

MEMBERSHIP PACK

The warmest of welcomes on behalf of our Club
Committee and Coaches



CARNOUSTIE CLAYMORES SWIMMING CLUB

AFFILIATED TO



ACCREDITED



INTRODUCTION

Dear New Member

I am delighted to welcome you to Carnoustie Claymores Swimming Club. In this document I hope that you will find all the information that you need to join us and be part of the Claymores Community.

Established in 2011, Carnoustie Claymores Swimming Club is a not for profit organisation which endeavours to provide a friendly and inclusive environment for all ages to learn and perform in swimming to their highest level. It is based in Carnoustie in Angus and has pool time in Gardyne Campus, Broughty Ferry.

The club is part of the SASA Midlands District which comprises of clubs based in Angus, Dundee City, and Perth and Kinross. SASA Midlands District and it's clubs are affiliated with the National Governing body for aquatic sport in Scotland, the Scottish Amateur Swimming Association (SASA). Carnoustie Claymores is also SwiMark Plus accredited.

Carnoustie Claymores operates on a voluntary basis with our lead coaching team employed by the club. All the squad coaches are fully committed to providing the very best training programmes and coaching support. They are supported by volunteer coaches, poolside helpers, swimming technical officials and lifeguards. The Club's Committee has the drive and determination to ensure excellent club governance by providing their time freely to keep the cost base of the club low to ensure affordability and equal opportunities for all our swimmers.

The club is fully committed to the success of its swimmers and has a partnership with AJ Swim School to ensure young learners have the opportunity to reach their potential, whether that be a safe recreational swimmer or to advance to elite swimming at the highest level.

Like all community based sports clubs we cannot survive without our volunteers. Volunteering is a rewarding experience, benefiting both the clubs and the individual. It builds upon life skills, work skills, confidence and social aspects which are valued by volunteers in return for the time and dedication they commit.

In return we can offer training and support and personal development. We can give you references for further education and work and support you on your journey.

Volunteers, of all ages, are the lifeblood of our swimming club.

By choosing Carnoustie Claymores as your club, you can be assured that the club is committed to making your swimming or volunteering experience enjoyable and rewarding.

Best Wishes

Lynne Falconer
Club President

JOINING INSTRUCTIONS - All new members must complete the following:

1. Register with Scottish Swimming – see appropriate appendix for instructions:

- a. New to Scottish Swimming: see *Appendix 1*
- b. Adding a new family member to Scottish Swimming: see *Appendix 2*
- c. Transferring from another club: see *Appendix 3*

2. Complete the Child Activity Permission form:

The membership form allows us to collect crucial data about our members which we will share with Scottish Swimming to register your annual membership. The forms also provide us with emergency contact details for swimmers. The medical information provided on this form will be shared with your Squad Coach so that they can be advised of any medical conditions, special requirements or considerations that they will need to be aware of when coaching your swimmer. We understand that this can change during your membership of the club therefore it is your responsibility to update this information as and when required. Amended information should be provided to the membership secretary for record keeping.

The form will be on your welcome email and is at the end of this document – see *Appendix 4*

3. Read and sign the attached policies - see *Appendix 5*

- a. U18 Athletes Code of Conduct
- b. Parent/Guardians Code of Conduct
- c. Spectators Code of Conduct
- d. Acceptable Use of Mobile Phone and other Similar Device Policy
- e. Privacy Policy

This is to set an expected standard of personal conduct and to ensure the club maintains its good reputation, all swimmers must read and agree to the code of conduct. The signature on this document should be the parent / guardian if the swimmer is under 16 years' old.

4. Pay annual membership fee and set up a monthly direct debit:

Annual membership fee is dependent on month of joining. Monthly fees are dependent on squad and should be paid on the 1st of each month. Please see next page for details.

Bank Details are:	Name of Payee:	Carnoustie Claymores
	A/C Number:	14369067
	Sort Code:	80-22-60

5. Join our Facebook members page: <https://www.facebook.com/groups/355993474998106/>

Our Membership Secretary can be reached at membership@carnoustieclaymores.com.

SQUAD EXPECTATIONS AND KIT

Squad	Attendance	Competitions	Monthly Fee	Kit
RED	Minimum 2 Maximum 3	Optional but A feel for Competitions highly recommended	£24 Per Month	<ul style="list-style-type: none"> • Snorkel • Kick board
BLACK	Minimum 2 Maximum 3	Optional but to progress to Bronze must have experience competing	£24 Per Month	<ul style="list-style-type: none"> • Fins
BRONZE	Minimum 3 Maximum 4	Essential	£32 Per Month	<ul style="list-style-type: none"> • Snorkel • A Board • Kick board • Hand Paddles • Fins
SILVER	Minimum 3 Maximum 4	Essential	£32 Per Month	
GOLD	Minimum 5 Maximum 6	Essential	£40 Per Month	
GREEN & ADULT	Maximum 3	None	1 PW = £16 PM 2 PW = £20 PM 3 PW = £24 PM	<ul style="list-style-type: none"> • Snorkel • Kick board • Fins

All squads are expected to sign and adhere to the behaviour code of conduct

What should I bring to training?

Remember to bring the following equipment along to training session:

- Swimwear – You ain't getting in otherwise.
- Towel – You'll need this to dry off after the session.
- Water bottle – To keep you hydrated, we recommend water or very weak diluted squash. At least 1 Litre per hour of swimming. (NO fizzy juice).
- Swimming Cap – Swimmers with long hair must wear a cap.
- Goggles – These are essential to all swimmers (Carry a spare pair in case they break)
- Squad specific equipment – see above
- A smile and an attitude to listen and work hard.
- Medication – If you require the use of an inhaler for asthma or EpiPen for allergies, please bring it with you on poolside

MONTHLY AND ANNUAL FEES

Monthly Fees:

The monthly fee pays for coaching and pool-time. These are calculated to include any scheduled holiday shut down periods. This should be paid by bank standing order on 1st of each month. The Club Membership Secretary will provide you with the bank details. Please see above for squad specific fees.

Annual Membership Fee:

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 £60.00. This needs to be paid every year in March. The annual fee reduces as the year progresses as follows:

Joining March - August	£60
Joining September – December	£30
Joining January – February	£15

SQUAD TRAINING TIMETABLE

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1830 - 1930 SILVER & GOLD CHS	1830 - 1930 RED & BLACK CHS	1730 - 1830 RED CHS	1700 - 1730 1730 - 1800 ROOKIE LIFEGUARD CHS	1630 - 1715 RED & BLACK CHS	0900 - 1000 GARDYNE ALL SQUADS	1100 - 1200 ALL SQUADS CHS
1930 - 2030 GREEN & ADULTS CHS	1930 - 2030 BRONZE CHS	1830 - 1930 BLACK & BRONZE CHS	1800 - 1900 ADVANCED LIFEGUARD TRAINING CHS	1800 - 1900 GARDYNE ALL SQUADS CHS		
	1930 - 2045 SILVER & GOLD CHS	1930 - 2030 SILVER & GOLD CHS	1900 - 2100 LIFEGUARD TRAINING CHS	1845 - 1945 BRONZE, SILVER & GOLD CHS		
		2030 - 2130 Green & ADULTS CHS				

Attending Training Sessions:

- Regular attendance is a requirement of joining the club and minimum attendance requirements are set by the Head Coach (see previous page). Attendance is monitored and it will be a factor in your progression and the data will be used when considering potential for squad movement.
- Swimmers should always ensure they are changed 10 minutes before training sessions, but it is important that they DO NOT enter poolside until there is a Squad Coach on poolside.
- No valuables should be left in changing rooms at any time, preferably leave such items at home or leave these with a parent/guardian. If this is not possible, take your item poolside and leave with coach whilst swimming (the club will not take responsibility for lost items).
- No makeup or jewellery should be worn (stud type earrings which need to be kept in are ok).
- Ensure you always listen to your Coach – Have fun, but remember you are there to learn and progress through the club. If you are unsure what you've been asked to do, ask your coach to explain – There are never silly questions!
- Parents/Guardian must make the appropriate arrangements for the swimmer at the end of the session. Squad Coaches will assume their responsibilities have ended at the end of the training session. Please ensure that pick up is timely and/or make the coach aware of alternative arrangements.

Unable to attend training:

- It is courteous to let your coach know if you are going to be absent. You must let your Coach know if you know you are going to miss more than one session, to make them aware if the absence is due to sickness, holiday, or any other reason

COMPETITION INFORMATION

Annual Club 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 January/February.

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 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 all squads 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.

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.

Gold	Silver	Bronze
5	4	3

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

Competition Information:

Information about forthcoming meets will normally be placed on the Club Website and will be emailed to a parent of the eligible swimmers by our Club Meet Secretary.

Information provided will contain the following information:

- Club / Organisation hosting the event
- Date and Venue of event
- Warm-up & Session start times (Swimmers have the opportunity to have a warm-up swim before each session under the supervision of the club coach)
- Age Groups & Events
- Swimmers Eligible Events to be entered (discussed with Coach)
- Closing date for entries

Meets can be held over 3 sessions per day, most are 2 sessions.

Notification of Accepted/Rejected Entries:

Details of Accepted and Rejected swims will be passed on to the swimmers as soon as possible after the provisional programme has been received by the club (sometimes as late as 7 days prior to the event). The notification will also specify the Meet date, venue, warm-up and start times. It will also include information about the sessions in which they have accepted individual swims (unless they are involved in Relays).

Attending Swimming Competitions

Normally a Club Coach will attend swimming competitions with the swimmers. Parents are most welcome to attend competitions to show support, but it should be noted that some pools have limited space for spectators.

Remember to bring the following equipment along to the competition:

- Swimsuit / Trunks / Jammers (no baggy shorts)
- Goggles – these are essential to all swimmers (carry a spare pair in case they break)
- Swimming Cap – All swimmers are expected to wear a club cap
- Water Bottle – We recommend water or diluted squash (NO fizzy juice)
- Towel
- Club T-shirt or hoodie
- Poolside shoes (indoor shoes)
- Medication – If you require an inhaler for asthma or EpiPen for allergies, please bring it with you on poolside.
- Packed meal & snacks (no glass)

Young swimmers must be supervised between sessions to allow the coach to go for a meal break. The Club Coach will supervise the swimmers during the warm-up swim and ensure swimmers are available for their event. Swimmers must not wander off poolside without asking the coaches permission, so that they do not miss their swim. In most events the swimmers are required to report to a marshalling area several heats in advance of their swim. If the swimmer fails to report to the marshal on time, they shall forfeit their swim and may have to pay the fine for no show. After the swim the coach will discuss their performance with the swimmer and give feedback to aid their learning.

Withdrawing from an event

It is understandable that circumstances may change after a swimmer has entered a meet. As soon as you are aware you are unable to attend a meet for which you are entered, please contact our Meet Secretary immediately meets@carnoustieclaymores.com. The information will be passed onto the Host Club, and it may be possible to include a reserve swimmer in the meet. In any case last minute withdrawals may happen, and it would be appreciated if these can be notified to your coach and meet secretary as soon as possible. It is necessary for the coach to notify the host club of late withdrawals within one hour of the event start. You may not be refunded for cancelled entry fees.

Competition Entry Fees

Entry fees are between £4 and £12 per individual swim and £6 - £12 for relay teams.

When withdrawals are made these fees will be charged to the swimmer, except in special circumstances when the withdrawal is due to a proven illness or condition, which will require a letter from your child's doctor or other suitably qualified medical professional

Our Meet Secretary can be reached at meets@carnoustieclaymores.com.

Team Kit Information

If attending any galas and representing the club we do 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.

Swimming Technical Official (STO)

As mentioned, all events are bound by the swimming rules of SASA and FINA. There will be SASA officials on poolside at all events, each with a defined job, e.g. timekeeper, judge, starter, referee etc. At first glance this may appear very official, but it does mean that the same rules and standards are applied and ensure fairness for all competitors regardless of their ability.

All officials on poolside are volunteers and the smooth running of the event is due to the organiser, the referee and their STO team. All clubs entering an event are expected to provide officials as the event cannot take place without their help. Our club may be fined if we cannot provide any officials.

Our swimmers stand to gain a lot by competing successfully, improving their times and having great fun whilst obtaining valuable competition experience.

Parents can help by signing up to attend a club time-keepers course and assist the club fulfil their STO obligations. It is certainly not difficult and passing the practical assessment (no examination) you are guaranteed a seat on poolside with a great view of the competition. Please contact our STO co-ordinator to volunteer at sto@carnoustieclaymores.com.

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.

Annual General Meeting

In order to comply with the club's constitution, the club holds an AGM annually. This is where the Head Coach, Club Secretary and Treasurer provide annual reports to the members and parents of members of the club, along with elections of Office Bearers.

Presentation

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. Families are encouraged to attend. 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.

Fundraising and Social Events

Social and Fundraising events take place throughout the year. We have events out with the pool such as trips to Foxlake and the Panto. We encourage you to take part in all the fundraising events, even raffle donations help greatly, so that we can keep the fees low! Remember our Club is run by volunteers (unpaid). The commitment of our Team Staff ensures the success of the swimmers. The club is always keen to attract new volunteer parents, if you feel you can contribute, please let us know. Volunteers are supported and trained at the club's expense.

Communication

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. Our new website is currently under construction.

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 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. It is your responsibility to let us know of any changes to your contact details. Our Club Secretary can be reached at clubsecretary@carnoustieclaymores.com.

Committee Members & Team

Name	Role	Email
Lynne Falconer	Committee - President	president@carnoustieclaymores.com
Zoe Whyte	Committee - Vice-President	vp@carnoustieclaymores.com
Tracey Harper	Committee - Treasurer	treasurer@carnoustieclaymores.com
Ross Jamieson	Committee - Secretary	clubsecretary@carnoustieclaymores.com
Mel Anderson	Committee - Membership Secretary	membership@carnoustieclaymores.com
Paul McCombie	Committee - Meet Secretary	meets@carnoustieclaymores.com
Gillian Wood	Committee - STO Convenor	sto@carnoustieclaymores.com
Jenny Fraser	Committee - WPO	cpo@carnoustieclaymores.com
Jillian Smith	Committee - WPO	wapomm@carnoustieclaymores.com
Caroline Baird	Committee - Shop	shop@carnoustieclaymores.com
Marianne Robertson	Committee - Fundraising	fundraising@carnoustieclaymores.com
Brenda Miller	Committee - Coach / Team Manager	tmanager@carnoustieclaymores.com
Andy Johnston	Committee - Coach	andyjohnston@carnoustieclaymores.com
Linda Oliphant	Committee - Coach	
Dawn Kissack	Committee - Coach	
Kevin Coffin	Committee - Adult Member 1	
John Baird	Committee - Adult Member 2	

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

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. We are always looking for lifeguards, poolside helpers, swimming officials to help at galas and would encourage you to think about getting involved with coaching. Please contact a member of the committee if you are interested in volunteering in any capacity.

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

Data Privacy Policy

Carnoustie Claymores conforms to the General Data Protection Regulations (or GDPR). The safety of your personal information is something that we take very seriously, and we are committed to protecting and respecting your privacy. The legislation governs how personal data can be stored and used and has been effective since 25th May 2018. This Privacy Policy has been written in accordance with GDPR.

This Privacy Policy explains how we use, process, and protect your personal information for the purposes of communication. This includes data which we gather from you for email updates that we send, the use of our website or Facebook and at events run by us which you attend. Please read the following carefully to understand our views and practices regarding your personal information and how we will treat it.

Our use and storage of personal information for meet entries, club info by email & text messages are based on your consent for us to do so. Therefore, you will only receive emails/texts and other information that you have consented to receive. You may withdraw your consent at any time; however, this may mean you missing out on necessary information.

Emails or club website links may, from time to time, contain links to websites of third parties. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

Your Rights

Where we use or store personal information relating to you, you have the following rights:

- the right to be informed how your personal information is being collected, used, or stored by us. This Privacy Policy advises you of this.
- the right to access the personal information we hold which relates to you
- the right to erasure of information we use or hold that relates to you
- the right to have your data changed if its inaccurate or incomplete
- the right to have your data restricted or removed

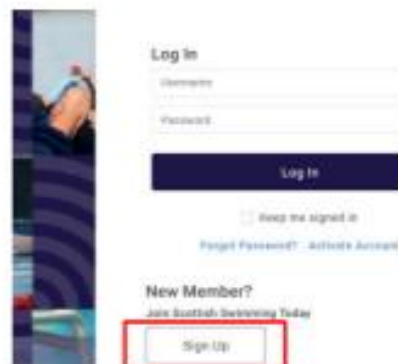
Appendix 1 – How to Join Scottish Swimming as a new member

Scottish Swimming is the Governing Body for Swimming in Scotland. When you join an affiliated swimming club, you will be asked to pay an affiliation fee to Scottish Swimming. Once registered you will receive a membership number to use when you compete, attend courses or become a teacher or coach. Joining Scottish Swimming gives you a range of [Benefits](#).

Your swimming club is responsible for managing all their members; members cannot pay their membership fee direct to Scottish Swimming. Once you have registered your details online, and added your club, the club will receive a notification that you have joined the club. Once the club has collected your membership fee, the Membership Secretary will confirm your membership and activate your membership online.

How to Register Online

- Have you been with a swimming club before? If so, it is likely you are already on the Scottish Swimming database, so it is important that you don't just create a new profile since that would lose any of your history for e.g. courses, swim times – so to reinstate an older membership account or one you cannot access, please email your name, the club you wish to join and your date of birth to info@scottishswimming.com and we can simply reactivate your account, saving you time. Also this will carry forward any previous swimming rankings, qualifications or courses attended
- Do you have any family members already registered with Scottish swimming? If so go to creating a Family Group section

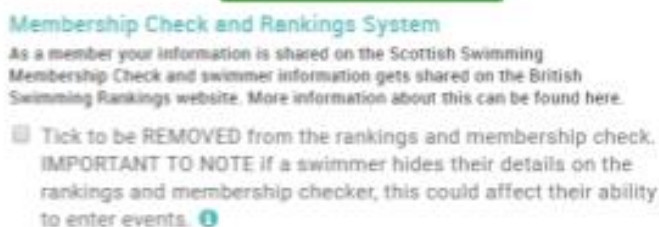


- If you are a **new member** with no previous involvement with Scottish Swimming, please [Login - JustGo](#)

- Click on New Member Sign Up
- Enter the new member's details
- Select your preferences - please read through the options below
- Please note that if you choose to be removed from the online Membership Check and Rankings, this will affect your ability to enter club and national swimming events
- The Important Stuff – please read through the privacy notices



- **Really important** – if you are going to compete, when you see the membership check and rankings option if you tick this box you will NOT be visible on our rankings system, meaning you possibly won't be able to compete.



- Time to join your swimming club on the system – **if you don't join a swim club online, the club cannot see your profile to complete your membership.** To add a swim club click on 'select club' on the right hand side and use the list to find your club – it will then go to the club to approve



- Your registration is complete and will now go to your club for final verification – please have a browse round – there is equality information we ask people to complete to help us with our equality standards (all confidential), and emergency contacts etc
- Your membership fee is paid to the club and the club will in turn, pay Scottish Swimming. You will receive an email notifying you of your active membership once the club have completed this final step

Appendix 2 – Adding a member who shares an email address with a family member

Guide for members

If you already have a family member registered with Scottish Swimming – how to add additional members and be able to share an email address:

- Log into the existing account here [Login - JustGo](#)
- Enter your Username/number and Password
(if having difficulty logging on please contact info@scottishswimming.com or call 01786 466520)
- Once logged on, click on "my profile"
- Down at the bottom left you will see an option to 'Add Family Member'

- Select 'New Member'

Add New or Existing Member



Existing Member

If a person you want to add is an existing member, use this option to link them to your family

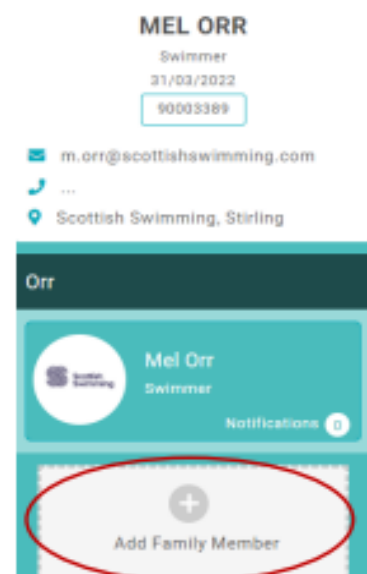
Select



New Member

If a person you want to add hasn't registered before, use this option to add them to your family

Select



- Please add the member's details. In the user name and password boxes, create a memorable user name and password for the new member
- Click 'Continue'

Add member

First Name Last Name

Email Address

Contact Number

Date of Birth
Day Month Year

Gender
 Male Female

Username

Address

Address Line 1 (optional)

Address Line 2 (optional)

Town (optional) County (optional)

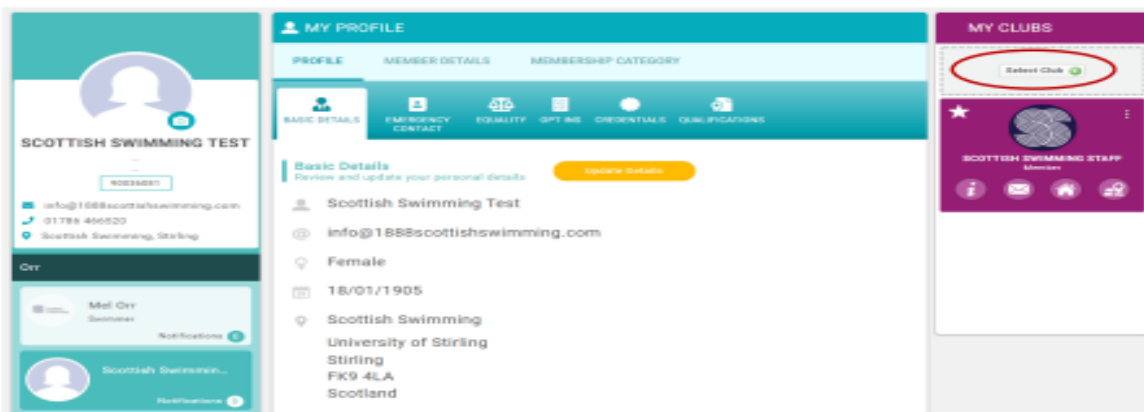
Post Code (optional) Country (optional)

Add this family member to the same clubs as me.

I declare that I have permission to add, update and maintain this person's information on JustGo.

Continue

- **IMPORTANT NOTE:** Once submitted YOU MUST ADD A CLUB to your profile or you will not be visible to the club and the membership will not be activated. Click on 'Select Club' and add the club



- Your registration is complete and will now go to your club for final verification. Your membership fee is paid to the club and the club will in turn pay Scottish Swimming. You will receive an email notifying you of your active membership once the club have completed this final step

Appendix 3 – Transferring from another club

Any 'Swimmer' member (swimming means any discipline, who is in the water, rather than Non-swimmer which is a role out of the water) who wants to transfer club is responsible for initiating the online process themselves; the club cannot do this for the member. We advise all members to speak to the Club Membership Secretary at their current and proposed new club before applying for a transfer.

Primary/First Claim Club – this is the club that you can represent (please note - certain exclusions apply; for example, with water polo different rules apply, please contact your Club Membership Secretary if in doubt).

Second/third clubs – any additional club that you may train or coach with must be registered within your membership account. There are also separate Guidelines regarding additional clubs

For **Non-swimming members** the club can just email us a name and date of birth and we can do it by email. There is no need to go through this process.

How to Change/Transfer 1st Claim Club - Swimmers

- Login here:- [Login - JustGo](#)
- with your username and password
- Click on 'My Profile.' On the right hand side of the page is the 'My Clubs' area
- Hover your mouse over the 3 dots and select 'Transfer'
- The screen below will appear - follow the process to transfer club by selecting your new club, adding a short reason for the club move. Press Save

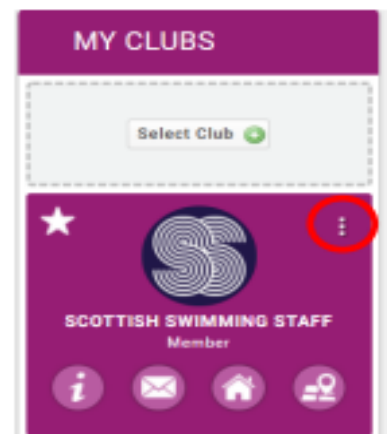
Transfer Request ✕
You are requesting a transfer from your club, 'Scottish Swimming Staff'. Please select a new club below:

Current Club:
Scottish Swimming Staff

New Club:
You are requesting a transfer from y

[Use Club Finder](#)

Please provide a reason for your move:



What happens next?

- On completing the club transfer request, the club you are leaving will receive an email notification for approval to leave the club
- The club you are leaving will approve the transfer request and your new club will then receive notification of the transfer request
- The new club will accept you into membership which triggers a final email to Scottish Swimming for approval
- Scottish Swimming will approve the transfer and the member will receive an email confirming they are cleared to represent their new club from that date



Child Activity Permission Form Safeguarding Document

Part 1 - Athlete Emergency Contact Information

Carnoustie Claymores Swimming Club values the involvement of your child and we are committed to ensuring that all children have fun and stay safe whilst participating in swimming.

We need you to complete this form at the start of every year or for a specific trip/event and to let us know as soon as possible if any of the information changes. All information will be treated with sensitivity, respect and will only be shared with those who need to know:

Athlete Name:		Date of Birth:	
Contact Number:		Squad:	
Address:		Post Code:	
Emergency Contact 1	Name:		Relationship to Athlete:
	Contact Number:		Email:
Emergency Contact 2	Name:		Relationship to Athlete:
	Contact Number:		Email:
Name of School (if appl):		School Contact Number:	
Name of GP:		GP Contact Number:	
Address of GP Practice:		Postcode of Practice:	

Part 2 - Athlete General & Medical Information

Please complete the following details:

Does your child have a disability or medical condition that will affect their ability to take part in the sporting activity?	No	Yes	If yes, please give details:
Does your child take any medication?	No	Yes	If yes, please give details:
Does your child have any existing injuries (include when injury sustained and treatment received)?	No	Yes	If yes, please give details:
Does your child have any allergies, including allergies to medication?	No	Yes	If yes, please give details:
Is there any other relevant information which you would like us to know about your child? (E.g. access rights, disabilities, etc)	No	Yes	If yes, please give details:
If your child has any faith, cultural or wellbeing needs that are relevant to this event, please provide details including any additional information here that the leaders may need to know	No	Yes	If yes, please give details:

CONSENT – MEDICAL TREATMENT

I consent / I do not consent (delete as appropriate) to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

Parent/Carer's Signature	
Print Name	
Date:	
Relationship to child if not parent:	

Part 3 - Event/Activity consent form

Athlete Name:		Emergency Contact form completed:	Yes	No
Date of Birth:				
Squad:		Medical Consent form completed:	Yes	No
Event/Activity:		Dates of Event/Activity:		
Location of Event/Activity:		Name of Team Manager or Club lead person:		
Contact number of Team Manager:		Contact email of Team Manager:		

Transport consent

I consent / I do not consent (delete as appropriate) to my child being transported by persons representing Carnoustie Claymores for the purposes of taking part in aquatics.

I understand Carnoustie Claymores will ask any person using a private vehicle to declare that they are properly licensed and insured and, in the case of a person who cannot so declare, will not permit that individual to transport children.

I understand that Carnoustie Claymores will not be liable for anything that happens to my child prior to arrival or after departure from the programme at dismissal time.

Options for travelling to Event/Activity			Please provide details (if appl.)
I will be transporting my child to the event	Yes	No	
I have agreed that my child will travel with a designated person	Yes	No	Provide name of designated person:
My child will be taking public transport or travelling by foot	Yes	No	
My child will travel with the team on the organised transport	Yes	No	

Options for travelling back from Event/Activity			Please provide details (if appl.)
I will be transporting my child back from the event	Yes	No	
I have agreed that my child will travel with a designated person	Yes	No	Provide name of designated person:
My child will be taking public transport or travelling by foot	Yes	No	
My child will travel with the team on the organised transport	Yes	No	

Consent - photographs, videos and publications (including website)

Your child may be photographed or filmed when participating as part of the event/activity

Do you give permission for photographs to be taken of your child?	I consent	I do not consent
Do you give permission for photos of your child to be used in accordance with the clubs photography and social media policy?	I consent	I do not consent
Do you give permission for videos to be taken of your child?	I consent	I do not consent
Do you give permission for videos of your child to be used in accordance with the clubs photography and social media policy?	I consent	I do not consent
Is your child subject to a court order or care order preventing the publication and sharing of their image?	Yes	No

Consent - Signature

1. I am aware of Carnoustie Claymores Code of Conduct and Wellbeing & Protection Policy and Procedures and have explained them to my child (if required).
2. I undertake to inform Carnoustie Claymores should any of the information contained in this form change.

Parent/Carer's Signature	
Print Name	
Date:	
Relationship to child if not parent:	

Child Activity Declaration Form	Carnoustie Claymores Swimming Club
Version CAD1	Date 310323
Signed: esig Lynne Falconer President	Review Date 310126

Appendix 5 – Policies



Scottish
Swimming

ATHLETE CODE OF CONDUCT (U18) Safeguarding

Carnoustie Claymores Swimming Club is dedicated to creating a culture that nurtures the enjoyment and enthusiasm of every athlete within our club, through a safe and positive environment. We want to empower our athletes to base their conduct on a sense of personal integrity based on the acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right; where unethical behaviour, rule breaking, drug taking, or violence is automatically rejected as being irrelevant to the true purpose of the sport.

I agree to:

1. Be friendly and supportive, offer help if needed
2. Practice and participate fairly and be trustworthy
3. Behave with respect to others including coaches/teachers, venue staff, officials, other athletes, parents, team managers and spectators
4. Respect the rules of my club, those of the facilities and Scottish Swimming
5. Respect the rights, dignity and worth of all participants regardless of age, disability, gender, ability, race, cultural background or religious beliefs or sexual identity
6. Always strive to do my best and refrain from inappropriate conduct towards others including physical, verbal, written or emotional, in person or through use of digital technologies and social media
7. Be a positive role model and refrain from bullying and getting involved in inappropriate peer pressure and push others into something they do not want to do
8. Set a good example at all times in aspects of dress, punctuality, language, behaviour and respect of equipment and others
9. Wear suitable kit
10. Will not smoke, consume alcohol or drugs of any kind
11. Abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines
12. Report inappropriate behaviour or risky situations to a member of Club staff

Our Club recognises that to create a supportive atmosphere, which allows everyone to compete / participate to the best of their abilities, it is important for athletes to know that while we have high expectations of their behaviour, they can expect the same in return from us.

1. You have the right to:
2. Be safe and happy while taking part in the sport in a protected environment
3. Be respected and treated fairly and participate on an equal basis, appropriate to your ability

4. Be protected from abuse by others from within or out with the club
5. Ask for help
6. Be believed
7. Be listened too
8. Be referred to professional help if needed

Breaches of the Athletes Code of Conduct will be dealt with in accordance with the clubs' disciplinary procedures.

I understand that if I do not follow the Athletes Code of Conduct, any / all of the following actions (not an exhaustive list) may be taken by my club or Scottish Swimming:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Be dropped or substituted
4. Suspended by the club
5. Be required to leave the club

I have read and understood the above Code of Conduct and I agree to be bound by it:

Athlete Signed

Name (print)

Date

Parent/Guardian (required for U18s)

Name (print)

Signed

Date

U18 Code of Conduct	Carnoustie Claymores Swimming Club
Version U18 CC1	Date 090123
Signed: esig Lynne Falconer President	Review Date 090125



Being a Supportive Parent

Carnoustie Claymores Swimming Club is dedicated to nurturing the enjoyment and enthusiasm of every child within our sport, through a safe, fun and progressive environment. We aim to create a welcoming and vibrant environment, promoting inclusivity and diversity that caters for participant's needs and aspirations. It is important that children participate in the right spirit and in a supportive atmosphere; which allows them to perform to the best of their abilities; valuing and recognising effort as well as results.

To achieve this, we rely heavily on parents/carers to give their support in the right way, all club activities both in and out of the pool are covered by this code of conduct. Parents/Guardians are asked to abide by this Code of Conduct at all times. Please return a signed copy to your clubs WPO.

Supporting your Child:

1. Ensure your child is properly prepared – clothing, kit, equipment, food, drink, etc
2. Encourage your child to have fun
3. Never condone rule violations or use of prohibited substances
4. Encourage your child to respect the rules, and teach them that they can only do their best
5. Ensure that your child understands their code of conduct
6. Inspire your child to be the best they can be in both in the sport and in life
7. Help them understand the important life lessons to be gained from the sport, such as: leadership, handling adversity, teamwork, persistence, and compassion
8. Establish a positive relationship with your child's coach
9. Do not ridicule or shout at your child for making mistakes or losing at events/competitions

Supporting our Club:

1. Complete and return all sections of the Activity, Transport Permission form pertaining to your child's participation, medical information and photographic permissions
2. Report any changes to the information in the Activity, Transport Permission form to the coach/club staff as soon as possible BEFORE they next take part in a session
3. Deliver and collect your child punctually before and after sessions/races/events and inform the organiser prior to the activity starting if your child is to be collected early
4. Support the club by attending events and fundraising activities when you can
5. Abide by Scottish Swimming Acceptable use of mobile phone policy and Social Media Guidelines

Supporting our club/team at events and competitions:

1. Encourage all members of the club by applauding their effort
2. Show understanding when athletes make mistakes or if they don't win/PB
3. Be positive. Discuss performances in a constructive manner at an appropriate time, focus on things the athlete did well. Don't dwell on mistakes
4. Support all efforts to remove verbal and physical abuse from sporting activities
5. Respect and applaud other athletes / teams for their efforts, not just your own
6. Behave responsibly and do not use inappropriate language whilst involved in or spectating at club activities, and treat swimmers, coaches, club volunteers, technical officials and other parents with due respect
7. Abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines

As a Parent/Guardian you have the right to:

1. Be assured that your child is safe and protected during their participation in all activities
2. Be informed of problems or concerns relating to your child
3. Be informed if your child is injured or unwell
4. Have your consent sought for issue such as trips or photography
5. Contribute to decisions within the club
6. Have any concerns about any aspect of your child's welfare listened to and responded to

Where a parent/guardian is a member of the Club / Scottish Swimming any breaches of the Parent/Carers Code of Conduct will be dealt with in accordance with the club disciplinary procedures.

If the parent/carer is not a member of the Club / Scottish Swimming any breaches of the Parent/Carer Code of Conduct will result in removal from the event / a ban for future events.

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print) Signed

Date

Parent/Guardian Code of Conduct	Carnoustie Claymores Swimming Club
Version PGCC1	Date 090123
Signed: esig Lynne Falconer President	Review Date 090125



Carnoustie Claymores Swimming Club is dedicated to nurturing the enjoyment and enthusiasm of every child within our sport, through a safe, fun environment, recognising that children participate for fun and encouraging all of our athletes/teams to do well, BUT not at all costs. It is important that children participate in the right spirit and in a supportive atmosphere, which allows them to train/compete to the best of their abilities.

In order to achieve this result we rely heavily on spectators to give their support in the right way. Therefore, all club events both in and out of the pool are covered by this code of conduct and we require all spectators to abide by it.

Positive Supporters:

1. Encourage all members of the club by applauding their effort
2. Show understanding when swimmers make mistakes or if they don't win/PB
3. Be positive. Discuss performances in a constructive manner at an appropriate time, focus on things the athlete(s) did well. Don't dwell on mistakes
4. Abide by Scottish Swimming Acceptable use of mobile phone policy and Social Media Guidelines
5. Support all efforts to remove verbal and physical abuse from sporting activities
6. Applaud other athletes and teams for their efforts, not just your own
7. Respect other athletes, coaches, volunteers and spectators and make them feel welcome
8. Behave responsibly and do not use inappropriate language or behaviour whilst attending, involved in or spectating at any and all aquatic sporting activities; whether National, District or Club level. Treat swimmers, coaches, club volunteers, technical officials and parents of yours and other clubs with due respect.

Where a spectator is a member of the Club / Scottish Swimming any breaches of the Spectators Code of Conduct will be dealt with in accordance with the clubs/Scottish Swimming's disciplinary procedures.

If the spectator is not a member of the Club / Scottish Swimming any breaches of the Spectator Code of Conduct will result in removal from the event / a ban for future events.

Spectators Code of Conduct	Carnoustie Claymores Swimming Club
Version SCC1	Date 090123
Signed: esig Lynne Falconer President	Review Date 090125



The aim of the Mobile Phone 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 athletes / coaches / volunteers to adhere to the guidelines outlined in this document.

Policy Statement

It is recognised that smartphones 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 can cause distress to individuals, impact on self-confidence and mental wellbeing, as well as impact on privacy and right to confidentiality.

It is appreciated that it can be very difficult to detect when smartphones are being used, particularly in relation to additional functions. The use of all mobile phones is therefore limited, regardless of their capabilities. There are 'mobile phone 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 by any individual in these areas

Inappropriate Use

The following are examples of inappropriate use; this is not an exhaustive list.

Members using their mobile phone to:

- using vulgar, derogatory or obscene language while using a mobile phone
- engage in personal attacks
- harass other people
- posting/sharing private information about others using SMS messages/social media
- taking/sending photos or objectionable images,
- phone calls that include elements of the above

Consequences due to Inappropriate Use

Breaches of the Acceptable Use of Mobile Phone Policy will be dealt with in accordance with the clubs disciplinary procedures and depending on the nature of the breach may be subject to criminal proceedings

I understand that if I do not follow the Acceptable Use of Mobile Phone Policy, any/all of the following actions may be taken by my club or Scottish Swimming:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Be dropped or substituted
4. Suspended by the club
5. Be required to leave the club
6. Forbidden to take my mobile phone or other portable device to swimming
7. Be required to sign up to a behaviour management plan
8. Serious breaches depending on the nature of the incident may have to be reported to the police

Declaration:

I have read and understand the above information and appropriate use of mobile phones within Club sessions / events. I understand that 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 should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I understand that I am responsible for ensuring that my mobile phone/other digital devices are used appropriately and correctly while under the Club’s supervision, as outlined in this document.

Athlete Signed

Name (print) Signed

Date

Please note: Subject to the Data Protection Act 2018, any information supplied will be stored securely and not used for any other purpose than stated in the policy.

Acceptable Use of Mobile Phone and Other Similar Device Policy	Carnoustie Claymores Swimming Club
Version MP1	Date 190123
Signed: esig Lynne Falconer President	Review Date 190126

Carnoustie Claymores Club Privacy Notice

Carnoustie Claymores Swimming Club is a community organisation and is affiliated with Scottish Swimming and guided by their regulations. This privacy notice covers data provided by you for yourself if you are an adult and also for parents/guardian providing personal data on behalf of their children or child under 18.

Carnoustie Claymores will be a “controller” of the personal information that you provide to us by completing forms and documentation and submitting information through the club website or social media. The club will also collect personal data of which it is the controller and then we may disclose such personal data to a third party including Scottish Swimming and other swimming clubs for entry to competition and that third party becomes the controller of the disclosed personal data.

Members’ personal data:

When you register as a member of Carnoustie Claymores or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – name, address, email address, date of birth, telephone number, emergency contact details
- membership criteria / category – for example, athlete, parent, volunteer, etc.
- participation details – for example, parent, athlete, etc.
- equality information – for example, disability, etc.
- medical information – for example, asthma or emergency medication information and guidelines for use including permission to use any medication in the case of emergency
- other personal information including PVG membership

Volunteers’ personal data:

When you volunteer with Carnoustie Claymores Swimming Club, we will ask you for the following personal information:

- contact details – name, address, email address, date of birth, telephone number, emergency contact details
- participation details – for example, parent, committee, etc.
- equality information – for example, disability, etc.
- other personal information, for example, PVG membership

Why we need your personal information – contractual purposes

Members’ personal data:

- We need to collect our members’ personal information so that we can manage your membership. We will use our members’ personal information to:
- provide you with core member services, including insurance, voting, licensing, registering for competition, registering with Scottish Swimming and to establish communication pathways.
- send you membership communications (by post or email or social media) in relation to essential membership services, including but not limited to, general meeting notices, membership renewals, membership fees’ information, etc.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Participants' personal data:

When you book a place with us for and attend a coaching course, competition, event, training course, etc., we need to collect your personal information so that we can honour your booking and to enable you to participate in the course, competition, event, etc.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to book your place.

Why we need your personal information – legitimate purposes

Members' personal data:

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in swimming by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- provide competition in swimming by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- monitor and develop participation in swimming by monitoring members' engagement and participation through swimming and inviting our members to participate in surveys for researching and development purposes;
- invite our members as award winners or guests to our annual awards events, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to Carnoustie Claymores re complaints and disciplinary procedures, for example, we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact the club secretary via email address secretary@carnoustieclaymores.com. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Volunteers' personal data:

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us via the club secretary via email address clubsecretary@carnoustieclaymores.com . If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members, volunteers, participants, athletes, etc. for the purposes of complying with our obligations under:

- the Companies Act 2006 / Charities and Trustee Investment (Scotland) Act 2005 to maintain a register of our members, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, and hold general meetings, including issuing notices and voting arrangements;
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;
- our Scottish Swimming regulatory requirements for all Carnoustie Claymores members to be members of Scottish Swimming;
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary;

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish Swimming for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and vulnerable adults.

We may also share personal information with our professional and legal advisors for the purposes of taking advice. Carnoustie Claymores employs third party suppliers to provide services, including accounting. These suppliers may process personal information on our behalf as “processors” and are subject to written contractual conditions to only process that personal information under our instructions and protect it.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

Scottish Swimming members' personal data

As a registered and affiliated club of Scottish Swimming we are required to ensure that all of our members are members of Scottish Swimming as a condition of our affiliation.

We will share your personal information as required by Scottish Swimming who will become a controller of your personal information when they receive it. Scottish Swimming’s privacy notice explains how they use your personal information and can be accessed [here](#)

Swimmers’ / Participants’ personal data

We may publish the results of our competitions on our website. This includes competitors’ name, age, result.

How we protect your personal information

Your personal information is stored on our electronic filing system and our servers based in the UK / EU, and is accessed by our staff / volunteers for the purposes set out above.

We may be required to transfer your personal information outwith the EU for the purposes of entering athletes into competitions, booking travel arrangements for training camps, etc. Where your personal information is transferred outwith the EU, we will provide you with information regarding the safeguards that we have put in place with the recipient country to protect your personal information.

How long we keep your personal information

Members’ and Swimmers’ personal data

We will only keep your personal information for as long as necessary to provide you with membership services. Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us for 6 years..

Your rights

You can exercise any of the following rights by writing to us at secretary@carnoustieclaymores.com

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a “subject access request”;
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Carnoustie Claymores will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner’s Office at www.ico.org.uk

Privacy Notice	Carnoustie Claymores Swimming Club
Version PN1	Date 171122
Signed: esig Lynne Falconer President	Review Date 171125