

## **TERMS AND CONDITIONS**

BOX HILL SC, BOX HILL SWIM TEAM, SWIM (KIDS) SWIM ACADEMY AND SWIM ACTIVE.

### **CHILD PROTECTION POLICY BOX HILL SC**

BOX HILL SC HAS A MORAL AND LEGAL OBLIGATION TO ENSURE THAT YOUNG PEOPLE PARTICIPATING IN THEIR SPORT CAN DO SO IN A SAFE

ENVIRONMENT. ALL COACHES AND VOLUNTEERS MUST ENSURE THAT THEY GIVE THE HIGHEST STANDARD OF CARE AND ACT IN ACCORDANCE WITH THE CLUB'S CHILD PROTECTION POLICY.

BOX HILL SC WILL ENSURE THAT IT PROVIDES QUALITY OPPORTUNITIES FOR YOUNG PEOPLE:

THE WELFARE OF THE CHILD IS PARAMOUNT.

ALL CHILDREN AND VULNERABLE ADULTS WHATEVER THEIR AGE, CULTURE, DISABILITY, GENDER, LANGUAGE, RACIAL ORIGIN, RELIGIOUS BELIEFS AND/OR SEXUAL IDENTITY, HAVE THE RIGHT TO BE PROTECTED FROM ABUSE.

ALL SUSPICIONS AND ALLEGATIONS OF ABUSE WILL BE TAKEN SERIOUSLY AND RESPONDED TO APPROPRIATELY.

ALL COACHES AND VOLUNTEERS HAVE A RESPONSIBILITY TO REPORT CONCERNS OF ABUSE TO THE CLUB'S CLUB WELFARE OFFICER

### **RECRUITMENT OF COACHES AND VOLUNTEERS**

ALL ADULTS INVOLVED IN THE CLUB IN EITHER A PAID OR UNPAID CAPACITY WILL BE SUBJECT TO A NUMBER OF CHECKS TO ENSURE THEIR SUITABILITY OF WORKING WITH CHILDREN. ALL COACHES WILL BE REQUIRED TO:

UNDERTAKE A FULL DBS CHECK.

ATTEND TRAINING INCLUDING FIRST AID AND SAFEGUARDING CHILDREN.

BECOME SUITABLY QUALIFIED AS A COACH OR PRODUCE CERTIFICATES IF ALREADY QUALIFIED AS A COACH.

ENSURE THEY ARE INSURED THROUGH NATIONAL GOVERNING BODY TO UNDERTAKE TRAINING SESSIONS.

VOLUNTEERS WILL BE REQUIRED TO UNDERTAKE A DBS CHECK.

### **PHOTOGRAPHY AT BOX HILL SC**

IF AT ANY TIME COACHES WISH TO USE PHOTOGRAPHIC OR VIDEO EQUIPMENT AS A COACHING AID, PARENTS AND YOUNG PEOPLE WILL BE

MADE AWARE THAT THAT IT IS PART OF THE COACHING PROGRAMME AND HOW THE FOOTAGE WILL BE USED AND STORED.

## RESPONDING TO ALLEGATIONS

IT IS NOT THE RESPONSIBILITY OF ANY COACH OR VOLUNTEER AT BOX HILL SC TO DECIDE WHETHER OR NOT ABUSE HAS TAKEN PLACE.

HOWEVER, IT IS THEIR RESPONSIBILITY TO ACT ON CONCERNS AND ALLEGATIONS BY REFERRING THEM TO THE CLUBS' CHILD WELFARE OFFICER

WHO WILL PASS DETAILS TO THE RELEVANT AUTHORITY. ANY CONCERNS ABOUT SUSPECTED ABUSE OCCURRING WITHIN THE CLUB OR ELSEWHERE MUST BE REPORTED TO THE CLUB WELFARE OFFICER.

## WELFARE OFFICER

THIS ROLE IS ESSENTIAL IN PROVIDING A FIRST POINT OF CONTACT FOR CHILDREN, PARENTS AND ADULTS WITHIN THE CLUB WHO HAVE A CHILD SAFEGUARDING OR WELFARE CONCERN.

IN PARTNERSHIP WITH THE CLUB COMMITTEE, THE WELFARE OFFICER ENSURES THAT THE CLUB IS ADOPTING AND IMPLEMENTING CHILD SAFEGUARDING POLICY AND PROCEDURES WHICH ARE NECESSARY FOR IT TO DEMONSTRATE ITS DUTY OF CARE TO CHILDREN.

THE WELFARE OFFICER IS THE FIRST POINT OF CONTACT FOR CLUB STAFF, VOLUNTEERS, YOUNG PEOPLE AND PARENTS FOR ANY ISSUES CONCERNING CHILD WELFARE, POOR PRACTICE OR POTENTIAL OR ALLEGED ABUSE. THE OFFICER WILL ACT INDEPENDENTLY AND IN THE BEST INTERESTS OF A CHILD AT THE CLUB, PUTTING THEIR NEEDS ABOVE THAT OF OTHERS AND THE CLUB ITSELF.

THE WELFARE OFFICER WILL ENSURE CONFIDENTIALITY IS MAINTAINED AND INFORMATION IS ONLY SHARED ON A NEED-TO-KNOW BASIS.

WELFARE OFFICERS UNDERTAKE THE FOLLOWING TRAINING:

SCUK SAFEGUARDING AND PROTECTING CHILDREN WORKSHOP.

ASA/NSPCC CHILD PROTECTION IN SPORT UNIT "TIME TO LISTEN" CHILD SAFEGUARDING TRAINING FOR DESIGNATED PERSON.

HOW TO CONTACT OUR BOX HILL SC WELFARE OFFICER?

OUR WELFARE OFFICER CAN BE CONTACTED AT THIS EMAIL ADDRESS: [WELFARE@BOXHILLSWIMTEAM.COM](mailto:WELFARE@BOXHILLSWIMTEAM.COM)

BOX HILL SC, BOX HILL SWIM TEAM, SWIM KIDS, SWIM ACADEMY, SWIM ACTIVE TAKE THE UTMOST CARE WITH EACH SWIMMER/PARENT AND ANY OTHER PERSON(S) WISHING TO SPECTATE.

CARE AND ATTENTION IS REQUIRED WITHIN THE POOL AND SURROUNDING AREAS AS ANY BODY OF WATER HAS OBVIOUS INHERENT RISKS INCLUDING, AND NOT LIMITED TO, DROWNING.

NEITHER BOX HILL SC, BOX HILL SWIM TEAM, SWIM KIDS, SWIM ACADEMY, SWIM ACTIVE, ITS EMPLOYEES OR INSTRUCTORS ACCEPT ANY RESPONSIBILITY FOR ANY DEATH, INJURY OR LOSS SUFFERED NOR DAMAGE TO ANY PART OF THE SWIMMING POOL OR CENTRE, CAR PARK OR ANY ADJOINING LANDS, BUILDINGS OR BOUNDARIES CAUSED BY YOU, YOUR CHILD, OR THOSE IN WHOSE CARE YOU HAVE PLACED YOUR CHILD, WHETHER ATTENDING OR OBSERVING ANY OF OUR SESSIONS.

WHILST WE GIVE OUR UP MOST SERVICE TO ALL OUR SWIMMERS AND WORK HARD TO GIVE EVERY SWIMMER OUR FULLEST ATTENTION, PROGRESSION IS NOT LINEAR AND NOT GUARANTEED.

BOX HILL SC DOES NOT ACCEPT LIABILITY FOR THE LOSS OF OR DAMAGE TO ANY PERSONAL EFFECTS BROUGHT BY A SWIMMER TO ANY SESSION. YOU ARE THEREFORE REQUESTED TO ENSURE THAT NO VALUABLE ITEMS ARE BROUGHT TO SWIMMING LESSONS.

BOX HILL SC REQUIRE A TERMS WRITTEN NOTICE SHOULD YOU WISH TO DISCONTINUE TAKING LESSONS WITH US.

MISSED LESSONS AND/OR TRAINING SESSIONS ARE NON-REFUNDABLE.

LESSONS AND/OR TRAINING SESSIONS LOST DUE TO EXTREME WEATHER CONDITIONS RESULTING IN ROAD OR FACILITY CLOSURE ARE NOT TRANSFERABLE.

LESSONS LOST DUE TO FACILITY CLOSURE FOR WHATEVER REASON ARE NOT TRANSFERABLE.

CREDIT AGAINST THE FOLLOWING TERM WILL BE GIVEN EXCEPT WHEN AN ALTERNATIVE VENUE/DAY/TIME HAS BEEN OFFERED DURING THE CURRENT TERM.

## Welcome to box hill swim kids (academy) terms & conditions

It is important that all members of box hill swim kids (academy) agree to and adhere to our terms and conditions which are detailed below. Your agreement with box hill swim kids (academy) will be effective when booking.

This booking may have been made through an online booking form, e-mail, in writing or over the phone.

## Bookings and payment

Payment is required in full to secure your child's place on a course before the commencement of lessons.

Places are available on a first-come, first-serve basis and we are unable to reserve spaces without payment due to the high demand for lessons. You are, therefore, advised to enrol and re-enrol promptly.

When the original booking is made a lesson day and time will be allocated for the term. This time cannot be guaranteed each term but if the day cannot be accommodated, you will be contacted to try and make a mutually

Convenient time,

Box hill swim kids (academy)swimmers have priority regarding re-enrolment for a new term and payment needs to be made to secure a place.

We require all parents and swimmers to agree and adhere to the box hill swim kids (academy)terms and conditions.

## Cancellations

All requests to cancel membership must be made in writing and supported by medical evidence if applicable.

No refund will be given after the start of the term.

Refunds and credits will not be given if your child refuses to get into the water.

Any cancellations due to power cuts, adverse weather or disasters will not be refundable, as these are out of our control.

In the event of exceptional circumstances, a refund may be granted even if the term has commenced, however, evidence such as a doctor's letter may be requested – this is entirely at the discretion of box hill swim kids (academy).

Box hill swim kids (academy)reserves the right to change or cancel sessions at any time. Arrangements to reschedule will be made where possible, if not, credits will be given.

Should you take a holiday during the term, you will still be charged for the term. Your place will, of course, be retained on the course for that term.

CREDITS CANNOT BE EXCHANGED FOR FUNDS AND ARE NON-TRANSFERABLE.

OUTDOOR SHOES MUST BE REMOVED AT ALL VENUES.

NO FOOD TO BE CONSUMED ON POOLSIDE OR CHANGING ROOMS.

BOX HILL SWIM HATS (ONLY) TO BE WORN BY ALL SWIMMERS AT ALL TIMES.

CHILDREN ARE NOT PERMITTED TO CHANGE ON POOLSIDE BEFORE OR AFTER LESSONS.

CLUB CORRESPONDENCE IS DONE ELECTRONICALLY THROUGH EMAIL AND THE CLUB WEBSITE.

IT IS THEREFORE IMPERATIVE THAT YOU CAREFULLY READ ANY EMAILS YOU GET FROM ME AND PASS THIS INFORMATION ON TO YOUR CHILD OR CHILDREN.

A WEEKLY EMAIL UPDATE (CLUB NEWS) IS PUBLISHED EACH SUNDAY TO LET YOU KNOW WHAT IS HAPPENING WITHIN THE BOX HILL SWIM TEAM.

THIS INFORMATION SHOULD BE READ, AND ANY RELEVANT INFORMATION PASSED ON TO THE SWIMMER(S).

COMPETITION – BOX HILL SWIMMERS ARE ACTIVELY ENCOURAGED TO ENTER DESIGNATED COMPETITIONS WHEN THEY BECOME AVAILABLE. BOX HILL SWIMMERS/PARENTS MAY NOT ENTER ANY EXTERNAL MEETS OUTSIDE OF THE CLUB DESIGNATED CALENDAR OF MEETS AS PUBLISHED ON THE CLUB WEBSITE. BOX HILL SWIMMERS/PARENTS USING THE CLUB NAME (IN ANY FORM) TO ENTER COMPETITION (OR ANY OTHER PUBLIC EVENT) WITHOUT PRIOR PERMISSION MAY FACE SUSPENSION.

OPEN MEETS ARE OPEN FOR ANYONE FROM THE CLUB TO SWIM AT ACCORDING TO THEIR AGE GROUP.

ONLINE ENTRY FORMS WILL BE MADE AVAILABLE ON THE WEBSITE.

SOME MEETS HAVE CONSIDERATION TIMES MEANING THAT THE SWIMMER HAS TO HAVE SWUM FASTER (SOMETIMES NOT AS FAST AS) THAN THE CONSIDERATION TIME IN ORDER TO QUALIFY FOR THE MEET. THE DIRECTOR OF SWIMMING WILL INVITE ELIGIBLE SWIMMERS TO COMPETE AT THE MEET AND AN ENTRY FORM WILL BE PROVIDED ONLINE.

THE SQUAD COACH WILL PROVIDE ADVICE ON WHICH SWIMS TO TARGET IF A SWIMMER HAS SEVERAL EVENT OPTIONS.

## OFFICIALS

IT IS A REQUIREMENT OF ALL MEETS THAT ALL CLUBS ENTERING SWIMMERS PROVIDE TECHNICAL OFFICIALS (TIMEKEEPERS/JUDGES).

PARENTS MUST BE AVAILABLE TO HELP AT ALL MEETS IN WHICH THEIR CHILD IS SWIMMING.

TRAINING FEES - TRAINING FEES ARE PAYABLE AT THE START OF EVERY CALENDAR MONTH BY STANDING ORDER.

PAYMENT MUST BE RECEIVED BY OUR BANK AT THE START OF EACH MONTH THAT YOU REMAIN A MEMBER.

THERE IS NOT AN OPTION FOR STOPPING OR REDUCING PAYMENTS DURING HOLIDAY PERIODS OR ABSENCE DUE TO INJURY OR ILLNESS.

WRITTEN NOTICE PERIOD OF ONE CALENDAR MONTH IS REQUIRED IF RESIGNING.

MISSED SESSIONS OR SESSIONS LOST DUE TO UNFORESEEN CIRCUMSTANCES SUCH AS WEATHER, ROAD OR FACILITY CLOSURE ARE NOT TRANSFERABLE.

A MAXIMUM 3 MONTH'S TRAINING FEES WILL BE REFUNDED IN THE EVENT OF OVERPAYMENTS FROM THE DATE (PLUS ONE MONTH) OF RESIGNING.

HOLIDAY TRAINING - (TICK-OVER) IS REDUCED TO 2 SESSIONS WEEKLY.

TIMES/VENUES MAY VARY – ALWAYS CHECK THE PLANNER.

THE CLUB CLOSSES DOWN FOR 2 WEEKS DURING AUGUST (DATES VARY) AND CHRISTMAS/NEW YEAR,

BEFORE LEAVING HOME, YOU SHOULD ALWAYS CHECK THE PLANNER PAGE AS SESSION TIMES ARE SOMETIMES SUBJECT TO CHANGE.

## CLUB KIT AT MEETS

ALL SWIMMERS ARE REMINDED THAT BOX HILL CLUB KIT SHOULD BE WORN AT ALL TIMES WHEN ATTENDING ANY COMPETITION.

THIS MEANS FROM THE MOMENT YOU ARRIVE TO THE MOMENT YOU LEAVE THE BUILDING.

ALL BOX HILL SWIM TEAM MEMBERS SHOULD HAVE A POOLSIDE TOP OR HOODY.

IT IS ADVISED THAT YOU HAVE YOUR NAME ON ALL PIECES OF KIT.

## CLUB KIT

WE DO NOT BUY BACK OR REFUND MONEY PAID FOR CLUB KIT IF A SWIMMER LEAVES THE CLUB (BHST).

## LOST PROPERTY

WE DO NOT HAVE A FACILITY FOR LOST PROPERTY.

IF A SWIMMER LEAVES AN ARTICLE POOLSIDE OR IN THE CHANGING ROOM IT IS THEIR RESPONSIBILITY.

UNDER NO CIRCUMSTANCES ARE PARENTS TO CONTACT THE RESPECTIVE SCHOOL AS THIS REALLY ANNOYS THEM.

IF THE COACH POOLSIDE FINDS AN ARTICLE WITH A NAME CLEARLY MARKED, IT IS THEIR PREROGATIVE IF THEY WISH TO HANG ON TO IT UNTIL THEY NEXT SEE THE SWIMMER.

AT THE END OF EACH TRAINING SESSION, SWIMMERS SHOULD ASK THEMSELVES, "DO I HAVE ALL MY EQUIPMENT"?

## **RULES & REGULATIONS**

ONCE A SWIMMER REACHES ALPHA SQUAD, WE REQUEST THAT THEY GET THEMSELVES CHANGED BOTH PRIOR TO AND AFTER TRAINING.

PARENTS SHOULD ONLY ENTER THE CHANGING AREA AS A VERY LAST RESORT.

PARENTS MUST SPECTATE FROM UPSTAIRS AT ALL VENUES UNLESS INSTRUCTED OTHERWISE.

SWIMMERS MAY ATTEND DESIGNATED SESSIONS ON A FLEXIBLE BASIS. YOU DO NOT NEED TO NOMINATE SESSIONS. PART SESSIONS ARE NOT PERMITTED.

SWIMMERS MUST BE POOLSIDE A FULL 10 MINUTES PRIOR TO SESSION START TIME. THIS TIME SHOULD BE SPENT STRETCHING AND PREPARING FOR THE WARM UP.

SWIMMERS SHOULD ENSURE THEY SHOWER AND USE THE TOILET PRIOR TO ALL TRAINING SESSIONS.

TOILET BREAKS ARE NOT USUALLY PERMITTED EXCEPT FOR SESSIONS LASTING LONGER THAN 1 HOUR IN DURATION.

SWIMMERS MUST HAVE CORRECT TRAINING EQUIPMENT (CLEARLY MARKED WITH THEIR NAME) PLUS A DRINK IN A SUITABLE PLASTIC CONTAINER.

BOX HILL SWIM HATS TO BE WORN BY ALL SWIMMERS AT ALL TRAINING SESSIONS. WEARING OF WATCHES OR JEWELLERY IS BANNED.

PARENTS ARE KINDLY REQUESTED NOT TO COME POOLSIDE OR DISTRACT THEIR CHILDREN DURING TRAINING SESSIONS.

DOG WALKING ETC.

SCHOOL GROUNDS ARE STRICTLY OUT OF BOUNDS AND OFF LIMITS TO ALL SWIMMERS AND PARENTS AT ALL SCHOOL VENUES USED BY BOX HILL SC.

YOU MUST NOT DEVIATE FROM THE ROUTE FROM CAR PARK TO POOL AND VICE VERSA.

KEEP OFF GRASS AREAS AT ALL TIMES.

DOGS ARE NOT PERMITTED ANYWHERE ON SCHOOL GROUNDS.

JOGGING OR WALKING AROUND THE SCHOOL GROUNDS IS NOT ALLOWED AT ANY TIME.

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