

# SSPC REMOTE MEMBERSHIP RENEWAL 2020 GUIDANCE NOTES

## SUBSCRIPTION 2020

FAMILY £80

SINGLE £40

The minutes of the 2019 AGM and the balance sheet for the year are available on the web site. The annual subscriptions remain unchanged in 2020. In 2020 the Shere Swimming Pool Club will be operating for the first time as a Charity. (Registered Charity No. 1184796).

**FAMILY** = 2 ADULTS and all children under 19 at September 1<sup>st</sup> 2019 who permanently reside at the 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 each guest you must provide a valid GUEST TICKET on which you have recorded your details OR a fee of £1 per 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 Clive Stevens via his email, [acsinuk@yahoo.co.uk](mailto:acsinuk@yahoo.co.uk).

**DONATIONS:** As the Swimming Pool undergoes the first phase of modernization, and with a second phase planned to follow, the Committee would be grateful for any donations, however small, which members may wish to make. These can be made at the time of applying for membership. To make a donation, please complete the relevant section of this form and include a separate cheque when returning your 2020 membership application from.

**GIFT AID:** If you do make a donation, are a UK taxpayer and would also like to complete the Gift Aid form attached, this will enable 25% tax to be reclaimed in connection with your donation.

## 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, li-los 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\*** Young persons under 16 who cannot swim one width must be accompanied IN THE WATER by a known adult.

Supervision ratios:	Child under 5 years	1 to 1
	Children 5 to 10 years	1 supervisor to 2 children
	Children 11 to 18 years	a maximum of 6 children to 1 adult.

**\*Supervision means that you must remain within the pool compound and be able to SEE the children in your care.**

# Shere Swimming Pool Club 2020 Season

## Remote Membership RENEWALS

Please find attached a **REMOTE RENEWAL Membership Application Form** incorporating **CLUB RULES**.

**FROM 1<sup>st</sup> APRIL 2020 ALL** applicants 'LOCAL RENEW, LOCAL NEW' AND 'REMOTE RENEW' will be enrolled in the order received until the club membership is full.

**REMOTE APPLICATIONS MUST BE SENT BY POST.**

**ANY THAT ARE HAND DELIVERED WILL BE TREATED AS THOUGH THEY WERE DELIVERED 7 DAYS LATER**

The cost of membership is £80 for a family (one or two adults and all children\*) or £40 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 2 widths must be accompanied by an adult IN the water and therefore a family membership is required.

**\*Young persons in the household who were 19 before September 1st 2019 require their own single membership**

All 2019 cards have been deactivated. You do **not** need to return your swipe card with your application form, but you do need to confirm to us the numbers on it. The card will be re-activated remotely. **However, it is essential that you provide the card number (found top right, printed into the card) on the form to allow this to be done.** The hand written membership number (which may be shown top left) is useful but **not sufficient** to allow activation.

If you have lost your card you will need to send an extra £10 for a new card.

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

Please use correct postal charge 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, membership may well have been filled by that time.

### **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)**
- 3. A cheque payable to SSPC for the appropriate amount. No facility exists for bank transfers and cash will only be accepted in exceptional circumstances and then only by prior arrangement.**
- 4. If appropriate, a completed donation form, Gift Aid form and a separate cheque payable to SSPC.**
- 5. A stamped self addressed envelope. Applications will not be processed unless accompanied by a SAE.**

Send your application to:

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

We usually hope to open the Pool at the beginning of May. However given the current exceptional circumstances due to the Coronavirus please note the following:

## **Impact of Coronavirus on the 2020 pool opening and on the 2020 application process**

Renewing members and prospective new members are asked to apply in the usual way and within the usual timeframe as stated on the website and on the application forms. The Shere Swimming Pool Club committee is monitoring Government direction and, as well as giving periodic updates where appropriate, will in due course give an update as to when the pool will open this summer.

Only by following the usual application procedures can we ensure a fair approach is taken to all renewing and new membership applications. It remains likely that once again the membership will be full this year in spite of the uncertainties that exist. It is also possible that this year's unprecedented events will enable new remote members to apply successfully for membership.

In the event that the pool has to remain shut for a significant part, or all, of the summer, the implications of such a closure will be considered. Members should be aware that once the newly renovated pool has been commissioned we will still incur running costs which need to be paid for. These will continue throughout the year as, while there will no longer be any need to empty the pool for refurbishments and repainting every winter, it is necessary to maintain the water at a minimum temperature all year round. If the pool is to remain an asset that all members can enjoy in the future we still need members to contribute in the usual way towards the 2020 running costs through their 2020 membership subscription.

Thanks for your patience and understanding. We look forward to welcoming you to the upgraded pool as soon as possible.

[www.sherepool.org.uk](http://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 located on the wall inside the room next to the entrance/exit gate.

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 (SSCI)** 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 **SSCI** 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 Remote Membership Renewals 2020

Name (Printed)	
Address	
Post code	
Telephone number	
E-mail (please print)	
Membership Number	(example 375F)
Swipe Card number	(example k0136- <u>3451786</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 2 widths 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 2019 the full adult membership of £40 is payable for the 2020 season.**

For family Membership. Please enter names of all members, <b>and ages</b> if under 19			

PAYMENTS		£	£
Single Membership		40.00	
Family Membership		80.00	
I have lost my swipe card please send a new one		10.00	
Please send me	books of guest tickets at £10 per book	10.00	
Total Amount enclosed			

Donation made (please state amount) (Separate cheque)		
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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. <b>(signed copy attached – NB. If 2 ADULT members, BOTH must sign)</b>	
I enclose a cheque for the sum in 'Payments' above	
I enclose a Donation form, Gift Aid form and cheque payable to SSPC (if appropriate)	
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](#) from May to [August 31st](#) and [from 6am to 7.30pm between September 1st and September 31st.](#)
  - 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. If you are found to have left a young person or persons unattended within the enclosure your membership will be terminated**  
**Supervision ratios:**  
**Child under 5 years#            1 to 1**  
**Children 5 to 10 years        1 supervisor to 2 children**  
**Children 11 to 18 years       a maximum of 6 children to 1 adult.**
- \*Supervision means that you must remain within the pool compound and be able to SEE the children in your care.
- # 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.
- 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 2020

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.

	NAME (Please print)	SIGNATURE
ADULT 1		
ADULT 2 (if applicable)		
		DATE

MEM.SEC USE	DATE	NAME	CARD
PLEASE LEAVE BLANK			

It would be helpful to know how you obtained this form ... from the SSPC website, Shere Co-op, Membership Sec?	
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# **DONATION TO SHERE SWIMMING POOL CLUB**

(Registered Charity No. 1184796)

**I/We wish to make a donation to Shere Swimming Pool Club** (Registered Charity No. 1184796)

**Name:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Email:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Amount of donation (£)**

(Cheque payable to SSPC, enclosed)

\_\_\_\_\_

*A receipt will be issued for all donations.*

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## **Charity Gift Aid Declaration – single donation**

**Boost your donation by 25p of Gift Aid for every £1 you donate**

Gift Aid is reclaimed by the charity from the tax you pay for the current tax year. Your address is needed to identify you as a current UK taxpayer.

**In order to Gift Aid your donation you must tick the box below:**

[ ] I want to Gift Aid my donation of £\_\_\_\_\_ to:

**Name of Charity: SHERE SWIMMING POOL CLUB** (Registered Charity No. 1184796)

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax in the current tax year than the amount of Gift Aid claimed on all my donations it is my responsibility to pay any difference.

**My Details**

Title \_\_\_\_\_ First name or initial(s) \_\_\_\_\_

Surname \_\_\_\_\_

Full Home address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Date \_\_\_\_\_

**Please notify the charity if you:**

- want to cancel this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.

## SSPC – POOL HELP 2020

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	