



# DUNFERMLINE WATERPOLO CLUB

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

Telephone : 01383 727414

[www.dunfermline-wpc.co.uk](http://www.dunfermline-wpc.co.uk)

email : [secretary@dunfermline-wpc.co.uk](mailto:secretary@dunfermline-wpc.co.uk)

## To: New Member

We are delighted that you wish to become a member of Dunfermline Waterpolo Club as a non-playing member.

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 for a Non-playing Member is £1.

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

**SASA fee (Non swimmer): £10** (payable by all club members via their 1st claim club)

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.

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- 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)

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](mailto: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 volunteer will be required to sign and return the relevant form. The parents/spectators Code of Conduct is included for information.   |
| 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. |



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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 \_\_\_\_\_

<b>Club Use Only</b>							
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 OFFICIALS AND VOLUNTEERS

Name of Official or Volunteer:.....

I agree to:

1. Consider the wellbeing and safety of players before the development of performance.
2. Develop an appropriate working relationship with players, based on mutual trust and respect.
3. Always promote the positive aspects of the sport (eg fair play)
4. Make sure all activities are appropriate to the age, ability and experience of those taking part.
5. Encourage players to value the performance and not just results.
6. Hold the appropriate valid qualifications and insurance cover.
7. Never consume alcohol immediately before or during training or events.
8. Never condone rule violations or use of prohibited substances.
9. Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved in club activities.
10. Follow all guidelines laid down by the national governing body and the club.
11. Never exert undue influence over players to obtain personal benefit or reward.
12. Encourage and guide players to accept responsibility for their own performance and behaviour.

Signature .....

Date .....



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## CODE OF CONDUCT PARENT'S AND SPECTATORS

I agree to:

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



## 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](http://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.

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**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.ukssport.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](http://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.