

St Thomas  
Amateur Swimming Club  
(Established 1897)



Membership Pack

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

St Thomas was founded in 1897. Since its start St Thomas has had 2 Olympians and 1 Para Olympian. The club has also enjoyed success at a National level.

The club was established in Arbroath and is based at Arbroath Sports Centre. Although the club is a competitive club its membership is a mix of competitive, non competitive and learn to swim athletes, coaches, technical officials and non swimming adult members. It has teachers and coaches qualified at UKCC level 1, 2, and 3.

We are a continually developing club with the competitive swimmers offered differing, challenging competitive opportunities to aid individual development:

Swimmers are encouraged to swim in a range of meets from inter-club competitions to league galas and national events. At all times the coaches will advise on the suitability of a meet to make sure that all competitions best meet the cyclical focus of each training plan.

Each squad has its own aims and objectives which are designed to ensure all individuals are able to achieve their full potential. These aims and objectives take into account the age and stage of development of each participant to guarantee that all swimmers receive the most effective and appropriate level of work for their ability.

At all times coaches and swimmers are driven to achieve high standards of performance.

# Squad Training Times & Fees

## As 1<sup>st</sup> February 2023

### Learn to Swim (£20/mth) 1 x 30min Session

Day	Venue	Time
Mondays	Arbroath Sports Centre	5:30pm – 7:30pm
Saturdays	Arbroath Sports Centre	8:45am – 9:45am

### Development Squad (£25/mth)\* – 3 Sessions (3.25hrs)

Day	Venue	Time
Monday	Arbroath Sports Centre	5:30pm – 6:30pm
Tuesday	Arbroath Sports Centre	6:00pm – 7:15pm
Saturday	Arbroath Sports Centre	8:45am – 9:45am

### Silver Squad (£30/mth)\* - 3 Sessions (4hrs)

Day	Venue	Time
Monday	Arbroath Sports Centre	6:30pm - 7:30pm
Thursday	Arbroath Sports Centre	6:00pm - 7:30pm
Saturday	Arbroath Sports Centre	7:15am – 8:45am

### Gold 2 Squad (£35/mth)\* – 4 Sessions (7.75hrs)

Day	Venue	Time
Monday	Arbroath Sports Centre	5:30pm – 7:30pm
Tuesday	Arbroath Sports Centre	6:00pm – 7:45pm
Thursday	Arbroath Sports Centre	6:00pm – 7:30pm
Saturday	Arbroath Sports Centre	7:15am – 9:45am

# Squad Training Times & Fees

## As 1<sup>st</sup> February 2023

### Gold 1 Squad (£45/mth)\* – 5 Sessions (9.25hrs)

Day	Venue	Time
Monday	Arbroath Sports Centre	6:30am – 8:00am
Monday	Arbroath Sports Centre	5:30pm – 7:30pm
Tuesday	Arbroath Sports Centre	6:00pm – 7:45pm
Thursday	Arbroath Sports Centre	6:00pm – 7:30pm
Saturday	Arbroath Sports Centre	7:15am – 9:45am

### Performance Squad (£60/mth)\* - 6 Session (10.75hrs)

Day	Venue	Time
Monday	Arbroath Sports Centre	6:30am – 8:00am
Monday	Arbroath Sports Centre	5:30pm – 7:30pm
Tuesday	Arbroath Sports Centre	6:30am – 8:00am
Tuesday	Arbroath Sports Centre	6:00pm – 7:45pm
Wednesday	Arbroath Sports Centre	7:30pm – 9:00pm
Saturday	Arbroath Sports Centre	7:15am – 9:45am

\*Annual Club membership fee £25 & SASA Fee £45 not included.

**On joining, the Annual club membership fee & SASA fee will be payable (will be due 1<sup>st</sup> March annually)**

The information contained in this welcome pack should provide you with guidance on how our club operates and contains all the information you should need. please read through the pack and do not hesitate to contact any of our coaches or committee members should you need more advice or support.

## **All New Member must complete the following forms:**

### **Membership Form**

*(for Development, Silver, Gold & performance Squad Members Only)*

This form allows us to collect crucial data about our members which we will share with Scottish Swimming to register your annual membership. The form also provides us with emergency contact details for swimmers when urgent communication is required, this may include information about cancelled sessions as well as any unforeseen incidents that require immediate parent/guardian contact.

### **St Thomas ASC Standing Order**

*(for Development, Silver, Gold & performance Squad Members Only)*

Fees for our Club Squad are payable directly to St Thomas ASC and should be settled by Standing Order. If you use online banking, this can be set up online using the club bank details contained below

Account Name – St Thomas ASC

Sort Code – 30-25-87

Account No. – 00775842

Reference – Swimmer Last Name, First Initial

As this is not a Direct Debit the club is unable to change the Standing Order in any way, therefore when there are changes to fees you will be required to make the change with your bank directly when requested. Any squad fees required prior to the SO coming off should be paid by BACS along with the joining annual fees.

### **Learn to Swim Online Membership Form & Monthly Plan**

*(For Learn to Swim members only)*

This is completed via the online sign up for Learn to Swim classes. Payment will be taken for Learn to Swim on the same day each month. Payment date will be the day you book the lessons.

## **Athlete Code of Conduct**

To set an expected standard of personal conduct and to ensure the club maintains it's 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.

## **Parent/ Guardian & Spectator Code of Conduct**

To set an expected standard of personal conduct and to ensure the club maintains it's good reputation, all parents / guardians & spectators must read and agree to the code of conducts.

## **Swimmers Medical Profile**

The 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.

All swimmers' fees are paid monthly on the 1<sup>st</sup> of each month.

**PLEASE RETURN ALL APPLICABLE FORMS TO THE MEMBERSHIP SECRETARY**

## **Membership Secretary**

Jill Kinnaird

Tel. 07769941026

email: [Arbroath.st.thomas.membership@gmail.com](mailto:Arbroath.st.thomas.membership@gmail.com)

## Attending Squad Training Sessions

Regular attendance is a requirement of joining the club and minimum attendance requirements are set by the Head Coach (see below). Attendance is monitored and it will be a factor in your progression and the data will be used when considering potential for squad movement. Always be aware of your adherence to the Code of Conduct.

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. Please ensure you use the lockers to store your bags and clothing whilst swimming as there are other swimmers that will need to get changed and there is nothing worse than having no changing cubicles free!! 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.

## What should I bring to training?

Remember to bring the following equipment along to your Junior/Masters Coaching training session:

- ✓ **Swimwear** – You ain't getting in otherwise.
- ✓ **Towel** – You'll need this to dry off after the session. Take an additional towel if you know there is going to be a time trial.
- ✓ **Water bottle** – To keep you hydrated, we recommend water or very weak diluted squash. At least 1 Liter per hour of swimming. (NO fizzy juice or Glass Bottles, Plastic Only)
- ✓ **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)
- ✓ **Kick Float & Pull Buoy** – These are standard training tools when using arms or leg kick only
- ✓ **Fins** – These are not immediately required, Coaches can advise of correct equipment.
- ✓ **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.

# Attendance Monitoring

Attendance is monitored by the coaches and anyone who achieves less than 60% attendance in any month will be flagged up. If this occurs during 2 months in succession, the committee & parent will be advised and a discussion will take place regarding their progress and future training. If they cannot keep regular attendance they will be asked if swimming is for them. Swimmers who are multisport athletes will be allowed to breach the 60% when agreed with the coach.

All squads are encouraged to compete.

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.

A message to the Club Secretary is permissible if you cannot reach your squad coach and the message will be passed on as soon as possible.



## **Competitions**

Our club is a competitive Swimming Club and swimmers are expected to compete and promote the success of our club at competitions.

All our swimmers must be members of Scottish Amateur Swimming Association to allow them to train and/or compete at any level. Swimmers are insured through their SASA membership. Competitions held within Scotland are held under SASA & FINA Laws.

When your coach feels you are ready to compete, they will advise you on which competitions you should be entering. Remember to regularly check the notice board, website, Facebook and emails for forthcoming events.

A club calendar is available on the Website & Notice Board

## **Competition Types Explained**

Not all meets are suitable for all swimmers and often a meet will target a specific level of swimmer.

### **Novice Meets**

These are held for inexperienced young swimmers and are often for “First Timers”

### **Mini Meets**

These are for Young Swimmers aged 8-11. Some Mini Meets are graded for less experienced youngsters, but some may be open where only the fastest swimmers in each age group will be accepted to compete.

### **Graded Meets**

These have specific entry times set, normally swimmers must be “slower” than an entry time.

### **Time Band Meets**

These accept entries for swimmers with times within a predetermined time bracket, this may be age appropriate or only based on time where no matter your age you will swim against a swimmer of similar ability.

### **Age Group / Open Meets**

These are generally targeted at the more experienced swimmer. Normally the entries have to be faster than a set entry time.

Entries are submitted through our online entry system on the website, the closing date can be a month before the event takes place. The club then awaits notification of accepted and rejected swims, which can be around 1-2 weeks before the event date. The number of accepted swims will depend on the overall number of entries.

# Competition Entry Information

**Please note that entries are not guaranteed to be accepted by the host club ....**

Please consider the fact that swimmers may not get accepted for all the events they have entered. It is possible that swimmers may only have 1 or 2 swims in some meets. Subsequent withdrawals for that reason will deny another swimmer a chance of competing as the place cannot be re-allocated at a later stage. Please consider, withdrawals may also affect an entered relay team as there may be no reserve swimmers available to swim in our team.

## **Meet Information**

The meet Information about forthcoming meets will be placed on the Club Website & and Noticeboard and will be emailed to a parents of zeligible swimmers by our Club Entries Secretary.

Information provided will contain the following information:

- Club / Organisation hosting the event.
- Date of event.
- Venue of event.
- Warm-up\* & Session start times.
- Age Groups & Events.
- Swimmers Eligible Events to be entered (discussed with Coach).
- Closing date for entries.

\* Warm up – Swimmers have the opportunity to have a warm-up swim before each session under the supervision of the club coach. 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). Please keep emails up to date as there may be changed to the original meet information.

It is recommended that they arrive 15 – 20 minutes prior to the start of warm - up.

## **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:**

- Above the knee 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, no glass)
- Towel / Chamois
- Club T-shirt or hoodie
- Poolside shoes (indoor shoes)
- Medication – If you require the use of an inhaler for asthma or EpiPen for allergies, please bring it with you on poolside.
- Packed meal & snacks

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.

**Results** for most Meets can be seen on [www.arbroathstthomas.co.uk](http://www.arbroathstthomas.co.uk) , [www.sasamidlanddistrict.co.uk](http://www.sasamidlanddistrict.co.uk) or [www.swimscotland.org.uk](http://www.swimscotland.org.uk) These websites also hold information on all the forthcoming meets.

Scottish Swimming hold information on all people registered with them and members can access their ranking details via the Scottish Swimming website if they have elected to show their details online. If you find you cannot access your details online to amend them, please contact our Club Membership Secretary who will help you.

### **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. The information will be passed onto the Host Club, and it may be possible to include a reserve swimmer in the meet. Last minute withdrawals may happen, and it would be appreciated if these can be notified to your coach and entry 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. Also, see below regarding withdrawal fees.

Prompt attendance for the warmup reassures the coach that the swimmers are available for competing. If the swimmer is late then withdrawal may have to take place to avoid the club being fined. Contact the coach if you have been delayed if possible.

### **Competition Entry Fees**

Entry fees are between £4 and £12 per individual swim and £7 - £20 for relay teams.

The club currently cover the entry cost of Relay Teams

When entering on the online club entry system there is a £2 surcharge per meet which goes towards the cost of Coach Travel Expenses & Coaches Passes

# Swimming Technical Officials

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 to 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.

If you are interested, keep your eye on the Club Website and Facebook for forthcoming courses or advise any member of the committee.

## Team Kit Information

We recommend that each swimmer has their own swim bag with the Club Logo or similar, which is the right size to hold all their equipment, it may be advisable to use a wet kit bag for larger training tools.

Swimmers should take pride in representing the club at training, competition and at other events. To clearly identify ourselves from other clubs the club has the following team kit;

T-shirts, hoodies, shorts & caps, all of which can be ordered using the online club shop on the website.

We do not expect any parent to buy all these items when the swimmer starts. Once they start competing, it is nice to have everyone in club kit but not compulsory, only the swimming cap is essential when just starting off.

## **Fundraising & Social Events**

Social and Fundraising events take place throughout the year.

The highlights of our fundraising calendar are our Spring Sprints Meet & Winter Graded Meet which are both held annually and open to all clubs. We also hold our own Club Championships each year, and Age Group & Open Championships

An awards night is held in January each year to formally present our Club Championship winners with their trophies. Although the evening is to celebrate the success of our swimmers it is a good mix of fun and celebration to help us promote team building and bonding.

We also have other events out with the pool such as bowling nights or trips away. 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. The commitment of our Team Staff ensures the success of the swimmer. 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**

All members are encouraged to regularly check the member Facebook page and the club website. They all contain club news, details of any forthcoming social events, fund raising events, competition details, holiday dates etc.

Emails are usually sent out with information on accepted/rejected swims for meets etc. We have a lot of members to keep notified so please help us by replying promptly when asked and letting us know of any change of email address or phone numbers. If you would like them sent to two email addresses, let the membership secretary know.

We operate a text service to notify you of cancellations or any other info that needs to go out immediately. The Membership Secretary should be contacted if any details change (ie. Phone numbers, email, medical or home address).

## **Social Media**

Club Website [www.arbroathstthomas.co.uk](http://www.arbroathstthomas.co.uk)

Club Members Facebook – “St Thomas ASC Members”

Facebook page – St Thomas ASC

Instagram – St Thomas ASC

Twitter – St Thomas ASC

## Committee

Role	Name	Contact
President	Steph Wren	<a href="mailto:Arbroath.st.thomas.president@gmail.com">Arbroath.st.thomas.president@gmail.com</a>
Vice President	Sam Winton	<a href="mailto:Arbroath.sth.thomas.vice@gmail.com">Arbroath.sth.thomas.vice@gmail.com</a>
Secretary	Karen Douglas	<a href="mailto:Arbroath.st.thomas.secretary@gmail.com">Arbroath.st.thomas.secretary@gmail.com</a>
Treasurer	Phil Duncan	<a href="mailto:Arbroath.st.thomas.treasurer@gmail.com">Arbroath.st.thomas.treasurer@gmail.com</a>
Wellbeing & Protection Officer	Deborah Coull	<a href="mailto:Arbroath.st.thomas.cpo@gmail.com">Arbroath.st.thomas.cpo@gmail.com</a>
Membership Secretary	Jill Kinnaird	<a href="mailto:Arbroath.st.thomas.membership@gmail.com">Arbroath.st.thomas.membership@gmail.com</a>
Meet Entries & Gala Convenor	Jordan Young	<a href="mailto:Arbroath.st.thomas.entries@gmail.com">Arbroath.st.thomas.entries@gmail.com</a>
STO Convenor	Angela Winton	<a href="mailto:Arbroath.st.thomas.sto@gmail.com">Arbroath.st.thomas.sto@gmail.com</a>
Committee Members	Derek Brown, Karen Greig, Candy Runge, Hillary Armstrong, Karen Smith, Vikki Watson & Ashley McLean	

## Coaching Team

Lead Coaches	Contact
Lorna White	<a href="mailto:Lornawhike.sttcoach@gmail.com">Lornawhike.sttcoach@gmail.com</a>
Garry Nisbet	
Coaches	
Jordan Young	Steph Wren
Scott Haxton	Sam Winton
Stefan Delaney	Alistair McLean
Ken McKenzie	Emily Hart
Paula Murray	Derek Beattie
Sam Winton	Angela McNally
Carolyn McMillan	Lynne Brown
Teachers	
Haydyn Stirling	Gabby Winton
Oscar Kinnaird	Julie Christison



# Membership Application Form

Swimmers Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Gender Male  Female

Address \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Parents Name \_\_\_\_\_

Parents Contact Number \_\_\_\_\_

Parents Contact Email \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency Contact Number \_\_\_\_\_

Emergency Contact Relation \_\_\_\_\_

Which Learn to Swim Programme have you joined from?

St Thomas Juniors

ANGUSalive – Arbroath  Montrose  Brechin  Montrose

Infinity Swim School

Other \_\_\_\_\_

It is essential we have parental help to succeed. Please indicate where you can help or if you are interested in any courses:

Poolside Helper / Coaching  Technical Official  Committee

Fundraising  Team Manager

# Membership Application Form

I confirm all the above details are correct and I (swimmer)/we (parent & swimmer) have read & understood the club rules & regulations. I/We will also advise the club if there are any changes to contact details at any time.

Signature: \_\_\_\_\_ (Adult Swimmer or Parent/Guardian) Date \_\_\_\_\_

I agree / disagree\* to myself/my child taking part in competitions or club events that may lead to me/them being photographed or video recorded and to possible publication of such photographs of myself/the above child. No photo or media will be used for purposes out with the club unless prior consent has been given by the adult swimmer or parent of child above.

Signature: \_\_\_\_\_ (Adult Swimmer or Parent/Guardian) Date \_\_\_\_\_

# Medical Information Form

Swimmers Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

In order to ensure the health & safety of you or your child, we ask you to complete the following questionnaire:

- |  |          |
|--|----------|
| Is there a history of epilepsy or convulsions?                           | Yes / No |
| Is there a history of fainting?  | Yes / No |
| Do you / your child suffer from recurrent earache or ear infections?     | Yes / No |
| Do you / your child suffer from any form of heart disease?               | Yes / No |
| Do you / your child suffer from Asthma or other respiratory conditions?  | Yes / No |
| Do you / your child suffer from Diabetes?                                | Yes / No |
| Do you / your child suffer from any weakness of the arms, legs or spine? | Yes / No |
| Is there a history of eczema or other dermatological conditions?         | Yes / No |

If you / your child suffers from any other medical condition not mentioned above, or if you answer "Yes" to any of the questions, please enter brief details below.

The above mentioned statement is correct and I agree to inform my / my child's coach & membership secretary of any changes in their medical condition.

Signed \_\_\_\_\_ (Swimmer or Parent of child) Date \_\_\_\_\_

**NOTE:**

It is important you keep your Squad Coach updated of any illnesses or injuries as they occur and any medications that you may have to take from time to time. Scottish Swimming provides guidelines regarding banned substances.

**Please return this completed form to the membership secretary.**

# Athlete Code of Conduct (U18)

St Thomas ASC 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.

**You have the right to:**

1. Be safe and happy while taking part in the sport in a protected environment
2. Be respected and treated fairly and participate on an equal basis, appropriate to your ability
3. Be protected from abuse by others from within or out with the club
4. Ask for help
5. Be believed
6. Be listened too
7. Be referred to professional help if needed

# Athlete Code of Conduct (U18)

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 .....

## Being a Supportive Parent

St Thomas ASC 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 .....

St Thomas ASC 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.



## What we need

1. This policy explains when and why we collect personal information about our members and instructors, how we use it and how we keep it secure and your rights in relation to it.
  - 1.1 We may collect, use and store your personal data, as described in this Data Privacy Policy and as described when we collect data from you.
  - 1.2 We reserve the right to amend this Data Privacy Policy from time to time without prior notice. You are advised to check the ST THOMAS ASC website or check with the club President or Vice-President for any amendments (but amendments will not be made retrospectively).
  - 1.3 We will always comply with the General Data Protection Regulation (GDPR) when dealing with your personal data. Further details on the GDPR can be found at the website for the Information Commissioner ([www.ico.gov.uk](http://www.ico.gov.uk)). For the purposes of the GDPR, we will be the “controller” of all personal data we hold about you.
  - 1.4 **Temporary Amendment**— This Policy must be read in conjunction with the Covid-19 GDPR Amendment document - *located in the Miscellaneous section of the Club Policy list.*

ST THOMAS ASC is affiliated with Scottish Swimming. ST THOMAS ASC will be a controller of the personal information that you provide to us through the club representatives.

## Members' personal data

When you register as a member of ST THOMAS ASC or renew your membership (including if you are registering or renewing on behalf of a child under the age of 16) we will ask you for the following personal information:

- Members details – name, address, email address, Telephone No's, Gender, Date of birth,; Relevant medical information, emergency contact details
- Parent/Guardian Details -name, address, email address, Telephone No's, Gender, Date of birth, Relevant medical information, emergency contact details
- membership criteria / category – athlete, parent, or volunteer,;
- Payment details – bank account number, sort code, card details, etc.;
- equality information – disability;

## Volunteers' personal data:

When you volunteer with ST THOMAS ASC, we will ask you for the following personal information:

- Contact details – name, address, email address, Telephone No's. Gender, Date of birth, Relevant medical information, emergency contact details, PVG membership and status officiating level

## 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 information on the Club, including training times
- For the purposes of our legitimate interests in holding races for the benefit of members of the Club.
- Setting up and renewing annual membership
- General membership services, including but not limited to AGMs

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 register for a 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 enter you in a competition or event, or book your place on a training course.

## 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 FINA rules and inviting our members to participate in surveys for researching and development purposes;
- invite our members as award winners or guests to our club events, which may include 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 swimming. ST THOMAS ASC has separate policies governing complaints and disciplinary procedures and we will use your personal information to investigate your complaint, to suspend membership, take disciplinary action, etc.
- 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 on [arbroath.st.thomas.secretary@gmail.com](mailto:arbroath.st.thomas.secretary@gmail.com), [arbroath.st.thomas.president@gmail.com](mailto:arbroath.st.thomas.president@gmail.com) and [arbroath.st.thomas.vice@gmail.com](mailto:arbroath.st.thomas.vice@gmail.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 on [arbroath.st.thomas.secretary@gmail.com](mailto:arbroath.st.thomas.secretary@gmail.com), [arbroath.st.thomas.president@gmail.com](mailto:arbroath.st.thomas.president@gmail.com) and [arbroath.st.thomas.vice@gmail.com](mailto:arbroath.st.thomas.vice@gmail.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 club members and volunteers for the purposes of complying with our obligations under:

- the 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 sportscotland regulatory requirements;
- 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 and/or British 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.

We may also share personal information with our professional and legal advisors for the purposes of taking advice. In the event that we do share personal information with our stakeholders and 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 Governing Body (SGB) members' personal data

As an 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 data with 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](#)

### Athletes' / Participants' personal data

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

## How we protect your personal information

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

We are 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 out with 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' 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 2 years.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of ST THOMAS ASC and for how long. We need to do this in the event of a claim against ST THOMAS ASC.

Athletes' personal data:

We keep our athletes' personal information for up to 1 year after the athlete ceases to be with ST THOMAS ASC.

## Your rights

You can exercise any of the following rights by writing to us at [arbroath.st.thomas.secretary@gmail.com](mailto:arbroath.st.thomas.secretary@gmail.com) , [arbroath.st.thomas.president@gmail.com](mailto:arbroath.st.thomas.president@gmail.com) and [arbroath.st.thomas.vice@gmail.com](mailto:arbroath.st.thomas.vice@gmail.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 ST THOMAS ASC 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](http://www.ico.org.uk)