

CLUB MEMBERSHIP POLICIES 2025–26

The purpose of this document is to set out the main policies and rules of the club for swimmers and also highlight our commitment to all members.

This document takes its principles from Swim England, the sports governing body and subscribes to the policies on welfare and protection as published by Swim England, known as Wavepower 2025 V2.

WDSC is a SwimMark club, SwimMark accreditation is Swim England's quality standard for clubs. It recognises high standards of governance, sustainability and effectiveness.

The details below are in addition to the Club Codes of Conduct you have been asked to adhere to and **must be accepted in the Swim Manager portal.**

The Club's responsibilities

The Club will undertake to:

- Ensure that the Swim England Child Protection Policy and guidance is followed to keep each child safe.
- Ensure all activities are properly supervised / taught / coached and consent is obtained for any activity outside of the agreed swim sessions
- Ensure that all our coaches and committee members adhere to the Swim England's Code of Ethics and treat all members with respect.
- Endeavour to inform the relevant parent (or the adult they have left responsible for their child during training) at once if their child becomes ill - and ensure their well-being until the relevant parent, or responsible adult, are able to collect him/her. To call 999 should a medical emergency occur at a swim session
- Ensure that all members are registered with Swim England prior to starting their membership with us.
- To produce risk assessments for all swim venues
- All Coaches will be undertake DBS clearance via Swim England
- All Coaches will hold an in-date pool safety certificate

Photography and Photographing Swimmers Policy (adapted from Swim England guidelines)

This Policy applies to all photographs taken on film or digital camera (including mobile phones) and all sorts of moving pictures including video recordings (and video streaming).

The terms "child" or "children" include anyone under the age of 18 years.

There has been much talk about whether it is safe to have images taken of children participating in sport. Whilst the great majority of images are appropriate and are taken in good faith, it is a fact that images can be misused and children can be put at risk if common-sense procedures are not observed.

Aims of the Swim England policy

First, as in all matters concerned with the safeguarding of children, Swim England aims to help clubs establish and develop good practice.

Second, Swim England aims to help clubs avoid three potential sources of child abuse:

- a. The use, adaptation, or copying of images for child abuse, either on the Internet or in print.
- b. The possible identification of a child when an image is accompanied by significant personal information, which can lead to the child being groomed.
- c. The identification and locating of children where there are safeguarding children concerns. Such cases would include, for example, children who could be compromised by an image because:
 - They are removed from their family for their own safety.
 - There are restrictions on their contact with one parent following a parental separation.
 - They are a witness in criminal proceedings.

Swim England have been aware of cases where the photographing of swimmers has been used for illicit purposes. Such illicit photos are taken by persons purporting to be official photographers, hence the ruling that no one unconnected with an event, i.e. not a parent/carer who takes photos unless they are a suitably approved photographer and have the consent of the meet manager.

WDSC Best practice

1. The publishing of a photograph of swimmers under 18 either on a notice board or in a published article or video recording will only be done with parents' consent and in line with Swim England guidelines.

Please note in the members account in Swim Manager there is a parent's photography consent form which must be completed.

2. A parent or guardian has a right to refuse to have children photographed. The exercise of this right of refusal will not be used as grounds for refusing entry into a swimming competition. Therefore any photo that may go to press or on a notice board, be it through a member of the club or official photographer, should have received parental consent before publishing/displaying the photo **(this is done via Swim Manager)**

3. At club and other galas, under the Swim England guidance on the taking of photos; once a parent has signed the club's Photography Book Register and they are wearing a sticker, we are happy for them to take photos on the belief that their swimmer is the main subject of the photograph. Other competitors nearby may be included in the shot but should not be the main subject of the photo. However, another person can object to a parent/carer taking a photo if they believe their child, not the child of the photographer, to be the main subject of the photo, but in practice this seldom happens.

At Pentagon galas taking place at Streatham Swimming Pool, photography and filming is banned at all times.

4. In the case of open meets and other competitions where the host club has an official photographer present, all parents attending will be made aware of this in the meet details. If photos are to be published anywhere, the individual parent will be given the opportunity to withhold their consent. Their right to do so should be specifically drawn to their attention.

5. The Swim England guidelines on photos for publication are as follows:

All photographs must observe generally accepted standards of decency in particular:

- Action shots should be a celebration of the sporting activity and not a sexualised image in a sporting context.
- Action shots should not be taken or retained where the photograph reveals a torn or displaced swimming costume.
- Poolside shots of children should normally be above the waist only in a swimming costume, though full length tracksuit shots are approved.
- Photographs should not be taken from behind swimming blocks at the start of a race or exhibit young swimmers climbing out of the swimming pool.

Published photographs may identify the swimmer by name and club but should not state the swimmer's place of residence or school attended.

Swim England does not wish to stop parents photographing their children if they wish at their "moments of glory" but all clubs have to ensure they do all they can to safeguard children's well-being in the current climate of concern

Safeguarding Statement – adapted from Swim England guidelines

Wimbledon Dolphins Swimming Club is committed to providing a caring, friendly and safe environment for all of our swimmers so that when they participate in club activities they can do so in a relaxed and secure atmosphere.

To do this, we have implemented policies and procedures to safeguard the well-being of both children and adults. The club has adopted the Swim England 'Wavepower 2025 v2 policies and procedures'. To view this, visit:

<https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

Wimbledon Dolphins has a designated Welfare Officer, so if you do have any questions please get in touch with Peter Casey :

wimbledondolphins.committee-member-welfare-secretary@clubs.swimmanager.co.uk

It is part of Peter's role to keep WDSC up to date with any changes in safeguarding and child protection procedures as highlighted by Swim England and ensure any recommendations made are integrated into the club policies.

Peter will be the first point of contact for club staff, volunteers, young people and parents, for any issue concerning child welfare, poor practice or potential / alleged abuse.

Swimming Club Safeguarding Policy Statement

Wimbledon Dolphins Swimming Club is committed to a club environment in which all children and young people participating in its activities have a safe and positive experience.

In order to achieve this the club agrees to:

1. Adopt and implement the Swim England Wavepower 2025 v2 policy in full.
2. Recognise that all children participating at Wimbledon Dolphins (regardless of age, gender, race, religion, sexual orientation, ability or disability) have a right to enjoy their involvement in swimming in a safe environment and be protected from harm.



3. Recognise that abuse can be:

- Physical: e.g. use of drugs or persistent training, which is beyond the capacity of the individual leading to physical harm
- Emotional: e.g. where a coach or any member criticises a swimmer, uses sarcasm, name-calling and generally belittles a young person
- Sexual; by suggestion or through conversation as well as physical. Other forms of abuse can be neglect, bullying and harassment.

4. Ensure that those individuals, who work with children in the Wimbledon Dolphins, whether paid or voluntary, provide a positive, safe and enjoyable experience for children.

5. Appoint a Club Welfare Officer with the necessary skills and training as outlined by Swim England who will take the lead in dealing with all child safeguarding matters raised within the club.

6. Ensure that the Club Welfare Officers name and contact details are known to all staff, club members and parents of members.

7. The Welfare Officer to be available to discuss issues of concern on matters of safeguarding and deal with such concerns appropriately and in line with Wavepower 2025 v2.

8. Ensure all those persons who work with children in Wimbledon Dolphins have undertaken the appropriate training and relevant DBS checks and adhere to the required practices for safeguarding children as outlined in Wavepower 2025 V2..

9. Ensure that all individuals who will be working or will work with children in Wimbledon Dolphins have been recruited in accordance with the Swim England Safe Recruitment Policy.

10. Ensure that all individuals who work with children in the club have the appropriate training and codes of conduct and good practice to follow in line with the guidance in Wavepower 2025.

11. Provide all club members and parents of members with the opportunity to raise concerns in a safe and confidential manner if they have a concern about a child's welfare.

12. Ensure that all child safeguarding matters, whether they be concerns about child welfare or protection, are dealt with appropriately in accordance with the guidance for reporting and action in Wavepower 2025.

13. Ensure that confidentiality is maintained appropriately and in line with the best interests of the child.

14. Ensure all papers relating to child safeguarding matters are held in a safe and secure manner.

Medical Attention

1. If an individual has a need for immediate medical attention, such as a severe allergic reaction, the club will call 999, inform parents, Welfare Officer and Club Chair.

Should the above be required, all involved will submit a report on the WDSC form and this will be reported to Swim England.

Club expectations of Members, Parents, Carers, Volunteers and Coaches

We have written our own policies and Codes of Conduct to ensure they are relevant to our members which include all Wavepower elements.

It is expected that all peoples noted above will have read all club policies and essentially and notified the club of any additional needs, medical requirements, allergies of a member, at the time of joining WDSC.

By acknowledging these policies in Swim Manager you acknowledge receipt of Wavepower 2025 V2

<https://www.swimming.org/swimengland/wavepower-child-safeguarding-for-clubs/>

GDPR Privacy Policy May 2018 (currently under review Jan 2026)

General Data Protection Regulations are a change to the Data Protection law, enforceable as of 25th May 2018 designed to give increased privacy rights and power to individuals whose data is being collected by organisations. GDPR requires that all data shall be:

- a) Processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be incompatible with the initial purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Wimbledon Dolphins Swim Club collects personal data from members (including Parents and Guardians of minors) using forms completed by you manually or on the website, via email or telephone calls.

This information collected is used to email and make telephone contact with you to provide information regarding club activities and for use in the event of an emergency.



We also need it to satisfy the following:

- a) Legitimate Interest - to send information on activities and events, which have been arranged as part of membership.
- b) Contractual - to allow us to provide member services associated with the day to day running of the club and its activities, such as requests for payments, registers, and fees.
- c) Legal - to fulfill legal obligations for health and safety, insurance and child protection purposes.

Who has access to your data:

The following people may see your data: Head Coach, Coaching Staff, Welfare Officer, Chair, Treasurer, Competition Secretary and Membership Secretary
Named performance data is available on the website.

The data we collect:

- Name
- Residential address and telephone numbers, including mobile
- Date of birth
- Emergency contact details including relationship of this person to the member
- Medical and health information, including consent
- Notes and emails
- Performance, attendance and event data.
- Qualifications, certificates and relevant course attendance details
- Disclosure and Barring reports
- Disability information
- Photographic consent

Wimbledon Dolphins Swim Club uses this data to:

- Meet legal obligations such as reporting and investigations under the Swim England Wavepower Child Safeguarding Policy and Procedures
- Collate internal records
- Advise you of club events, activities and galas via text, email and phone
- Process competition entries
- Process relevant memberships with Swim England
- Process performance data
- Process your membership with Swim England and meet their accreditation requirements.
- Contact you in response to an enquiry
- Contact you in case of an emergency

In connection with any request or enquiry you make, your information will be passed to the relevant club contact.

In connection with any membership application you make, your information will be passed to Swim England using their Online Membership system.



Wimbledon Dolphins Swim Club will **not disclose** any personal information we collect about you to a third party without your consent.

In agreeing to this Privacy Policy, you are consenting to your personal data being processed by **Wimbledon Dolphin Swim Club** in the manner described above.

If you do NOT CONSENT to your personal data being processed in line with the Wimbledon Dolphin Club GDPR Policy, your data will be deleted, in line with your 'Right to be Forgotten' and you will be unable to be a member of Wimbledon Dolphin Swim Club.

Retention Policy

Wimbledon Dolphin Swim Club will process personal data during the duration of your membership after which your data will be deleted.

Wimbledon Dolphin Swim Club will continue to store only the personal data needed to meet any legal or Swim England obligations and will continue to store individual's performance data which form part of the Club's competitive records.

In relation to the personal data that Wimbledon Dolphin Swim Club hold, you have the following rights:

- The Right to be Forgotten. You can ask for the data we hold about you to be deleted (under these circumstances and we will continue to store only the personal data needed to ensure the safeguarding of children, any legal obligations or to comply with Swim England requirements defending a legal claim, such as accident records)
- The Right of Access – you have the right to request a copy of the information that Wimbledon Dolphin Swim Club hold about you.
- The Right of Rectification – you have a right to correct data that Wimbledon Dolphin Swim Club hold about you which is incomplete or inaccurate.
- The Right to Restriction of Processing – where certain conditions apply to have a right to restrict the processing of your personal data.
- The Right of Portability – you have the right to have the data Wimbledon Dolphin Swim Club hold about you transferred to another organisation.
- The Right to Object – you have the right to object to certain types of processing (direct marketing for example)

To access Personal data requests should be made in writing; by email, to the Club Chair
wdsc.chair@gmail.com

Wimbledon Dolphin Swim Club has the right to ask for further identification when information on your personal data is requested.

If you wish to make a complaint about how your personal data is being processed by Wimbledon Dolphin Swim Club, you have the right to complain. Please put this in writing to Mrs T Freedman, Chair, Wimbledon Dolphin Swim Club. If you do not get a response within 30 days, you have the right to complain to the ICO.

ICO Wycliffe House, Water Lane, Wilmslow, SK9 5AF Telephone 0303 123 1113

<https://ico.org.uk/global/contact-us/email/>

JOINING REQUIREMENTS



Swimmers interested in joining the club will be asked to attend a trial session where the Head Coach will assess their ability.

New members **will be** expected to attend the club regularly and with experience **should be** willing to represent the club at swimming galas.

CLUB REGISTRATION, SWIM MANAGER AND FEES

New members should complete their joining details in Swim Manager and a Swim England registration form, which includes details of their date of birth; address contact numbers and medical information.

This information will be retained on the Club Swim Manager system and treated as confidential.

We also ask permission to photograph your child for Club use only. On rare occasions our coaches may use an underwater video to record swimmers in action as part of personal training.

Swim England membership provides insurance cover for swimmers and they will be given a membership number. This general Club Train membership allows swimmers to enter low level galas but where swimmers start to enter 'Open galas', a Club Compete membership will be required which is not included in the monthly fees.

Joining fee of £55 per swimmer under 18 - New members will pay a one-off fee, which covers the cost of the Club swimsuit and hat

Joining fee of £50 per Masters swimmer, over 18 years of age - this covers annual Swim England membership and insurance.

Swim England fees will be paid by the member on 1st March every year:

2026 fees:

Club Train: £24.35

Club Compete: £50.85

Current Monthly Fees from September 2025

Subscriptions cover a calendar month and are payable one month in advance at the start of each month. All members must process a standing order form.

Fees are as follows:

Junior / Senior	£55.00
Masters	£40.00

Fees will be reviewed annually or when pool hire or coaching costs change.

NB:

1. As a Club we are bound by the Swim England formal Constitution which states that any member whose subscription is unpaid by the date falling 30 days after the due date for payment, may be suspended by the Committee from some or all Club activities, from a date to be determined by the Committee and until such payment is made.
2. Two months' notice of leaving is required and all standing orders must be continued throughout August as we have phased our costs over 12 months.

SWIMWEAR AND EQUIPMENT

Club colours are navy blue with the Dolphin logo – this will be available from the Membership Secretary:
wdsc.membership@gmail.com

Training equipment needed:

All squads:

Float

Pull buoy

Net bags

Seniors only:

Snorkel (not a holiday one)

Hand paddles

All equipment must be brought to club nights. Please ensure all costumes and equipment are labelled and that your child has collected everything from the poolside and changing room before you leave the pool.

SWIM SESSIONS TIMES AND POOLS

Please note that our coaches reserve the right to turn away swimmers who arrive late for a swim session.

Any change to swimming sessions will be notified by email on the Swim Manager APP if late notice is required.

Always check the facebook page or email wdsc.chair@gmail.com if you are in any doubt.

SWIMMING POOL RULES

Wimbledon High School : as part of the letting agreement with Wimbledon High School it is essential that everyone comply with the following school rules when using their pool:

- Members should not drive onto or park on the school site at any time
- Persons waiting for swimmers should not roam the school site but wait outside the swimming pool entrance
- Persons either waiting or leaving swimming should not play on the school; site nor use any school equipment
- No refreshments should be taken into the pool building
- Blue plastic overshoes should be worn poolside at all times.

Wimbledon College

- Please drive safely onto the college drive, take note it is one way and can be congested at peak times
- The college asks that people park respectfully
- The old changing rooms, at the end, are for adult swimmers and coaches. Masters must not change with the younger swimmers if they are late.



- The disabled toilet in the lobby of the sports hall is for the use of teaching staff and parents only
- All users must shower before entering the pool
- No shoes to be worn pool side (shoe covers are available)
- No food or drinks to be consumed in the viewing area
- This is a non-smoking site. This means that there is no smoking anywhere including in private vehicles, if they are parked on the school property.

Wimbledon Leisure Centre, Latimer Rd: Please comply with the rules and regulations of the Leisure Centre

Morden Park Pool: Please comply with the rules and regulations of the Leisure Centre

CHANGING ROOM GUIDELINES

Wimbledon College and Wimbledon High School

NO adults are allowed in either of the above changing areas to assist children with changing.. All children are expected to shower and change by themselves.

Under the guidance of Swim England we do not advise adults to supervise in the changing rooms as this places them and the children at risk of harm and allegation.

Parents will be spoken to where we are made aware that they are entering the changing facilities.

Wimbledon Leisure Centre, Latimer Rd

There are separate M/F changing areas, predominantly open changing with some separate cubicles.

Morden Park Pool

There are separate M/F changing areas, predominantly separate cubicles with lockers.

Adult swimmers(18+)

At Wimbledon College the above will be expected to change separately using the changing rooms at the far end of the pool.

At Wimbledon High School there is a large disabled toilet / changing room that can be used, or swimmers must wait until all the younger children have left the changing area.

Where there is a separate changing area, Masters (18+) are expected to use this, or, Masters are encouraged to arrive early and change before the end of the Junior / Senior session. WDSC has considered the Swim England's advice and feels that a mix of Masters / 18+ swimmers can actively prevent bullying and sexual advances in the changing area.

Recruitment of Club Staff

- All coaches and volunteers are required to hold current DBS – this is applied for through Swim England and managed by the club Welfare officer.
- All coaches will provide copies of Coaching / Teaching certificates, Lifesaving certificates and Child protection training

Induction and Training of Coaches and Volunteers



All coaches and volunteers are given details of the Club's welfare and child protection policy and procedures, known as Wavepower 2025 v2 Safeguarding for Swim England Clubs, along with the codes of conduct.

All coaches and some volunteers who deal directly with swimmers will hold necessary DBS through Swim England. This will be applied for by our Welfare Secretary, Peter Casey.

Getting involved with the club

Wimbledon Dolphin Swim Club is run by volunteers and we **always** need help. We are governed by a constitution set by the Swim England and without a minimum number of volunteers our committee cannot function.

If you are interested in helping, please contact the club chair: wdsc.chair@gmail.com

WDSC COMMITTEE

Chair : Trudi Freedman

Treasurer : Jenny and David Boyce

Club Secretary and Swim Mark Coordinator : Vacant

Membership Team: Chris and Kelly Marshall

Kit Secretary: Debs Ghadially

Welfare Officer : Peter Casey

Committee Member - Website and Swim Manager: Cem Aladogan

Committee Member - Masters : Paul Cartledge

Committee Member - Coach : Judith Agnarrson

Competition Official : Alexis Kousounadis

Head Coach : Jon Horsman

COACHES OF THE CLUB

Head Coach : Jon Horsman

Senior Coach : John Hull

Coaches: Silvia Paultroni, Judith Agnarrson and Lucy Medcalf

Masters Coach: Max Freedman

