

**Lancaster John O' Gaunt Rowing Club (club for adults)**  
**&**  
**Lancaster Schools' Rowing Association (club for juniors)**



Dear *Sir/Madam*,

On behalf of Lancaster Schools' Rowing Association and Lancaster John O' Gaunt Rowing Club I would like to welcome your child to rowing on the Lancaster John O' Gaunt Rowing Club site. I am writing to you to provide you with some information about our activities.

The Lancaster Schools' Rowing Association has been set up to provide opportunities for young people between the ages of 11 and 18 to receive coaching and competition (dates are available at [www.lancasterrowing.co.uk/schedule](http://www.lancasterrowing.co.uk/schedule)). The Schools' Association is a fledgling organisation that is the junior arm of Lancaster John O' Gaunt Rowing Club, the community rowing club. The community club will support the Association by providing facilities, equipment, trailer support and coaching. All coaching is by qualified coaches who are trained and have been screened for their suitability for working with young people.

All adults that work with the Schools' Association must be a member of Lancaster John O' Gaunt Rowing Club. Lancaster John O' Gaunt Rowing Club has gained Sport England's Clubmark, which is awarded to clubs by 'British Rowing', the National Governing Body. The Club is able to demonstrate that it meets British Rowing's criteria as to rowing programme; safeguarding and protecting children; knowing your club and its community and club management. Clubmark is an acknowledgement that we take these issues seriously and that we are striving to provide a high quality and welcoming environment for young participants in the sport. Our club Welfare Officer, Lorna Sullivan, is responsible for ensuring that our child protection policy is implemented, and can be contacted on **01524 846739** (during club hours) or [lornasullivan@hotmail.co.uk](mailto:lornasullivan@hotmail.co.uk) should you have any concerns.



We welcome parents to all training and competitions and value your support. We are keen to try and involve parents in the club and would like to invite you to come down to the club on a Sunday morning session to meet club members and find out more about the club. Below is some information about training times and dates, and details regarding travel arrangements, kit and club registration.

Training sessions take place at the club:

- |             |               |  |
|-------------|---------------|--|
| • Saturday  | 9:30 - 12:00  | selected racing group                    |
| • Sunday    | 9:30 - 12:00  | beginners, development and racing groups |
| • Tuesday   | 18:00 - 20:00 | racing group                             |
| • Wednesday | 18:00 - 20:00 | racing group                             |

These times are subject to change - <http://lancasterrowing.co.uk/joining.html> provides up to date timings.

Note that Wednesday sessions change to circuits at a local school during the winter, which incurs a junior fee of 50p a session.



Arrangements should be made for your child to travel to and from training sessions and competitions. We appreciate it if children can arrive promptly and are collected promptly at the end of the session, if they are not making their own way home. If you are going to be late picking your child up, please contact **Ciro Prisco** (Junior Coordinator) on **01524 846739** (during club hours).

Club training kit consists of close fitted sports kit, for competition younger children are expected to wear the Club's Polo neck t-shirt (£14). All juniors should attend club sessions with a spare set of kit to change into should they get wet.

The cost of annual membership is £120 made payable by a one off payment or monthly payments of £10.00 to John O' Gaunt Rowing Club; membership fees are due after three free trial sessions on the water.

Competition fees range between £10 and £13 for events within the North West, covering the cost of transporting equipment to events and entry fees. In order to race juniors will need to join British Rowing (fees are either free, £13 or £21 a year depending on age); additional information is available at <http://www.britishrowing.org/membership/types>. <http://lancasterrowing.co.uk/schedule.html> lists all the races which the juniors are able to race at.

We would be grateful if you could complete the attached junior club membership form. For the safety of your child it is important that the club is informed of any medical condition or allergies that may be relevant, should your child fall ill or be involved in an accident while at the club. All sensitive information regarding juniors is securely stored at the club; only the welfare officer and relevant coaches and committee members have access to this information.

If you would like to talk to someone at the club about this information or your child's involvement with the club, please contact the Junior Coordinator, **Ciro Prisco** on **01524 846739** (during club hours) or [lancasterrowing@hotmail.co.uk](mailto:lancasterrowing@hotmail.co.uk). A weekly update is sent out to the members - copies are available at <http://lancasterrowing.co.uk/Boris.html>.

We thank you for your cooperation and look forward to meeting you at some point in the future.

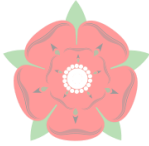
**Yours sincerely,**

**Signed:**

**Date:**

**Name:**       Ciro Prisco  
**Position:**   Junior Coordinator

---



## **BANKERS ORDER FOR LANCASTER SCHOOLS' ROWING ASSOCIATION**



### **JUNIOR MEMBERSHIP SUBSCRIPTIONS**

**The current membership subscription rate for full membership of the rowing club as a Junior member is £120.00 per year or £10.00 per month.**

**Please complete the following Bankers Order form and hand in to your bank.**

**Any Queries, contact:**

Steven Sullivan (John O' Gaunt Rowing Club Treasurer)  
School House  
East Road  
Lancaster  
LA1 3EF

If there is any problem with payment at anytime, please inform a member of the Executive Committee immediately

**Bankers Order:-**

**To the Manager**

**Bank** .....

**Branch Address** .....

**Postcode** .....

**Name of Account Holder** .....

**Personal Account Number** .....

**Sort Code** .....

**Please pay the sum of £10.00 monthly to:**      **National Westminster Bank  
Church Street  
Lancaster**

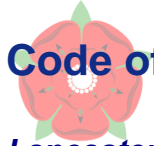
**To the credit of:**                                      **Lancaster Schools Rowing Association  
Business Reserve Account**

**Account No**      **64741532**  
**Sort Code**        **01-54-90**

Beginning the first payment on .....  
(insert date of the month you wish payment to go out)

Name of member to which applies .....

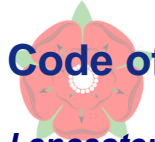
Signature: .....  
(of account holder)



## Code of Practice for Parents/Carers

***Lancaster John O' Gaunt Rowing Club  
Lancaster Schools' Rowing Association***

- ✓ Encourage your child to learn the rules and play within them.
  - ✓ Discourage unfair play and arguing with officials.
  - ✓ Help your child to recognise good performance, not just results.
  - ✓ Never force your child to take part in sport.
  - ✓ Set a good example by recognising fair play and applauding good performances of all.
  - ✓ Never punish or belittle a child for losing or making mistakes.
  - ✓ Publicly accept officials' judgements.
  - ✓ Support your child's involvement and help them to enjoy their sport.
  - ✓ Use correct and proper language at all times.
  - ✓ Encourage and guide performers to accept responsibility for their own performance and behaviour.
-



## Code of Practice for Junior Members

### **Lancaster John O' Gaunt Rowing Club Lancaster Schools' Rowing Association**

Lancaster John O' Gaunt Rowing Club and Lancaster Schools' Rowing Association are fully committed to safeguarding and promoting the well-being of all its members. The clubs believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with *Matthew Birchall (Club Captain)*.

As a member of *Lancaster John O' Gaunt Rowing Club* or *Lancaster Schools' Rowing Association*, you are expected to abide by the following junior code of practice:

- ✓ All members must play within the rules and respect officials and their decisions.
  - ✓ All members must respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
  - ✓ Members should keep to agreed timings for training and competitions or inform their coach if they are going to be late.
  - ✓ Members must wear suitable kit – for training (close fitting warm clothing) and at least a club t-shirt in competition, as agreed with the coach.
  - ✓ Members must pay any fees for training or events promptly.
  - ✓ Junior members are not allowed to smoke on club premises or whilst representing the club at competitions.
  - ✓ Junior members are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.
-



# Membership Form



**Lancaster John O' Gaunt Rowing Club**  
**Lancaster Schools' Rowing Association**

We are very pleased to welcome you to rowing on the *John O' Gaunt Rowing Club premises*.

To ensure we have the correct contact details for you, please fill out this form and give it back to the Junior Coordinator (*if School Age*) or a committee member.

*If you are under 16*, please also ask your parent or carer to sign the form before it is returned. We will also use this information to ensure that you are kept informed about club events.

**Name**

**Address**

**Postcode**

**Home telephone number**

**Mobile\***

**Email\***

**Date of Birth**

\* Neither the mobile number nor the email should be that of the child or vulnerable adult - this could make children vulnerable and is considered poor practice. For a child or vulnerable adult these details should be those of the parent/carer.

---

## Consent to photograph or film your child



During sessions your child will have the opportunity to be photographed or filmed as part of a coaching session, or as part of promotional material for the club.

I am happy for my child to be photographed or filmed

## Medical information

Please detail below any important medical information that our coaches/ Junior Coordinator should be aware of (e.g. epilepsy, asthma, diabetes etc.)

## Emergency contact details

To be completed by the parent/carer if School Age or Vulnerable Adult (text in italics refers to a parent or carer).

Please insert the information below to indicate the person(s) who should be contacted in event of an incident/accident.

**Contact name e.g. parent/carer**

**Emergency contact number**

*By returning this completed form, I agree to my son/daughter/child/adult in my care taking part in the activities of the club.*

I understand that I will be kept informed of these activities – for example timing and transport details.

I understand in the event of injury or illness all reasonable steps will be taken deal with that injury/illness appropriately, *and to contact me.*

I confirm that I, *or son/daughter/child/adult*, am able to swim at least **50m** in light clothing and shoes and have no medical conditions which may put me or others in danger whilst rowing or using the facilities at the John O'Gaunt Rowing Club.

I agree to abide by the rules of John O'Gaunt Rowing Club and Lancaster Schools' Rowing Association.

**Name of parent or carer**

**Signature of parent or carer**

**Date**



## Sport England Data

### Ethnicity

In order to help the club monitor its membership please will you tick one of the following boxes to identify your ethnic group/origin.

#### A. White

- British   
Irish   
Any other white background (please specify)
- 

#### B. Mixed

- White & Black Caribbean   
White & Asian   
White & Black African   
Any other mixed background (please specify)
- 

#### C. Asian or Asian British

- Indian   
Pakistani   
Bangladeshi   
Any other Asian background (please specify)
- 

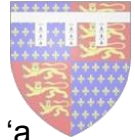
#### D. Black or Black British

- Caribbean   
African   
Any other Black background (please specify)
- 

#### E. Chinese or other ethnic group

- Chinese   
Any other (please specify)
-

## Disability



The Disability Discrimination Act 1995 defines a disabled person as anyone with 'a physical or mental impairment, which has a substantial long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

**Do you consider yourself to have a disability?**

Yes  No

**If yes, what is the nature of your disability?**

Please detail below any important medical information that our coaches/junior coordinator should be aware of

- Visual impairment   
 Hearing impairment   
 Physical disability   
 Learning disability   
 Multiple disability   
 Other (please specify)

## Sporting information

**Have you rowed before?**

Yes  No

**If yes, where have you played the sport** (please indicate below)

- Primary school   
 Secondary school   
 Local authority coaching session(s)   
 Club   
 County   
 Other (please specify)



## Be Safe Whilst Rowing



### Lancaster John O' Gaunt Rowing Club / Lancaster Schools' Rowing Association

Once you have successfully completed the following four drills/skills you will be allowed access to selected rowing equipment without the use of a lifejacket.

#### Capsize Drill

It is **essential** that you are able to recover from a capsize. To ensure that you are able to deal with a capsize the Club regularly runs capsize drills for its members.

Until you have satisfactorily completed a capsize drill you will have to wear a lifejacket at all times whilst using rowing equipment on the water.

**Date of Assessment**

**Location**

**Coach**

**Signed**

Should you not complete the drill to the full satisfaction of the coach then you may be asked to do the drill again, or be asked to improve your water confidence before returning to the Club.

If you are over **16** and have completed a capsize drill elsewhere then you may be exempt this portion of your assessment.

**Club**

**Signed**

#### Launching and Landing

It is **desirable** that you are able to **independently** launch and land a single scull which includes getting in and out of the single without assistance.

The coaches will direct and demonstrate these skills prior to your assessment.

**Date of Assessment**

**Location**

**Coach**

**Signed**



## Emergency Stop, Steering and Preventing Collisions

It is **essential** that you are able to stop a single in an emergency situation. It is **essential** that you attempt to prevent collisions by primarily steering correctly and then drawing other river users' attention to your presence.

The coaches will direct and demonstrate steering, emergency stops and emergency calls prior to your assessment.

**Date of Assessment**

**Location**

**Coach**

**Signed**

## Manoeuvre and Aid Others

It is **desirable** that you are able to manoeuvre a boat in close proximity to other boats. It is also **desirable** to be able to manoeuvre a single alongside another boat so that you can aid others.

The coaches will direct and demonstrate this skill prior to your assessment.

**Date of Assessment**

**Location**

**Coach**

**Signed**

# Junior Coaches and Contact Details



**Lancaster John O' Gaunt Rowing Club**  
**Lancaster Schools' Rowing Association**

Junior Coordinator	
Name	Ciro Prisco
Address	Beattie House 5 Bowran St Preston PR12UX
Telephone	07715 423068
Email	<a href="mailto:CPrisco@uclan.ac.uk">CPrisco@uclan.ac.uk</a>
BR Number	201304S1098373



Welfare Officer	
Name	Lorna Sullivan
Address	School House East Road Lancaster LA1 3EF
Telephone	01524 65830
Email	<a href="mailto:lornasullivan@hotmail.co.uk">lornasullivan@hotmail.co.uk</a>
BR Number	201011G1011497



Name	Coaching Award	Child Prot. Renewal	CRB Checked	First Aid Renewal	Equity Renewal	BR Membership Number
Ciro Prisco	L2 2012	2012	2012	2012		201304S1098373
Steven Sullivan	Bronze*	02/12	Yes	02/12	04/12	201103G1007923
Sarah Forshaw	L2	12/12	Yes	12/12		201108S1048766
Lorna Sullivan	IA**	02/12	Yes	02/12	04/12	201011G1011497
Iain Taylor	Bronze*	Out.	Yes	02/11		201106S1017402

Bronze\* - Old L3 (still valid)  
 IA\*\* - Old L2 (still valid)