

# WELCOME LETTER



Dear Swimmer and/or Parent/Guardian,

Welcome to Penzance Swimming Association and Water Polo Club! We hope you will have an enjoyable time at our Club, making new friends and enjoy training and competing.

Enclosed with this letter are:

1. **Membership and Consent Form** – please complete all sections fully (except those highlighted red) and return as soon as possible. This particular form will be retained by the Membership Secretary. *Please pay particular attention to the reverse of this form where you are required to read the appropriate Code/s of Conduct (available to view on the Club website [www.pzswimclub.co.uk](http://www.pzswimclub.co.uk) ). Each swimmer will be required to sign this form (if the swimmer is aged under 18 the form must be also be signed by a parent or guardian) to acknowledge that they have read the relevant documents and acknowledge the terms and conditions therein.*
2. **Emergency Medical Information and Consent Form** – this particular form will accompany you/your child to any galas and cover the swimmer during any training sessions.
3. **ASA Registration Form** – please complete using BLACK INK and return as soon as possible. Both the swimmer and a parent/guardian (if the swimmer is under 18) need to sign the form where indicated. Please be aware that the yellow Category 2 Registration Forms are self-carbonated.
4. **Standing Order Form** - The Club's fees are split into two parts: the **Membership Fee** and the **Term Fee**. The **Membership Fee** can be paid as a whole at the Club Desk in September, or a half in September and the second half in the following March, and covers the ASA registration fee, membership of the Club, and insurance. The **Term Fee** is paid at the beginning of each term, i.e. September, January and the end of April. The Club is requesting that swim fees are paid in advance via monthly standing order on a date between the 1<sup>st</sup> and the 10<sup>th</sup> of each month – the attached form is to be completed and delivered to your Bank, or the details can be used to set up an online payment – please remember to add the swimmer's name as a Payment Reference. Please note that standing order payments are apportioned over the term into four equal monthly payments. For those who do not wish to set up a standing order, payments in advance for a term at a time are accepted by cash or a cheque (made payable to "PZ SA & WPC") at the Club Desk on Thursdays. If you have any queries regarding this please feel free to contact the desk.

We would encourage all swimmers and parents/guardians to have a good look at our Club website – [www.pzswimclub.co.uk](http://www.pzswimclub.co.uk) – where you will find details of all our Club policies, a list of Committee Members (including the Club Welfare Officer), a calendar of events, notice board, our fees list, etc. Our notice board at the Pool also offers information. For those who do not have access to the internet, a copy of our Club policies will be available at the Pool.

Useful websites: Cornwall County ASA – [www.cornwallasa.org](http://www.cornwallasa.org)  
ASA South West Region – [www.swimwest.org](http://www.swimwest.org)  
ASA – [www.swimming.org](http://www.swimming.org)  
All are mines of information regarding competitions, etc.

We hope that you will have a happy and successful time whilst a member of our Club.

Yours sincerely,  
For and on behalf of the Committee,  
Penzance Swimming Association and Water Polo Club.