



CARNOUSTIE CLAYMORES SWIMMING CLUB Welcome Pack

Dear New Member,

On behalf of Carnoustie Claymores Swimming Club, I'd like to offer you and your family a very warm welcome to the Club. The attached is a pack designed to explain:

- What Carnoustie Claymores provide for its members
- What is required from our members

Your child has been offered a place in the squad detailed on your email. Please complete all of the tasks in the Joining Checklist if you wish your child to take up their offer of membership.

An index is provided on the following page to help you find the information you require.

Yours faithfully

Nigel Robinson
President - Carnoustie Claymores Swimming Club

Joining Checklist

Joining Task	Completed Y/N
Swimmer trialled and recommended squad identified by coaching team	
Online SASA application completed and accepted by Club Membership Secretary prior to 1 st session	
Club Membership Application Form completed and club Annual Membership Fee returned to Club Membership Secretary prior to 1 st session	
Medical Record Form completed and returned to Club Membership Secretary	
Code of Conduct completed and returned to Club Membership Secretary	
Monthly Bank Mandate completed and sent to Bank	
Photo Consent Form Completed and returned to Club Membership Secretary	
Mobile phone policy completed and returned to Club Membership Secretary	
PB times passed to club head coach (- for experienced swimmers only)	
Appropriate Swimming Kit Purchased for Training	
GDPR information read and signed and returned to the Club Membership Secretary	



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Carnoustie Claymores Swimming Club General Information

2.1 Introduction

Established in 2011, Carnoustie Claymores Swimming Club is a not for profit organisation which endeavours to provide a warm and caring environment for youngsters to learn and perform in swimming to their highest level. It is based in Carnoustie in Angus and provides swimming training for swimmers from Carnoustie and the surrounding area.

2.2 Club Organisation

The day-to-day management of the club is run by a management committee, which is elected each year at the Annual General Meeting. The management committee are all volunteers and are predominantly parents of current or previous swimmers within the club. There are various roles within the Committee ranging from President, Treasurer, Squad coaches, Gala Convenor, etc. The Committee normally meets once every 8-12 weeks.

The Committee engages swimming coaches on a paid and voluntary basis. The coaches are currently a very strongly knit team who also have regular meetings.

The Junior swimmers are organised into various competitive squads, Red Transition squad, Red squad, Black squad, Bronze 2, Bronze 1, Silver and Gold. We also cater for the non-competitive swimmer with our Leisure (Green) squad and friends and family of the club in an Adult Squad.

For each squad there is a kit requirement detailed below.

Red / Green / Adult Squads	Kickboard, Short Fins, Front Snorkel, Pull Buoy, Water Bottle
Black Squad	Kickboard, Short Fins, Front Snorkel, Hand Paddles, Pull Buoy, Water Bottle
Bronze 1 and 2	Kickboard, Short Fins, Front Snorkel, Hand Paddles, Pull Buoy, Tennis Ball, Finis Alignment Board, Water Bottle
Silver / Gold	Kickboard, Short Fins, Front Snorkel, Hand Paddles, Pull Buoy, Tennis Ball, Finis Alignment Board, Roller, Resistance Band, 2 x Water Bottles

If attending any galas and representing the club we do also like the swimmers in the team kit which can be bought in our online shop at <http://www.carnoustieclaymores.com/> or by contacting our Club shop co-ordinator, at shop@carnoustieclaymores.com. Minimum team wear kit requirement is Swimming Cap, Shorts and T. Shirt.

Our leisure squad option gives swimmers who do not wish to be competitive a chance to come along and swim for fun and fitness. These sessions, although still structured, are more relaxed in their nature giving the chance for non competitive swimmers to participate within the sport of swimming.



2.3 New Membership

New members must apply online at <https://www.scottishswimming.com> and be accepted by the Club Membership Secretary prior to the first session.

All additional forms are accessible for download via the club website document section:

<http://www.carnoustieclaymores.com/forms--policies.html>

The forms that new members need to complete are:

- 1) Club Membership Application Form. Complete and return with club Annual Membership Fee to Club Membership Secretary.
- 2) Medical Record Form. Complete and return to Club Membership Secretary.
- 3) Swimmers and Parents Code of Conduct. Complete and return to Club Membership Secretary.
- 4) Monthly Bank Mandate. Complete and send directly to your **bank**.
- 5) Photo consent form completed and returned to Club Membership Secretary.
- 6) Mobile Phone policy completed and returned to Club Membership Secretary.

2.4 Club Activities

The club provide a timetable of swimming training throughout the week. Sessions are timetabled at various pools, including:

- Carnoustie High School Swimming Pool, Carnoustie
- Monifieth High School Swimming Pool, Monifieth
- Dundee and Angus College, Gardyne Campus, Dundee
- Arbroath High School Swimming Pool, Arbroath

The current swimming timetable runs Monday to Sunday. A copy of the training timetable is available, on request, from any committee member. There are male/female changing facilities at all pools and the guidance from Scottish Swimming is that swimmers under the age of 8 years can use the opposite gender changing facilities if being assisted by a parent. Any swimmer over the age of 8 should use the appropriate changing facility for their gender unless under special circumstances which should be intimated to the club.

2.4.1 Annual General Meeting

In order to comply with the club's constitution, the club holds an AGM annually. This is where the Head Coach, President and Treasurer provide annual reports to the members and parents of members of the club, along with elections of Office Bearers. It is also where the Club Annual Membership fee is agreed which is due from the 1st of March of the year.



2.4.2 Annual Championships

The club holds an Annual Club Championship in November/December each year when all swimmers are invited to compete against other club members in their age group/squad. Awards are presented in December/January

There are also 4 race days held within the club during the first half of the year:

- 3 Race Days will be at Gardyne with a variety of events which will suit the ability of each Squad.
- 1 Race Day will be at Stirling National Academy pool (50m) and again events will suit the ability of the squads. This will also give swimmers early exposure to Long Course Swimming. Awards will be presented at the summer BBQ.

2.4.3 Presentations

The club has a presentation event at the beginning of the year (January/February). The main reason for this event is to recognise and present awards to all the swimmers who have either represented the club at the Midlands Leagues and/ or won awards at the Clubs own award structure. A second event is held in the summer where the team can get together for a family BBQ with Games.

Families are encouraged to attend these events. Tickets are normally available 4-6 weeks in advance of the event. The price of tickets is set to cover the cost of holding the event.

2.4.4 Awards

Carnoustie Claymores has many awards for the swimmers to compete for throughout the year which include the following :

December Presentation
Male Swimmer of the Year Female Swimmer of the Year Swimmers swimmer of the Year Club Person of the Year Most Improved Swimmers
December and Summer Presentations
Red /Black squads Outstanding Achievement Award Bronze 1/2 squads Outstanding Achievement Award Silver/Gold squads Outstanding Achievement Award Carnoustie Claymore Club Championships Rookie Lifeguard
Summer Presentation
Race Day Achievements
Term Achievements
Red /Black squads Outstanding Achievement Award Bronze 1/2 squads Outstanding Achievement Award Silver/Gold squads Outstanding Achievement Award



2.4.5 Midlands District Leagues

The club is affiliated to Midland District swimming, and as such competes in the Midlands District Leagues. Teams of swimmers are selected by the coaching team to represent their club at the five Midland District League Meets held throughout the year. All swimmers who are selected for the team, from the competitive squads, must attend these events. Swimmers from the Leisure squad may also be asked to participate in these events but this is not mandatory. The club is also required to provide a number of Officials and helpers for the smooth running of the meets.

2.4.6 Swimming Galas

Swimming galas are held by other clubs and organisations throughout the year. These can either be open events where entries are accepted based on the entrants qualifying times, or graded meets where the fastest swimmers with times above certain limits are not allowed to compete.

The club supports a number of these galas and will help to organise poolside support including a swimming coach. We are also required to provide a number of STO's (Swimming technical officials) and rely on parents to take on these roles so that galas can be accredited. At some galas the club is at risk of being fined if the minimum requirement of STO's per swimmer is not reached. If your child is regularly competing we would appreciate if at least one parent can commit to becoming a technical official."

Galas are specifically selected by the Head Coach throughout the year based on the squad/ability of the swimmer and entry details will be emailed out to selected swimmers. The selections are only recommendations and can be discussed with the head coach. Each event incurs a small charge which is paid to the host club or organisation. Attendance at these Galas is imperative to the swimming development of your child and there is a minimum attendance at galas required detailed in the criteria for each competitive squad.

Gala Criteria

Gold	Silver	Bronze 1	Bronze 2
5	4	4	3

Carnoustie Claymores League and Club Championships will not count towards this.

2.5 Club Funding

Carnoustie Claymores Swimming Club is a non-profit making organisation. The collected fees go towards paying for:

- Pool hire
- Coaches Fees
- Affiliation Fees
- Club Insurance



2.5.1 Annual Membership Fees

Carnoustie Claymores Swimming Club's main source of income is by collecting an annual membership fee along with monthly squad fees. The annual fee is set at the AGM and applies to all swimmers.

The annual membership fee including the S.A.S.A. and Midlands District registration for swimmers is:
£55.00

Cheques (made payable to Carnoustie Claymores Swimming Club) or a BACS payment must be received by 10th March each year.

2.5.2 Squad Monthly Fees

The monthly fee pays for coaching and pool-time. It depends on the squad of the swimmer and is paid by bank standing order on 1st of each month. The Club Membership Secretary will provide you with the bank details and bank mandate form for the standing order.

The monthly subscription fees are currently (i.e. until further notice):

Red / Black Squad	£27.50 (Minimum 2 Sessions, Maximum 5 Sessions)
Bronze 1 / 2 Squad	£30.00 (Minimum 3 Sessions, Maximum 5 Sessions)
Silver Squad	£35.00 (Minimum 4 Sessions, Maximum 5 Sessions)
Gold Squad	£40.00 (Minimum 5 Session, Maximum 7 Sessions)

These are calculated to include any scheduled holiday shut down periods

Land Training and Rookie Lifeguard sessions are also available to all swimmers in competitive squads.

Leisure Squad	£20.00 (Minimum sessions n/a, Maximum 4 sessions).
Adult Squad	£17.00 for 2 sessions a week and £10 for 1 session a week.

Monthly subscriptions can be suspended for long term absence due to illness/injury following one months' notice. Medical certificates may be required and suspension will be at the discretion of the Management Committee.

2.6 Scottish Amateur Swimming Association (SASA)

Carnoustie Claymores Swimming Club is affiliated to the Scottish Amateur Swimming Association, the national governing body for swimming. The club is one of several clubs that form SASA Midlands District. All club members must apply to become SASA members and comply with the SASA rules and regulations. These are available from <https://www.scottishswimming.com/>. New members joining the club, or transferring between clubs must complete the necessary SASA registration / transfer requirements online. (See SASA New Member Sign up Instructions that the membership secretary will have emailed you). SASA administration years commences 1st March. All existing SASA members must have their appropriate fees returned to the Club Membership Secretary by 10th March. All cheques must be made payable to "Carnoustie Claymores Swimming Club". New members joining the club must pay their SASA fee to Carnoustie Claymores Swimming Club when they join.



2.6.1 SASA & Midland Annual Fee

The fees for SASA administration year commencing 1st March are:

- Swimmer - £43.00
- Teacher/ Coach - £10
- Volunteer/Club Helper - £10
- Technical Official - £10

The Fees for Midland's administration year commencing 1st March are:

All Club Members - £1.50

2.7 Obtaining Club Information

The easiest way for parents to find out more information is to contact our Secretary, at Club Secretary clubsecretary@carnoustieclaymores.com

The club maintains a website where all updated information can be found, this is the main contact for information so please use this. You can find the information at www.carnoustieclaymores.com.

If you have a facebook account please find the clubs Facebook page at <https://www.facebook.com/groups/355993474998106/> where you will receive instant updates on club business.

The club also have a parent's e-mail list, we occasionally e-mail documents out to parents as required. Please ensure your email is included on the membership form so that you can be added onto the contact list.

2.7.1 Club Secretary Contact Details

All formal correspondence for the club should be through the club Secretary handed into poolside or via e-mail: clubsecretary@carnoustieclaymores.com

2.7.2 Club Membership Secretary Contact Details

If you would like to enquire about joining Carnoustie Claymores Swimming Club, application forms are available from the website or please contact the club's Membership Secretary via e-mail: membership@carnoustieclaymores.com

2.7.3 Club Meet Secretary Contact Details

If you have any enquiries about Galas, please contact the club's Meet Secretary, via e-mail: meets@carnoustieclaymores.com . Gala fees are made payable to Carnoustie Claymores and should be paid by BACS transfer direct to our bank account.



2.8 Committee Members & Team

Committee Members	
President	Nigel Robinson
Vice President	Brian Thomson
Treasurer	Ross Jamieson
Club Secretary	Jillian Smith
Membership Secretary	Melissa Anderson
Fundraising Co-Ordinator	Vacant
Head Coach	Andy Johnston
Child Protection Officer	Jenny Fraser / Mairi McTaggart
Team Manager / Senior Coach	Brenda Miller
Meet Secretary	Paul McCombie
STO Convenor	Gillian Wood
Club Shop Co-ordinator	Adrienne Ross
Adult Member	Kevin Coffin
Adult Member	Helen Robinson
Adult Member	James Black
Senior Coach	Linda Oliphant
Senior Coach	Dawn Kissack

Further information on our coaching team and Club Captains can be found on the website at <http://www.carnoustieclaymores.com/> - Our Team

2.9 Offering Your Assistance

Carnoustie Claymores Swimming Club cannot exist without its volunteer helpers. The club is always open to any offers of assistance from parents willing to help at swimming events and fund-raising events, to serving on the Committee, or becoming Swimming Officials. A Volunteer Application form is available from www.carnoustieclaymores.com/committee-members.html .

2.10 Sponsorship

The club is also looking for sponsorship at either its swimming galas and/ or the club swimming squads.

If you would like more details and or have any fund raising ideas, please contact a member of the Committee or e-mail our Fundraising Co-Ordinator: fundraising@carnoustieclaymores.com

2.11 Training Timetable

The swimming timetable is Monday – Sunday, times depending on Age group and Squad, more details available from a committee member.

Please see the club website and Facebook for weekly updates.



Parents Photography Policy

The Club believes that its members deserve recognition for their achievements and that publishing photographs on the Club's website, notice boards and social media sites or in the Press is a necessary part of celebrating successes.

The Club requires parental/carer consent to take and use photographs in the above circumstances, means of swimmers under the age of 18, and parents/carers have a right to refuse agreement to their child being photographed.

As a parent/carer please complete the policies consent form in respect of your child. Please note you can withdraw your consent in writing to the club's Child Protection Officer at any time should you wish to do so.

If you have any concerns regarding the nature of photography or filming please contact the Club Child Protection Officer.

If photographs or video recordings are on the Club website or social media sites and either the parent/carer or the young person in the photograph or video recording wishes the data to be removed, please note that 7 days' notice must be given to Club Child Protection Officer after which the data will be removed.

ATHLETE CODE OF CONDUCT

Aim: To ensure that all athletes involved within the sport participate within an agreed philosophy and set of standards.

Principal Statement on Ethics

Sporting integrity is based on the acceptance of rules, fairness equality, respect for others, moral conduct and a sense of what is right. Scottish sport's goal is to create a sporting environment where violence, breaking the rules, the abuse of drugs, the lack of fair play and other unethical behaviour are automatically rejected as being irrelevant to the true purpose of sport. I agree to:

1. Abide by the principal statement on Ethics above.
2. Practice and play within the spirit of the game/sport.
3. Behave with respect to others including coaches, officials, other players, athletes, team manager, spectators.
4. Treat all others how I would like to be treated, with integrity.
5. Refrain from inappropriate conduct towards others including physical, verbal, written or emotional, in person or through use of social media platforms.
6. Set a good example at all times in aspects of dress, punctuality, language, behaviour and respect of equipment and others.

Sanctions: Breaches of the athlete's code of conduct will be dealt with in accordance with the clubs disciplinary procedures.



Parent and Spectators Code of Conduct

I agree to:

1. Always promote the positive aspects of the sport (eg fair play).
2. Encourage athletes to value the performance and not just results.
3. Do not ridicule or shout at a child for making mistakes or losing a race.
4. Never condone rule violations or use of prohibited substances.
5. Behave responsibly and do not use inappropriate language whilst involved in or spectating at club activities, and treat athletes, coaches, club volunteers, officials and parents of yours and other clubs with due respect.
6. Follow all guidelines laid down by the national governing body and the club.
7. Encourage and guide athletes to accept responsibility for their own performance and behaviour.
8. Always remember that the involvement in the sport is for the child not you.
9. Support all efforts to remove verbal and physical abuse from sporting activities.
10. Abide by Scottish Swimming Social Media Guidelines.

Sanctions: Where parent / spectator is a member of the Club / Scottish Swimming any breaches of the parent / spectator code of conduct will be dealt with in accordance with the clubs disciplinary procedures.

If the parent / spectator is not a member of the Club / Scottish Swimming any breaches of the parent / spectator code of conduct will result in a ban from poolside.



Acceptable Use of Mobile Phone and other Similar Device Policy

Aim: The aim of the Mobile Phone and other Similar Device Policy is to promote safe and appropriate practice through establishing clear acceptable use through guidelines.

Scope: This policy applies to all members of the Club, and relates directly to the appropriate codes of conduct.

Responsibility: It is the responsibility of the swimmers / coaches / volunteers to adhere to the guidelines outlined in this document. It is the parent's responsibility to allow their child to have a mobile phone or other similar device, and should be aware if their child takes a mobile phone or other similar device to club sessions. Permission to have a mobile phone or other similar device during the club sessions/events will be contingent on the parent/guardian permission in the form of a signed copy of this policy.

Policy Statement: It is recognised that smartphones and other similar devices contain a wide variety of functions which can be susceptible to misuse. Misuse includes taking and distribution of indecent images, exploitation and bullying. Misuse of smartphones or other similar devices can cause distress to individuals, impact on self-confidence and mental well-being, as well as impact on privacy and right to confidentiality. Such concerns are not exclusive to children and young people. It is appreciated that it can be very difficult to detect when smartphones or other similar device are being used, particularly in relation to additional functions. The use of all mobile phones and other similar devices is therefore limited, regardless of their capabilities.

There are 'mobile phone and other similar device free' areas within the Club setting. These are areas that are considered to be the most vulnerable and sensitive:

Changing Rooms, Toilets, Showers.

There is a zero-tolerance policy in place with regards to use of mobile phones or other similar devices by any individual in these areas.

Inappropriate Use: Members using vulgar, derogatory or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Club. Members using their mobile phone or other similar device to engage in personal attacks, harass other people, post private information about others using SMS messages, taking/sending photos or objectionable images, and phone calls will face disciplinary actions as sanctioned by the Club, and may be subject to criminal proceedings.



Membership Form

Swimmer Information

Name of Swimmer:	
Date of Birth:	
Address	
Contact Number:	
Contact email address: (for club information to be sent to)	

Emergency Information

Name of Emergency Contact(s):		
Relationship to Swimmer:		
Telephone Number:		
Address if different from above		

Do you have Facebook? Yes / No

If so please join our members page <https://www.facebook.com/groups/355993474998106/>

In which capacity can you volunteer? (check all that apply)

- Join the Committee
- Help with Fundraising
- Timekeeping (willing to take the short timekeeping course)
- Poolside Helper (willing to take the short poolside helper course)



Membership and Squad Information (Please Circle both Membership and Squad)

Annual Membership - £55.00 (March – March)	Annual Membership - £28.25 (Sept – March)	Annual Membership - £14.85 (Jan – March)
Red/Black - £27.50 Monthly Fee	Bronze 1/2 - £30.00 Monthly Fee	Silver - £35.00 Monthly Fee
Gold - £40.00 Monthly Fee	Leisure - £20.00 Monthly Fee	Adult - £17 (2 sessions weekly) £10 (1 session weekly)
Medical Information	Yes / No (Please ensure Medical form is also returned.)	
Last Previous Swimming Club		

By signing this form you declare that you have read and understood the constitution that governs our club which you and any members within your responsibility must abide by.

Adult /Parent/Guardians Signature - _____ Date- _____



Medical Information Form

Name:	
Address:	
Date of Birth:	Telephone Number:
Please tick Yes or No and complete further details as necessary (Continue overleaf if required):	
Does your child have any specific medical conditions requiring medical treatment and/or medication? If yes, please give details: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does your child have any allergies? If yes, please give details: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Does your child take any medication for asthma? If yes, please give details: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Any other relevant information:	

It may be essential at some time for the Coach or Club personnel accompanying your son/daughter to have the necessary authority to obtain any urgent treatment which may be required whilst at Club Competition or training. Would you therefore, please complete the details on this form and sign below to give your consent.

I, _____ being the parent/guardian of the above named child hereby give permission for the Coach or other Club personnel 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/daughters interest, in the doctors medical opinion, for any delay to be incurred by seeking my personal consent.

Signature: _____
(consent by Parent/Guardian)

Print Full Name: _____ Date: _____



Policies Consent Form

Having read and understood the policies detailed in the Welcome pack, please complete the following consents:

Name of Athlete:

Date:

Photography:

Please tick Yes / No and complete and sign below to give your consent or not for your child to be videoed / photographed.

Yes, I give consent

No, I do not give consent

Parent / Carer Name (please	
Parent / Guardian Signature:	

Athletes Code of Conduct:

<u>Swimmers Signature</u>	
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Parent and Spectators Code of Conduct

<u>Parent / Guardian Signature</u>	
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Mobile phone use:

I give my child permission to have a phone or other similar device at club sessions and understand that my child will be responsible for ensuring that the mobile phone or other similar device is used appropriately and correctly while under the Club's supervision, as outlined in the Welcome pack.

Parent Name (print):	Swimmers Name (print)
Parent Signature:	Swimmers Signature:
Date:	Date
	Swimmers mobile number: (optional)

Please note: Subject to the Data Protection Act any information supplied will be stored securely and not used for any other purpose than stated in the policy.

This form will be kept on file and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone or other device should the need arise (e.g. if lost, or if the phone is being used inappropriately).



GDPR Consent Form

Carnoustie Claymores have a Privacy Document on our website at - <https://www.carnoustieclaymores.com/membership--policies.html> which can be downloaded and it explains in detail the type of personal data we hold and how and why we use it.

Consent

By consenting to this Privacy Document, you are giving Carnoustie Claymores permission to process your personal data specifically for the purposes identified in the document.

Consent is required by Carnoustie Claymores to process personal data and it must be explicitly given.

You may withdraw consent at any time and the details are contained in the Privacy Document.

ACKNOWLEDGEMENT

I have read the Carnoustie Claymores Privacy Document and I consent to my personal data and that of my swimmer being held by Carnoustie Claymores as detailed in the Privacy Document.

Signed:

Date:.....