



# Bedford Rowing Club - Application for Junior Membership



The appropriate membership fee must be paid in advance or a Standing Order form completed. The fee will be returned following an unsuccessful application.

**All applications are subject to the approval of the committee at their next meeting.**

Full Name of Junior:		Gender:	M / F
Address:		Date of birth	
Postcode:			
Parents E-mail:			

Home Tel:		Parents Mobile Tel:	
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## Parent / Guardian Emergency Contact

Please insert the information below to indicate the person(s) who should be contacted in the event of an accident or emergency.

Emergency Contact:		Relationship:	
Contact Telephone:			

**Membership Type** - Standing Order forms are available where marked \*

Please tick the appropriate category:

JUNIOR ROWING PROGRAMME

£360

\*

## Communication

We aim to communicate training times and other related rowing information to you by email but with your consent we will also communicate this with your child. Please see the attached Junior Communication Policy for more guidance.

There will also be a copy of any training plans, race calendars and any other related information placed on the Junior notice board at the Club for reference.

Junior's E-mail: \_\_\_\_\_

Junior's Mobile Tel: \_\_\_\_\_

By signing this part of the form you are confirming that we may communicate training information and other rowing related information directly with your child using the details you provided above.

Parent's signature: \_\_\_\_\_

## Bedford Rowing Club - Application for Junior Membership (continued)

By returning this completed form:

- I agree to my son/daughter/child in my care taking part in the activities of the club.
- I understand that I will be kept informed of these activities — for example timing and transport details.
- I understand in the event of injury or illness all reasonable steps will be taken to contact me, and to deal with that injury/illness appropriately.
- I accept that any medical information/conditions that are pertinent to rowing will be circulated to all coaches of Juniors so that they are aware of these.
- I have been informed and agree that video or still images may be made of my son/daughter for the purpose of technical analysis and development of their rowing skills, both individually and in crews.
- I have been informed and agree that video or still images may be made of my son/daughter for publication on the Club's website or in press releases to media. All images so used will be subject to the Club Policy on the use of photographic equipment. I agree that if I object to this then I will put this in writing to the Club.
- I have been informed of the guidelines regarding Changing Rooms and Showering Facilities.
- I accept that, while every effort will be made to safeguard belongings, Bedford Rowing Club shall not be held responsible for any losses that may occur.
- I declare that my child can swim a minimum of 50 metres in rowing kit, tread water for at least 2 minutes, swim under water for at least 5 metres and is in good health. Note that participants unable to demonstrate the minimum standard must wear a personal flotation device (PFD)
- I have read the Club Rules and agree for my child to be bound by them.

In signing this membership form I, being the parent of the child listed above, acknowledge and agree to the terms of the Code of Conduct of Parents.

### Parent/Guardian

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

In signing this membership form I, being the Junior listed above, acknowledge and agree to the terms of the Code of Conduct of Juniors and the Junior Rules.

### Junior Rower

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Medical Form complete	Y / N	Standing Order completed	Y / N
Club Induction completed	Y / N	Safety Board explained	Y / N
Communication Policy explained	Y / N	Parent/Junior Code of Conduct signed	Y / N

# MEMBERSHIP MEDICAL QUESTIONNAIRE

**Bedford Rowing Club, Duck Mill Lane, Bedford, MK42 OAX Tel: 01234 353183**

*All information given will be treated as strictly confidential and held by the Club Welfare Officer .*

**Please complete this form in Block Capitals in Black or Blue ink.**

Full Name:		Gender:	M / F
Address:		Date of birth	
Postcode:			
E-mail:			

Home Tel:		Mobile Tel:	
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Name and address of your GP:	
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## Medical History:

### Section 1

Are you currently taking prescribed medicine?	Yes	No
Are you currently under the care of a doctor or other medical professional?	Yes	No

### Section 2

Are you currently suffering, or have suffered, from any of the illnesses listed below?

1	Heart trouble	Yes	No		2	Lung disease	Yes	No
3	Stomach/bowel trouble	Yes	No		4	Jaundice/hepatitis	Yes	No
5	Joint problems	Yes	No		6	Diabetes	Yes	No
7	Allergies	Yes	No		8	Headache/Migraine	Yes	No
9	Severe stress reaction	Yes	No		10	Serious accident	Yes	No
11	High blood pressure	Yes	No		12	Asthma	Yes	No
13	Hernia/rupture	Yes	No		14	Kidney/bladder trouble	Yes	No
15	Back/neck problems	Yes	No		16	Fits/blackouts/epilepsy	Yes	No
17	Depression/anxiety	Yes	No		18	Hearing/sight problems	Yes	No
19	Mobility problems	Yes	No		20	Other not listed above	Yes	No

Are you a Registered Disabled Person?	Yes	No
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## MEMBERSHIP MEDICAL QUESTIONNAIRE

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*All information given will be treated as strictly confidential and held by the Club Welfare Officer .*

If you have answered "Yes" to any questions in Section 2, please give details and approximate dates where relevant. This is particularly important where you have a qualifying disability under the Disability Discrimination Act 1995, as it will enable us to identify what, if any, "reasonable adjustments" can be made.

***I hereby declare that the information given is full and true to the best of my knowledge. I understand that if, at a later date, it is discovered that I have knowingly withheld medical information, my membership may be suspended.***

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

If this questionnaire relates to an applicant who is under 18 then it must be countersigned by a parent or guardian.

Signature of parent/guardian: : \_\_\_\_\_

Date: \_\_\_\_\_

*(if applicable)*



## **Bedford Rowing Club - Code of Conduct for Juniors**

Juniors will ensure the following whilst training, practicing or racing for Bedford Rowing Club:

- Respect the rights, dignity and worth of other participants or users of the Club, and not discriminate on the grounds of gender, race, colour, disability, sexuality, age, marital status, occupation or political opinion
- Respect and listen to their coach
- Ensure appropriate clothing is worn at all times
- Make sure spare clothing is brought with them in case of capsized
- Follow the rules and procedures of the Club
- Adhere to British Rowing rules and guidelines
- Not take banned substances.
- Avoid swearing at or shouting at others.
- Not threaten others nor engage in acts of verbal or physical abuse or other types of abuse.
- Avoid inappropriate actions or relationships with their coach
- Keep to agreed timings, or inform the relevant person if they are going to be late
- Any messages sent must never contain any offensive, abusive or inappropriate language and care must be taken to avoid over-familiarity or language that could be misinterpreted or misconstrued this includes messages to other junior members, coaches and club officials, this includes using text/email and any other form of messaging systems such as social networking websites.
- When racing, act in accordance with the rules of the competition or event
- When racing, study in advance, understand, and follow the rules, regulations and guidelines of the competition/event with regards to safety, emergency procedures, boating, marshalling, and cancellation.
- When racing, follow the directions of marshals, umpires and officials of the club/competition/event.
- Accept the decisions of officials of the event.
- Act in a sportsmanlike way during training and competition
- Treat other competitors, coaches, other water users and officials of clubs, competitions and events with respect



## **Bedford Rowing Club - Junior Rules**

As a member of Bedford Rowing Club you are expected to abide by the following junior rules:

- All juniors must play within the rules and respect officials and their decisions.
- Keep to agreed timings for training and competitions or inform their coach if they are going to be late.
- Juniors must wear suitable kit such as an all in one, long sleeved t-shirt, tracksuit bottoms for training and competitions, as agreed with the coach.
- Pay any fees for training or events promptly.
- Junior members are not allowed to smoke on Club premises or whilst representing the Club at competitions.
- Junior members are not allowed to consume alcohol or drugs of any kind on the Club premises or whilst representing the Club.
- Ensure water is brought to every training session.
- Do not share water bottles with anybody else.
- Do not use weights unless instructed to by your coach and supervised.
- Do not go out on water unsupervised.
- No swearing is permitted under any circumstances.
- Bullying is not tolerated and anyone found to have done so could have their membership terminated.



## **Bedford Rowing Club - Parents' Code of Conduct**

Parents are to ensure the following:

- Respect the coaches and leave them to develop your child's rowing ability
- Not over emphasise winning
- Avoid swearing at, yelling at, or chastising children, officials, coaches, or others
- Do not criticise coaching methods without cause
- Encourage their children's effort and them to take responsibility for their own actions, performance and behaviour.
- Do not force your child to participate in the sport.
- Not allow their children to compete when ill or injured.
- Ensure that the level and type of participation is appropriate to their child's stage of development
- Avoid placing undue pressure on their children
- Be aware of the Club's Welfare Officer
- Discuss the requirements of the sport and the nature and duration of the coaching relationship with coaches, at an agreed time and place
- Provide their children with equipment to suit the conditions, e.g. clothing suitable for cold/warm weather, a water bottle, sunscreen, sun glasses and hat.
- Assist club to care for their children, and not to treat the club as a child minding service
- Act in a sportsmanlike way when supporting and spectating
- Use correct and proper language at all times
- Accept that errors are an important part of learning and not condemn children for making them
- Respect officials of the club, event or competition and other participants, supporters and parents
- Act with respect for the decisions of officials and coaches, and without criticism
- Not coach their children at training and competition, unless engaged in recognised coaching responsibilities
- Avoid smoking or consuming alcohol whilst supporting.



## **Bedford Rowing Club Junior Communication Policy**

Text messaging and emails can help improve the success of Bedford Rowing Club. This may be by helping to remind young people about the sessions that they have signed up to, and by promoting additional activities.

The significant benefit of text messaging and emails are that they are not only cheap, but they are one of the most direct forms of communication as most young people have mobile phones with them at all times and are competent at using computers.

However, for children and young people there are safeguarding risks associated with texting and emails including:

- inappropriate access to, use or sharing of personal details (e.g. names, mobile phone numbers, email addresses)
- unwanted contact with children/young people by adults with poor intent; text bullying by peers
- being sent offensive or otherwise inappropriate materials
- grooming for sexual abuse
- direct contact and actual abuse.

### **For adults involved with Juniors the risks include:**

- misinterpretation of their communication with young people
- potential investigation (internal or by statutory agencies)
- potential disciplinary action.

### **Communicating with Juniors**

- Only coaches or volunteers that have been through the enhanced CRB/DBS check should use, and have access to, any text messaging system in use by the Club
- The numbers of personnel with access to the system, particularly data relating to young people, should be kept to a practical minimum, and their details recorded and maintained by the Club Welfare Officer.
- Consent must be obtained prior to sending the young people text messages. For young people aged 15 or under, specific consent must be obtained from their parents. Parents of younger children should be offered the option to be copied into any texts their child will be sent.
- Although parental consent is not required for young people aged 16 and over, written consent must be obtained from these individuals themselves.
- The contact details should not be shared with anyone else, and should only be used for the purposes of the text messaging system as part of rowing activities.
- When texting or emailing juniors, they must be sent as a bulk message not individually so there are fewer opportunities for abuse and misuse.
- One-to-one arrangements between coaches/volunteers and children are strongly discouraged.
- All text messages sent must make it clear to the young people receiving it that Bedford Rowing Club has sent the message, rather than simply giving the mobile phone number



of the system used to send the message.

- Any messages sent must never contain any offensive, abusive or inappropriate language and care must be taken to avoid over-familiarity or language that could be misinterpreted or misconstrued.

## **How & Why**

Where possible any coach or volunteer should avoid sending text messages and use email as this is a less personal form of communication.

Please use the table below as guidance for what method of communication to use for your requirements:

<b>Reason for communication</b>	<b>Method to use</b>
Advice of training plan	Email
Last minute change in plans	Text
General information	Email
Race information	Email



## **Bedford Rowing Club**

### **Additional information for Junior members and their parents**

#### **Training Times**

Training will be arranged on a regular basis at agreed times and you will be informed of these before your child starts rowing. It is intended that all sessions will finish as planned but there may be occasions where sessions are extended if the planned training is unable to be completed in the scheduled time due to late arrivals or other circumstances beyond the control of the coaches. Remember that rowing is an outdoor sport and is subject to varying weather conditions which may have an effect on training times and on what type of training may be possible.

#### **Training Plans**

All training programmes have been devised with British Rowing's 'How Much, How Often' guidance policy.

#### **Unable to attend?**

If you are unable to attend any session then please use the contact details below:

Lynda Elliot

#### **BRC Members and Officials with a responsibility for Juniors at Bedford Rowing Club**

Lynda Elliot	Overseeing Coach	
Dawn Hirst	Welfare Officer Ladies	<a href="mailto:welfare@bedfordrowing.co.uk">welfare@bedfordrowing.co.uk</a>
Paul Brown	Welfare Officer Men	
John Mingay	BRC President	
Claudia O'Connell	BRC Membership Secretary	
Mike Baker	BRC Club Captain	



## **Bedford Rowing Club - Guidelines for the Use of Photographic Equipment**

**Definition:** Photographic Images and Video Images includes the use of cameras, digital cameras, video recorders, mobile phones and PDAs

### **Introduction**

Bedford Rowing Club is committed to providing a safe environment for children/young people under the age of 18. Essential to this commitment, is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the Internet, and elsewhere.

Photographs can be used as a means of identifying children and young people when they are accompanied with personal information, for example, - "this is X who is a member of Anytown Rowing Club who likes Westlife and supports Manchester United". This information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse.

Secondly, the content of the photo can be used or adapted for inappropriate use. While this is rare, there is evidence of adapted material finding its way onto websites containing images of child abuse. Bedford Rowing Club will therefore work to implement a clear policy in relation to the use of images of children/young people on their website and in other publications.

### **Adopting Best Practice**

By adopting the points highlighted in these guidelines, Bedford Rowing Club will be putting into place the best possible practice to protect children/young people wherever and whenever photographs and recorded images are taken and stored.

These guidelines focus on the following key areas:

- The publishing of photographic and/or recorded images of children/young people
- The use of photographic filming equipment
- The use of video equipment as a promotional material/coaching aid

And adopt the following key principles:

- The interests and welfare of children taking part are paramount
- Parents/carers and children have a right to decide whether children's images are to be taken, and how those images may be used
- Parents/carers and children must provide written consent for children's images to be taken and used
- Images should convey the best principles and aspects of Bedford Rowing Club
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse

- Images should only be taken by authorised persons
- All images of children should be securely stored
- In the case of images used on websites, particular care must be taken to ensure that no identifying details facilitate contact with a child by a potential abuser

Publishing Images - Easy Rules to Remember:

- Ask for written permission from the rower and their parent/carer to take and use their image.
- If the rower is named in an article then avoid using their photograph
- If a photograph is used, avoid naming the player, and NEVER publish personal details (e.g. email addresses, telephone numbers, addresses etc) of a child/young person
- Only use images of players in suitable dress to reduce the risk of inappropriate use.
- Try to focus on the activity rather than a particular child and where possible
- Ensure that images reflect positive aspects of children's involvement in rowing (enjoyment/competition etc)



## **Bedford Rowing Club - Junior Rowing Policy**

All Junior members of Bedford Rowing Club and their coaches should be aware of the following points:

- All Junior members of the Club are to be coached by appropriately qualified, and approved, coaches.
- No Junior members of the Club are to go on the water unless a coach, who has been approved by the BRC Welfare Officer or Captain, has taken responsibility for their safety and welfare.
- Notwithstanding the above, Juniors who have reached the age of 18 may have the above two points reviewed at the discretion of the Captain or BRC Welfare Officer in the light of their experience and ability after the 30<sup>th</sup> of June in that year.
- No Junior members of the Club are to have a key, or make use of another member's key, to the Club.
- Coaches of Junior members must take into account factors such as the competency of rowers, prevailing weather and river conditions as well as boat type when deciding on an appropriate coach:rower ratio.
- In the event of uncertainty over any of the above points further advice should be sought from the BRC Welfare Officer or the Captain.



## **BEDFORD ROWING CLUB**

### **List of Policies and where to find them**

<b>Policy</b>	<b>Location</b>
Anti-Bullying Policy	Safety Notice Board Changing Rooms
BRC Constitution	Main Notice Board
Complaints Procedure	Main Notice Board
Junior Code of Conduct	Safety Notice Board included in Junior Membership Pack
Parents' Code of Conduct	Safety Notice Board included in Junior Membership Pack
Coaches of Juniors Code of Conduct	Safety Notice Board
Use of photographic equipment policy	included in Junior Membership Pack
Junior Communication Policy	included in Junior Membership Pack
Junior Rowing Policy	included in Junior Membership Pack
Junior Rules	Safety Notice Board included in Junior Membership Pack
Volunteers and Club Officials Code of Conduct Policy	Safety Notice Board