

SSPC NEW LOCAL MEMBERSHIP APPLICATION 2023 GUIDANCE NOTES

SUBSCRIPTION 2023 FAMILY £120 SINGLE £60

An account of the 2022 AGM along with the Accounts and Annual Report for the year are available on the website. Shere Swimming Pool Club continues to operate as a Charity. (Registered Charity No.1184796).

As in 2022 it is hoped that the pool will open at the beginning of April. The date of opening will be confirmed on the website in due course.

The timetable for applications to be submitted is as follows:

- Local renewals may be submitted from 1 January
- New local memberships may be submitted from 1 January
- Remote renewals may be submitted from 1 March

2023 SUBSCRIPTIONS

The cost of a family membership for 2023 has risen from £100 to £120 and for a single membership it has risen from £50 to £60. This still represents outstanding value for money but, given that energy costs are increasing, the Committee considers this increase to be necessary.

For the 2023 season the cost of an adult guest ticket has increased in price to £2 each while, for children, it remains unchanged at £1 each.

BOOKING SYSTEM AND LANE SWIMMING

The Committee has considered all feedback received and has decided that the booking system will continue to operate for the 2023 season as it did for the 2022 season. Bookings and lane swimming will remain the principle basis for swimming but there will be certain times during the week when no booking or lane swimming will be required. A review of the basis of operation will be made by the Committee periodically.

PAYMENT OF SUBSCRIPTIONS IN 2023

Payment of subscriptions, wherever possible, is to be by bank transfer for the 2023 season, to reduce the administrative burden of cheque handling. Cheques or cash will still be accepted where members are not able to pay bank transfer, but their use should be minimised.

THE APPLICATION PROCESS IS NOW A 2 PART PROCESS

In summary, an application form should be submitted in the usual way and as set out below.

Once this application has been processed, and assuming it is approved in principle, the Membership Secretary will send the applicant an email which will state a unique membership ref. for the 2023 season and requesting the applicant to make the appropriate payment online.

The applicant must, on receiving this email or postal receipt, promptly (ie **WITHIN 10 WORKING DAYS**) make a bank transfer for the appropriate amount, ensuring to give the unique ref as the reference for the transfer.

ONLY ONCE THE APPLICATION HAS BEEN APPROVED AND THE BANK TRANSFER MADE WILL THE APPLICATION BE CONSIDERED COMPLETE AND THE MEMBERSHIP FOR 2023 BE EFFECTIVE. A RECEIPT CONFIRMING THAT THE PROCESS IS COMPLETE WILL BE SENT BY EMAIL WHERE THE APPLICANT HAS PROVIDED AN EMAIL ADDRESS.

WHERE NO EMAIL ADDRESS IS GIVEN AND/OR WHERE A GATE CARD OR GUEST TICKETS HAVE BEEN REQUESTED, THE RECEIPT AND/OR CARD/TICKETS WILL BE SENT BY POST SO LONG AS AN SAE HAS BEEN PROVIDED AT THE TIME OF APPLICATION.

NO EMAIL APPLICATIONS WILL BE ACCEPTED.

FAMILY = 2 ADULTS and all children under 19 at September 1st 2022 who permanently reside at the LOCAL address given.

It does not include members of your extended family or friends who are visiting you or live nearby or random friends of your children. These may be taken to the pool as:

GUESTS: **For the 2023 season the cost of an adult guest ticket has increased in price to £2 each while, for children, it remains unchanged at £1 each.** For each guest you must provide valid GUEST TICKETS to the correct value, on which you have recorded your details OR a fee of £2 per adult guest / £1 per child guest, either of which must be placed in the box provided WHEN YOU SIGN IN ON ARRIVAL. The number of guests and tickets/cash deposited must be recorded on the Sign In sheet.

ADDRESS: This is your permanent residential address, not an address of convenience.

VOLUNTEERS TO HELP IN FILTER ROOM: Please would anyone who considers him or herself practically and technically minded and is interested in joining the rota team that oversees the Filter/Plant Room contact Steve Moggs via his email, steve.moggs@gmail.com.

SOME OF THE RULES DISPLAYED AT THE POOL

The pool is small which imposes limitations on its safe use.

NO DIVING under any circumstances (GBC safety recommendation) The pool is not deep enough to allow this.

NO BOMBING under any circumstances (GBC safety recommendation) This could obviously represent a danger to others, especially so when the pool is crowded.

NO JUMPING close to other swimmers.

NO INFLATABLES (GBC safety recommendation) No large tyres, lilos or similar may be used in the pool. Individual small scale flotation aids such as arm bands and back packs may be used.

NO THROWING Throwing of items such as wet tennis balls is a danger to all inside the enclosure.

FURTHER GBC SAFETY RECOMMENDATIONS

MAXIMUM NUMBER IN THE POOL ITSELF = 50.

Please use your good judgement to avoid the dangers of overcrowding.

CHILD SUPERVISION

All young persons under 18 years of age must be accompanied and supervised* by a known adult member at all times within the pool enclosure whether in or out of the water.

The only exception to this is that if a child who is part of a family membership and aged 16-18 during the season has also signed this form accepting the rules. In this case he or she may then swim without supervision so long as they are able to swim a width unaided. But please note that, in addition to that child being responsible for his or her behaviour at the Pool, the parents of that child will also remain fully responsible for the behaviour of that child and any guests while at the pool.

If a young person or persons is left unattended within the enclosure the complete membership will be terminated irrespective of which family member may have been at fault.

Young persons under 16 who cannot swim one width **MUST** be accompanied **IN THE WATER** by a known adult.

*Supervision ratios:

Children under 8 years - a maximum of 3 children to 1 adult

(the adult must accompany the children in the water)

Children over 8 years and under 16 years - a maximum of 6 children to 1 adult (the adult must remain within the pool compound and be able to see the children in their care at all times).

All children 2 years and under and those not fully potty trained should wear a proper swim nappy.

Babies under the age of 6 months are not allowed in the water as the pool water chemicals may affect sensitive skin. This is a Pool Water Treatment Advisory Group (PWTAG) guideline.

Warning: If you are found to have left a young person or persons unattended within the enclosure your membership will be terminated.

DATA PROTECTION

The information you provide in this form will be used solely for dealing with you as a member of the Shere Swimming Pool Club.

The club has a Data Privacy Policy which can be found at sherepool.org.uk/membership/privacy. Your data will be stored and used in accordance with this Policy.

Shere Swimming Pool Club 2023 Season Local villages New Members - Application

SHERE: PEASLAKE: HOLMBURY: GOMSHALL: ALBURY: ABINGER

Please find attached a 'LOCAL' villages Membership Application Form incorporating CLUB RULES.

Until March 1st **ONLY LOCAL** applicants will be enrolled. You are, however, permitted to return your form until 31st March.

From March 1st 2022 **ALL** applicants 'LOCAL RENEW, LOCAL NEW' AND 'REMOTE RENEW' will be enrolled in the order received until the club membership is full.

The cost of membership is £120 for a family (one or two adults and all children*) or £60 for single membership that is one adult or one child who is accompanied by a non-swimming adult. However, please note that a child 16 or under who cannot swim 1 width must be accompanied by an adult IN the water and therefore a family membership is required.

***Young persons in the household who are 19 before September 1st 2022 require their own single membership**

If you would like to buy guest tickets please send £10 for each book of 10 tickets.

Please use the correct postage on your application. The club will not pay the penalty charge for mail carrying insufficient postage and it will eventually be returned to you by the postal system after considerable delay. Should you then reapply, it is possible that membership may have been filled in the meantime.

THE FIRST PART OF YOUR APPLICATION MUST INCLUDE

1. A completed application form. **(If incomplete it will be returned unprocessed)**
2. A signed copy of the rules. **NB. If 2 ADULT members, BOTH must sign. Any child aged 16-18 who may wish to swim without adult supervision must also sign.**
3. A stamped self addressed envelope.

THE SECOND PART OF YOUR APPLICATION:

When your application has been processed and you have been notified accordingly you will be required to make a bank transfer (or, if not possible, send a cheque) for the required amount. At that time you will be sent details of the account to which payment is to be made.

Send your application to

**David Pryor
Membership Secretary, SSPC
144 Dorking Road
Chilworth
Guildford
Surrey
GU4 8RJ**

We hope to open the Pool at the beginning of April. The opening date will be confirmed on the website, in the Parish Magazine and on local notice boards.

www.sherepool.org.uk

Following a visit from, and recommendations made by, RoSPA, we have drawn up an Emergency Action Plan. A summary of the Plan is included with this form as it is important that all members are familiar with what to do in an emergency. Please take time to read it.

SHERE SWIMMING POOL CLUB (Registered Charity No. 1184796)

EMERGENCY ACTION PLAN – Summary for members

This **summary Emergency Action Plan (EAP)** sets out what **members** should do in the event of an emergency. (Greater detail is provided in the full EAP kept next to the First Aid Box, in the signing-in room).

*Members should recognise that **in the event of an emergency**, they need to **take responsibility for their own safety**, as well as to **offer help to other users of the pool**. The responsibility for dealing with accidents – both in and out the pool – is therefore with the users of the pool at the time the incident occurs.*

Firstly you will need to decide, as a matter of urgency, whether you need to contact the Emergency Services (ambulance, fire or police) by calling 999 or only to contact an appropriate Committee or Rota Team member, as well as taking any action yourself.

Committee members with their roles and contact phone numbers are displayed on the wall to the left of the emergency-only telephone.

First aid provision and emergency equipment

A **First Aid Box** is located on the wall in the signing in room. An eye wash kit is located on the wall inside the pump room (normally locked).

An **Emergency Telephone** capable of dialling only 999 is provided.

A **Defibrillator** is located on the wall of the Co-Op in Shere (see map).

A **reach pole and hook** is located on the wall next to the pool.

Life buoys are located on the wall outside the pump room and next to the signing in room.

First aid procedures

Where an accident is deemed to be serious the emergency services should be called using the **Emergency Telephone**. The address of the pool is displayed by the emergency telephone.

All accidents and details of any treatment must be recorded by an adult in the **Accident Book**. This can be found in the signing in room.

Precautions should be taken where possible to protect individuals from the risk of infection, e.g. the **use of gloves** (kept in the first aid box) to prevent contact with the victim's blood.

Serious injury to a swimmer

Casualty in the water – where possible, get help from another pool user.

Recover the casualty – use the reach pole if this helps – and carry out **First Aid**.

In the event of resuscitation being required, **evacuate the pool area** and move bystanders/spectators away.

In cases of serious injury, **broken bones, suspected spinal cord injury (SCCI)** or unconsciousness **do not move** the patient until first aid has been given and a Paramedic/Doctor has authorised the movement of the casualty. Ensure that a crowd does not gather around the casualty.

If the heart has stopped beating **commence cardiopulmonary resuscitation (CPR)**. Continue CPR until the casualty restarts breathing and a pulse is found, or until Paramedics take over. Patients who have been resuscitated shall be **treated for shock** until the ambulance arrives.

If the **ambulance** is called, one person should be designated to meet the ambulance at the main road to escort them to the scene of the incident as speedily as possible.

All cases of **head injury** or **SCCI** shall be treated as serious and an **ambulance** should be called. In **no** circumstances, should the casualty be permitted to return to the pool at any stage even if they appear to be well. Delayed concussion is a real possibility and may lead to loss of consciousness in the pool.

Fire & Evacuation Procedures

- Raise the alarm (if necessary use the whistle in the signing in room)
- Ask all pool users to leave the pool compound eg.
“Attention please, due to a fire you are asked to leave the pool area as quickly as you can and to assemble on the field outside the pool compound. Stay calm - there is no need for panic.”

- People should not be allowed to get fully changed, but only to dress for decency, so long as this does not put them in any danger.
- Ideally another person should be asked to report the fire to the Emergency Services – either by using the Emergency telephone provided or from a mobile phone. Please note the time the report is made.
The location of the pool is ***Shere Swimming Pool, behind Shere Infants School on Gomshall Lane, Shere.***
The nearest postcode is **GU5 9HB** The grid reference is **TQ074478**
- Remain in a safe location by the gate (inside if possible) to await further instructions from the Fire Brigade.
- Do not allow any pool users to access the pool compound.

DO NOT TAKE ANY PERSONAL RISKS

ONLY attempt to extinguish a fire if you have been trained and you believe you can do so without putting yourself at an unacceptable risk.

A fire extinguisher is located within the plant room (normally locked).

Toxic Gas (chlorine) Escape

- In the unlikely event of a fault in the plant room that results in a significant emission of chlorine gas, pool users should move or be led away from the danger area upwind of the source.
- If evacuation of the pool area is considered necessary users of the pool must leave immediately via the main exit and ensure they stay upwind of the leak.
- Any person who has been gassed with chlorine must be taken to hospital as serious symptoms may develop at a later stage. Appropriate first aid should be given.
- If present, the above evacuation procedures are the responsibility of the Pool Operator/ Deputy and/or Rota Team members or other members of the SSPC Committee. If not present, inform any of these of the situation as soon as possible after the incident.

Significant Lack of Pool Water Clarity

If the water begins to become cloudy, contact the Pool Operator/Deputy or another Rota Team member to arrange for appropriate measures to be taken

Blood and Vomit in the Pool

- Clear the pool
(if necessary use the whistle in the signing in room)
- Allow the pollution to disperse and any infectious particles to be neutralised by the disinfectant in the water
- If the volume of pollution is significant and/or dispersal is not proceeding, contact the Pool Operator/Deputy or another Rota Team member to arrange for appropriate measures to be taken

Diarrhoea or Solid stools in the Pool

- Clear the pool
(if necessary use the whistle in the signing in room)
- Contact the Pool Operator/Deputy or another Rota Team member to arrange for appropriate measures to be taken

Lightning Storm

If a lightning storm threatens **leave the pool** and the pool compound and seek refuge in a car or in buildings. The changing rooms and signing in room areas are unlikely to be completely safe to shelter in.

Disorderly behaviour

Steps need to be taken to stop any behaviour which is likely to cause a nuisance or is dangerous to other pool users. If the action represents a contravention of the rules of the pool, then any member is entitled to point this out to those who are behaving in a disorderly manner, and, should the behaviour continue, to report the unacceptable behaviour.

Ultimately it is the responsibility of any SSPC Committee Member to take appropriate action, so if the issue is urgent and intervention is necessary, use your own phone to call a Committee Member to inform them of the situation. Exceptionally, it may be appropriate to call the police, but only if there is really a serious emergency requiring their involvement.

Shere Swimming Pool Club

(Registered Charity No. 1184796)

Application form for Local Villages New Members 2023 SHERE: PEASLAKE: HOLMBURY: GOMSHALL: ALBURY: ABINGER

Name (Printed)	
Address	
Post code	
Telephone number	
E-mail (please print) <u>PLEASE USE CAPITALS FOR CLARITY</u>	

Single membership covers one adult swimmer *or* one non-swimming adult accompanying one child under 18 who is using the pool. Any child under 16 who cannot swim one width must be accompanied by an adult IN THE WATER and a FAMILY membership is therefore required. Children cannot have full membership in their own right. Family membership covers 1 or 2 adults and all children under 19. It is essential that you list *all* family members who will be using the pool *and* their age if they are under 19. **For those who were 19 on or before September 1st 2022 the full adult membership of £60 is payable for the 2023 season.**

For Family Membership. Please enter names of all members, and ages if under 19			

PAYMENTS			£	£
Single Membership			60	
Family Membership			120	
GATE CARD			10	
Please send me		books of guest tickets at £10 per book	10	
Total Amount owing				

CHECK LIST	CHECK ✓
I/we have read, understood and confirmed my/our agreement to abide by the rules of SSPC and I/we have familiarised myself/ourselves with the Emergency Action Plan. (<u>signed copy attached – NB. If 2 ADULT members, BOTH must sign</u>) Any child aged 16-18 who may wish to swim without adult supervision must also sign.	
I understand that, once my application has been processed, I will be required to make a bank transfer for the amount stated above	
I enclose an SAE	

SUMMARY OF RULES

The purpose of these policies is to help safeguard all swimmers. It is not intended to stop anyone enjoying swimming, nor is it intended to cause difficulties for parents. A number of these are requirements set down by Guildford Borough Council (GBC) following an inspection. The pool is small which imposes limitations on its safe use.

All Members are advised that the Club is a voluntary non-profit making organisation. It cannot and does not employ any qualified staff, and in particular:

THERE ARE NO LIFEGUARDS, FIRST AID OR SUPERVISORY PERSONNEL.

A first aid kit and accident record book can be found in the sign in room.

- **The MAXIMUM NUMBER IN THE POOL ITSELF** is 50.
Please use your good judgement to avoid the dangers of overcrowding
- It is essential to adhere to all safety notices, in particular:
 - NO DIVING under any circumstances** (GBC safety recommendation) - The pool is not deep enough to allow this.
 - NO BOMBING under any circumstances** (GBC safety recommendation) - This could obviously represent a danger to others, especially so when the pool is crowded.
 - NO JUMPING close to other swimmers.**
 - NO INFLATABLES** (GBC safety recommendation) - No large tyres, li-los or similar equipment may be used in the pool. Individual small scale flotation aids such as arm bands and back packs may be used.
 - NO THROWING** - Throwing of any item such as a wet tennis ball is a danger to everyone.
- The pool may be used from 6am to 9pm or as the available hours of daylight permit. For full details check the website.
- A Full Member (over 18 years) must be in attendance at all times when the Pool is in use.
- CHILD SUPERVISION*:
 - Young persons under 16 who cannot swim one width MUST be accompanied IN THE WATER by a known adult.**
 - All young persons under 18 years of age must be accompanied and supervised* by a known adult member at all times within the pool enclosure whether in or out of the water.**
 - The only exception to this is that if a child who is part of a family membership and aged 16-18 during the season has also signed this form accepting the rules. In this case he or she may then swim without supervision so long as they are able to swim a width unaided. But please note that, in addition to that child being responsible for his or her behaviour at the Pool, the parents of that child will also remain fully responsible for the behaviour of that child and any guests while at the pool.**
 - If a young person or persons is left unattended within the enclosure the complete membership will be terminated irrespective of which family member may have been at fault.**
 - *Supervision ratios:**
 - Children under 8 years - a maximum of 3 children to 1 adult**
(the adult must accompany the children in the water)
 - Children over 8 years and under 16 years - a maximum of 6 children to 1 adult (the adult must remain within the pool compound and be able to see the children in their care at all times).**
 - Children under 16 who cannot swim one width must be accompanied in the water by a known adult.**
 - All children 2 years and under and those not fully potty trained should wear a proper swim nappy.**
 - Babies under the age of 6 months are not allowed in the water as the pool water chemicals may affect sensitive skin. This is a Pool Water Treatment Advisory Group (PWTAG) guideline.**
 - Warning: If you are found to have left a young person or persons unattended within the enclosure your membership will be terminated.**
- Only full members may be issued with a Gate Card for which they are responsible. Members are not permitted to lend or transfer their gate cards. If a gate card is lost or stolen the Member must report this to the SSPC Membership Secretary without delay. **Do not open the gate to any person claiming that their card is not working or claiming to have forgotten their card. If you are found to do so your membership may be terminated.**
- An **ADULT** member must sign in upon arrival, and out when leaving, in the book provided in the turnstile room, on each visit.
- Members may invite guests to the Pool at the cost set for that season. Members must sign in guests, deposit appropriate guest tickets in the receptacle provided and ensure that their guests are made aware of and comply with the rules displayed at the pool.

- All Members are responsible for their own behaviour and that of their family and guests. All those using the pool will take all reasonable care for the safety and welfare of themselves and other pool users.
- The Club cannot be held responsible for the safety of Members and their guests nor is the Club responsible for any articles brought to the Pool by any Member or guest. Accordingly the Club shall not be liable for any damage, injury or loss arising from the acts or omissions of Members and guests. Members and guests will indemnify and keep indemnified the Club against any liability for damage, injury or loss which may arise from their acts or omissions.
- Within the pool enclosure the following restrictions apply:
No dogs or other animals allowed.
No barbecues are allowed.
No alcohol is allowed (except at an official Club event).
No smoking is allowed. No electronic cigarettes are allowed.
No bicycles, scooters, skateboards or similar are allowed.
Never run – Always walk.
- Any physical or verbal abuse towards Club officials or persons acting upon their behalf in the best interests of the pool will not be tolerated.
- All persons within the Pool compound are bound both by these Rules and the Rule Boards displayed at the Pool, and to conduct themselves in a sensible, safe, and civilised manner.
If there is any infringement of these rules or anti-social behaviour observed, those involved will be asked to leave the pool enclosure immediately and the Committee, at their discretion, can cancel membership of the Club without financial reimbursement and with immediate de-activation of the gate entry card.
- An Officer of the Club may close the Pool and/or Pool compound at any time and without notice in the interests of safety or for purposes of repair/maintenance or for any other reason.

*These rules are subject to amendment at the discretion of the Shere Swimming Pool Club Committee
(Registered Charity No. 1184796)*

By applying for membership and signing this Membership Form you confirm that you have read these Rules and that you, along with your family and any guests, agree to abide by them and any Notices displayed at the Pool.

ACCEPTANCE OF RULES 2023

I/we have read, understood and agree to comply with the rules of SSPC. I/we have read the guidance notes. I/we will always behave safely and with due consideration for others. I/we have familiarised myself/ourselves with the Emergency Action Plan. **ALL ADULT MEMBERS ARE REQUIRED TO SIGN TO CONFIRM ACCEPTANCE OF THE RULES; IN ADDITION ALL CHILD MEMBERS WHO WILL BE AGED 16-18 DURING THE 2022 SEASON MUST ALSO SIGN TO CONFIRM ACCEPTANCE OF THE RULES IF THEY WISH TO SWIM WITHOUT ADULT SUPERVISION. REGARDLESS OF A CHILD'S ACCEPTANCE, THE ADULT MEMBERS OF A FAMILY WILL REMAIN FULLY RESPONSIBLE FOR THE BEHAVIOUR OF THEIR CHILDREN AND GUESTS WHILE AT THE SWIMMING POOL.**

PLEASE NOTE THAT THE COMMITTEE WILL CONTINUE, AT THEIR DISCRETION, TO SUSPEND A MEMBERSHIP WHERE IT BECOMES AWARE OF A MEMBER BREAKING ONE OR MORE OF THE SSPC'S RULES. THESE RULES ARE AS SET OUT ABOVE ... BUT IN PARTICULAR MEMBERS SHOULD NOTE THAT MEMBERSHIP WILL BE SUSPENDED WHERE A MEMBER PROACTIVELY (OR BY IMPLICATION) ALLOWS A CHILD(REN) TO ENTER THE POOL ENCLOSURE WITHOUT AN APPROPRIATE SUPERVISING ADULT BEING PRESENT FOR THE DURATION OF THE CHILD(REN)'S VISIT.

PLEASE ALSO NOTE THAT MEMBERS SHOULD SIGN IN WHEN ENTERING THE POOL ENCLOSURE AND SIGN OUT WHEN THEY LEAVE THE ENCLOSURE. THEY SHOULD NOT SIGN IN AND OUT AT THE SAME TIME!

IGNORANCE OF THE RULES WILL BE NO DEFENCE FOR ANY MEMBER WHO FINDS THEIR MEMBERSHIP SUSPENDED FOR A BREACH OF SSPC RULES.

	NAME (Please print)	SIGNATURE
ADULT 1		
ADULT 2 (if applicable)		
CHILD(REN) AGED 16-18 DURING 2023 SEASON (if they may wish to swim with an approved adult present)		
		DATE

Mem.Sec.Use	Receipt	Unique Ref	Bank Transfer	Date
Please leave blank				

SSPC – POOL HELP 2023

Shere Swimming Pool Club is run entirely on a voluntary basis and your help is very much needed and appreciated so we can run the Pool to the required standards as set by Guildford Borough Council.

Please tick the jobs you are able to help with for a duration of just one week.

Sweeping Pool Surround - 1 week (daily task if necessary)	
Cleaning toilets - 1 week (daily task if necessary)	
Cleaning changing cubicles - 1 week (daily task if necessary) Due to GBC regulations this is a new duty	
I am not available to help on the following dates:	

The duty roster will be produced before the start of the season and will be published on the website and also placed on the notice board at the Pool entrance. You will also receive a reminder letter of your duty dates closer to your duty times.

Thank you for your offer of help!

Name (please print)	
Postal address including postal code (please print)	
email address (please write clearly)	
Telephone number	