

Strathclyde Park Rowing Club



Senior Application Pack

(May 2018)



Strathclyde Park Rowing Club

We hope you have enjoyed your introduction to rowing and that you will now move on to apply for membership of the club.

Some of this pack contains information which we are legally required to give you. The rest is forms which we need completed.

Subscriptions are due on the 1st September 2017 for the 12 months to 31st August 2018.

Subscriptions can be paid in one payment or in installments. If paid in installments, then for a full year we will allow up to five instalments, paid in the first five months of membership; for a nine month membership, three instalments over the first three months; for six month membership, two over two; and for three months or less, one payment.

To 31/8/2018	Month of Joining				
Category	Sep-Nov	Dec-Feb	Mar-May	Jun-Aug	SR Membership Fee
Ordinary	£365	£274	£183	£91	+ £41
Student	£270	£203	£135	£68	+ £30
Coach	£0	£0	£0	£0	+ £41

The 2017/18 indoor racking fee for privately owned boats is £165.

Please note that a proportion of your subscription is used to pay North Lanarkshire Council for use of the loch and safety launch cover. For example, the Senior water use charge is £208 per annum, leaving a balance of £157 to contribute to other SPARC costs, such as equipment and coaching. The club is also dependent upon donations, grants and fundraising activities in order to support these other costs.

Members' subscriptions entitle them to

- use without charge of the full range of the club's boats and other equipment (under the Captain's direction),
- supervised SRC rowing tank or ergometer sessions,
- coaching from a qualified coach.

Some optional club activities use facilities for which the users have to pay directly, and the cost has to be borne by the members taking part. Examples include:

- regatta entry fees and transport, and
- use of *Fitness @ the Boathouse*, the SRC's commercial gym.

The information you supply on the accompanying forms will be processed in line with our Privacy Notice and the General Data Protection Rules.



Scottish Rowing Membership

It is a requirement for all of our members, whether intending to race or not, to apply for and hold Scottish Rowing Membership, (unless they already have this through membership of another club). This includes a competition licence - mandatory for taking part in open competitions. There is also an insurance element included in the SR Membership fee which covers members while participating in the sport of rowing, including aspects of the sport which would not be covered by our boat insurance policy.

Administration of SR Membership is done via an on-line system. This requires individuals to apply for and pay for SR Membership independently from the club. You can apply by going to: <https://www.scottish-rowing.org.uk/index.php/takingpart/racinglicences>

The cost of Scottish Rowing membership from 1st January 2016 is £41 for a Senior and £30 for a Student or Adaptive rower. The system will accept payment by debit and credit cards.

Please ensure that you apply for SR membership at the same time as you apply to join Strathclyde Park Rowing Club.



Application Form

I wish to apply for Membership of Strathclyde Park Rowing Club and if admitted, agree to abide by the rules and bye-laws of the Club.

I have read and understood Part 1 (Information) of the Application Pack, the Code of Conduct, Safety Guidelines and Child Protection Policy and agree to adhere to the rules and policies laid out therein.

I confirm that I am able to swim 50 metres without 'touching down' wearing light clothing.

I am not listed as Barred or Disqualified from working with Children or Protected Adults.

I agree to pay in full the agreed subscription marked below.

To 31/8/2018	Month of Joining				
Category	Secp-Nov	Dec-Feb	Mar-May	Jun-Aug	SR Membership Fee
Ordinary	£365	£274	£183	£91	+ £41
Student	£270	£203	£135	£68	+ £30
Coach	£0	£0	£0	£0	+£41

Please note that a proportion of your subscription is used to pay North Lanarkshire Council for use of the loch and safety launch cover. For example, the Senior water use charge is £208 per annum, leaving a balance of £157 to contribute to other SPRC costs, such as equipment and coaching. The club is also dependent upon donations, grants and fundraising activities in order to support these other costs.

Other rowing clubs of which I am, or have been, a member.	
SR Membership Number	

I agree to being contacted by email or text message or phone call about club and other rowing activities. My email address and mobile and landline phone numbers are

Landline
Mobile
email

Signature	Date
-----------	------



Strathclyde Park Rowing Club

Name (Printed)

It may be essential at some time for a club official accompanying you to have the necessary authority to obtain any urgent treatment which may be required whilst at club competition or training. It is also important that club officials are made aware of any problems that may arise during training or competition and the action to be taken should such problems arise. The information gathered on this form will be used only for the above purposes.

Please complete the details on this form and sign below to give your consent?

Personal Details:	
Name of Member:	
D.O.B:	
Address:	
Post Code	
Home Phone	
Person To Contact In An Emergency:	
Name:	
Relation to Member:	<i>(partner, friend, parent, guardian, colleague etc)</i>
Contact Phone No:	
Alternative Phone No:	

I give the accompanying club official the immediate authority on my behalf to sanction any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my interest, in the doctor's professional opinion, for any delay to be incurred by seeking my personal consent or that of my next of kin.

Signature



Strathclyde Park Rowing Club

Date	
------	--

GP Surgery	
GP's Name	

Please **delete** *Yes or No* and complete further details as necessary.

Do you have any allergies? <i>Yes / No</i> If yes, give details.

Do you take any medication for asthma? <i>Yes / No</i> If yes, give details.

Do you have any other specific medical conditions requiring medical treatment and/or medication? <i>Yes / No</i> If yes, give details.

Please give any other relevant information.
--



Strathclyde Park Rowing Club Privacy Notice

What we need

Strathclyde Park Rowing Club is a rowing club based at Strathclyde Country Park, Motherwell, and provides the opportunity to row within the local community. The club is an unincorporated organisation and is affiliated to Scottish Rowing, the sport's governing body in Scotland.

Strathclyde Park Rowing Club will be a "controller" of the personal information that you provide to us in this form unless otherwise stated.

Members' personal data:

When you register as a member of Strathclyde Park Rowing Club or renew your membership (including if you are registering or renewing on behalf of a child under the age of 18), we will ask you for the following personal information:

- contact details – name, address, email address, contact telephone numbers, date of birth, emergency contact details and, for juniors, parent or guardian contact details;
- membership criteria / category – for example, athlete, volunteer;
- participation details – for example, athlete, volunteer;
- equality information – for example, disability, etc; and
- details of your General Practitioner and any relevant medical information;
- PVG membership and relevant qualifications as appropriate.

Volunteers' personal data:

When you volunteer with Strathclyde Park Rowing Club, we will ask you for the following personal information:

- contact details – name, address, email address, contact telephone numbers, date of birth, emergency contact details and, for juniors, parent or guardian contact details;
- participation details – for example, parent, committee;
- equality information – for example, disability, etc; and
- details of your General Practitioner and any relevant medical information;
- PVG membership and relevant qualifications as appropriate.

Why we need your personal information – contractual purposes

Members' personal data:

We need to collect our members' personal information so that we can manage your membership. We will use our members' personal information to:

- provide you with core member services, including entry to regattas and other events, arranging training sessions, etc.
- send you membership communications by post or email in relation to essential membership services, including but not limited to, annual or extraordinary general meeting notices, membership renewals, membership fees' information, etc.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to offer the above membership services and benefits.

Participants' personal data:

When you book a place with us for and attend a competition, event, training course, etc., we need to collect your personal information so that we can honour your booking and to enable you to participate in the course,



competition, event, etc.

If you do not provide us with all of the personal information that we need to collect then this may affect our ability to book your place.

Why we need your personal information – legitimate purposes

Members' personal data:

We also process our members' personal information in pursuit of our legitimate interests to:

- promote and encourage participation in rowing by sending members' communications and booking information for upcoming competitions and events. Our competitions and events may be filmed or photographed and your personal information may also be used in images captured from our competitions and events, which we use for promotional, education and development purposes;
- provide competition in rowing by accepting and managing entries for our competitions and checking your personal information to ensure you are entered into the correct category;
- monitor and develop participation in rowing by monitoring members' engagement and participation;
- invite our members as award winners or guests to our annual awards dinner, which includes asking our members to nominate individuals for awards and shortlisting such individuals to select the winners, who we will then contact by email;
- develop and maintain our members' qualifications, including sending email communications to members to inform you of upcoming courses, renewal requirements and verify that you have completed any mandatory training and PVG / child protection requirements;
- respond to and communicate with members regarding your questions, comments, support needs or complaints, concerns or allegations in relation to rowing.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us at secretary@strathclydeparc.co.uk. If we agree and comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a member.

Volunteers' personal data:

We will need to collect personal information relating to criminal convictions or alleged commission of criminal offences where you are required to complete a PVG check under the Protection of Vulnerable Groups (Scotland) Act 2007. This information will include your PVG certificate number, PVG membership number, date of issue and any relevant information in relation to your membership of the PVG Scheme.

If your PVG certificate is not clear, we will have a legitimate interest to collect references and any other applicable information to allow us to consider whether or not you can volunteer in a regulated role with children and/or vulnerable adults.

Where we process your personal information in pursuit of our legitimate interests, you have the right to object to us using your personal information for the above purposes. If you wish to object to any of the above processing, please contact us on secretary@strathclydeparc.co.uk. If we comply with your objection, this may affect our ability to undertake the tasks above for the benefit of you as a volunteer.

Why we need your personal information – legal obligations

We are under a legal obligation to process certain personal information relating to our members and volunteers for the purposes of complying with:

- our obligations under common law, which includes our members' name, address, the date they were admitted to membership and the date on which they ceased to be our member, as well as attendance at annual and extraordinary general meetings;
- the Protection of Vulnerable Groups (Scotland) Act 2007 to check that our coaches and volunteers are able to undertake regulated work with children and vulnerable adults;



- our sportscotland regulatory requirements to monitor and report on participation and physical activity within rowing;
- the Equality Act 2010, which requires us to process personal information to make reasonable adjustments where necessary.

Other uses of your personal information

We may ask you if we can process your personal information for additional purposes. Where we do so, we will provide you with an additional privacy notice with information on how we will use your information for these additional purposes.

Who we share your personal information with

If your personal information is included in any images or videos taken by us at our competitions and events, we may share this with Scottish Rowing for promotional and/or journalistic purposes.

We may be required to share personal information with statutory or regulatory authorities and organisations to comply with statutory obligations. Such organisations include the Health & Safety Executive, Disclosure Scotland, and Police Scotland for the purposes of safeguarding children and other legal requirements.

We may also share personal information with our professional and legal advisors for the purposes of taking advice.

In the event that we do share personal information with external third parties, we will only share such personal information strictly required for the specific purposes and take reasonable steps to ensure that recipients shall only process the disclosed personal information in accordance with those purposes.

SGB members' personal data

As a member club of Scottish Rowing we are required to ensure that all of our members are members of Scottish Rowing as a condition of our membership. You will be required to register on the online membership system and by doing so, you will be agreeing to the Membership System Privacy Policy as found on <http://scottish-rowing.org.uk/index.php/takingpart/racinglicences>.

We will share details of our members with Scottish Rowing as required by them for monitoring participation in the sport rowing and Scottish Rowing will become a controller of your personal information when they receive it. Scottish Rowing's privacy notice explains how they use your personal information and can be accessed here – www.scottish-rowing.org.uk.

Athletes' / Participants' personal data:

We publish the results of our competitions on our website. This includes competitors' name, age, and result.

How we protect your personal information

Your personal information is stored on our electronic filing system and the Scottish Rowing licence system as detailed above. The servers are based in the UK, and are accessed by our volunteers for the purposes set out above.

How long we keep your personal information

Members' personal data:

We will only keep your personal information for as long as necessary to provide you with membership services.



Unless you ask us not to, we will review and possibly delete your personal information where you have not renewed your membership with us.

We will keep certain personal information of members for longer in order to confirm your identity, when you were a member of Strathclyde Park Rowing Club and for how long.

Athletes' personal data:

We keep our athletes' personal information for the duration of membership of Strathclyde Park Rowing Club.

We have a data retention policy that sets out the periods for retaining and reviewing all information that we hold. This sets out different retention periods and you can request a copy by contacting us at secretary@strathclydeparkrc.co.uk.

Your rights

You can exercise any of the following rights by writing to us at secretary@strathclydeparkrc.co.uk.

Your rights in relation to your personal information are:

- you have a right to request access to the personal information that we hold about you by making a "subject access request";
- if you believe that any of your personal information is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your personal information for specific purposes; and
- if you wish us to delete your personal information, you may request that we do so.

Any requests received by Strathclyde Park Rowing Club will be considered under applicable data protection legislation. If you remain dissatisfied, you have a right to raise a complaint with the Information Commissioner's Office at www.ico.org.uk.