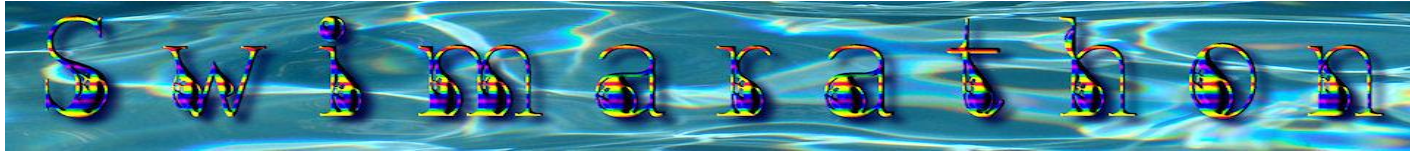




The Rotary Club of Polmont



Swimathon 2018

INSTRUCTIONS AND RULES FOR THE SWIMMERS

Giftaid

Giftaid is a relief granted by the Inland Revenue to assist Charities to raise additional funds. Charities can reclaim tax at standard rate on all donations or sponsorship received, provided the donor or sponsor is a UK tax paying individual. The donor must provide the Charity with their name and address and agree that their donation or sponsorship is a giftaid donation.

Effectively, any sponsor who is a taxpayer and agrees to give the above information and ticks the Giftaid box on the sponsorship form can have this donation increased at no extra cost to themselves, by 25%, courtesy of the Inland Revenue.

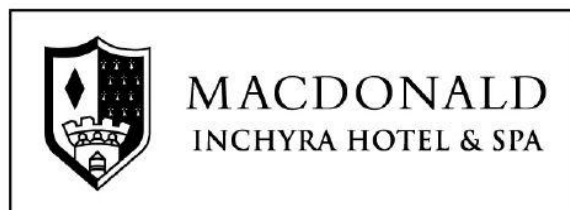
All you have to do is explain to your Sponsors about Giftaid and ask them to complete the attached sponsor form correctly, which really means printing their name and address and always including their postcode. Whilst you and your team are swimming we will highlight those sponsors who haven't indicated that they wish to give Giftaid for you to ask if they would allow us to claim Giftaid and tick the box. Then make sure you collect all the money as quickly as possible, complete the form and give this to your team captain who will return it to our Swimathon Treasurer.

It is easy for you and your team. The Swimathon committee will administer the rest. It's got to be worth a try and the local community will benefit as a result of you asking for Giftaid.

Photographs at the event

No cameras are allowed. The Rotary Club of Polmont has a "duty of care" to ensure that we are operating within the law regarding Child Protection. Our policy is covered in detail on our website, www.swimathon.co.uk

To assist us maintain our duty of care we have to ask that you leave all cameras outside the pool. It is our intention to provide each Team Captain with a team photograph free of charge via email. We will be assuming that the Team Captain has obtained the necessary authority for each swimmer participating. We would also ask that you allow us to use your team photograph in Rotary publications and the Falkirk Herald newspaper. Please let us know if you object to this and your team photo will not be included.



Swimarathon 2018

Rotary Swimarathon Child Protection Policies

The Rotary Club of Polmont, as an associated member club of Rotary International has rules in place to deal with Child Protection. Our Club has a nominated officer to advise on current legislation and best practice when and if club members are dealing with children and other vulnerable groups.

It is a rule of the Swimarathon that all children under 14 are supervised by a parent / guardian / teacher - that person either being in the water or standing alongside.

Data Protection

The Rotary Swimarathon is organized by the members of the Rotary Club of Polmont, an organization which has a Charitable Trust to which all profits are given and which is governed by the regulations concerning charities.

To run the Swimarathon efficiently, our committee needs to record information about teams that enter, in particular the contact details of the Team Captain or Team Leader. We may also record swimmers' names so that they can be printed in local newspapers and Rotary news related articles.

In order to comply with the Data Protection Act 1998 all those who collect personal information, by, and in whatever form, must ensure that an appropriate Data Protection Act Statement is made. The Rotary Club of Polmont statement is:

Data Protection – the information you have supplied will be used solely for administering the Rotary Club of Polmont. This data will be maintained in accordance with the Act and will not be passed on or sold to any other organization other than local press and Rotary press for local event related articles.

If you wish your personal details to be handled differently from the above statement then please contact the Swimarathon Event Secretary, Rotarian James Morris on 07802 616227 or by Email:

Email: admin@swimarathon.co.uk

Website: www.swimarathon.co.uk

Risk Assessment

A Risk Assessment will be carried out before the event in conjunction with the staff at the Grangemouth Sports Complex by our Designated Officer in accordance with the forms and procedures of Rotary in Great Britain and Ireland.

Insurance

The Rotary Club of Polmont is fully insured for Public Liability through Rotary International in Great Britain and Ireland.

