

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):

- Membership form
- Standing Order form
- Code of conduct forms

NB If you are re-applying to become a Swordfish member within the Swim England year (1st January – 31st December) you will not be required to pay a £10 Administration fee.

Please return the Membership 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 or direct payment into the MASC account using mobile banking and the account details on the standing order form until it is in place. Swims are charged at £6.00 per session.

Sessions are charged at:

1 weekly Swim £24.00 per month
2 or more weekly Swim £36.00 per month

We are able to offer the following sessions:

Tuesday	8:30pm	Squad Lane Swimming
Thursday	6pm	Teach to Swim Badges 1 – 4 (Widths)
Thursday	6:30pm	Teach to Swim Badges 1 – 4 (Widths)
Thursday	7pm	Development Lane Swimming
Thursday	8pm	Development & Squad Lane Swimming

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. 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 MASC registration in the viewing area.** Children under the age of 10 must have an adult present in the viewing area 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 green 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.

To register a swimmer with the Swim England we must have an email address, this will also be used to regularly communicate with parents/guardians and swimmers. 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, Carers and our 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 Secretary - clubsecretary@melkshamswordfish.org.uk

Personal belongings must be put in a locked locker as the changing rooms are shared with other users at the Campus 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 **BEFORE** they come onto poolside 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) you will be able to view the Handbook which you are asked to read as this contains important information regarding:

Competitions / Staff / 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 are the following policies:

Child Protection (Safeguarding)

Swim England Photography Guidance / Use of Mobile Phones

We strongly recommend that you become familiar with the content of our Handbook and policies.

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 COORDINATOR	ttscoordinator@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

List of Equipment

All lane swimmers will need to have some basic equipment to aid their training. It isn't essential; however, it is a great help when we have tight turnarounds, and even though we have some kit, it's not enough to go around. **If your child swims widths please ignore this,** however, it is important that everyone else has a read and understand what kit is needed.

Kit list Basic Essentials for those training at the following sessions: – ALL lanes

Thursday – 7.00 pm – 9.00 pm

Tuesday – 8.30 pm – 10.00 pm

- Kickboard
- Pull Bouy
- Fins

Additional Kit list Essentials for those training at the following sessions: – Lanes 1 - 3

Thursday – 7.00 pm – 9.00 pm

Tuesday – 8.30 pm – 10.00 pm

- Hand Paddles
- Finger Paddles
- Snorkel

If you need any help in sourcing this equipment speak to your coach, or use the website links below:

www.swimshop.co.uk

www.allensswimwear.co.uk

www.proswimwear.co.uk

www.simplyswim.com

www.mailsports.co.uk

www.speedostore.co.uk

Please remember that if your child only swims widths you are not required to purchase the above kit list.