



BROADSTAIRS LIFEGUARD AND SWIMMING CLUB

www.broadstairslifeguardandswimming.com

APPLICATION FOR MEMBERSHIP

Thank you for applying to join Broadstairs Lifeguard and Swimming Club. Please complete these 3 pages and return them to the Club Secretary or your Club contact, and keep the rest for future reference.

Admission Process:

Once your application has been received, we will add your child's name to our list of future tryouts. These are not a pass or fail, but a chance for us to see where your child would fit in with our lesson Levels, and for you to see us in action! Tryouts are held every 3 months or so. If we call you for a tryout twice and you don't attend without contacting us, we will take your child's name off the tryout list. After the trial you will be told which Stage we consider appropriate for your child.

When we have a space or spaces at a particular Stage, we move existing members within Stages first, and then take from the waiting list if there is still room. Unfortunately it is impossible to predict how long it will take for a place to come up at any Stage!

If your child's name has to go on the waiting list, we will contact you every 3 months or so to check that you are still interested in a place. Please let us know if, for whatever reason, you no longer require a place. If we don't hear from you twice, we will securely dispose of your details.

Our waiting list has priority codes - priority 1 is the children of regular volunteers (the entire Club is run by unpaid volunteers, and we often need a bit of help), priority 2 is for siblings of existing members, and priority 3 is other applicants.

Once a place comes free at the appropriate Stage, we will contact you. If you require the place, we will write to your child with a place offer letter.

Please note that we actively promote children of regular volunteers to the top of the waiting list, so if you have any skills that you think we might be able to use, please use the box at the bottom of the third sheet to tell us.

Joining fee: £9.50 This is payable when your application for membership is accepted and covers ASA insurance.

Monthly fee: £9 These are due on the first Thursday of every month and can be paid monthly by standing order (please ask the Treasurer for a form) or cheque.

Child's Full nameDate of Birth Sex **M / F** Phone number

Address.....
..... Post Code.....

When you are offered a place, please remember to bring a completed copy of the Emergency Contact details, on the form that is on the Download page on the website.

Email address (required as it is our preferred method of contact when calling your child for a tryout - please print clearly)

I acknowledge receipt of the rules of Broadstairs Lifeguard and Swimming Club (which are attached) and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules. I understand that membership subscriptions must be up to date or in advance for me to take part in the Clubs activities.

Applicant's signatureParent/carer signature (if applicant under 16).....

Are you a member of any other swimming club? Y/N If yes, which one?

Please complete this form and return it to the Secretary or your Club contact, ensuring that you have completed all sheets as necessary and have read the Club rules.

Thanks again, we look forward to seeing you when we call you for a tryout

Club Secretary: Paul Highsted, Broadstairs Lifeguard and Swimming Club, C/O Ramsgate Swimming Centre, Newington Rd, Ramsgate or drop it round to us on a Thurs evening!

For Club use: R T1 T2 L



BROADSTAIRS LIFEGUARD AND SWIMMING CLUB

Dear Swimmer,

Swimming Record

Please use this sheet to tell us what swimming awards you have already achieved. This may help us to give you fresh targets to aim for and make sure that you are in the correct Level for your ability.

If you are not sure about the longest distance that you have swum, please indicate the longest that you are sure you can do.

We reserve the right to ask swimmers to repeat awards if we feel they need to, for instance if their skills are very rusty after having not swum for some time, or their skills are not consistent.

Please put a circle around the awards that you have gained with the **approximate date of achievement** and we might ask you to bring your certificates along for us to have a look!

CONFIDENCE

Are you water confident - can you put your face in the water, blow bubbles, jump in, move around without a float, etc? Y / N

Are you confident swimming in the Main Pool? Y / N

Are you non-swimmer beginner improver advanced

DISTANCE

5m	10m	20m	25m	50m	100m	200m	300m
400m	800m	1000m	1500m	1600m (1 mile)	2000m	3000m	

NATIONAL PLAN FOR TEACHING SWIMMING (as used by Council lessons, for instance)

Level/Stage	1	2	3	4	5	6	7	8	9	10	11	12
-------------	---	---	---	---	---	---	---	---	---	----	----	----

WATER SKILLS

Grade	1	2	3	4	5	6
-------	---	---	---	---	---	---

SWIMMING CHALLENGE AWARDS

Challenge 1	Challenge 2	Bronze	Silver	Gold	Honours
-------------	-------------	--------	--------	------	---------

DIVING SKILLS AWARD

Introduction to Diving	Level One	Level Two
Poolside Diving award	Grade One	Grade Two

Any additional Swimming Badges/Awards/Speed/Lifesaving etc. Please list below.

How did you hear about the Club? Noticeboard, recommendation, search engine or something else?



BROADSTAIRS LIFEGUARD AND SWIMMING CLUB

PROSPECTIVE MEMBER MEDICAL/EDUCATIONAL INFORMATION

Dear Parent/Carer,

For the health and safety of your children, it is important for us to know about any medical conditions, learning difficulties or Special Educational Needs that your child has.

This information is kept on a strictly 'need to know' basis and is disclosed only to Teachers who are in contact with your child.

Please use the space below to indicate anything that may affect the time that your child spends with us: the list is not exhaustive, if we have missed something off that affects you, please give us details.

If in the future any of these begin to affect your child, or if something changes i.e. your child has grown out of something, please tell us promptly.

Thank you.

Does your child have any medical conditions or disabilities that may affect them during their time with us, such as asthma, back problems, epilepsy, repeated ear infections, grommets, heart problems, lack of mobility in limbs or joints, breathing problems, hearing problems, etc? Please give details

Does your child have any learning difficulties at school, behavioural problems, autism, ADHD, hyperactivity, etc? Please give details.

Remember that we actively promote children of regular volunteers towards the top of the waiting list!

Do you have any skills, contacts, knowledge, IT skills, fundraising ideas or opportunities through employers, etc that you could offer the Club on a voluntary basis, even 10 minutes per week or on an occasional basis?

Once complete, please return these pages to the Club Secretary, details on page 1.



swim21



CLUB
MARK

BROADSTAIRS LIFEGUARD AND SWIMMING CLUB

Please make sure that you have read and understand the following pages before you submit your application for membership.

Thank you for choosing to apply to Broadstairs Lifeguard and Swimming Club

BYE-LAWS AS AT SEPTEMBER 2005

These rules should be read in conjunction with the Club Constitution (see the website – www.broadstairslifeguardandswimming.com)

Please keep these next three pages for future reference

General

1. Club colours shall be black and white. Swimmers are requested to wear black swimsuits and to have appropriate swimming equipment, such as fins, from Level 5 upwards.
2. The Club recognises persons in the following categories as members, provided that they are also members of the ASA by paying the appropriate subscription fee:
 - A. Swimmers aged less than 16 whose subscriptions are fully up to date and paid by themselves or their parent/carer/guardian.
 - B. Swimmers aged 16 or over whose subscriptions are fully up to date, whether paid by themselves or by another person.
 - C. Persons who the Committee have nominated and accepted as Honorary Members, such as Committee members, teachers, poolside helpers/senior swimmers (where they have passed an ASA qualification to teach swimming and who continue to regularly assist the Club in it's activities, to mark long and loyal service)
 - D. Members' parents/carers/guardians, who aged over 16, have applied for and been approved for membership in the appropriate manner and who are up to date with their subscriptions.
3. Voting rights – Persons in category 2A, i.e. who are less than 16 on the day of Special and Annual General Meetings, have voting rights on matters that the Chairman states are relevant to them. Persons noted at 2B, 2C and 2D have voting rights at Special and Annual General Meetings.
4. In the case of the Annual General Meeting, an up to date list of the nominees for the Committee Officers, posts and a copy of the examined accounts shall be displayed for the members to inspect for at least 1 week prior to the meeting.
5. Persons applying for election to the Committee at the AGM need to be nominated and seconded only once. Appointment will be made by a show of hands at the meeting, according to the voting rights described at 2. Persons need not be present at the meeting to be voted onto the Committee, but must have given their agreement to be nominated by signing a nomination form.
6. All Club trophies shall be competed for annually and shall remain property of the Club, who will insure them against the prospect of loss or damage. All trophies must be returned to the Secretary promptly should the trophy holder leave the Club.
7. **Winners or custodians of trophies are required to keep the trophies in a good condition, ready for presenting to subsequent winners, and to make good any necessary repairs before the trophies are returned to the club, either for presentation after an event or when the member leaves the club.**

Health and Safety

8. Swimmers should be poolside promptly for their lesson and be fit to swim, including having showered, be wearing appropriate swimwear and be free from any illnesses or infections that may affect them or others during their lesson.

9. The Club accepts no responsibility for loss or damage to personal items or belongings.
10. The Club shall only assume responsibility for members whose subscriptions are up to date or in advance, AND once they are poolside.
11. Before coming poolside, members remain in the charge of a person who has parental responsibility.
12. It is the responsibility of parents to ensure that they are contactable in the case of an emergency. This includes home and mobile phone numbers and addresses. See also Bye Law 17.
13. Swimmers who require medicines, such as inhalers, etc, are responsible for bringing them to and from each session. The items must be clearly marked with the swimmers name, and the need for the item must be brought to the attention of the Teacher.
14. Members must adhere to the requirements of the Club as set out in the Membership Application Pack, which is available for general inspection in the Parents Folder. Members whose behaviour or attitude presents a potential risk to themselves, other swimmers, persons on poolside or the general welfare of the Club and its members may be required to leave a session on instruction of a Club representative.
15. Persistent or repeated incidents of inappropriate behaviour or attitude may lead to the member being given a formal verbal warning about future conduct. Should this happen, the member's adult representative will be informed.
16. The Committee may, on behalf of the Club, expel a member if, in its opinion, it is inappropriate for the member to continue attending sessions. In this case, a written letter will be handed to the members' adult representative. This step will only be taken in exceptional circumstances and where the Committee feel that there is no reasonable alternative.
17. All disputes must be dealt with in accordance with the A.S.A. Guidelines for handling such disputes.
18. Hair that can cover the face while swimming must be tied back and a swim hat should be worn for hygiene reasons.

Subscriptions

19. On joining the Club, if monthly subscriptions are to be paid by Standing Order, payment is only due for the current month. If the applicant wishes to pay by cheque, 2 months subscriptions in advance are required.
20. Swimmers are not covered by the Club insurance if subscriptions are in arrears. The club reserves the right to refuse admission to swimmers if subscriptions are in arrears.
21. Members will be deemed to have left the Club if 2 consecutive months' subscriptions have not been paid. The Club will fill this place with another swimmer where possible.
22. Members leaving the Club forfeit any advance fees paid.
23. The Club shall require, with the Committee's agreement that all joining, membership and subscription fees are paid by cheque or standing order.
24. In exceptional circumstances, cash may be accepted with the prior agreement of the Treasurer.
25. Subscriptions are required to be paid every month, whether or not the member will be attending, such as in the case of family or school holidays.
26. Subscriptions may be suspended but membership maintained, for example, in the case of long-term illness or financial hardship, at the discretion of the Committee.
27. In the case of long-term sickness, the Club must be informed in writing at the earliest opportunity and the Club may offer this place to another proposed member on an understood short-term basis, with the agreement of the Committee. The offer of suspended membership for long-term sickness may not be made retrospectively.
28. In the case of financial hardship, members must make a Committee member aware of their circumstances in confidence at the earliest opportunity, in which case membership fees may be waived or reduced at the discretion of the Committee for an agreed length of time between the two parties. The offer of reduced subscription rates for short-term cases of financial hardship may not be made retrospectively.
29. Any member taking part in the Club championship must be a paid up member of at least 2 months membership on the closing date for entries for that particular championship.



BROADSTAIRS LIFEGUARD AND SWIMMING CLUB

In addition to the Club rules and Constitution, here is an outline of our aims and expectations:

We will:

- Respect the swimmers and encourage them to develop their abilities, skills and qualities
- Give a good standard of teaching and support
- Keep you in touch with your child's progress by telling you in person, and communicate by regularly updating the website, issuing Newsletters and using the Club notice board
- Challenge the swimmers and give positive feedback
- Make sure the children are in a level appropriate to his/her own ability
- Encourage Club spirit by asking swimmers to wear Club colours and hats, even when swimming with school, Brownies, Scouts, etc
- Take on board any constructive feedback, and do our best to improve whenever needed
- Make sure the children are enjoying their time with us
- Establish and maintain a positive relationship with the swimmers as a group and individuals
- Adhere to the principles of Child Protection at all times and take action where appropriate and in the correct way
- Use the Code of Conduct as a benchmark of our high standards of behaviour as Club representatives

In return, we expect:

- Support from parents and carers - remember that we are all unpaid volunteers, putting in the hours to teach YOUR children to swim. From swimmers, parent and carers, we expect **prompt** payment of subs every month, attendance at AGMs, reading of newsletters and notice boards, helping on badge nights, supporting our fundraising activities, reinforcing Club discipline and praising swimmers for hard work, as well as passing badges
- Swimmers to abide by the Club rules and to behave in a suitable and safe manner at all times
- Punctuality - children should be ready and poolside 5 minutes before the start of their session. This also goes for deadlines for events, such as gala entry, registering for distance badges, etc - remember that the Club is run by unpaid volunteers who do the preparation in their spare time!
- To be told **promptly** of any health/educational/personal issues which may affect the safety and welfare of the swimmer and others during their time with us
- Respect for self and other peoples abilities, feelings and belongings
- Swimmers to support the Club by wearing club colours and hats
- A positive attitude from swimmers and parents
- Good, safe behaviour in the changing rooms, reception and poolside
- Team spirit
- Constructive feedback
- Parents/carers to supervise the swimmers in the changing rooms for safety reasons
- Parents to listen with an open mind to teachers advice