



Member Induction Policy



Scope of the Policy:

As part of the Swim 21 process the Club has developed this policy document to cover the induction of new members to the Club. The policy covers the entry standard for membership, the induction process each member should receive, the administration procedure the Club must undertake and the forms and handouts that should be completed. Copies of the forms and handouts are found at the rear of this policy document.

Aims:

- To promote a professional image of the Club from the first point of contact.
- To gather effective information from new members to assist in more rapid development.
- To provide improved information on the Club to new members.
- To improve the retention of members within the Club during their first 3 months of membership.

Entry Standard:

All potential new members will be assessed by one of the clubs qualified teachers or coaches.

The minimum standard of entry for the Club will be:

- The ability to swim 4 lengths or 100m showing three recognisable strokes, but not necessarily legal under ASA Technical Laws.
- Be safe and confident in the water.
- Once the above have been ascertained the potential new member should adequately complete at least 30 minutes of a 1 hour try-out session in a group appropriate to age and ability.

Assessment Procedure:

Potential new members should contact the club in advance and be invited to attend a try-out session on either a Friday at 7pm (under 12s) or a Sunday at 6.30pm (12 and over).

Before each assessment the membership secretary and a relevant coach / team manager will consider how many places are available in each squad and how many new swimmers can be accepted. This will be communicated to which ever teacher / coach conducts the assessment.

Swimmers are assessed by one of the club's qualified teacher / coaches according to the entry criteria and a **New Member Assessment Sheet** is completed.

The initial assessment to take place over 100 metres and the try-out session to be of a duration of at least 30 minutes but no longer than an hour.

All teachers / coaches involved in the assessment should then make a decision as to whether the swimmer is accepted and if so which sessions they should attend.

This should be noted on the **New Member Assessment Sheet**.

If a swimmer does not meet the entry standard for the club they should be advised accordingly and encouraged to join swimming lessons with either Lancaster City Council or Lancaster University.

If the swimmer is successful and meets the entry criteria they should be given a **welcome pack**. At the same time the Head Coach will place the swimmer in the squad they are going into and offer the parent of the child places at each session based on the minimum number of sessions required each week.

Following this the child will formally become a member of the club, complete a [membership form](#) and join the clubs squad system.

If a swimmer meets the entry standard but there are no spaces available for them their details should be taken and they should be placed on a waiting list and contacted by the head coach or the membership secretary when numbers will allow them to join.