



Cirencester Swimming Club

Date: _____

Dear Club Member,

Welcome to Cirencester Swimming Club.

To help get you started, please find enclosed the following:

- Membership form – this form is required for Club purposes so that the Club can store all the relevant information regarding the swimmer and contact numbers.
- Medical and Consent form – this form is required for Club purposes so that if the unfortunate happens and your child needs medical treatment, and after every effort has been made to contact you, the required medical information and authority is given for the doctors to treat your child. This is for Club events whether it is for training, galas, or other competitions/events. Please remember, there are many hospitals that will not treat children under any circumstances without the relevant authority.
- Either 1 or 2 ASA Registration forms depending on if there are other family members in the Club – these forms are required by the ASA. One is for the swimmer and one for the parent/guardian. There are three categories of registration with the ASA, Category 1 is for swimmers, and Category 3 is for parents/guardians. There are some notes below to help you fill out these forms.
- Standing order form – please fill this out with the relevant information and hand it into your bank or building society. Please don't return this form with the other forms as the Club is not allowed to submit the form for you.
- Code of Conduct forms – one for Swimmers and one for Parents/Guardians. Please read these and discuss the Code of Conduct for Swimmers with your child.

Please return all the completed forms by post to the Membership Secretary, along with a cheque for the first month's squad fees.

Please note, any personal information disclosed to the Club will only be used for Club administration purposes.

Committee members can be found in the café on Tuesday nights if you wish to discuss anything.

The Club stocks goggles, caps, and other equipment, should you wish to purchase any items then please see our Shop Representative on Tuesday evenings.

The Club noticeboard is by the doors to the changing area – please check it once a week, as this is a good way for the Club to let you know what is happening. We also have a Notices page on Club website to communicate with members – the website can be found at www.cirencesterswimmingclub.co.uk

Please support your child during your time with the Club by encouraging them, and ensuring that if they want to enter any competitions (whether it be Club Championships, County Championships,

Open Meets, etc.) that they have their entry forms filled out and returned by the due date with any appropriate fees.

In the future when leaving the Club, please cancel your standing order and inform the Membership Secretary that you no longer wish to be a member of the Club.

We would like to remind parents/guardians and swimmers that we do not have exclusive use of the Leisure Centre, including the changing village, therefore the Club does not take any responsibility and will not be liable for any lost, stolen, or damaged belongings. Our advice is that you DO NOT leave your belongings in cubicles or unlocked lockers at anytime. We would also like to advise parents/guardians that while your child/ren is/are not on poolside, their safety and behaviour are your responsibility so please remind them of this and monitor their behaviour in and around the Leisure Centre (including the changing village).

If your child takes part in a gala, once again we ask that your child looks after their belongings as the Club does not take any responsibility and will not be liable for any lost, stolen, or damaged belongings. And again, our advice is that you DO NOT leave your belongings in cubicles or unlocked lockers at anytime in any galas or events the Club participates in.

We hope you and your child enjoy your time at Cirencester Swimming Club and find it a rewarding and enjoyable experience.

The Committee.

Your child has been offered a place in the following squad:

Squad	Monthly Swim Fee	Training Times
Otters (training pool)	£25	Tuesday 6:00pm, 6.30pm, 7.00pm or 7.30
Sea Lions	£25	Tuesday 6:00 – 6:45pm
Dolphins	£32	Tuesday 6:45 – 7:45pm Sunday 6:00 – 7:30pm
Phoenix	£40	Tuesday 7:45 – 9:00pm
Upper Phoenix	£55	Thursday 8:00 – 9:00pm Friday 8:00 – 9:00pm Sunday 7:30 – 9:00pm

Notes on filling out the ASA Registration forms:

Please fill in the form using black ink and capital letters.

One form is for the swimmer. Fill in the Category 1 circle, the name, date of birth, address, telephone, and email details. Indicate the gender, and the address type. On the back of the form are the Ethnicity Codes, please select the appropriate one and write the code in the Ethnicity Code box, and enter the date, the swimmer should sign as the Signature of Club Member. If the swimmer is under 18, the parent/guardian should then sign and date the form at the bottom.

If the swimmer is under the age of 18, the second form is for the parent/guardian. The parent/guardian only needs to fill out one of these forms so if you have completed one of these forms previously, then please leave the form blank and return it, otherwise, fill in the Category 3 circle, the name, date of birth, address, telephone, and email details. Indicate the gender, and the address type. On the back of the form are the Ethnicity Codes, please select the appropriate one and write the code in the Ethnicity Code box, and enter the date, the parent/guardian should sign as the Signature of Club Member. The signature and date on the form at the bottom should be left blank.