



MEMBERSHIP PACK

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BRIDGE STREET STONE

L I M I T E D

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Colne ASC Club Constitution and Bye Laws of the Club are displayed on the Club Notice Board and are also available to download from our web site.

www.colne-asc.co.uk

Forms not included in this pack needed to be completed and returned

- Annual Membership / Consent Form
- Swimmers Charter
- Confirmation of Commitment Form (parents / carers)

WELCOME

We hope that you will enjoy being a member of Colne Amateur Swimming Club and that you will be able to take full advantage of all the opportunities we can provide.

Colne Amateur Swimming Club is committed to providing the best possible opportunities for our members to achieve their potential within the sport of swimming up to and including International honours. As well as training and competition, we also offer the opportunity to obtain qualifications for Teaching, Refereeing, Timekeeping, and Volunteers.

This Club provides opportunities for both male and female at Youth, Junior and Senior Levels.

We hold an Annual Presentation and Social evening where awards for every age group, male and female are presented. This is an opportunity to meet parents, swimmers and officials in a social setting.

In 2005 we achieved Silver Accreditation in the ASA Swim 21 in both Teaching and Skill Development and have been awarded Sport England's Club Mark which is a National Award presented to all sports clubs that can demonstrate the provision of a quality of service for its members, thus providing a safe, effective, child-friendly sports club. Revalidation takes place every 12 months. After four years it has to be taken again in full.

In 2009 the accreditation process was redesigned and once again we were successful in attaining swim 21 Re-accreditation for Swimming at Teaching & Skill Development Club level.

In 2010/11/12 we were successful in attaining our Swim 21 re-accreditation. We also achieved accreditation for Masters.

In 2013/14/15/16/17/18 Swim 21 re-named to Swim Mark went on line. This is now a two yearly accreditation and in December we were successful in our accreditation.

SWIM MARK – is a programme which focuses on swimmer development, teacher/coach education, club management and partnerships and is centred on the needs of swimmers, striving to provide them with the best possible environment. Long Term Athlete Development underpins the whole programme, outlining clear structures and pathways for the swimmers.

This membership pack is designed to provide all the information that parents' and swimmers need to know about the Club. It is being issued to all new and existing members

MEMBERSHIP

Annual Club Membership

Colne Amateur Swimming Club has a membership fee, which is payable on joining the club and thereafter on the 31st. December each year. 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.

The Membership Fee includes insurance and registration with Swim England which is necessary to swim it also, entitles the swimmer to compete in external competitions.

If you are already registered through another Club then you will need to pay Associate Membership of Colne ASC and are required to complete the name of that club on your membership form.

MEMBERSHIP FEES – 2019

FULL SWIMMING MEMBER	ADULT	£70	
	CHILDREN	1 st . CHILD & STUDENTS	£65
		2 nd . CHILD	£55
		ADDITIONAL	£45
ASSOCIATE MEMBER	(not Swim England Registered Club)	£50	
ADULT ASSOCIATE NON SWIMMING MEMBER		£30	
COMMITTEE MEMBERS		£10	

Colne Amateur Swimming Club operates an assistance policy in cases of financial hardship. To discuss this in confidence, please speak to either the Membership Secretary or any Committee Member.

Any insurance enquiries will be addressed by the Club Treasurer.

What your Membership Includes.

- * **Swim England Insurance.**
- * **Transport to League Galas.**
- * **Subsidised entry fees to external galas.**
- * **Parking subsidy for external galas.**
- * **Christmas Disco.**
- * **Training Aids (Flippers, pullbuoys etc.)**
- * **Internal Galas**

WHO GOVERNS OUR SPORT?

Colne ASC is affiliated to the Swim England through the Swim North West. Without this affiliation we would not be able to compete in the various competitions that we enter. Swim England is our governing body and we are therefore constitutionally bound to abide by their rules.

The various competitions we enter each year also have their own rules and conditions.

CALENDAR OF EVENTS – 2019

FRIENDLY LEAGUE

NORTH LANCS AGE GROUPS - BLACKPOOL

LANCASHIRE AGE GROUPS – MANCHESTER

NORTH WEST YOUTH CHAMPIONSHIPS – LIVERPOOL

NORTH WEST AGE GROUP CHAMPIONSHIPS – MANCHESTER

ASA AGE GROUP NATIONALS – SHEFFIELD

ASA YOUTH CHAMPIONSHIPS – SHEFFIELD

VARIOUS MASTERS COMPETITIONS

VARIOUS “A” & “B” “C” GRADE COMPETITIONS

CHERRY WILKINSON MEMORIAL GALAS – JANUARY and JUNE

OWN SPRINT GALAS

CHAMPIONSHIP GALAS – NOVEMBER

Once you have been in the club for a while you will start to receive gala entry forms. If you see gala entry forms on the notice board or the web site and you think you should be taking part in please ask. Your coach/teacher will decide when they think you are ready to take part.

When representing the Club in league fixtures and swimming galas, swimmers will be expected to wear the provided team kits.

MAKE SURE YOU CHECK THE AGES ON THE ENTRY FORMS AS SOME GALAS USE YOUR AGE ON THE DAY OF THE GALA. YOU MIGHT BE IN THE AGE GROUP ABOVE THE AGE YOU ARE NOW BY THE TIME THE GALA TAKES PLACE.

All club swimmers are requested to sit with their coach/team managers. No swimmer is to leave poolside without letting one of the adults know where they are going. (This includes visits to the toilet).

REMEMBER WE ARE A TEAM!!!!

CLUB SESSIONS

MONDAY	6.50 pm – 9.00 pm	Large Pool – Teaching/Training
THURSDAY	6.15 pm – 7.15 pm	Small Pool – Learn to Swim
THURSDAY	6.50 pm – 7.30 pm	Large Pool – Learn to Swim
THURSDAY	6.50 pm – 9.00 pm	Large Pool – Teaching/Training
FRIDAY	7.00 pm – 8.00 pm	Invited Competition Swimmers*
SATURDAY	8.00 pm – 9.00 pm	Masters
SUNDAY	8.00 pm – 9.00 pm	Masters

RULES OF COMPETITION

SW 4 THE START

SW 4.1 The start in Freestyle, Breaststroke, Butterfly and Individual Medley races shall be with a dive. On the long whistle (SW 2.1.5) from the referee the swimmers shall step onto the starting platform and remain there. On the starter's command "take your marks", they shall immediately take up a starting position with at least one foot at the front of the starting platforms. The position of the hands is not relevant. When all swimmers are stationary, the starter shall give the starting signal.

SW 4.2 The start in Backstroke and Medley Relay races shall be from the water. At the referee's first long whistle (SW 2.1.5), the swimmers shall immediately enter the water. At the Referee's second long whistle the swimmers shall return without undue delay to the starting position (SW 6.1). When all swimmers have assumed their starting positions, the starter shall give the command "take your marks". When all swimmers are stationary, the starter shall give the starting signal.

SW 4.3 In Olympic Games, World Championships and other FINA events the command "Take your marks" shall be in English and the start shall be by multiple loudspeakers, mounted one at each starting platform.

SW 4.4 Any swimmer starting before the starting signal has been given, shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back and start again.

SW 5 FREESTYLE

SW 5.1 Freestyle means that in an event so designated the swimmer may swim any style, except that in individual medley or medley relay events, freestyle means any style other than backstroke, breaststroke or butterfly.

SW 5.2 Some part of the swimmer must touch the wall upon completion of each length and at the finish.

SW 5.3 Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point, the head must have broken the surface.

SW 6 BACKSTROKE

SW 6.1 Prior to the starting signal, the swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited.

SW 6.2 At the signal for starting and after turning the swimmer shall push off and swim upon his back throughout the race except when executing a turn as set forth in SW 6.4. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.

SW 6.3 Some part of the swimmer must break the surface of the water throughout the race. It is permissible for the swimmer to be completely submerged during the turn, at the finish and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.

SW 6.4 When executing the turn there must be a touch of the wall with some part of the swimmer's body. During the turn the shoulders may be turned over the vertical to the breast after which a continuous single arm pull or a continuous simultaneous double arm pull may be used to initiate the turn. The swimmer must have returned to the position on the back upon leaving the wall.

SW 6.5 Upon the finish of the race the swimmer must touch the wall while on the back.

SW 7 BREASTSTROKE

SW 7.1 From the beginning of the first arm stroke after the start and after each turn, the body shall be kept on the breast. It is not permitted to roll onto the back at any time. Throughout the race the stroke cycle must be one arm stroke and one leg kick in that order.

SW 7.2 All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement.

SW 7.3 The hands shall be pushed forward together from the breast on, under, or over the water. The elbows shall be under water except for the final stroke before the turn, during the turn and for the final stroke at the finish. The hands shall be brought back on or under the surface of the water. The hands shall not be brought back beyond the hip line, except during the first stroke after the start and each turn.

SW 7.4 During each complete cycle, some part of the swimmer's head shall break the surface of the water. After the start and after each turn, the swimmer may take one arm stroke completely back to the legs. The head must break the surface of the water before the hands turn inward at the widest part of the second stroke. A single downward dolphin kick followed by a breaststroke kick is permitted while wholly submerged. Following which, all movements of the legs shall be simultaneous and in the same horizontal plane without alternating movement.

SW 7.5 The feet must be turned outwards during the propulsive part of the kick. A scissors, flutter or downward dolphin kick is not permitted except as in SW 7.4. Breaking the surface of the water with the feet is allowed unless followed by a downward dolphin kick.

SW 7.6 At each turn and at the finish of the race, the touch shall be made with both hands simultaneously at, above, or below the water level. The head may be submerged after the last arm pull prior to the touch, provided it breaks the surface of the water at some point during the last complete or incomplete cycle preceding the touch.

SW 8 BUTTERFLY

SW 8.1 From the beginning of the first arm stroke after the start and each turn, the body shall be kept on the breast. Under water kicking on the side is allowed. It is not permitted to roll onto the back at any time.

SW 8.2 Both arms shall be brought forward together over the water and brought backward simultaneously through-out the race, subject to SW 8.5.

SW 8.3 All up and down movements of the legs must be simultaneous. The legs or the feet need not be on the same level, but they shall not alternate in relation to each other. A breaststroke kicking movement is not permitted.

SW 8.4 At each turn and at the finish of the race, the touch shall be made with both hands simultaneously, at, above or below the water surface.

SW 8.5 At the start and at turns, a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface. It shall be permissible for a swimmer to be completely submerged for a distance of not more than 15 metres after the start and after each turn. By that point, the head must have broken the surface. The swimmer must remain on the surface until the next turn or finish.

SW 9 MEDLEY SWIMMING

SW 9.1 In individual medley events, the swimmer covers the four swimming styles in the following order: Butterfly, Backstroke, Breaststroke and Freestyle.

SW 9.2 In medley relay events, swimmers will cover the four swimming styles in the following order: Backstroke, Breaststroke, Butterfly and Freestyle.

SW 9.3 Each section must be finished in accordance with the rule which applies to the style concerned.

SW 10 THE RACE

SW 10.1 A swimmer swimming over the course alone shall cover the whole distance to qualify.

SW 10.2 A swimmer must finish the race in the same lane in which he started.

SW 10.3 In all events, a swimmer when turning shall make physical contact with the end of the pool or course. The turn must be made from the wall, and it is not permitted to take a stride or step from the bottom of the pool.

SW 10.4 Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a swimmer, but he shall not walk.

SW 10.5 Pulling on the lane rope is not allowed.

SW 10.6 Obstructing another swimmer by swimming across another lane or otherwise interfering shall disqualify the offender. Should the foul be intentional, the referee shall report the matter to the Member promoting the race, and to the Member of the swimmer so offending.

SW 10.7 No swimmer shall be permitted to use or wear any device that may aid his speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, etc.). Goggles may be worn.

SW 10.8 Any swimmer not entered in a race, who enters the water in which an event is being conducted before all swimmers therein have completed the race, shall be disqualified from his next scheduled race in the meet.

SW 10.9 There shall be four swimmers on each relay team.

SW 10.10 In relay events, the team of a swimmer whose feet lose touch with the starting platform before the preceding team-mate touches the wall shall be disqualified.

SW 10.11 Any relay team shall be disqualified from a race if a team member, other than the swimmer designated to swim that length, enters the water when the race is being conducted, before all swimmers of all teams have finished the race.

SW 10.12 The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once. The composition of a relay team may be changed between the heats and finals of an event, provided that it is made up from the list of swimmers properly entered by a Member for that event. Failure to swim in the order listed will result in disqualification. Substitutions may be made only in the case of a documented medical emergency.

SW 10.13 Any swimmer having finished his race, or his distance in a relay event, must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished his race. Otherwise the swimmer committing the fault, or his relay team, shall be disqualified.

SW 10.14 Should a foul endanger the chance of success of a swimmer, the referee shall have the power to allow him to compete in the next heat or, should the foul occur in a final event or in the last heat, he/she may order it to be re-swum.

SW 10.15 No pace-making shall be permitted, nor may any device be used or plan adopted which has that effect.

CLUB COACHING STAFF

The following are currently responsible for the coaching at Colne Amateur Swimming Club.

ANDREW CROXALL	HEAD COACH
JOHN HIGGINBOTTOM	TEACHER
MARK ENNIS	TEACHER
ANDREW HIGGINBOTTOM	TEACHER
DERYN ASHBY	TEACHER / WELFARE OFFICER
MARK TURNER	TEACHER
JAYNE WILKINSON	TEACHER
NATALIA BASHIR	TEACHER
MANZAR IQBAL	TEACHER
RACHEL LEIGH	TEACHER
ISABEL REDFEARN	POOLSIDE HELPER
OLIVIA TAYLOR	POOLSIDE HELPER
MIA DODMAN	POOLSIDE HELPER
MARIA MASSEY	POOLSIDE HELPER
SASKIA DALY	POOLSIDE HELPER
CHARLOTTE LEIGH	POOLSIDE HELPER

CLUB COMMITTEE

The Committee members are elected every year at the Annual General Meeting and meet Pendle Leisure Centre at 8.00p.m. on the 1st. Wednesday approximately once a month.

The Officers and Members for 2019 are:

PRESIDENT	Michael Charldwood	
CHAIRMAN	Philip Croxall	
HON. SECRETARY	Joan Croxall	
TREASURER	John Higginbottom	
PRESS SECRETARY	Philip Croxall	
COMPETITION SECRETARY	Seamus Daly	
MEMBERSHIP SECRETARY	Nadia Khan	
WELFARE OFFICERS	Deryn Ashby/ Joan Croxall	
TROPHY SECRETARY	Soo Warner	
SOCIAL SECRETARY	June Foulkes	
MASTERS SECRETARY	Philip Croxall	
MEMBERS of COMMITTEE:		
C. Taylor	M. Turner	J. Foulkes
A. Croxall	P. Croxall	C. Allko
N.Khan	J. Higginbottom	

CLUB SHOP AVAILABILITY LIST

Colne ASC Swim Hat			£ 4.00
Swim hat with name			£ 7.50
Colne ASC T-Bag	S, M, L, XL		£ 11.00
Club Swim wear	Trunks	all sizes	£ 6.00
	Jammers	26 - 30	£20.00
		32 - 36	£26.00
	Costumes	24 - 32	£17.00
		34 - 38	£21.00
New design	Costumes	all sizes	£17.00
	Leg Suits	28 -32	£28.50
		32	£29.50

CODE OF CONDUCT

Objective and Scope

The purpose of this document is to establish a set of guidelines and procedures, which outline the responsibilities and behaviour of both staff and swimmers who are members of **Colne Amateur Swimming Club**. Whilst it is specifically aimed at “away” trips where travel and accommodation are required, it is expected that the principles of the Code of Conduct should be followed at all events and training sessions.

Code of Conduct

Behaviour and Personal Conduct must at all times be of a high standard and reflect favourable on the sport, and the Club. Language in public or relevant group situations must always be appropriate and socially acceptable.

Consumption of Alcohol is totally forbidden for athletes under age as defined by UK law. It must not be consumed by swimmers or staff members whilst en route, prior to, or following a competition event, training camp or team activities, without specific consent of the Team Manager. During competition alcohol is strictly forbidden to all swimmers and staff.

Smoking: is prohibited by swimmers and staff whilst en route, prior to, during or following a competition event, training sessions or team activities.

Personal Appearance: shall be appropriate to the circumstances and as indicated by the Team Manager. Team kit and equipment shall be worn as directed by the Team Manager when competing and training, when assembling or travelling, at official team functions or on all occasions is essential and any curfew must be observed.

Attendance at all activities is expected unless agreed by the Team Manager. Throughout the duration of the trip swimmers should inform staff of their whereabouts. Punctuality on all occasions is essential and any curfew must be observed.

Illegal and Performance Enhancing Drugs and Substances are strictly forbidden. The use of these, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited. Swimmers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. If you are in any doubt about the medication you are taking then please check it out on the UK Sport website at www.ukспорт.gov.uk/did/.

Medication: All swimmers currently on medication should have recorded this information on their Annual Consent/Health Declaration Form. This is especially true for swimmers who suffer from asthma. Swimmers are required by ASA law to comply with any random doping tests that an events organiser deems necessary. All medication being currently taken should be reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must be reported to the Team Manager.

Sanctions: Breaches of the Code of Conduct shall be dealt with in the first instance by the Team Manager or Coach. He/she shall report the incident to the Secretary of the club who shall take such further action is deemed necessary.

In addition it is expected that all members of **Colne Amateur Swimming Club**, when attending any event or training session shall:

- Comply with the codes, rules and laws within the guidelines set out by the ASA
- Behave without discrimination on the grounds or race, colour, language, religion, birth or social status as set out in the equal opportunities policy.
- Respect the basic human rights, worth and dignity of each member.
- Not encourage swimmers, volunteers, officials or parents to violate the rules of the club or the sport.
- Observe the authority and the decisions of all officials.
- Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
- Treat other competitors and teams with respect, in victory and defeat.

Health & Safety

- Please remove **ALL** jewellery, watches, etc., **BEFORE** entering the water
- All swimmers are required to wear swimming hats at all times during training sessions.
- It is vital that swimmers in the training groups bring a bottle of fluid to be used during the training sessions. This can be water, slightly flavoured cordial drink or one of the many isotonic drinks. A fizzy drink like cola is unsuitable.
- Swimmers who suffer from asthma should have their inhalers readily available. It is no good if they are hidden in their/your bag or locked away in their/your clothes locker.

SWIMMERS' CHARTER

The Club adopts and operates under the policies of the Swim England Code of Ethics and Child Protection procedures and guidelines, the full policy documents and procedures can be found on www.Swim England.org

1. All swimmers should have respect for:-
 - a. Each other
 - b. The coaches & officials
 - c. Other teams
 - d. Property & equipment
2. When asked to do something by a club official or teacher/coach swimmers should co-operate and complete the task with no fuss or argument.
3. Each member of the club is there to swim and therefore those swimmers who are disruptive in their lane will be asked to leave the water. If asked to leave, the swimmer may get changed but must return to poolside until their parent or guardian collects them.
4. It is fine to have a social gathering before swimming but all swimmers must be on poolside at the correct time ready to swim. It is not fair to coaches or teachers if they are not.
5. At all training sessions, galas and Club Championships all water bottles and rubbish must be picked up and disposed of correctly.
6. All swimmers should check the notice board on a weekly basis. If there is a gala list they should indicate if they are unavailable to swim.
7. All swimmers are requested to wear swimming hats during training sessions. Swimmers with hair splaying loosely will be asked to leave the water. This is a health and safety measure.
8. For your own safety **ALL** jewellery must be removed before entering the water.
9. If you are more than **5 MINUTES** late for any session, you or your parent should see your teacher/coach **BEFORE** you get changed to see whether it is all right to do so.
10. All Club rules as displayed on the notice board must be adhered to.
11. All swimmers should conform to all rules of Pendle Leisure Trust.

Sanctions

All breaches of this Swimmers Charter should be dealt with by the swimmers coach/teacher in the first instance. If there are repeated breaching of the Swimmers Charter, the Coach may refer this to the Club Committee and action taken as is deemed necessary as outlined in the Club Constitution.

WELCOME LETTER TO SWIMMERS

The welcome letter can be downloaded from the Policies section of the Club Website

<http://www.colne-asc.co.uk/forms.php>

WELCOME LETTER TO PARENTS

The welcome letter can be downloaded from the Policies section of the Club Website

<http://www.colne-asc.co.uk/forms.php>

PARENTS' GUIDE

The role of a parent is one fraught with difficulty at every turn. What follows is a guide to parents of young swimmers and those new to the sport, to help the swimmer enjoy his or her sport as much as possible and become the best they can be.

Remember that swimming is a process. Your children are there primarily to enjoy the sport. As they swim, they will learn some lessons of life. They will learn discipline, commitment, motivation, teamwork, goal setting, how to stick to the task in hand, and how to lose, in an enjoyable and safe environment.

Everyone appreciates that, as a parent, your support and interest is vital to your child's participation. Without your services as taxi driver, organiser and lifestyle manager, cook, supporter, confidence booster and piece picker upper, not only would there be no sport for your child, there would be no sport.

However, as you take an interest and as your child improves, sometimes a mother or father can become over involved and inadvertently put pressure on the child to train harder than they want to, or to win at the expense of enjoying taking part. You may find yourself taking your child's sport more seriously than they are.

Read through the questions below:

- Do you want your child to win competitions more than he or she does?
- Do you show your disappointment if he or she has a bad result?
- Do you feel that your child can only enjoy sport if he or she wins?
- Do you feel that you have to "psyche" your child up before a competition?
- Do you conduct 'post mortems' immediately after competition or training?
- Do you feel you have to force your child to go training?
- Do you find yourself frequently wanting to interfere during training or competition thinking that you could do better?
- Do you find yourself disliking the competitors swimming against your son or daughter?

If you have answered yes to any of these questions, you may be putting unnecessary pressure upon your child, which could lead to his or her eventual rejection of the sport or even lasting damage to your parent/child relationship.

PARENT'S CODE OF CONDUCT

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgements.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Respect your child's coach or teacher when they give advice or instruction concerning swimming.
- Be fully responsible for your child/ren when not on poolside, i.e. it is your responsibility to ensure that your child behaves in a responsible manner in the changing rooms/ leisure centre etc. For the avoidance of doubt, it is the responsibility of the parent/guardian/carer to ensure the safety of their child/ren once they leave the poolside.

ASAGB DOPING CONTROL RULES AND PROTOCOLS

This article is meant to provide you with a little more information about the Doping Control Rules. If you need to find out more then visit the ASA website at <http://www.swimengland.org>

There is a very formal protocol in place, prescribed by the Federation Internationale de Natation Amateur (FINA) and adopted by the Swim England bodies in the UK. This protocol defines very strict rules for the carrying out of doping tests at competitions and following the setting of national records.

What is important to realise is that there is a whole variety of substances that are banned from use (either totally, or via certain methods of ingestion). These substances are listed as follows:-

In competitions

- A. Stimulants
- B. Narcotics
- C. Anabolic agents
- D. Diuretics
- E. Peptide Hormones, mimetics and analogues
- F. Cannabinoids
- G. Beta-blockers (in Diving and Synchronised swimming)
- H. Corticosteroids
- I. Local anaesthetics

And prohibited at all times

- A. Anabolic agents
- B. Diuretics
- C. Peptide Hormones, mimetic's and analogues

The penalty for being found in breach of the rules are varied ranging from suspension to life ban, further the publicity associated with such breaches are at the least embarrassing.

It is therefore important that all swimmers understand the rules, which are well defined.

A copy of these rules are available from **Colne ASC**.

POLICY FOR RECRUITING VOLUNTEERS

A volunteer is a person who performs or offers to perform voluntary service, undertaken or brought about by free choice or willingly accepted.

Volunteers are used within the Club framework to enhance all aspects of the Club life and activities.

- Poolside Assistance
- Table Officials
- Social Events Organisers
- Club Administration
- Event Management

The recruitment of volunteers will continue to be an ongoing commitment by the Club. Volunteers will be recruited by varying methods.

- The Committee will actively seek volunteers to fill empty positions within the Committee by advertising on the notice board, news letter, web site or by personal invitation.
- The members at the AGM will elect volunteers to positions of responsibility on the Committee.
- Social Committee will advertise events on the notice boards and ask for volunteers where necessary.
- For any County/District events requiring assistance, volunteers will be requested by newsletter, email or by notice on the notice boards.
- All the above will be subject to the current Club Policy (in line with Swim England) on Child Protection.
- Volunteers will be registered with Swim England and covered by Swim England insurance.

We at Colne Amateur Swimming Club acknowledge, admire and depend upon the assistance of volunteers to continue to run and develop the Club and wherever possible, will ensure that they are personally thanked by the appropriate Club Officials. All volunteers will be given suitable assistance and support

PHOTOGRAPHIC POLICY

Re: Use of Photographic/Filming Equipment

The use of photographic equipment including mobile phones is not allowed at any time during normal club sessions exceptions to this only apply to internal and external Club Galas.

COLNE ASC request that any person wishing to engage in any video, zoom or close range photography during Colne ASC's galas should register their details with the Clubs welfare officer, Mrs Deryn Ashby, **BEFORE** carrying out such photography.

Photography of any kind will not be permitted within the changing room and shower environments, this also extends to mobile phones and other devices with internet access.

This is in line with Pendle Leisure Trusts Policy on the photographing/videoing of children in Leisure facilities, and the Swim England Child Protection Policy.

GUIDELINES FOR USE OF PHOTOGRAPHIC/FILMING EQUIPMENT AT SPORTING EVENTS

There is much public concern around Child Protection issues and strict policies on photography have been adopted by national sporting agencies. The procedures here are an attempt to blend these legitimate concerns with the need for workable solutions and to find middle ground. In light of this, Colne Swimming Club would request all members of the press and public to abide by the following photography procedures for the safety of all those involved in their activities.

- Press photographers should inform the organisers in advance if they intend to come to any event. Equipments must be registered when press accreditation is issued. Cameras or any other equipment capable of recording images eg. Mobile phones are not allowed on the premises of any of the venues unless they have been registered.
- There are a small number of young people who do not (for a number of reasons) wish to have their photograph taken under any circumstances. We have decided that these children (or their parents/guardians) will need to make press photographers aware if they do not want their photographs taken and we would expect the members of the press to respect these wishes. Any photographs used by event organisers for their publicity and promotion in future will be checked with parents in advance to gain their consent.
- No individual young person(s) may be taken away from the main public places at the pool for the purpose of photography unless they are chaperoned by an official at all times.
- Wherever possible, the names of young people should not be printed together with photographs. Alternative captions could include such statements as "Colne ASC team celebrates their victory".
- If in the opinion of the publication concerned, it is necessary to include the name of a young person, this should be limited to the name of the young person and the Club/Team, which they represent. In no circumstances should a caption include specific information about where the child lives or which school they attend.
- If a young person becomes the subject of a particularly newsworthy story due to an outstanding performance etc, then we would ask that any reported liaison with the parents of the person, if present, or the young person's Coach or Team Official to pursue the story.

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sport-people in vulnerable positions. All Clubs/Coaches/Officers should be vigilant and any concerns should be reported to Colne ASC Welfare Officers, Deryn Ashby & Joan Croxall).

If you do not agree to photographs being taken then please inform your child/swimmer's Coach or indicate on the Membership Form.

CLUB EQUITY POLICY STATEMENT

The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion.

The Club will ensure that equity as stated in the club rules is incorporated in all aspects of it's activities and also recognises and adopts the Sport England definition of Sports Equity:

Sports Equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse.

All Club members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to the club disciplinary procedures.

CHILD PROTECTION POLICY

Colne ASC has adopted and fully endorses the Swim England Child Protection Policy as detailed in Wavepower (2016-19). If you would like to view this publication please contact the Welfare Officers. Or Club Secretary.

The above child protection procedures stem from the following principles:

- The Child's welfare is the first consideration.
- All children regardless of age, any disability, gender, racial origin, religious belief and sexual identity have the right to enjoy sport free from all forms of abuse or sexual exploitation.
- Swim England and Colne ASC have a responsibility for the welfare of children and young people who take part in our sport.
- Swim England have a responsibility to maintain confidentiality in all cases involving child protection in line with the current legislation.
- Swim England and Colne ASC will not tolerate poor practice in dealing with child welfare.

At Colne ASC we seek to provide a safe environment for all our members to enjoy our sport. All Coaches/Teachers and Volunteers are registered as Helpers with the ASA, and are checked via CRB and are required to accept and recognise their responsibility to develop awareness of issues that cause children harm. Training is promoted and funded (Safeguarding & Protecting Children Workshop) It is our policy that new helpers are automatically asked to complete a DBS form on registering.

If you have any concerns regarding the above then please contact in the first instance the Club's Welfare Officers (Deryn Ashby or Joan Croxall) or via the help lines below.

welfare@colne-asc.co.uk

Swim England
Swimline
NSPCC Help Line

Legal Affairs

Tel: 01509221350
Tel: 0808 100 4001
Tel: 008 800 5000

SWIM LINE

Who is the ASA Swim Line for?

Swim Line is for anyone involved in swimming, including children and young people, who think that a child may be at risk.

How it works

When you ring you hear a message. It asks if you wish to speak to someone urgently now, or if it would be convenient or safe for someone to call back — you can press a number to transfer you to the NSPCC Child Protection Help Line.

Trained and experienced counsellors who will advise you and will act to protect children answer it.

If there is no problem with being called back and you prefer to speak to someone who understands swimming, leave your phone number and a convenient time for one of our Child Protection Group to ring.

They are members of swimming clubs who work in child welfare as a profession and have volunteered to help this Swim England programme.

If there is an issue which causes concern the Swim England will act to protect the child.

Swim Line Facts

Swim Line calls are free and do not appear on itemised bills unless the call is made from a mobile phone. Swim Line does not use the 1471 code or any other call return or call display facilities. If you leave a message we aim to ring you back during the next working day. If you phone over the weekend we will aim to contact you on Monday.

YOU CAN CALL THE FREE 24 HOUR NSPCC CHILD PROTECTION HELPLINE DIRECT ON 0808 800 5000

If you have a text phone you can call the NSPCC text phone of 0808 056 0566

COLNE AMATEUR SWIMMING CLUB

Data Protection Policy

Our Policy

COLNE A.S.C. is committed to complying with data protection law and to respecting the privacy rights of individuals. The policy applies to all of our staff, volunteers and members ("workers")

This Data Protection Policy ("**Policy**") sets out our approach to data protection law and the principles that we will apply to our processing of personal data. The aim of this Policy is to ensure that we process personal data in accordance with the law and with the utmost care and respect.

We recognise that you have an important role to play in achieving these aims. It is your responsibility, therefore, to familiarise yourself with this Policy and to apply and implement its requirements when processing any personal data. ***Please pay special attention to sections 14, 15 and 16 as these set out the practical day to day actions that you must adhere to when working or volunteering for the club.***

Data protection law is a complex area. This Policy has been designed to ensure that you are aware of the legal requirements imposed on you and on us and to give you practical guidance on how to comply with them. This Policy also sets out the consequences of failing to comply with these legal requirements. However, this Policy is not an exhaustive statement of data protection law nor of our or your responsibilities in relation to data protection.

If at any time you have any queries on this Policy, your responsibilities or any aspect of data protection law, seek advice. Contact the Secretary

1. **Who is responsible for data protection?**

- 1.1 All our Members are responsible for data protection, and each person has their role to play to make sure that we are compliant with data protection laws.
- 1.2 We are not required to appoint a Data Protection Officer (DPO). However we have still appointed the Secretary to be responsible for overseeing our compliance with data protection laws.

2. **Why do we have a data protection policy?**

- 2.1 We recognise that processing of individuals' personal data in a careful and respectful manner cultivates trusting relationships with those individuals and trust in our brand. We believe that such relationships will enable our organisation to work more effectively with and to provide a better service to those individuals.

3. **Status of this Policy and the implications of breach.**

- 3.1 Any breaches of this Policy will be viewed very seriously. All Members must read this Policy carefully and make sure they are familiar with it. Breaching this Policy is a disciplinary offence and will be dealt with under our Disciplinary Procedure.
- 3.2 If you do not comply with Data Protection Laws and/or this Policy, then you are encouraged to report this fact immediately to the Secretary. This self-reporting will be taken into account in assessing how to deal with any breach, including any non-compliance which may pre-date this Policy coming into force.
- 3.3 Also if you are aware of or believe that any other representative of ours is not complying with Data Protection Laws and/or this Policy you should report it in confidence to the Secretary.

4. Other consequences

4.1 There are a number of serious consequences for both yourself and us if we do not comply with Data Protection Laws. These include:

4.1.1 For you:

4.1.1.1 **Disciplinary action:** Where you are a volunteer, failure to comply with our policies could lead to termination of your volunteering position with us.

4.1.1.2 **Criminal sanctions:** Serious breaches could potentially result in criminal liability.

4.1.1.3 **Investigations and interviews:** Your actions could be investigated and you could be interviewed in relation to any non-compliance.

4.1.2 For the organisation:

4.1.2.1 **Criminal sanctions:** Non-compliance could involve a criminal offence.

4.1.2.2 **Civil Fines:** These can be up to Euro 20 million or 4% of group worldwide turnover whichever is higher.

4.1.2.3 **Assessments, investigations and enforcement action:** We could be assessed or investigated by, and obliged to provide information to, the Information Commissioner on its processes and procedures and/or subject to the Information Commissioner's powers of entry, inspection and seizure causing disruption and embarrassment.

4.1.2.4 **Court orders:** These may require us to implement measures or take steps in relation to, or cease or refrain from, processing personal data.

4.1.2.5 **Claims for compensation:** Individuals may make claims for damage they have suffered as a result of our non-compliance.

4.1.2.6 **Bad publicity:** Assessments, investigations and enforcement action by, and complaints to, the Information Commissioner quickly become public knowledge and might damage our brand. Court proceedings are public knowledge.

4.1.2.7 **Loss of business:** Prospective members, participants, players, customers, suppliers and contractors might not want to deal with us if we are viewed as careless with personal data and disregarding our legal obligations.

4.1.2.8 **Use of management time and resources:** Dealing with assessments, investigations, enforcement action, complaints, claims, etc takes time and effort and can involve considerable cost.

5. Data protection laws

5.1 The Data Protection Act 1998 ("**DPA**") applies to any personal data that we process, and from 25th May 2018 this will be replaced by the General Data Protection Regulation (**GDPR**) and the Data Protection Act 2018 ("**DPA 2018**") (together "**Data Protection Laws**") and then after Brexit the UK will adopt laws equivalent to these Data Protection Laws.

5.2 This Policy is written as though GDPR and the DPA 2018 are both in force, i.e. it states the position as from 25th May 2018.

- 5.3 The Data Protection Laws all require that the personal data is processed in accordance with the Data Protection Principles (on which see below) and gives individuals rights to access, correct and control how we use their personal data (on which see below).
6. **Key words in relation to data protection**
- 6.1 **Personal data** is data that relates to a living individual who can be identified from that data (or from that data and other information in or likely to come into our possession). That living individual might be an employee, customer, prospective customer, supplier, contractor or contact, and that personal data might be written, oral or visual (e.g. CCTV).
- 6.2 **Identifiable** means that the individual can be distinguished from a group of individuals (although the name of that individual need not be ascertainable). The data might identify an individual on its own (e.g. if a name or video footage) or might do if taken together with other information available to or obtainable us (e.g. a job title and company name).
- 6.3 **Data subject** is the living individual to whom the relevant personal data relates.
- 6.4 **Processing** is widely defined under data protection law and generally any action taken by us in respect of personal data will fall under the definition, including for example collection, modification, transfer, viewing, deleting, holding, backing up, archiving, retention, disclosure or destruction of personal data, including CCTV images.
- 6.5 **Data controller** is the person who decides how personal data is used, for example we will always be a data controller in respect of personal data relating to our employees.
- 6.6 **Data processor** is a person who processes personal data on behalf of a data controller and only processes that personal data in accordance with instructions from the data controller, for example an outsourced payroll provider will be a data processor.
7. **Personal data**
- 7.1 Data will relate to an individual and therefore be their personal data if it:
- 7.1.1 identifies the individual. For instance, names, addresses, telephone numbers and email addresses;
 - 7.1.2 its content is about the individual personally. For instance, medical records, credit history, a recording of their actions, or contact details;
 - 7.1.3 relates to property of the individual, for example their home, their car or other possessions;
 - 7.1.4 it could be processed to learn, record or decide something about the individual (or this is a consequence of processing). For instance, if you are able to link the data to the individual to tell you something about them, this will relate to the individual (e.g. salary details for a post where there is only one named individual in that post, or a telephone bill for the occupier of a property where there is only one occupant);
 - 7.1.5 is biographical in a significant sense, that is it does more than record the individual's connection with or involvement in a matter or event which has no personal connotations for them. For instance, if an individual's name appears on a list of attendees of an organisation meeting this may not relate to the individual and may be more likely to relate to the company they represent;
 - 7.1.6 has the individual as its focus, that is the information relates to the individual personally rather than to some other person or a transaction or event he was involved in. For instance, if a work meeting is to discuss the individual's performance this is likely to relate to the individual;
 - 7.1.7 affects the individual's privacy, whether in their personal, family, organisation or professional capacity, for instance, email address or location and work email addresses can also be personal data;

7.1.8 is an expression of opinion about the individual; or

7.1.9 is an indication of our (or any other person's) intentions towards the individual (e.g. how a complaint by that individual will be dealt with).

7.2 Information about companies or other legal persons who are not living individuals is not personal data. However, information about directors, shareholders, officers and employees, and about sole traders or partners, is often personal data, so business related information can often be personal data.

7.3 Examples of information likely to constitute personal data:

7.3.1 Unique names;

7.3.2 Names together with email addresses or other contact details;

7.3.3 Job title and employer (if there is only one person in the position);

7.3.4 Photographic images;

7.3.5 Information about individuals obtained as a result of Safeguarding checks;

7.3.6 Medical and disability information;

8. **Lawful basis for processing**

8.1 For personal data to be processed lawfully, we must be processing it on one of the legal grounds set out in the Data Protection Laws.

8.2 For the processing of ordinary personal data in our organisation these may include, among other things:

8.2.1 the data subject has given their consent to the processing (perhaps on their membership application form or when they registered on the club's website)

8.2.2 the processing is necessary for the performance of a contract with the data subject (for example, for processing membership subscriptions);

8.2.3 the processing is necessary for the legitimate interest reasons of the data controller or a third party (for example, keeping in touch with members, players, participants about competition dates, upcoming fixtures or access to club facilities).

9. **Special category data**

9.1 Special category data under the Data Protection Laws is personal data relating to an individual's race, political opinions, health, religious or other beliefs, trade union records, sex life, biometric data and genetic data.

9.2 Under Data Protection Laws this type of information is known as special category data and criminal records history becomes its own special category which is treated for some parts the same as special category data. Previously these types of personal data were referred to as sensitive personal data and some people may continue to use this term.

9.3 To lawfully process special categories of personal data we must also ensure that either the individual has given their explicit consent to the processing or that another of the following conditions has been met:

9.3.1 the processing is necessary for the performance of our obligations under employment law;

9.3.2 the processing is necessary to protect the vital interests of the data subject. The ICO has previously indicated that this condition is unlikely to be met other than in a life or death or other extreme situation;

9.3.3 the processing relates to information manifestly made public by the data subject;

- 9.3.4 the processing is necessary for the purpose of establishing, exercising or defending legal claims; or
- 9.3.5 the processing is necessary for the purpose of preventative or occupational medicine or for the assessment of the working capacity of the employee.
- 9.4 To lawfully process personal data relating to criminal records and history there are even more limited reasons, and we must either:
 - 9.4.1 ensure that either the individual has given their explicit consent to the processing; or
 - 9.4.2 ensure that our processing of those criminal records history is necessary under a legal requirement imposed upon us.
- 9.5 We would normally only expect to process special category personal data or criminal records history data usually in a Human Resources context.
- 9.6 **When do we process personal data?**
- 9.7 Virtually anything we do with personal data is processing including collection, modification, transfer, viewing, deleting, holding, backing up, archiving, retention, disclosure or destruction. So even just storage of personal data is a form of processing. We might process personal data using computers or manually by keeping paper records.
- 9.8 Examples of processing personal data might include:
 - 9.8.1 Using personal data to correspond with members;
 - 9.8.2 Holding personal data in our databases or documents; and
 - 9.8.3 Recording personal data in personnel or member files.
- 10. **Outline**
- 10.1 The main themes of the Data Protection Laws are:
 - 10.1.1 good practices for handling personal data;
 - 10.1.2 rights for individuals in respect of personal data that data controllers hold on them; and
 - 10.1.3 being able to demonstrate compliance with these laws.
- 10.2 In summary, data protection law requires each data controller to:
 - 10.2.1 only process personal data for certain purposes;
 - 10.2.2 process personal data in accordance with the 6 principles of 'good information handling' (including keeping personal data secure and processing it fairly and in a transparent manner);
 - 10.2.3 provide certain information to those individuals about whom we process personal data which is usually provided in a privacy notice, for example you will have received one of these from us as one of our Workers;
 - 10.2.4 respect the rights of those individuals about whom we process personal data (including providing them with access to the personal data we hold on them); and
 - 10.2.5 keep adequate records of how data is processed and, where necessary, notify the ICO and possibly data subjects where there has been a data breach.
- 10.3 Every Member has an important role to play in achieving these aims. It is your responsibility, therefore, to familiarise yourself with this Policy.

10.4 Data protection law in the UK is enforced by the Information Commissioner's Office ("**ICO**"). The ICO has extensive powers.

11. **Data protection principles**

11.1 The Data Protection Laws set out 6 principles for maintaining and protecting personal data, which form the basis of the legislation. All personal data must be:

11.1.1 processed lawfully, fairly and in a transparent manner and only if certain specified conditions are met;

11.1.2 collected for specific, explicit and legitimate purposes, and not processed in any way incompatible with those purposes ("purpose limitation");

11.1.3 adequate and relevant, and limited to what is necessary to the purposes for which it is processed ("data minimisation");

11.1.4 accurate and where necessary kept up to date;

11.1.5 kept for no longer than is necessary for the purpose ("storage limitation");

11.1.6 processed in a manner that ensures appropriate security of the personal data using appropriate technical and organisational measures ("integrity and security").

12. **Data subject rights**

12.1 Under Data Protection Laws individuals have certain rights (**Rights**) in relation to their own personal data. In summary these are:

12.1.1 The rights to access their personal data, usually referred to as a subject access request

12.1.2 The right to have their personal data rectified;

12.1.3 The right to have their personal data erased, usually referred to as the right to be forgotten;

12.1.4 The right to restrict processing of their personal data;

12.1.5 The right to object to receiving direct marketing materials;

12.1.6 The right to portability of their personal data;

12.1.7 The right to object to processing of their personal data; and

12.1.8 The right to not be subject to a decision made solely by automated data processing.

12.2 The exercise of these Rights may be made in writing, including email, and also verbally and should be responded to in writing by us (if we are the relevant data controller) without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. We must inform the individual of any such extension within one month of receipt of the request, together with the reasons for the delay.

12.3 Where the data subject makes the request by electronic form means, any information is to be provided by electronic means where possible, unless otherwise requested by the individual.

12.4 If we receive the request from a third party (e.g. a legal advisor), we must take steps to verify that the request was, in fact, instigated by the individual and that the third party is properly authorised to make the request. This will usually mean contacting the relevant individual directly to verify that the third party is properly authorised to make the request.

12.5 There are very specific exemptions or partial exemptions for some of these Rights and not all of them are absolute rights. However the right to not receive marketing material is an absolute right, so this should be complied with immediately.

- 12.6 Where an individual considers that we have not complied with their request e.g. exceeded the time period, they can seek a court order and compensation. If the court agrees with the individual, it will issue a Court Order, to make us comply. The Court can also award compensation. They can also complain to the regulator for privacy legislation, which in our case will usually be the ICO.
- 12.7 In addition to the rights discussed in this document, any person may ask the ICO to assess whether it is likely that any processing of personal data has or is being carried out in compliance with the privacy legislation. The ICO must investigate and may serve an "Information Notice" on us (if we are the relevant data controller). The result of the investigation may lead to an "Enforcement Notice" being issued by the ICO. Any such assessments, information notices or enforcement notices should be sent directly to our Secretary from the ICO.
- 12.8 In the event of a Member receiving such a notice, they must immediately pass the communication to our Secretary.
- 13. Notification and response procedure**
- 13.1 If a Worker has a request or believes they have a request for the exercise of a Right, they should:
- 13.1.1 pass the call to their supervisor/manager. The supervisor/manager should take and record all relevant details and explain the procedure. If possible try to get the request confirmed in writing addressed to our Secretary; and
 - 13.1.2 inform our Secretary of the request.
- 13.2 If a letter exercising a Right is received by any Member they should:
- 13.2.1 pass the letter to their Club Official;
 - 13.2.2 the Club Official must log the receipt of the letter with our Secretary and send a copy of it to them; and
 - 13.2.3 our Secretary will then respond to the data subject on our behalf.
- 13.3 If an email exercising a Rights is received by any Member they should:
- 13.3.1 pass the email to their Club Official;
 - 13.3.2 the Club Official must log the receipt of the email with our Secretary and send a copy of it to them; and
 - 13.3.3 our Secretary will then respond to the data subject on our behalf.
- 13.4 Our Secretary will co-ordinate our response [which may include written material provided by (Swim England) The action taken will depend upon the nature of the request. The Secretary will write to the individual and explain the legal situation and whether we will comply with the request. A standard letter/email from the Secretary] should suffice in most cases.
- 13.5 The Secretary will inform the relevant Club Official of any action that must be taken to legally comply. The Secretary will co-ordinate any additional activity required by the IT Department to meet the request.
- 13.6 The Club Official who receives the request will be responsible for ensuring that the relevant response is made within the time period required.
- 13.7 The Secretary's reply will be validated by the relevant Club Official producing the response. For more complex cases, the letter/email to be sent will be checked by Swim England.
- 14. Your main obligations**
- 14.1 What this all means for you can be summarised as follows:

- 14.1.1 Treat all personal data with respect;
- 14.1.2 Treat all personal data how you would want your own personal data to be treated;
- 14.1.3 Immediately notify your Club Official or the Secretary if any individual says or does anything which gives the appearance of them wanting to invoke any rights in relation to personal data relating to them;
- 14.1.4 Take care with all personal data and items containing personal data you handle or come across so that it stays secure and is only available to or accessed by authorised individuals; and
- 14.1.5 Immediately notify the Secretary if you become aware of or suspect the loss of any personal data or any item containing personal data. For more details on this see our separate Data Breach Policy which applies to all our Members regardless of their position or role in our organisation.

15. **Your activities**

- 15.1 Data protection laws have different implications in different areas of our organisation and for different types of activity, and sometimes these effects can be unexpected.
- 15.2 Areas and activities particularly affected by data protection law include human resources, customer care, sales, health and safety .
- 15.3 You must consider what personal data you might handle, consider carefully what data protection law might mean for you and your activities, and ensure that you comply at all times with this policy.

16. **Practical matters**

- 16.1 Whilst you should always apply a common sense approach to how you use and safeguard personal data, and treat personal data with care and respect, set out below are some examples of dos and don'ts:
 - 16.1.1 Do not take personal data out of the organisation's premises (unless absolutely necessary).
 - 16.1.2 Never leave any items containing personal data unattended in a public place, e.g. on a train, in a café, etc and this would include paper files, mobile phone, laptops, tablets, memory sticks etc.
 - 16.1.3 Never leave any items containing personal data in unsecure locations, e.g. in car on your drive overnight and this would include paper files, mobile phone, laptops, tablets, memory sticks etc.
 - 16.1.4 If you are staying at a hotel then utilise the room safe or the hotel staff to store items containing personal data when you do not need to have them with you.
 - 16.1.5 Use confidential waste disposal for any papers containing personal data, do not place these into the ordinary waste, place them in a bin or skip etc, and either use a confidential waste service or have them shredded before placing them in the ordinary waste disposal.
 - 16.1.6 Do dispose of any materials containing personal data securely, whether the materials are paper based or electronic.
 - 16.1.7 When in public place, e.g. a train or café, be careful as to who might be able to see the information on the screen of any device you are using when you have personal information on display. If necessary move location or change to a different task.
 - 16.1.8 Do ensure that your screen faces away from prying eyes if you are processing personal data, even if you are working in the office. Personal data should only be accessed and seen by those who need to see it.

- 16.1.9 Do challenge unexpected visitors or employees accessing personal data.
 - 16.1.10 Do not leave personal data lying around, store it securely.
 - 16.1.11 When speaking on the phone in a public place, take care not to use the full names of individuals or other identifying information, as you do not know who may overhear the conversation. Instead use initials or just first names to preserve confidentiality.
 - 16.1.12 If taking down details or instructions from a customer in a public place when third parties may overhear, try to limit the information which may identify that person to others who may overhear in a similar way to if you were speaking on the telephone.
 - 16.1.13 Never act on instructions from someone unless you are absolutely sure of their identity and if you are unsure then take steps to determine their identity. This is particularly so where the instructions relate to information which may be sensitive or damaging if it got into the hands of a third party or where the instructions involve money, valuable goods or items or cannot easily be reversed.
 - 16.1.14 Do not transfer personal data to any third party without prior written consent of our Secretary.
 - 16.1.15 Do notify our Secretary immediately of any suspected security breaches or loss of personal data.
 - 16.1.16 If any personal data is lost, or any devices or materials containing any personal data are lost, report it immediately to our Secretary. For more details on this see our separate Data Breach Policy which applies to all our Members regardless of their position or role in our organisation.
- 16.2 However you should always take a common sense approach, and if you see any areas of risk that you think are not addressed then please bring it to the attention of our Secretary.

17. **Foreign transfers of personal data**

- 17.1 Personal data must not be transferred outside the European Economic Area (**EEA**) unless the destination country ensures an adequate level of protection for the rights of the data subject in relation to the processing of personal data or we put in place adequate protections. This is mainly relevant to data held and accessed in Cloud-based services as well as some data processing the club may outsource like payroll processing or performance data analysis
- 17.2 These protections may come from special contracts we need to put in place with the recipient of the personal data, from them agreeing to be bound by specific data protection rules or due to the fact that the recipients own country's laws provide sufficient protection.
- 17.3 These restrictions also apply to transfers of personal data outside of the EEA even if the personal data is not being transferred outside of our group of companies.
- 17.4 You must not under any circumstances transfer any personal data outside of the EEA without your line manager's or the Secretary's prior written consent.
- 17.5 We will also need to inform data subjects of any transfer of their personal data outside of the UK and may need to amend their privacy notice to take account of the transfer of data outside of the EEA.
- 17.6 If you are involved in any new processing of personal data which may involve transfer of personal data outside of the EEA, then please seek approval of your line manager or our Secretary prior to implementing any processing of personal data which may have this effect.

18. **Queries**

If you have any queries about this Policy please contact either your line manager or the Secretary