

Colchester Swimming Club

From The Membership Secretary

Dear Parent/Guardian ,

Welcome to Colchester Swimming Club

On behalf of the Club I would like to welcome your child and provide you with some information about our activities. All coaching is by qualified coaches who are trained and have been screened for their suitability for working with young people and our teaching staff and helpers will do everything possible to encourage your child to develop their skills in the water.

We value and encourage the support of our swimmers' families, who are welcome to attend all training and competitions. We are keen to try to involve them in the club and share our success and we will work hard to resolve any concerns in order to ensure that our club provides a safe and happy environment for everyone.

Please ensure that your child arrives at the training venue in time for us to start the session promptly. Should you not stay to watch please ensure that you return on time to collect them. In cases of emergency please try to contact the Chief Coach or another parent so that we know what is happening.

I am afraid that there are a number of forms which need to be completed to ensure that the Club operates in accordance with all health and safety legislation, that we are aware of any medical issues which may affect your child's training and that you and your child understand your responsibilities in relation to the Club.

FORMS REQUIRING ACTION, YOUR SIGNATURE AND RETURN TO THE MEMBERSHIP SECRETARY

Membership, and Emergency Contact Details Form. For the safety of your child it is important that we are provided with the swimmers and your contact details.

Amateur Swimming Association (ASA) Membership Form The Club's insurance is through the ASA and to be insured all swimmers must be ASA members. We cannot accept any swimmer in a training session who is not a paid up member. In addition only ASA members can compete in Swimming Competitions attended by the Club. **This is the only form which can not be downloaded from the Club website and will be provided for you by the membership Secretary.**

In addition we require your signature on five other forms all of which can be downloaded from the Club's website, www.colchester-swimming.org.

Medical Information Form . It is important that we are informed of any medical conditions or allergies that maybe relevant, should your child fall ill or be involved in an accident whilst with us. We also ask for your agreement to our taking any medical action thought necessary should you not be in attendance or contactable at the time.

Monthly Standing Order Form..... The Club's preferred form of payment is by monthly standing order. We understand that there may be reasons why this is

not possible but we would encourage you to pay by this method if possible.

Photographic Approval Form

We are keen to publicise the successes of the Club and its members but we understand that there may be sensitivities around this. Please read the policy and sign the form to indicate your preferences on this issue.

Parents Code of Conduct The safety and wellbeing of your child is paramount to us. All adults involved in the Club's activities, are required to adhere to the Club's Code of Conduct and they must be familiar with the steps to be taken should they be aware, suspect or receive any allegations of abuse.

Swimmers Code of Conduct Swimming is an activity embracing personal and team achievement. It is important that all swimmers accept their responsibilities to themselves, their team and the adults supporting them.

DOCUMENTS GIVING YOU INFORMATION ABOUT THE CLUB AND ITS SWIMMING PROGRAMME

The Club's Website. www.colchesterswimming.org. This is the primary source of information about the Club's activities, contact details, training programmes, policies, competitions and general information. Please get into the habit of visiting the site regularly for up to date information.

The Club Noticeboard at Leisure World. Please read the notices on the board in the corridor to the Fitness Pool at Leisure World many of them may affect you.

Contact details for the Chief Coaches and the club officers. These details are kept up to date on the Club's website.

How to access all Club Policies. Follow the links to the 'Policies Section' of the Club's website.

Training Times. The latest information will be on the Club's website.

Squad Selection Policy. The policy is detailed on the Club's website but please speak to one of the Coaches for any clarification.

Welfare Officer, Child Safeguarding and the ASA's 'Swimline'. Please familiarize yourself with the documentation provided in the 'Policies section' of the Club's website.

Explanation of Swim21

Thank you for your co-operation and I look forward to meeting you at some point in the future. It is difficult to anticipate every question which a new member may have, please do not hesitate to contact anyone on poolside before or after training sessions or to contact a member of our Committee.

Yours sincerely

Jackie Makinder Membership Secretary