



WELCOME TO WHITCHURCH WASPS

Congratulations your child has successfully completed the four session trial and we are pleased to invite them to be a member of Whitchurch Wasps.

Lane Allocation

They will swim with the:

	Stroke Development 1		Improvers 1		Challenger 1		Elite 1
			Improvers 2		Challenger 2		Elite 2

The swimming timetable is at the back of this leaflet and we request that they attend all timetabled sessions. If they are unable to make a session please contact Robyn, our head coach.

Donations

Swimmers make monthly donations to the Whitchurch Wasps charity, the suggested minimum monthly donations are:

Saturday Swimmers	£22	Improvers	£42	Elite	£47
Stroke Development	£38	Challengers	£47		

These monthly donations secure membership of the charity – and are then used to meet our charitable objectives. As we are a charity we request that you ensure that you have completed the gift aid form for the club to gain the most from the donations

The payment of such donations does not secure a right to personal use of any facilities or services provided by the charity. Monthly donations are collected in advance by standing order.

Please arrange for the donations to be paid directly into our account on the first of every month, with the swimmers name as the reference.

- Bank: Barclays, High St. Whitchurch. SY13 1AR
- Account Name: Whitchurch Wasps Swimming Club
- Sort Code: 20-45-45
- Account Number: 90250333

Starter Pack

When you join the club we ask to purchase a starter pack to ensure they have the correct training equipment, which includes the following essential kit:

Fins, Pull Buoy, Kickboard, Mesh Bag, Water Bottle, Wasps Hat & Wasps T Shirt, the current cost is £77.50. The swimmers are responsible for providing their own swimming costume and goggles.

Communication

We send out regular newsletters and updates via email, Twitter, Facebook and the website. To receive the emails please ensure you complete the email address on the application form. You can also register for the email updates on our website and Facebook. Details of our website and social media are:

Website: www.whitchurchwasps.co.uk

Twitter: @whitchurchwasps

Facebook: Whitchurch Wasps Swimming Club

Winning...It's a Wasp thing

WHITCHURCH WASPS Swimming Club



More Information

A more comprehensive Parent and Swimmers guide and other forms and documents can be downloaded from our website <http://www.whitchurchwasps.co.uk/about-the-Wasps/documents>

We understand that there is a lot to take in as your child joins the club, but we are a local friendly club and all of the coaches and committee members are parents that have been through the same process so please do not hesitate to speak to any of the coaches or committee members with any questions, comments or concerns.

Key contacts are:

Head Coach	Robyn Jamieson	headcoach@whitchurchwasps.co.uk	07773 854845
Technical Coach	Steve Archdeacon	technicalcoach@whitchurchwasps.co.uk	07855 327739
Chairman	Andrew Fox	chairman@whitchurchwasps.co.uk	07879 432467
Secretary	Debbie Durrant	secretary@whitchurchwasps.co.uk	07835 761481
Treasurer	Inga Bray	treasurer@whitchurchwasps.co.uk	07769 691506
Press & Publicity	Dan Turner	pr@whitchurchwasps.co.uk	07807 446152
Child Protection	Olivia Halligan	childprotection@whitchurchwasps.co.uk	07730 817693
Club Shop	Tracey Fox	shop@whitchurchwasps.co.uk	07817 146662
General Enquiries		enquiries@whitchurchwasps.co.uk	

Swimming Sessions and Times

	Monday Land Training	Tuesday	Wednesday	Thursday	Friday Land Training	Friday	Saturday
Elite 1	7 - 8 pm	6 - 8 pm	6:30 - 8 pm	7 - 9 pm	6:30 - 7:30 pm	8 - 9 pm	7 - 9 am
Elite 2	7 - 8 pm	6 - 8 pm	6:30 - 8 pm	7 - 9 pm	6:30 - 7:30 pm	8 - 9 pm	7 - 9 am
Challenger 1	7 - 8 pm	6 - 8 pm	6:30 - 8 pm	7 - 9 pm	6:30 - 7:30 pm	8 - 9 pm	7 - 9 am
Challenger 2		6 - 8 pm	6:30 - 8 pm	7 - 9 pm	6:30 - 7:30 pm	8 - 9 pm	7 - 9 am
Improvers 1		7 - 8 pm		7 - 9 pm	6:30 - 7:30 pm	8 - 9 pm	7 - 9 am
Improvers 2		7 - 8 pm		7 - 9 pm	6:30 - 7:30 pm	8 - 9 pm	7 - 9 am
Stroke Development		6 - 7 pm	7 - 8 pm		6:30 - 7:30 pm		8 - 9 am
Saturday Swimmer					6:30 - 7:30 pm		8 - 9 am

Check List

Set up donations direct debit for 1 st of each month	Complete and hand in Gift Aid Form
Register for email updates on website/ Facebook	Pay joining fee and receive essential kit

Winning...It's a Wasp thing

WHITCHURCH WASPS Swimming Club



Membership Application Form

Please complete the below details and submit to the membership secretary. Please note if the member is under 18 then contact details should be of the parent/carer not the member.

Swimmers Details

Name		Gender	M	F	Date of Birth	
Home Telephone		Mobile				
Email Address						
Address						
Medical Conditions	Please detail below any important medical information that our organisation needs to know. Such as allergies, medical conditions e.g. asthma, epilepsy, orthopaedic problems, any current medication, special dietary requirements and/or any injuries. Continue on reverse if necessary.					
Allergies						
Detail any regular medication taken						
Emergency Contact 1	Name			Number		
	Relationship			Email		
Emergency Contact 2 (one of these is required to be a mobile and not a landline)	Name			Number		
	Relationship			Email		
Additional Information						
Is this only club the swimmer is a member of?	Yes/No	Name of other Club				

The club may wish to take photographs of individual and groups of swimmers under the age of 18 that may include your child during their membership of the club. All photographs will be taken and published in line with the ASA Photography Policy. The club requires parental consent to take and use all photographs. Parents have a right to refuse agreement to their child being photographed. As the parent or carer please indicate your permission below. Please note you can withdraw your consent in writing to the club Welfare Officer at any time should you wish to.

Consent for Image Use	Yes / No	Consent for Video Use	Yes / No
Consent Name/Image Use In Publicity/ Social Media	Yes / No	Consent British Swimming Displaying Times	Yes / No
Consent to Travel	Yes / No	Consent You Can Store My Information	Yes / No

I (PLEASE PRINT IN BLOCK CAPITALS).....hereby give permission for the Coach or Team Manager or authorised person accompanying my child/myself to give the immediate necessary medical or surgical treatment as directed by medical authorities and act as Loco Parentis.

In addition I also:

- Confirm that we, member & Parent, have read and agree to abide by the code of conduct and the club policies (all available on the club website).
- Give consent for my child/ my personal membership data together with any records of my competitive performances to be kept on computer, by personnel appointed by the club. Whitchurch Wasps Swimming Club and Swim England (SE) will not share the data with any third party for marketing or commercial purposes.
- Will allow the Club Officers to use my email for communications purposes only. This will only be shared with Swim England and Galas / Competition organisers as necessary. Full details of the Club's Privacy and Data Protection Policy and Swim England's Privacy policy can be found on the Club's website.

Signature(Parent/Guardian if under 18) Date.....

CAN YOU HELP? Whitchurch Wasps are run completely by volunteers and rely on people helping out. Please indicate on reverse any key skills, areas where you can or would be interested in helping out or complete the Volunteer form

All data collected on this membership form will be kept securely by club personnel and medical/disability information will be provided to teachers/coaches on a need to know basis. If at any time any of the above details change please contact the membership secretary.



ASA / BRITISH SWIMMING DATA PROTECTION NOTICE

Collection and use of your information

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

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

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

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

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

Disclosure of your information

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

Caution

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

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

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

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

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

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

Marketing

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

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

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

Ethnic Definitions

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



Gift Aid Declaration Form

Swimmers Name:

Donor Details: Title.....

Forename(s)..... Surname.....

Address:.....

.....

.....

.....

Post Code:.....

I want the charity to treat all donations I have made for the past six years prior to this year and all donations I make from the date of this declaration, until I notify you otherwise, as Gift Aid donations

You must pay an amount of Income Tax and/ or Capital Gains Tax at least equal to the tax that the charity reclaims on your donations in the appropriate tax year (currently 25p for each £1 you give)

Signed..... Date:.....

- Notes:**
- You can cancel this Declaration at any time by notifying the charity in writing
 - If in the future your circumstances change and you no longer pay tax on your income and/ or capital gains tax that the charity reclaims, you can cancel your declaration.
 - If you pay tax at the higher rate you can claim further tax relief in your Self-Assessment tax return
 - If you are unsure whether your donations qualify for Gift Aid tax relief, ask the charity or refer to the help sheet IR65 on the HMRC website
 - Please notify the charity in writing if you change your name or address.

Please return all completed application forms to the a member of the coaching team or committee or post to Whitchurch Wasps, Ashfield House, Ash Magna, Whitchurch, Shropshire. SY13 4DR, or e-mail attachment to admin@whitchurchwasps.co.uk.



CODE OF CONDUCT

You agree to abide by this code of conduct when you or your parent/ carer(s) if you are under 18 years old, sign the Membership Application Form

Objectives: To make Whitchurch Wasps Swimmers fully aware of their rights and responsibilities.

General

All at Whitchurch Wasps will at all times:

1. Treat all members of the club, other clubs and pool staff politely with due respect including fellow swimmers, coaches and officials
2. Abide by the ASA Code of Conduct for Parents and Swimmers, available from the club website.
3. Not use any inappropriate or abusive language, bullying, harass, discriminate or use physical violence. Any violation could result in action being taken through the club disciplinary or child welfare policy.
4. Participate in the sport within the rules of the ASA and respect both officials and their decisions.
5. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.
6. Be aware that bullying will not be tolerated by the ASA or Whitchurch Wasps Swimming Club
7. Commit pay all due fees and donations by direct debit or otherwise as agreed, in a timely manner.
8. Willingly participate in club events and activities, recognise and celebrate the good performance and success of fellow club and team members.

Training Sessions:

Whitchurch Wasps Swimmers are to:

1. **Arrive in good time** to stretch (10 – 15 minutes before start time). If you are unavoidably late for a session apologise to your coach and ask permission to train. If you arrive after the warm up has been completed or when there is insufficient time left to fully warm up your coach may not allow you to swim.
2. **Prepare for training:** Take drinks bottle, hat, goggles, kickboard, pull buoy, paddles and your log book. Don't forget your costume and towel. Make sure that you have energy for your session and have followed the guidelines on Nutrition (see Website - Members Area).
3. **Keep Hydrated:** have at least one (1 Litre) water bottle filled and ready for consumption during training.
4. **Use the toilet** before training. Do not go to the toilet during the main set. **Inform the coach** if at any time you need to leave the pool.
5. **Pay Attention** to pre-training instructions and explanations of the set – it wastes time for both the coaches and the swimmers if instructions need to be repeated. Face the coach when he/ she is talking and **LISTEN** - no chatting.
6. Start every set with a **correct racing start**. Swim to the wall and turn as you would in a race, and finish as fast at the wall (no breathing in the last 5 metres). Once finished, move over for the next swimmer to finish.
7. **Don't stop and stand in the lane**, you may get injured.
8. **Don't pull on the ropes**, this may injure other swimmers and **don't sit on the ropes** as this stretches them and they are expensive to repair or replace
9. **Don't skip lengths or sets**, you are only cheating yourself. **Concentrate on technique** throughout the session.
10. **Parents and carers are responsible for the timely, safe delivery and collection** of their child to and from any training session or competitive event, except when the organisation is providing transport for the team.



Lane Etiquette (Training & Warm ups):

Whitchurch Wasps Swimmers must:

1. **Warm up** – Start slowly to gradually warm up your muscles and joints to reduce the risk of injury, ensure you are ready to work hard during the main set.
2. Having been allocated to a lane by the Coach, **accept the Coach's decision** and train accordingly.
3. **Remain aware** of where others are in the lane and be considerate to faster/ slower swimmers – they are all trying as hard as you.
4. Use the pace clock, **leave a 5 second gap** before you set off.
5. If you **catch up** the swimmer in front, tap their toes **once**, the swimmer in front will let you pass **at the next turn**.
6. If your toes are tapped **swim to the end of the lane** and let the swimmer behind overtake. **Do not stop, go under the water or slow down**
7. **Swim in the correct direction** in the lane, keeping to the side. Ask the Coach if you are unsure which direction you should swim.
8. **Don't swim in the middle of the lane**, the extra space is needed for swimmers arms (fly and breast) and legs (breast).
9. **When coming in to turn** cut across the lane just before making the turn and push off straight – don't turn and push off at an angle – this is dangerous for the swimmers behind you and does not give you the maximum propulsion from the wall.
10. **Move out of the way** to allow the swimmers following you to turn or finish correctly and safely.
11. **Swim Down at every session**, this is an important part of training to avoid injury.

Galas/ Competitions:

Whitchurch Wasps Swimmers must:

1. **Swim events and galas** that the Coach/ Team Manager has entered/ selected you for, unless agreed otherwise by prior agreement with the relevant club official. Show respect and compliance to requests/ instructions from the Coach / Team Manager and chaperone(s).
2. **Behave** in a manner that supports and reflects the good name of Whitchurch Wasps.
3. **Wear official Wasps kit** (swim hats, T bags, hoodies, costumes) *Wasps* club kit must be worn for the presentations of medals/ awards.
4. **Ensure you know the arrangements** for the event and arrive in plenty of time (at least 15 minutes before the warm up).
5. **Eat properly** before and during the event, follow the Nutrition guidelines on the website
6. **Warm up** before the event, prepare yourself for the races. Ensure you warm up by swimming not playing or stopping in the lane. Turning practice should have taken place during your normal training sessions. **Obey the instructions** of the Warm-Up Marshals.
7. **Be part of the team**. Stay together on poolside. If you need to leave poolside for any reason you **must tell** the Coach and Team Manager where you are going. **Support your team mates**. Everyone likes to be supported.
8. **Listen for your race to be announced**. Report to the Marshalling Area / clerk of the Course/ Competitors Stewards in good time for your race(s). *Take your hat and goggles with you*.
9. **Swim down after every race** if the facility exists. Do not use this time to play.
10. **After your race report to the coach** (not your parents). Receive feedback on your race and splits. **Let the Coach be the judge of your performance**, you must talk/ listen to your coach immediately before and immediately after your event for accurate / specific feedback on your performance. Make a mental note of any suggestions for improvement which you can practice in training and implement in future competitions.
11. **Publicly accept all judgements of officials**. If you need to speak to the Referee, be polite and choose an appropriate moment. They will not mind you asking polite questions.