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**Welcome to Melksham Swordfish ASC**



To become a member please complete the enclosed forms and enclose a £10 Administration fee in the envelope provided (cheques to be made payable to Melksham ASC):

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| --- | --- | --- | --- |
| * Membership Form
 | * Standing Order Form
 | * Code of Conduct Form
 | * GDPR Permission
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NB If you are re-applying to become a Swordfish member within the ASA year (1st April – 31stMarch) you will not be required to pay a £10 Administration fee.

Please return the Membership and Code of Conduct form to the club desk at your child’s next swim session, we will then register and insure the swimmer(s). We are unable to process the standing order form so could you please take this to your bank. If there is a delay with setting this up please pay fees due by cash or cheque at the club desk until it is in place. Swims are charged at £7.00 per session.

Sessions are charged at: 1 weekly Swim £24.00 per month, 2 or more weekly Swims £36.00 per month

We are able to offer the following sessions:

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| **DAY** | **VENUE** | **TIME** | **SESSION** |
| Monday | Blue pool | 6.30 pm - 7.30 pm | Teach to Swim Stage 7 |
| Monday | Blue Pool | 7.30 pm - 9.00 pm | Development/Competitive Training |
| Thursday | Blue Pool | 7.00 pm - 8.30 pm | Development/Competitive Training |
| Saturday | Blue Pool | 8.00 am - 9.00 am | Teach to Swim Stages 5 & 6/Development |
| Saturday | Blue Pool | 9.00 am - 9.30 am | Teach to Swim Stages 1, 2, 3 & 4 |
| Saturday | Blue Pool | 9.30 am - 10.00 am | Teach to Swim Stages 1, 2, 3 & 4 |

The progress of swimmers is continually monitored and will be reviewed every 3 months, with swimmers being offered additional sessions or moved to an alternative session when deemed appropriate by poolside. Please note that movement is also dependent on there being available space in the new session.

If you are unable to accept the session you have been offered please contact a member of poolside to see whether it would be possible to swim an alternative session(s). Swimmers must ensure that they only swim at agreed allocated session(s).

Please note that swimmers in badges 5 and above are required to bring swimming fins to sessions. The club holds a small stock of 2nd hand fins that can be purchased. If you would like to check stock availability please contact a member of the committee or poolside. Attached to this letter is a list of some basic equipment that it is recommended swimmers purchase. All swimmers are required to have goggles.

Safety is of utmost importance to us. **Before each session swimmers must report to the registration desk next to the Blue Pool Desk**. Children under the age of 10 must have an adult present with them when they sign in and they must remain on poolside with them until the month after their 10th birthday. If an adult is absent children will not be permitted to enter the water. Children under the age of 10 will be marked in BOLD CAPITALS on the door register.

This is a members club where we all have to do our part, so **families are required to undertake the door registration at least twice per annum** . All parents/guardians of swimmers will be allocated dates and details will be sent via email.

We regularly communicate with parents/guardians and swimmers by email so please ensure you provide your email address on the Membership form as we send information regarding gala’s/meets, unforeseen pool closures and the door rotas for signing in our swimmers via this communication route.

Our club is run entirely by volunteers, including the coaches and teachers.  This means that without the continuous support of parents, swimmers we would not be able to train, attend galas, or host competitions and club championships, or enjoy our celebration evening.

Are you interested in helping out?  There are many opportunities for you to support our swimmers either on pool side or behind the scenes.  No previous experience necessary.   If you are able to help out, in any capacity, please email the Club Chair - chairperson@melkshamswordfish.org.uk

We would welcome support from you all with helping to put out the swimming ropes at the start of sessions and pulling them in at the end of a session on a Monday and Saturday. This is the responsibility of Melksham Swordfish and not the Blue Pool. This will enable our coaches to start sessions on time.

Please could you encourage your child/children to put their personal belongings in a locked locker or bring them out on pool side as the changing rooms are shared with other users at the Blue Pool so we must ensure we leave this area clear at all times. Melksham Swordfish cannot accept responsibility for the loss or damage of any belongings.

Can we remind **ALL SWIMMERS** that they must use the showers at the Blue Pool **BEFORE** they come in for their training session.   This helps to keep the water as clean as possible and reduces the need to add additional chemicals.

On our website ([www.melkshamswordfish.org.uk](http://www.melkshamswordfish.org.uk/)) you will be able to view the Handbook which you are asked to read as this contains important information regarding:

Competitions / Staff / Role of Parents & Guardians / Safety / Resignation / Website / Fees/ Refunds Policy / Badges & Certificates / Merchandise / Equipment required for Swimmers / Personal Belongings / Personal Hygiene / Contacts / Welfare & Wavepower / SwimMark / Rules of Melksham Swordfish / Swimmers’ Code of Conduct / Parent’s/Guardians Code of Conduct / Rules for Poolside Conduct /Check your Medication (find out if it is banned or permitted) / Volunteering.

Also available on our website (which you also asked to read) are the following policies:

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| * Child Protection (Safeguarding)
 | * ASA Photography Guidance
 | * Use of Mobile Phones
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For ease, below is a list of contacts for the club:

|  |  |
| --- | --- |
| CHAIRPERSON | chairperson@melkshamswordfish.org.uk  |
| MEMBERSHIP SECRETARY | membershipsecretary@melkshamswordfish.org.uk |
| CHILD PROTECTION OFFICER | childprotectionofficer@melkshamswordfish.org.uk |
| CLUB SECRETARY | clubsecretary@melkshamswordfish.org.uk |
| TEACH TO SWIM MANAGER | teachtoswim@melkshamswordfish.org.uk |
| ROTA ADMINISTRATOR | rotaadministrator@melkshamswordfish.org.uk |
| KIT MANAGER | kitmanager@melkshamswordfish.org.uk |
| TREASURER | treasurer@melkshamswordfish.org.uk |

We would like to take this opportunity to welcome you to Melksham Swordfish.

With best wishes,

**Melksham Swordfish Committee and Poolside Team October 2019**