



DUNFERMLINE WATERPOLO CLUB

Secretary: Richie Metcalfe, 10 Plane Grove, Dunfermline KY11 8RA

Telephone : 01383 727414

www.dunfermline-wpc.co.uk

email : secretary@dunfermline-wpc.co.uk

To: New Member

We are delighted that you wish to become a member of Dunfermline Waterpolo Club.

The Club currently operates mixed sex squads – Senior (men and ladies) and Academy which encompasses our Junior and our minipolo sections. After our Coaching Team has assessed your abilities you will be placed in the most appropriate squad.

The Club's preferred method of communication is by email. Members who do not have access to email may request to have information posted to them. The Club's website is kept up to date and all members who have access to the Internet should check the website on a regular basis.

Membership fees for 2012 are as follows:

Annual Club fee: £25 (*payable as single fee at start of year or as £2 added to monthly training fee*).

Associate Member - £10

Non-playing Member - £1

Monthly Training fees: (payable by standing order- add £2 annual fee if that option is chosen)

Snr/Jnr - £22

Minipolo - £10.50

The committee will consider arrangements for individuals who live and work away and thus unable to make regular training sessions however it is expected all members will contribute their fees on a monthly standing order basis.

The following fees will also be collected by the club in due course for payment to Scottish Swimming for those members affected:

SASA fee: £33 (payable by all club members via their 1st claim club)

Scottish Water Polo Player Competition fee: £15 (payable by all club members who participate in the Scottish National Leagues)

SASA registration fees payable by all club members via their 1st claim club are due in March. This should be paid to the club as soon as the new fees have been notified by Scottish Swimming. There are two categories of members of Affiliated Clubs and a member may register in only one category. Those members who fall into both categories must register as a swimmer and pay the higher fee.

- a) Swimmer – a member of any age who participates in any aquatic discipline
- b) Non-Swimmer – a member who does not participate in any aquatic discipline as defined by the following classifications:
 - i) Club Volunteer - A member 14 years and over and not a competitor, who volunteers for their club in any capacity at any time.
 - ii) Club Volunteer Technical Official - A member who volunteers for their club and who holds a current technical official qualification issued by a recognised governing body for aquatics i.e. British Swimming or international equivalent.
 - iii) Teacher and Coach – A member who holds a current teaching or coaching qualification issued by a recognised governing body for aquatics i.e. SASA, ASA, WASA, British Swimming, an international equivalent, or S/NVQ in coaching.

Training will take place at Carnegie Leisure Centre and the current session times are as follows:

Minipolo – Sundays 5pm to 6pm

Juniors – Sundays 6 to 8pm

Seniors – Tuesdays and Thursdays 8 to 9-30pm (Older juniors will also be invited to attend the Tues session as part of their transition to senior polo)

It is intended to continue with our successful goalkeeper training slot and the goalies will be advised. In the longer term, it is also hoped to identify an opportunity to re-introduce land training.

In order to assist players with transition between squads, the coaches will invite players as they become more capable to spend some time with the next squad up, in addition to their own, to aid this transition period (ie minipolo to junior and junior to senior).

The Club will give permission to known persons to photograph club sessions and matches. If you do not wish to be photographed please indicate on the attached form. If players are due to play in a “photographed” match or training session the Club may either disallow photography or not select the particular player. A decision will be taken over each issue by the Club’s Child Protection Officer (CPO). We believe this protects both the rights of the child and parents.

Stewart Carlile is our CPO, his details can be found on our website and he can be contacted directly via e-mail: cpo@dunfermline-wpc.co.uk or by Post via the Secretary. All correspondence to our CPO must be sealed and clearly marked 'FOR CPO EYES ONLY'.

We wish you an enjoyable and successful association with Dunfermline Waterpolo Club.

Yours in Sport
Richie Metcalfe
Club Secretary

January 2012



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For your convenience the following forms are attached:

- | | |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Club Membership Form: | Should be completed by all new members and returned with your membership fee to the Club Secretary for processing by the Membership Secretary. |
| Codes Of Conduct | Each player will be required to sign and return the relevant form. The parents/spectators Code of Conduct is included for information. |
| Standing Order Form | Should be completed by all new members and passed to their bank. |
| SASA Membership Form | Should be completed by ALL new members who are not currently registered with SASA through another club. The appropriate fee and completed form should be passed to the Club Secretary for processing by the Membership Secretary. |
| Medical Declaration Form
(including Information Guide) | This form MUST be completed by anyone that is representing Great Britain or their Home Country internationally or competing in a British Swimming, Scottish Swimming, ASA or WASA National event (all disciplines, excluding masters) and returned directly to Scottish Swimming at the address on the form. This form does not come to the club. |
| SASA change of club form | This form should be completed if you wish to change your "first claim" club or nominate a "second claim" club. The completed form should be passed to the Club Membership Secretary. |



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MEMBERSHIP RECORD – 2012

Please provide the following information for club records. The information will only be used by the club and will not be shared with third parties. Please complete and return to any committee member with your membership fee (if paying in a lump sum).

Section 1 – All Members

Full Name _____ D.O.B _____

Address _____

Postcode _____

Tel No (Home) _____ Mobile No _____

Email Address _____

SASA No (if known) _____ First Claim Club _____

Section 2 – Junior Members (15 and Under) Only

Do you object to your child being photographed at club sessions/matches? YES / NO

Do you give permission for your child to be transported in club organised transport? YES / NO

Section 3 – All Members

Please state if you have any medical conditions (e.g. asthma, epilepsy) _____

Emergency Contact Name _____ Relationship _____

Telephone Number _____

Are you or your parents/guardians willing to assist with transport to/from matches? YES / NO

Are you or your parents/guardians willing to assist at matches (e.g table official)? Training would be provided YES / NO

Signature of Member (Parent/Guardian if under 16) _____

Print Name _____ Relationship _____ Date _____

Club Use Only							
Class of Membership	Senior	Junior	Minipolo	SWP SNL Entry Fee	Non Playing	Associate	Amount Paid £
Membership Fee	£25.00	£25.00	£25.00	£15.00	£1.00	£10.00	Date Paid
Monthly Fee by Standing Order	£22.00 (£24.00)	£22.00 (£24.00)	£10.50 (£12.50)				Payment Method Cash/SO



SCOTTISH *swimming*
everyone can swim!



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CODE OF CONDUCT ATHLETE'S

Name of Athlete:.....

Aim: To ensure that all athletes involved within the sport of Waterpolo participate within an agreed philosophy and set of standards.

Principal Statement on Ethics

Sporting integrity is based on the acceptance of rules, fairness equality, respect for others, moral conduct and a sense of what is right. Scottish sport's goal is to create a sporting environment where violence, breaking the rules, the abuse of drugs, the lack of fair play and other unethical behaviour are automatically rejected as being irrelevant to the true purpose of sport.

I agree to:

1. abide by the principal statement on Ethics above,
2. practice and play within the spirit of the game/sport,
3. behave with respect to others including coaches, officials, other players, athletes, team manager, spectators,
4. treat all others how I would like to be treated, with integrity,
5. refrain from inappropriate conduct towards others whether, physical, verbal or emotional,
6. set a good example at all times in aspects of dress, punctuality, language, behaviour and respect of equipment and others.

Signature

Date



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CODE OF CONDUCT PARENT'S AND SPECTATORS

I agree to:

1. Consider the wellbeing and safety of players before the development of performance.
2. Always promote the positive aspects of the sport (eg fair play)
3. Encourage players to value the performance and not just results.
4. Do not ridicule or shout at a child for making mistakes or losing a game.
5. Never consume alcohol immediately before or during training or events.
6. Never condone rule violations or use of prohibited substances.
7. Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved in club activities.
8. Follow all guidelines laid down by the national governing body and the club.
9. Encourage and guide players to accept responsibility for their own performance and behaviour.
10. Always remember that the involvement in water polo is for the child NOT YOU!
11. Do not shout or abuse officials. Most officials give their time and effort for your players involvement.
12. Do not shout or abuse coaches or volunteer staff. They give their time and effort to help your players.
13. Support all efforts to remove verbal and physical abuse from sporting activities.

To:
The Manager

Bank:

Branch Address:

.....

Account Name:

Sort Code: : :

Account No:

Please set up a standing order to transfer funds from my account as follows:

£ Pounds Sterling, monthly from: / / 20..... until

further notice to the account of:

Dunfermline Waterpolo Club

Clydesdale Bank Dunfermline KY12 7DF

Branch Sort Code: **82 – 62 – 19**

Account No: **80218014**

Reference:

Signature of Account Holder

Signature of Joint Account Holder

Date

Disclosure of your information

Publication on British Swimming website(s). Details of your achievements in events will be included on the British Swimming website(s) and these will be available to the general public. If you do not want your details to be visible in this way you can hide them by registering via the 'Home Country Membership Check' accessed through www.scottishswimming.com webpage and selecting the 'hide' option, or by contacting the ASA Rankings department with your request to hide your details.

Caution – Publication on British Swimming website(s) If you hide your details they will not be visible on the Rankings Database which may affect your ability to enter events. Event organisers may in these cases require proof of age and/or of eligibility to enter and you should contact the particular organiser to check.

If you **do not** want details of your achievements to be visible on the British Swimming Website, please tick here

SASA Club Membership Categories

C3.3.3 There is two categories of members of Affiliated Clubs and a member may register in only one category. Those members who fall into both categories must register as a swimmer and pay the higher fee.

- (a) Swimmer – a member of any age who participates in any aquatic discipline.
- (b) Non-Swimmer – a member who does not participate in any aquatic discipline as defined by the following classifications:
 - i) Club Volunteer – a member 14 years and over and not a competitor, who volunteers for their club in any capacity at any time.
 - ii) Technical Official – a member who volunteers for their club and who holds a current technical official qualification issued by recognised governing body for aquatics i.e. British Swimming or international equivalent.
 - iii) Teacher and Coach – a member who holds a current teaching or coaching qualification issued by a recognised governing body for aquatics i.e. SASA, ASA, WASA, British Swimming, an international equivalent, or S/NVQ in coaching.

Medical Declaration form: This information applies if you are a swimmer: 10 years old or older, and Representing Great Britain or their Home Country internationally or competing in a British Swimming, Scottish Swimming, ASA or WASA National event (all disciplines, excluding Masters)

New members details to be submitted to Scottish Swimming within 28 days of individuals joining your club in accordance with SASA C3.3.6

DATA PROTECTION NOTICE Collection and use of your information

About us. The Scottish Amateur Swimming Association (SASA) is a constituent member of British Swimming Limited (British Swimming). The other members are the Amateur Swimming Association (ASA), and the Welsh Amateur Swimming Association (WASA). **Purposes.** Scottish Swimming and British Swimming will each hold the details provided on this registration form with other information it holds or obtains from or about you and will use this for the following purposes:

- for maintaining records
- to respond to any enquiries you make
- to administer any events in which you participate or may wish to participate and to deal with any incidents involving you
- to create an individual profile for you so that we can understand and respect your preferences
- to create anonymised aggregated information about members and swimmers to enable us to secure funding
- to contact you about swimming events, offers and opportunities available from the Scottish Swimming or British Swimming or any commercial partner of either of them by post, email, online or phone (where you have indicated you are happy to hear about these)

Recording images. Scottish Swimming and British Swimming may record the competition events in which you participate and general images of swimmers will form part of the information we hold and use. In addition to the purposes for general information set out above, Scottish Swimming and/or British Swimming may use these recordings and images for the purposes of education and training, swimmer analysis, promotion, performance, development and selection and event analysis.

Other uses. Where your information may be used for additional purposes, such as medical information, you will be provided with further details of how your information will be used at the relevant time

Disclosure of your information

Districts and Clubs that organise their own competitions may publish details on this website and if you wish to hide this information you should contact the Region/ County/Club directly.

Data use outside of the EU. If you apply for or take part in an event that takes place outside the European Union, your information will be disclosed to the relevant event organiser(s) in the host nation. These nations may not have laws as stringent as ours to protect your personal data.

Images. Images may be disclosed to those Districts and Clubs for which you are a member for swimmer selection purposes. They may also be disclosed to the media for promoting swimming and the reporting of events. You should see the data protection policy for the relevant Region, Sub-Region, County Association and Club(s) for details of how your information will be used.

ASA and WASA. As constituent members of British Swimming, WASA and ASA will be able to view your information for swimming administration purposes only.

Doping Control. If you enter National or International swimming competitions, you may be subject to doping control as part of the Scottish Swimming/British Swimming commitment to a drug free sport. At the time of sample collection, your personal data will be collected by UK Sport which undertakes the testing and administers the programme. You should see the data protection notice for UK Sport for details of how your information will be used (<http://www.uk sport.gov.uk/pages/adams/>)

Marketing

Partners. Scottish Swimming and British Swimming each work with a number of sponsors and commercial partners (details of these can be found at www.scottishswimming.com) to promote swimming, raise funding for the sport and to secure opportunities for members. Scottish Swimming and British Swimming would like to contact you by post or electronically to tell you more about the offers available to you. Please help us serve you better by telling us if you express an interest in our goods and services.

Opt outs. You have the right to refuse direct marketing and can do so by ticking the relevant box(es) on the form.

Declaration "A" by Current 1st Claim Club (Strike through what does not apply)

1. The applicant has / has not paid their Club and SASA membership for the current year.
2. The applicant has / has not *competed* in Water Polo or Masters Swimming under the Club name during the current year (1st January to 31st December inclusive).
3. The applicant is free from all financial and other obligations to the club.
4. The club has no objections to this application.

Club Name

--

Date (dd/mm/yy)

--

Signature Club Secretary

--

Name Club Secretary

--

Declaration "B" by New 1st Claim Club

1. The applicant is a member of the Club.
2. The Club has no objections to this application.

Club Name

--

Date (dd/mm/yy)

--

Signature Club Secretary

--

Name Club Secretary

--

Declaration "C" by Current 2nd Claim Club (Strike through what does not apply)

1. The applicant has / has not paid their Club and SASA membership for the current year.
2. The applicant has / has not *competed* in Water Polo or Masters Swimming under the Club name during the current year (1st January to 31st December inclusive).
3. The applicant is free from all financial and other obligations to the club.
4. The club has no objections to this application.

Club Name

--

Date (dd/mm/yy)

--

Signature Club Secretary

--

Name Club Secretary

--

Declaration "D" by New 2nd Claim Club

1. The applicant is a member of the Club.
2. The Club has no objections to this application.

Club Name

--

Date: (dd/mm/yy)

--

Signature: Club Secretary

--

Name Club Secretary

--

**Send the completed form to Scottish Swimming,
National Swimming Academy, University of Stirling, Stirling, FK9 4LA**

For office use only:

Form Received	Details checked & accepted	Computer records updated:	Confirmation sent to Club Secretaries	Confirmation sent to District Secretaries
Date: ___/___/___	Date: ___/___/___	Date: ___/___/___	Date: ___/___/___	Date: ___/___/___

Medical Declaration Information Guide

4 March 2010

For: ALL Scottish Swimming Members (All Disciplines)

Please read this Medical Declaration Information Guide. If you have any questions, please contact the Scottish Swimming Offices on 01786 466520 or email info@scottishswimming.com.

This information applies to you if you are:

1. 10 years old (or older), and
2. Are representing Great Britain or their Home Country internationally or competing in a British Swimming, Scottish Swimming, ASA or WASA National event (all disciplines, excluding Masters)

The information **does not** apply to you if you are:

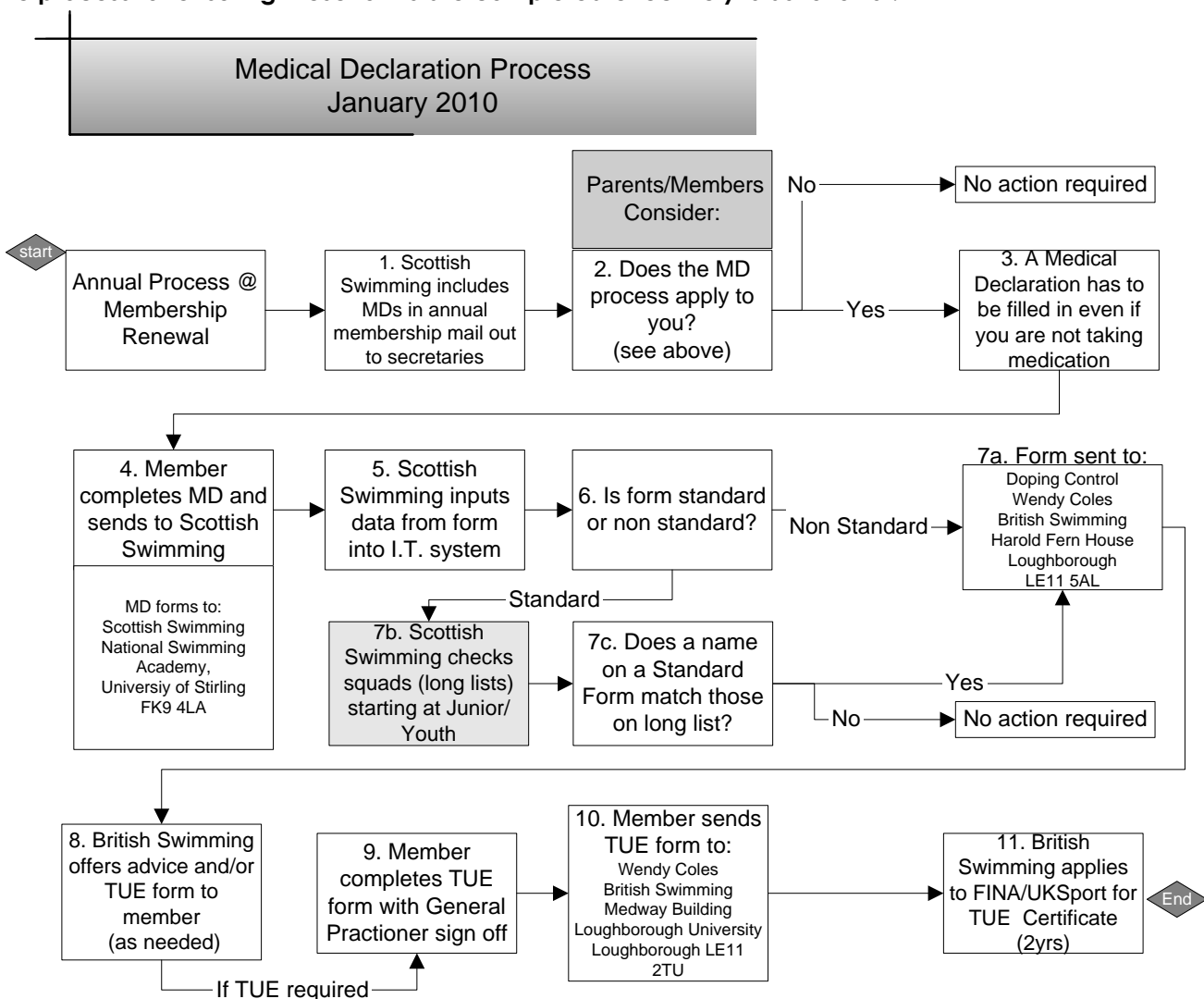
1. 9 years old (or younger), or
2. **Are not** competing in a British Swimming, Scottish Swimming, ASA or WASA National event
3. A master's swimmer who does not also compete in 'open events/ championships'

There are two forms that our members need to be aware of!

1. Medical Declaration forms (MD)
2. Therapeutic Use Exemption forms (TUE)

Scottish Swimming includes Medical Declarations with the annual Membership mail out.

The process for ensuring these forms are completed effectively is as follows²:



¹ Scottish Swimming will confidentially hold all information on these forms, with secure access provided to British Swimming Legal Department.

² British Swimming is the organisation responsible for doping control for Swimming in Britain.

MEDICAL DECLARATION FORM

This form **MUST** be completed by anyone that is representing Great Britain or their Home Country internationally or competing in a British Swimming, Scottish Swimming, ASA or WASA National event (all disciplines, excluding masters) and returned to the Scottish Swimming at the address below.

A new form **MUST** be completed annually even if the medication prescribed has not been altered or if no medication is being taken and whenever the medication is changed. If the competitor is under the age of 16 this form should be completed and returned by the parent or person in loco parentis but must still be signed by the competitor. This form should be sent direct to Scottish Swimming, not via the club secretary. The data contained in this form is classed as sensitive personal data under the Data Protection Act 1998 (DPA). Scottish Swimming, ASA or WASA will process the data provided in accordance with the DPA. Your express written consent to hold this data is required under the DPA, which by signing this form you are providing. The data will be held securely in accordance with the DPA and will be used to administer you as a member of Scottish Swimming, ASA or WASA. Information sheet ref. MedicalDeclarationProcess_WorkingDoc will assist in completing this form.

PLEASE COMPLETE IN BLOCK CAPITALS

Surname											
First Name										Miss / Mr / Ms / Mrs	
Address											
Post Code					Tel No (inc. STD Code)						
E-mail:											
Date of Birth						Membership No					
Club											

Please indicate medication taken for treatment of asthma by ticking the appropriate box

SALBUTAMOL (i.e. Ventolin)	A	<input type="checkbox"/>	BUDESONIDE (Pulmicort)	E	<input type="checkbox"/>
SALMETEROL (i.e. Serevent)	B	<input type="checkbox"/>	BECLOMETHASONE (i.e. Becotide)	F	<input type="checkbox"/>
TERBUTALINE (i.e. Bricanyl)	C	<input type="checkbox"/>			
FLUTICASONE (i.e. Flixotide)	D	<input type="checkbox"/>			
Other medication taken for the Treatment of asthma	G	<input type="checkbox"/>	Name of Medication		

Please list below ALL medication currently being taken for any other medical condition including vitamins and dietary or nutritional supplements in the space below:

Other medication	
Vitamins	
Supplements	

I declare that I **do not** take any form of **MEDICATION**
(this includes vitamins and supplements) - please tick box

Signature of competitor:
If under 16 years of age signature of parent or person in loco parentis:
Date:

Please return this form to Scottish Swimming,
National Swimming Academy,
University of Stirling, Stirling, FK9 4LA
(Telephone: 01786 466520)