.
- b) Termination of membership by giving written notice to membership@trurocitysc.co.uk. Termination becomes effective from the date specified in the notice. Termination as a Member does not relieve the Member of their obligation to pay any fees outstanding.
- c) The Member no longer meets the definition of a Member as defined in the Clubs Constitution.
- d) The Member ceases to be in good standing as defined in section 4.1.

7.0 Pausing Membership

- 7.1 Committee will consider requests for pausing membership on a case by case basis. Please email membership@trurocitysc.co.uk with the reason you would like to pause your membership and how long you think you will need to pause it for. Examples that would be considered are long term illness or injury.
- 7.2 Committee will confirm in writing if your request to pause your membership has been approved.
- 7.3 Membership will be paused from the beginning of the next billing period.
- 7.4 To reinstate your membership please email membership@trurocitysc.co.uk with when you would like your membership to start again.
- 7.5 If restarting your membership mid-month your membership fees will be calculated proportionately.

8.0 Associate Membership

- 8.1 Associate membership will be considered if:
 - Truro City is not your first ranked club and you would like to attend ad-hoc sessions;
 - You are away during term time and would like to attend ad-hoc sessions when you are home;
 - You have no membership fees outstanding from any previous membership period;
- 8.2 Associate members will be permitted to swim in the following sessions that are relevant to their ability:
 - Wednesday 18:30-19:30
 - Wednesday 19:30-21:30
 - Friday 18:30-19:30
 - Friday 19:30-21:30
 - Sunday 15:00-16:30
 - Sunday 16:30-18:30
- 8.3 Associate membership will entitle you to swim in a maximum of 20 sessions per swim year which runs from 1 September to 30 August.
- 8.4 Applications are to be made in writing to membership@trurocitysc.co.uk including details of why you would like to be considered for an associate membership and when you would like to attend sessions with the club. The clubs Committee will review your request and confirm their decision in writing.

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9.0 Waiting List

9.1 Once the membership limit has been reached the club will operate a waiting list. Prospective new members will be asked if they would like to be placed on the waiting list and will be added in order of the date of their first correspondence with the club.

9.2 The following details will be held on the waiting list and must be provided by the prospective new member as defined in Section 3 New Membership:

- Swimmer's name;
- Swimmer's gender;
- Swimmers DOB;
- Contact name;
- Contact email address;
- Name of sibling if they are already a member of the club;
- Swim Experience.

9.3 The Membership Secretary from the club will liaise with the Head Coach and assign a potential squad based on the information provided.

TCSC Committee

November 2024

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