



MEMBERSHIP FORM

Welcome to Copeland ASC. We are a swimming club open to swimmers of any ability from 4 years of age. To ensure we have the correct contact details for you, please fill out this form and return to **Matthew Makin**



Section A - Swimmers Details

First Name				Surname	
Address					
				Postcode	
Telephone				Mobile Number	
Date of Birth (DD/MM/YY)					

Section B - Parent/Carer Details

If you are under 18 years of age, please ask your parent/carers to complete the following section.

First Name				Surname	
Address					
				Postcode	
Telephone				Mobile Number	
Email Address See note below					

Section C - Additional Support

Please detail below any disability you have and/or any additional support you may require from our club coaches

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Section D - Medical Information

Please detail below any important medical information that our coaches should be aware of (e.g. epilepsy, asthma, diabetes, allergies, etc.) **Please do not leave blank** – if there is no information please write 'None'.

Please note: This consent needs to be provided by the parent for children under the age of 13. Anyone over the age of 13 can provide consent for the use of data under GDPR)

- ☐ I consent to my special category personal data provided in section C and D to be shared with coaches for the purposes of the delivery of my safe participation in club activity. This data will not be shared or processed for any other purpose.

Section E - Emergency Contact Details

Please insert the information below to indicate the persons who should be contacted in event of an incident/accident.

Emergency Contact one name/relationship:	
Emergency Contact one number:	
Emergency Contact two name//relationship:	
Emergency Contact two number:	

Section F - Photography and Video consent (those aged 18 or under)

Copeland ASC recognises the need to ensure the welfare and safety of all young people in swimming.

In accordance with the Swim England and the club child protection policy and procedures, we will not permit photographs, video or other images of children/young people to be taken without the consent of the parents/carers and children/young people.

Copeland ASC will take all possible steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Club Safeguarding Officer Elaine Amor immediately.

.....INSERT NAME (parent/carer) consent to Copeland ASC or a photographer appointed by Club photographing or videoing my child's involvement in Swimming for the period shown on this form for the purposes of publicising and promoting the club or sport, or as a coaching aid

Signature	
Print Name	
Date:	

Section G Club Privacy Statement & Communication Preferences

Copeland ASC take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current and future UK data protection legislation.

Please read the full privacy notice carefully to see how the Club will treat the personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent any unauthorised access.

In addition to receiving general club communications please let us know how else you would like to hear from us:

- ☐ I would like to receive Information via email from the Club about specially selected products and services available from commercial sponsors and partners

In addition to email I am happy to receive communications via (tick all applicable):

☐ SMS ☐ Whatsapp ☐ Post ☐ Facebook/Messenger

Section H Data Sharing with Swim England

When you become a member of or renew your membership with Copeland ASC you will automatically be registered as a member of Swim England. We will provide Swim England with your personal data which they will use to enable access to an online portal for you. It is vital, therefore, that a valid email address is given, so that you can ensure that your data is correct and so that you can set your own privacy settings.

If you have any questions about the continuing privacy of your personal data when it is shared with Swim England, please contact **Matthew Makin**

Section G Athlete/Parent Agreement

By returning this completed form, I confirm that I have read and understood the privacy statement and how data will be used and shared and am willing to abide by the club code of conduct for swimmers [and parents]

Signature	
Print Name	
Date	

As a member of Copeland ASC you agree to pay the appropriate monthly or block membership fees until your membership is terminated. If you wish to terminate your membership you must give written notice to this effect to the Club Secretary (Please note that anyone helping in any way with club activities is covered under the terms of the clubs insurance ONLY if they are a club member).

Hide my details - Yes/No (This may affect your ability to enter events)

We look forward to welcoming you and your family to the club. To find out all the latest club information, please visit our website www.copelandasc.org.uk

Copeland ASC is able to claim your membership subscriptions as Gift Aid. If you wish Copeland ASC to do this in respect of your membership subscriptions please sign and date the following: -

*Please treat as Gift Aid all donations I make from the date of this declaration until I notify you otherwise. Only sign this if you expect to pay income or capital gains tax in excess of the amount of your membership subscriptions.

Signed Date

Print Full Name

Monthly Fees

Parents please ensure you set your monthly standing order up either via online banking or in person at your bank.

Copeland ASC
Sort Code 01-09-54
Account Number 77338391
Reference number - Copeland ASC
Amount £

It remains the parent's responsibility to notify the membership secretary If your child decides to resign from the club, and to ensure that your monthly standing order is cancelled.

Appendix Eight: Declaration

I (insert name) fully understand the Copeland ASC code of conduct and Swimmer Disciplinary Procedures.

I hereby agree to abide by this code.

I fully understand that Copeland ASC fully embraces all ASA Codes of Conduct and Ethics, Equity and Child Protection Policies and that I must fully adhere to these codes and policies (full information on these documents may be found by accessing www.british-swimming.org/)

By signing this document, I fully agree that I will be bound by all Copeland ASC Disciplinary Procedures and I confirm that I understand the consequence if I do not do so.

I understand any future amendments or additions to these policies and procedures will be notified to me.

Signed..... Date.....

Parents/Guardians of Minors (please sign this section)

My Son/Daughter is under 18 years of age. I have explained this document to them and I am satisfied that they understand its contents.

Parent/Guardian Name.....

Parent/Guardian Signature.....

Date.....

Copeland ASC Privacy Notice

Copeland Amateur Swimming Club are committed to protecting and respecting your privacy. For any personal data you provide for the purposes of your membership, Copeland ASC is the Data Controller and is responsible for storing and otherwise processing that data in a fair, lawful, secure and transparent way.

What personal data we hold on you

You may give us information about you by filling in forms at an event or online, or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you register with the Club, subscribe to our newsletter, or participate in discussion boards on our website. The information you give us may include your name, date of birth, address, e-mail address, phone number, and gender (Swimming Data). We may also ask for relevant medical or health information, (special data) which is classed as special category personal data.

Why we need your personal data

The reason we need your Swimming Data is to be able to administer your membership and provide the membership services you are signing up to when you register with the club. Our lawful basis for processing your personal is that we have a contractual obligation to you as a member to provide the services you are registering for.

Reasons we need to process your data include:

For training and competition entry

- sharing personal data with club coaches or officials to administer training sessions;
- sharing personal data with club team managers to enter events;
- sharing personal data with leagues, county associations (and county schools' associations) and other competition providers for entry in events.

For funding and reporting purposes

- to support gift aid claims to HMRC
- management of payment transaction for membership and event purposes
- analysing anonymised data to monitor club trends; and

For membership and club management

- processing of membership forms and payments;
- sharing data with committee members to provide information about club activities, competition events, membership renewals or invitation to social events;
- club newsletter promoting club activity; and
- publishing of race and competition results
- To manage swimmers welfare during training and events

Marketing and communications (where separate consent is provided)

- sending information about promotions and offers from sponsors;
- sending information about selling club kit, merchandise or fundraising.

Any special category special data we hold on you is only processed for the purpose of assisting the coaches to allow the safe running of training sessions or to ensure we meet our equality obligations to you. We process this data on the lawful basis of consent. Therefore, we will also need your explicit consent to process this data, which we will ask for at the point of collecting it.

The club has the following social media pages Facebook – Closed Group Copeland Amateur swimming club, WhatsApp groups for Squad Swimmers, Learn to Swim, Coaches and Committee. All members are free to join these pages. If you join one of the Social Media pages, please note that provider of the social media platform(s) have their own privacy policies and that the club do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data on the club social media pages.

Who we share your personal data with

When you become a member of the Copeland ASC, you will also automatically be registered as a member of Swim England/British Swimming. We will provide Swim England/British Swimming with your Swimming Data which they will use to enable access to their portal for ranking and galas purposes.

The Club does not supply any personal data it holds for this purpose to any other third party. The Club does not store or transfer your personal data outside of the UK. Where the club does transfer your personal data, it is with the appropriate safeguards in place to ensure the security of that personal data.

How long we hold your personal data

We will hold your personal data on file for as long as you are a member with us. Swimming data is updated every year on annual membership forms. Any personal data we hold on you will be securely destroyed after seven years of inactivity on that member's account, in line with financial requirements policy. Your data is not processed for any further purposes other than those detailed in this policy.

Your rights regarding your personal data

As a data subject you may have the right at any time to request access to, rectification or erasure of your personal data; to restrict or object to certain kinds of processing of your personal data, including direct marketing; to the portability of your personal data and to complain to the UK's data protection supervisory authority, the Information Commissioner's Office about the processing of your personal data.

As a data subject you are not obliged to share your personal data with the Club. If you choose not to share your personal data with us we may not be able to register or administer your membership.

Any queries contact Club Membership Secretary Matthew Makin or Chair Andy Sutton