



Swans Swimming Club

MEMBERS HANDBOOK

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Swans Swimming Club (St Neots)

On behalf of the club, its members and committee, I would like to welcome you to the Swans Swimming Club (St Neots)

Swans Swimming Club was formed in April 1987. The Club's good reputation has been built up since then by the professional coaching and teaching staff, all of whom are fully qualified under the ASA guidelines and CRB (Criminal Records Bureau) checked.

Our founder member, Linda Ashley-Davidson is the Head Coach.

Our current membership of squad and teaching scheme swimmers is over 500.

It is the aim of the club to cater for all standards of swimming and offer a varied range of coaching and teaching in the sport of swimming. We are committed to helping each member achieve their goals at all levels of swimming.

Swimming lessons: In addition to the club squad training, we also run a teaching scheme for all levels of swimmers. This scheme provides swimmers with the opportunity to gain Bronze, Silver, Gold and Honours Award. Swimmers can, if they wish, progress from the teaching scheme onto the Swans squad training.

The club also provides Parent and Child sessions, Rookie Lifeguard scheme and Masters training for adults over 18 years.

John Lukey

Chairperson
St Neots Swans Swimming Club

Committee Members – 2013

Chairperson	John Lukey
Treasurer	Len Davidson
Secretary/Fixtures	Dawn Winterburn
Open Meet Co-ordinator	Sonia Stokes
ASA Registration/Membership	Sonia Stokes
Welfare Officer	Rio Ford
Teaching Scheme Co-ordinator	Sarah Thompson
County Meeting Reps	Sarah Thompson/ Rio Ford
General Committee Members	Jillian Hall Helen Oddy

Non-voting Members Linda Ashley-Davidson

Website www.swans-swimming.com

If you have any questions, or if you need any advice, please contact one of the above committee members. Most committee members are available at St Neots Indoor Pool on club night (Tuesday), or full contact details are available on the website.

If you require further information please contact:

Squad related	Linda Ashley-Davidson	01480 380466
Teaching Scheme	Sarah Thompson	07854 518773

Squad Swimmers

Coaching Staff

Head Coach:

Linda Ashley-Davidson	Club Coach and Advanced Teacher Synchronised Swimming Teacher
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Assistant Coach:

Sue Johnson	Teacher and Lane Coach
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Club Night ~ Tuesdays ~ St Neots Pool

All members of the Swans Swimming Club should attend Club night. We have our own notice board at the venue which is an important form of communication and provides information about future events such as Galas, Team selection for Galas, Training Camps, Clothing orders etc. We also have a swimmers file which contains a wallet for each swimmer and is used for individual communication purposes

All swimmers will need to be members of the club and pay an Annual Membership Fee for Insurance purposes

The Squads

Squad swimmers are split into Swans and Cygnets based on the swimmer's age, ability and commitment:

Cygnets: Should attend 3 to 4 sessions per week and will move up to Swans according to their age and ability. This is decided by the Coach.

Swans: Should attend 4 to 5 sessions per week.

The club requires all swimmers to be committed to their training to enable them to reach their full potential and compete at a high level.

Masters:

Master swimmers are 18 years or over who may wish to compete competitively. The swans have a number of Master swimmers who compete. At competitions, Master Swimmers are split into 5 age bands, i.e. 18-25 years, 25-29 years etc.

All Master swimmers will need to be a member of the club and pay an Annual Membership Fee for Insurance purposes.

If you would like to know more about joining Masters please contact Linda Ashley-Davidson on 01480 380466.

Training Session Times

Cygnets:

Monday	7pm – 8.15pm	Kimbolton School
Tuesday*	8pm – 8.45pm	St Neots Indoor Pool
Thursday	6pm – 7pm	Hinchingbrooke School
Friday	7pm – 8pm	Hinchingbrooke School
Saturday (am)	7am – 7.55am	St Neots Indoor Pool
Sunday*	1pm – 2pm	St Neots Indoor Pool
Sunday	5pm – 6pm	Bedford High School

Swans:

Monday	7pm – 9pm	Kimbolton School
Tuesday*	8.45pm - 9.30pm	St Neots Indoor Pool
Thursday	7pm – 8pm	Hinchingbrooke School
Friday	7pm – 8pm	Hinchingbrooke School
Saturday (am)	7am – 7.55am	St Neots Indoor Pool
Sunday	5pm – 6pm	Bedford High School

* Swimmers must attend these sessions

Masters:

Monday	7pm – 9pm	Kimbolton School
Tuesday	9.30pm – 10.15pm	St Neots Indoor Pool
Thursday	7pm – 8pm	Hinchingbrooke School
Friday	7pm – 8pm	Hinchingbrooke School
Saturday (am)	7am – 7.55am	St Neots Indoor Pool
Sunday	5pm – 7pm	Bedford High School

Master swimmers pay by monthly standing order or by purchasing a 10 swim card (payable in advance and available from the Membership Secretary ~ Sonia Stokes) - The 10 swim card must be brought to each session and be signed off by a committee member or the coach taking the session.

Training for all swimmers stops for a week at Easter, all Bank Holiday Mondays and 2 weeks over Christmas. Exact dates are posted on the notice board at St Neots Indoor pool and on the website. Training during School Summer holidays is reduced to Sundays at Bedford High School only.

50m Training

Having the opportunity to train in a 50m pool is a vital part of a swimmer's training. Swans Swimming Club try to offer swimmers 2 residential training camps which give the swimmers the opportunity to train in a 50m pool:

Crystal Palace ~ A short residential swimming camp, usually in February or October. This is open to all swimmers. As well as training twice a day in a 50m pool, the swimmers get to enjoy Circuit Training, Trampolining and Diving Coaching from a qualified coach.

Abroad ~ (Held annually when possible) This is a week-long swimming camp held abroad over the October half term. The swimmers have 4 hours of training a day in a 50m pool. This camp is open to all swimmers

Fees

There are 4 fees that swimmers will need to pay:

1: Monthly Coaching

Payment is by monthly standing order. The standing order form can be downloaded from the website or, if you don't have access to a computer, may be obtained in hard copy from the Membership Secretary

Cygnets or Swans swimmers up to 18 years old	£40
Swan swimmer (2nd year A Level)	£30
Master Swimmer (Competing)	£40
Master Swimmer (Non-Competing)	£30

Please remember that fees are spread over 12 months despite the reduced training in August. If you have any queries about the fees, please speak to the Membership Secretary or Treasurer. **No compensation will be paid for missed sessions, be it weeks or months, unless it is for medical reasons and is agreed by the Committee via Linda Ashley-Davidson.**

2: Club Membership

All swimmers must be members of the club for essential insurance cover, without which swimmers cannot train. This is paid annually by cheque, due at the beginning of each year (or on joining the club). Forms will be handed out for swimmers to complete and sign by the Membership Secretary. Club Membership fees are ~

Cygnets or Swans swimmer	£20
Swans swimmer attending University	£10
Cygnets or Swans swimmer joining after Aug	£10
Cygnets or Swans swimmer joining in Dec	£0

3. Club Championships

This is a small fee of £10 to cover the cost of medals and the engraving of the trophies which will be handed out at the presentation evening. All Cygnets and Swans swimmers are expected to compete in the Club Championships

4. ASA Registration

All squad swimmers have to be registered with the ASA (Amateur Swimming Association). The registration is paid annually and is due at the beginning of the year (or on joining) with the Club Membership fees. The Membership secretary will advise on the exact cost, but it is usually around £33 for a swimmer aged 9 or over or £15 for a swimmer under the age of 9. These fees are set by the ASA and will include a contribution to the East Region ASA and the Cambridgeshire County ASA

Galas

Team Galas

Swimmers are selected to represent the club in team galas depending on the following ~

- The grade of gala (entry times), i.e. A, B, C or Novice
- The swimmer's ability and length of time with the club
- The swimmer's commitment (attendance of training sessions)

All swimmers are given an equal opportunity to swim in galas depending on the grade of gala we are attending. On occasions, swimmers may be asked to swim in an older age group race. Linda will only do this if she feels the swimmer is capable.

Gala Grades

All galas we attend have a grading; A, B, C or Novice:

Novice

For the swimmers that are just starting to swim competitively. The guidelines are less strict than the other graded galas. Swimmers who do not attend many sessions and have not reached the required standard for higher graded galas may be selected to swim.

Grade C

These are the next step up from Novice and entry times are slightly faster.

Grade B and A

These are high grade galas. The entry times for these are very fast and only the top swimmers will be selected to swim. At some galas there are cut off times, (i.e. the swimmer's best time must be slower than the cut off time). Cut off times are normally put in place to stop teams entering swimmers that are too fast for the grade of gala being attended. If swimmers break the cut off time in the gala they are given a 'time only' and no points will be awarded to the team, the swimmers are not disqualified. It must be noted that beating the cut off time is not a bad thing, times are more important than points!

Attending Galas

A list of swimmers chosen to swim each gala is placed on the notice board a few weeks advance. Please check the notice board and tick if you are available to swim in that gala. **If, for any reason, you find that you are later unavailable to swim, please contact Linda or Sue Johnson as soon as possible so that they can try and arrange an alternative swimmer to attend the gala in your place.**

The team normally travels to galas and competitions by coach. The exceptions to this are Open Meets, Counties, Regionals and some local galas.

When a coach is provided, the time of leaving is shown on the notice board with the list of swimmers. The team are expected to travel together on the coach. Parents and supporters are welcome to travel on the coach (as long as there are available seats). A nominal fee of £5.00 is requested by the club for swimmers and £3.00 for supporters who are travelling on the coach this is collected during the journey. **If swimmers do not wish to travel on the coach when it is provided, the coach fee still needs to be paid.** When travelling on the coach, all persons must remain seated at all times and, if seat belts are provided, they must be worn. This is for your safety.

On the return journey back to St Neots, Linda will prompt the swimmers when the coach is about 15-20 minutes away from the pool for them to contact whoever is collecting them. This is to ensure that all adults are aware of the arrival time and are at the pool ready for when the coach arrives.

Food may be taken to galas however, it must not be eaten on the poolside. Swimmers are not permitted to chew gum at any time.

When on poolside the team sit together at all times and should wear the club shirt (T-bag or Polo shirt). Swimmers wishing to leave the poolside, for any reason, should tell Linda or the Team Captains. Swimmers are expected to stay to the end of the gala.

We encourage all of our 9 year olds to swim in as many galas as possible before their first swim in the Counties.

Dos & Don'ts at Galas

Please bring ~

- At least 2 swimming costumes
- One towel and a change of poolside clothing is *advisable*
- Swans club T-shirt and club hat
- Poolside shoes are *advisable*
- One pair of goggles (and spare if possible)
- Drinks bottles filled with still drink (no fizzy drinks or glass bottles)
- Raw jelly, a small amount of Haribo or glucose tablets for pre-race energy is *advisable*
- Food for the return journey home (not to be eaten before competing)

All swimmers must wear a club hat when representing the Swans at any competitions

- Do not wear a personal stereo or MP3 player during the competition (except at Open Meets or Counties)
- Fun hats are not to be worn when representing the Swans
- Do not leave the poolside without letting Linda or the Team Captains know.
- Do not sit in the spectator area with your parents (except at Counties with Linda's permission)
- No fizzy drinks or chocolate on poolside
- Use of mobile phones is prohibited whilst at the gala venue

After the referee has blown the whistle, do not talk or move until the race has started.

Discipline on and off the Poolside

If any swimmer is found to be misbehaving, on or off poolside in a manner deemed to be offensive, dangerous to themselves or other members, he/she will be asked to leave the area and the parents will be informed. If the behaviour does not improve, a disciplinary hearing will be held in conjunction with the Club's Constitution.

Mobile Phone/Camera Policy

No one is allowed to use a camera within the swimming pool area unless they have been given permission and have signed the register providing their details.

No cameras, under any circumstance may be used in the changing rooms or shower areas.

The above restrictions apply to all galas, home and away, all open meets, home and away, and also to any training holidays taken with the club where shared bedrooms and bathrooms count as changing areas.

Anyone found to be breaking these rules will be suspended from the club and in the case of a serious breach, will be asked to leave the club.

Officials

At many galas we have to provide some officials to help with the running of the gala. Anyone who is interested in becoming an official (i.e. timekeeper or judge) please speak to Linda Ashley-Davidson for more information.

Training is required for officials and can be arranged via Linda. No training is required for an Announcer.

County Championships

** The Club will be required to provide Officials and Helpers – Parents please offer your services

Dates and Venues

These are run at Peterborough and Cambridge (Parkside) swimming pools. Entry is dependent upon the swimmers times. Please note: Peterborough Pool does not have catering provisions (other than a few vending machines). Please bring plenty of food and drinks for the day.

Novice Gala – In June (lasting 1 day) @ Peterborough Regional Pool. This gala has a cut off time (i.e. the swimmer's time must not be faster than the cut off time). This is aimed at the newer swimmer.

Developmental – In November (lasting 1 day) @ Peterborough Regional Pool or sometimes at Cambridge Parkside pool. This gala has a minimum entry time and a cut off time. This is aimed at the intermediate swimmer.

County Championships ‘A’ Level competition – In March (lasting 2 days) @ Peterborough Regional Pool and Cambridge Parkside pool. This is for the fastest swimmers, having only an entry time. This competition in particular gives the swimmers the opportunity to achieve Regional and National qualifying times.

Entry

An entry form is handed to you by the Head Coach or placed in the swimmers folder, it will be partially completed in pencil with race events and times achieved about 8 weeks before the gala. It is down to the swimmer to decide which events they wish to enter, the other events that have been completed on the form need to be rubbed out. The completed form must be returned to the club by the stipulated date, together with payment (a charge is made per race entered)

As this is an important event in the swimming calendar, swimmers are expected to take part representing the Club.

Procedure for the day

Remember to arrive in plenty of time for the warm up session and ensure that you have ticked the entry sheet displayed in the entrance of the pool. If you fail to do this you will not be able to take part in that session’s race. If in any doubt about the procedure, please ask, there are always plenty of people able to help you.

The Head Coach will be on poolside throughout the event.

Open Meets

An Open Meet is held by a Club and any swimmer from another Club can enter as long as they are registered with a Club affiliated to the ASA and they meet the requirements of the promoters e.g. age, ability and qualifying time. At all Open Meets you will pay per event entered. Open Meets are an excellent opportunity for swimmers to gain more experience and/or improve their times.

Details of forthcoming Open Meets are posted on the Club Notice Board, or can be found on various Club websites. If you are interested in taking part, collect an entry form from the Fixtures Secretary or the Open Meet Co-ordinator who will be able to help you. Linda will be able to help you with what times to submit on the form. The entry fee and the form must either be returned to the Open Meet Co-ordinator or to the hosting club directly. **Please note the closing date; late entries will not be accepted**

Please note that Team galas take precedence over Open Meets

Club Championships

These are usually held in the second half of the year, spread over a few weeks. These races give swimmers the opportunity to achieve swimming times required for competitions. All swimmers are expected to take part in all the races available to them, even if it's not their best stroke or distance.

Swimmers must ~

- Be 8 years old during the year in which the championships are held.
- Have joined the club by the end of May in the year of the championships and started paying their fees from 1st June at the latest.
- Be a paid up **member** of the club with all fees paid up to date.
- Swimmers who join the club after May 1st will be able to join in the Championships to obtain a time, although they won't be eligible for medals.

The Championships are organised into male and female age groups based on age at the end of the calendar year. Swimmers must compete in at least 6 events if 10 years and over and 3 events if under 10 years in order to qualify for trophies.

Events

The number of events each swimmer competes in will depend on the age group they are in

8 year olds	50m – Backstroke, Breaststroke & Front crawl 100m – Individual Medley 200m – Backstroke, Breaststroke & Front crawl
9 year olds	50m – Backstroke, Breaststroke, Butterfly & Front crawl 100m – Individual Medley, Backstroke, Breaststroke Butterfly & Front crawl 200m – Backstroke, Breaststroke, Butterfly & Front crawl
10 year olds	50m – Backstroke, Breaststroke, Butterfly & Front crawl 100m – Individual Medley, Backstroke, Breaststroke Butterfly & Front crawl 200m – Individual Medley, Backstroke, Breaststroke, Butterfly & Front crawl 400m – Front crawl
11 years +	50m – Backstroke, Breaststroke, Butterfly & Front crawl 100m – Individual Medley, Backstroke, Breaststroke Butterfly & Front crawl 200m – Individual Medley, Backstroke, Breaststroke, Butterfly & Front crawl 400m – Front crawl, Individual Medley

For 10 year olds and under only: 25m Sprint Awards

Note: Not all swimmers will swim all races in their age group. Linda Ashley-Davidson will advise those NOT required to swim certain events, e.g. 200m Butterfly, closer to the day.

Points are awarded for each swimmer in their age group, (depending on their time placing within their age group)

1 st place – 6 points	4 th place – 3 points
2 nd place – 5 points	5 th place – 2 points
3 rd place – 4 points	6 th place – 1 point

Medals will be awarded for 1st, 2nd and 3rd place in each event.

There will be a trophy (to be returned to the club in September) awarded to the winning top boy and girl in each age group. In the event of a tie, the swimmers will share the trophy and each swimmer will be allowed to take possession of the trophy for the same amount of time over the year.

Club Championship Presentation Night

The presentation of trophies, medals and certificates from the Club Championships will take place in late November/early December at a disco evening where everybody is invited; Mums, Dads, Brothers, Sisters, Grandparents etc. There is no charge for this evening, however all families are requested to bring some food for a communal buffet (see notice board nearer the time for more details).

The evening begins with a presentation of all the medals, certificates and trophies from the Club Championships. All swimmers receive a certificate with their events and swimming times on. The Head Coach and Team Captains present a short overview of the year and the new Team Captains are announced. It is then time for the Disco and the buffet, with the evening finishing off at about 11pm.

Fund Raising

Raffles

Why do we have them? – We always need a little extra money in the pot to help with expenses

When do we have them? – All home galas, our Club Open Meet, at the presentation evening and occasionally at other times of the year when we need to raise funds for something in particular.

Who provides the prizes? – As many people as possible! If you have anything to donate, or work for a company that would like to donate us items please see a committee member. Anything is gratefully accepted.

ALL profits go back into the Club.

Club Website

All this information and much more is contained on the Club's website ~

www.swans-swimming.com

Visit the site for up-to-date information on fixtures, gala results club information etc.

We also have a Facebook page where swimmers are kept up-to-date with information like pool closures, events and reminders.

ASA Eastern Region

Rules of Swans Swimming Club, St Neots as at 26th October 2010

1. Name

- 1.1 The name of the Club shall be Swans Swimming Club, St Neots.

2. Objects

- 2.1 The objects of the Club shall be the teaching, development and practice of swimming & diving for its members. In the furtherance of these objects:
- 2.1.1 The Club is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of sex, ethnic origin, religion, disability or political persuasion, on any grounds.
- 2.1.2 The Club shall implement the A.S.A. Equal Opportunities policy
- 2.2 The Club shall be affiliated to ASA East Region, and shall adopt and conform to the rules of this Association, and to such other bodies as the Club may determine from time to time.
- 2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association (“A.S.A. Laws”) and in particular:
- 2.3.1 All competing members shall be eligible competitors as defined in A.S.A. Laws; and
- 2.3.2 The Club shall in accordance with A.S.A. Laws adopt the A.S.A. Child Safeguarding Procedures; and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.
- 2.3.3 Members of the Club shall in accordance with A.S.A. Laws comply with the A.S.A. Child Safeguarding Procedures.
- 2.4 By virtue of the affiliation of the Club to ASA East Region, the Club and all members of the Club acknowledge that they are subject to the laws, rules and constitutions of:
- 2.4.1 ASA East Region and
- 2.4.2 The Amateur Swimming Association; (to include the ASA/IOS Code of Ethics); and

- 2.4.3 British Swimming (in particular its Doping Control Rules and Protocols and Disciplinary Code); and
- 2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together “the Governing Body Rules”)
- 2.5 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail

3. Membership

- 3.1 The total membership of the Club shall not normally be limited. If however the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club.
- 3.2 All persons who assist in any way with the club’s activities shall become members of the club and hence of the A.S.A. and the relevant A.S.A. membership fee shall be paid. Assisting with the club’s activities shall include, but not be restricted to, administrators, associate members, voluntary instructors, teachers and coaches, Committee members, helpers, Honorary members, life members, officers, patrons, Presidents, technical and non-technical officials, temporary members, Vice Presidents and verifiers or tutors of the A.S.A.’s educational certificates.
- 3.3 Paid instructors, teachers and coaches who are not members of the club must be members of a body which accepts that its members are bound by the A.S.A.’s Code of Ethics, the Laws relating to Child Protection and those parts of the Judicial Laws, Judicial Rules and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the A.S.A. shall be subject to all the constraints and privileges of the Judicial Laws and Rules.
- 3.4 Any person who wishes to become a member of the Club must submit a signed application to the Secretary (and in the case of a junior swimmer the application must be signed by the swimmer’s parent or guardian). Election to membership shall be determined by the Committee but other person(s) authorised by the committee may make recommendation as to the applicant’s acceptability. The committee shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a review panel appointed by the Committee (“Review Panel”) comprised of not less than three members (who may or may not be members of the Committee). The panel shall [wherever practicable] include one independent member nominated by the ASA East Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for review shall be at the discretion of the Review Panel whose decision shall be final and binding

- 3.5 The Club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, age, sex, religion, disability, political persuasion or sexual orientation.
- 3.6 The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, or, in the case of a swimmer, being unable to achieve the entry standards as laid down and provided by the Club to the applicant for membership.
- 3.7 The Club requires all members to declare any membership or any training sessions taken or any competitions entered into for another swimming club, when this exists, to the chief Coach. This requirement does not apply to students who may join a University/College swimming club whilst studying away from home.

Subscription and Other Fees

- 4.1 The annual member's subscription and coaching and squad fees (as applicable) shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for different classes of membership as it shall determine.
- 4.2 The annual subscription and entrance fee (if any) shall be due on joining the club and thereafter on the 1st day of January each year.
- 4.3 Any member whose subscription is unpaid by the date falling 30 days after the due date for payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made
- 4.4 The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual A.S.A. Membership Fees to the A.S.A. on behalf of members, be consequential upon an increase in individual A.S.A. membership fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.
- 4.5 The Committee shall have the power in special circumstances to remit the whole or part of the fees, including the A.S.A. membership fees, to address issues of social inclusion.

Resignation

- 5.1 A member wishing to resign membership of the Club must give to the Secretary written notice of his resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.
- 5.2 The member who resigns from the Club in accordance with Rule 5.1 above shall not be entitled to have any or part of the annual membership fee or any other fees returned.

- 5.3 Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than two months in arrears shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he shall be informed in writing that he is no longer a member by notice handed to him or sent by post to his last known address.
- 5.4 The A.S.A. membership department shall be informed should a member resign when still owing money or goods to the Club.

Expulsion and other Disciplinary action

- 6.1 The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for him to remain a member. The Club in exercising this power shall comply with the provisions of Rules 6.3 and 6.4 below
- 6.2 Upon expulsion the former member shall not be entitled to have any part of the annual membership fee refunded and must return any Club or external body's trophy or trophies held forthwith. Clubs in exercising this power are required to comply with the provision of Rules 6.3 and 6.4 below.
- 6.3 The Club shall comply with the relevant Judicial Rules for handling internal Club disputes ('the rules') as the same may be revised from time to time. The rules are set out in the A.S.A. Judicial Laws and appear in the A.S.A. Handbook. (A copy of the current Guidelines may be obtained from the A.S.A. Legal Affairs Department).
- 6.4 A member may not be expelled or (subject to Rule 6.5 below) be made the subject of any other penalty unless the panel hearing the complaint shall by a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the member.
- 6.5 The Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider club activities, when in their opinion, such action is in the interests of the Club. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate judicial rules.

Committee

- 7.1 The Committee shall consist of the Chairman, Secretary, Treasurer (together "the Executive Officers of the Club") and a maximum of 8 elected members all of whom must be members of the Club. The club shall have a Welfare Officer. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.

- 7.2 The Committee shall appoint a member of the Club as Welfare Officer, who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with A.S.A. Child safeguarding courses. The Welfare Officer will have a right to attend Committee meetings without a power to vote
- 7.3 The Executive Officers and Committee members shall be proposed, seconded and elected by ballot at the Annual General Meeting, to be held in the first week of February each year and shall remain in office until their successors are elected at the next Annual General Meeting and will take office when the Chairman has closed the meeting. Any casual vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring Executive officers and members of the Committee shall be eligible for re-election.
- 7.4 Committee meetings shall be held not less than quarterly (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be such number as shall represent not less than a simple majority of the Committee members (to include not less than one Executive Officer). The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than two day's notice of a meeting by e-mail. Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote.) The Secretary, or in his absence a member of the Committee, shall take minutes.
- 7.5 In the event that a quorum is not present within thirty minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 11.1 shall not apply
- 7.6 In addition to the members so elected the Committee may co-opt up to 5 further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present.
- 7.7 The Committee may from time to time appoint from among their number such sub-committees as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.

- 7.8 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner to be appointed by the members in General Meeting.
- 7.9 The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- 7.10 The Committee shall maintain an Accident Book in which all accidents to club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the A.S.A. Membership Department. The Club shall make an annual return to the A.S.A. Membership Department indicating whether or not an entry has been made in the prescribed form, which is to be found on the membership renewal form.
- 7.11 The Committee shall have power to make regulations, create by-laws (see Rule 13.1) and to settle disputed points not otherwise provided for in this Constitution.

Officers and Honorary Members

- 8.1 The Annual General Meeting of the Club, if it thinks fit, may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the club and on election shall, ex officio, be an honorary member of the Club and must be included in the Club's Annual Return of Members to the A.S.A.
- 8.2 The Committee may elect any person as an honorary member of the Club for such period as it thinks fit and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as officers or on the Committee unless any such person shall have retained in addition his ordinary membership of the Club. Such honorary members must be included in the Club's annual return as to membership.

Annual General Meeting

- 9.1 The Annual General Meeting of the Club shall be held each year on a date in the first week of February. The date for the Annual General Meeting shall be fixed by the Committee
- 9.2 The purpose of the Annual General Meeting is to transact the following business:
- 9.2.1 To receive the Chairman's report of the activities of the Club during the previous year;

- 9.2.2 To receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;
 - 9.2.3 To remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he remain in office;
 - 9.2.4 To elect the Executive Officers and other members of the committee;
 - 9.2.5 To decide on any resolution which may be duly submitted in accordance with Rule 9.3?
- 9.3 Nominations for election of members to any office or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary at least 14 days prior to the meeting. The nominee shall be required to indicate in writing on the nomination form his/her willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary at least 14 days prior to the meeting.

Special General Meeting

- 10.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Club within 28 days of receipt by the Secretary of a requisition in writing signed by not less than 7 members entitled to attend and vote at a General Meeting or, if greater, such number as represents one tenth in number of such members, stating the purposes for which the meeting is required and the resolutions proposed.

Procedure at the Annual and Special General Meetings

- 11.1 The Secretary shall be responsible for posting on the Club notice board at St Neots pool, the written agenda giving notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least 14 days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. The Secretary may, alternatively, with the agreement of member(s) concerned distribute these materials by e-mail or similar form of communication.
- 11.2 The quorum for the Annual and Special General Meetings shall be 7 members entitled to attend and vote at the Meeting, or if greater, such number as represents one tenth in number of such members.

- 11.3 The Chairman, or in his/her absence a member appointed by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. For the procedures for submitting resolutions to be considered at a General Meeting, other than those relating to rule changes or dissolution, members are referred to Rules 9.3 and 10.1. In the event of an equality of votes the Chairman shall have a casting or additional vote.

Only paid up members who have reached their 16th birthday shall be entitled to be heard and to vote on all matters. (Members who have not reached their 16th birthday shall be entitled to be heard and vote only on those matters determined by the Chairman as matters concerning juniors, such as the election of club captains.)

- 11.4 The Secretary, or in his absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 11.5 The Chairman shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

Alteration of the Rules and other Resolutions

- 12.1 The rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least two-thirds of members present and entitled to vote at the General Meeting. No amendment(s) to the rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorised to do so by the County Association/ASA East Region.
- 12.2 Such number of members as represent one-tenth in number of the members entitled to attend and vote at a General Meeting, shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him not later than 14 days before the meeting in the case of an Annual General Meeting and similarly in the case of a Special General Meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 11.1

By-Laws

- 13.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the well being of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

Finance

- 14.1 All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer. Any moneys not required for immediate use may be invested as the Committee in its discretion think fit.
- 14.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club, (save as set out in Rule 17.3.)
- 14.3 The Committee shall have power to authorize the payment of remuneration and expenses to any officer, member or employee of the Club and to any other person or persons for services rendered to the Club.
- 14.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.
- 14.5 The financial year of the Club shall be the period commencing on 1st January and ending on 31st December. Any change to the financial year shall require the approval of the members in a General Meeting.
- 14.6 The Committee shall retain for a minimum period of six years all financial records relating to the club and copies of Minutes of all meetings.

Borrowing

- 15.1 The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion (up to such limits on borrowing as may be laid down from time to time by the General Meeting) for the general upkeep of the Club or with the (prior) approval of a General Meeting for any other expenditure, additions or improvements.
- 15.2 When so borrowing, the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sum or sums of money in such manner or on such terms and conditions as it thinks fit and, in particular, by mortgage of or charge upon or by the issue of debentures charged upon all or any part of the property of the Club.
- 15.3 The Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.

Property

- 16.1 The property of the Club, other than cash at the bank, shall be vested in not more than four Custodians. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 16.2 The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- 16.3 The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

Dissolution

- 17.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.
- 17.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 17.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to a charity or charities (or other non-profit making organisation having objects similar to those of the Club for the furtherance of such objects) nominated by the last Committee.

Acknowledgement

- 18.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.

Swimming Club

Code of Conduct

Code of Conduct for Parents/Carers

Parents are expected to:

- Complete and return the Health and Consent form as requested by the club and detail any health concerns relevant to the child on the consent form. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- Ensure the club has up to date contact details for you and any alternative person.
- Deliver and collect the child punctually to and from coaching sessions/swim meets. Please inform a member of the committee or coaching staff if there is an unavoidable problem.
- If the club changes your child's lane and changing times, please remember the change is to provide appropriate levels of training and enable your child to progress and should be facilitated and encouraged at all times.
- Ensure your child is properly and adequately attired for the training session/events including all required equipment, i.e. hats, goggles etc.
- Inform the Coach before a session if your child is to be collected early from a coaching session/meet and if so by whom.
- Encourage your child to obey rules and teach them that they can only do their best.
- Behave responsibly as a spectator at training/meets and treat swimmers, coaches, committee members and parents of yours and other clubs with due respect meeting the ASA commitment to equality, diversity and inclusion.
- Ensure they do not use inappropriate language within the club environment.
- Show appreciation and support your child and all the team members.
- Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the club coach.
- Support the club, coach and committee appropriately and raise any concerns you have in an appropriate manner
- Do not enter poolside unless requested to do so or in an emergency. If you wish to have a discussion with the coach, check with the club Welfare Officer how this can be arranged.
- Most of all help your child enjoy the sport and achieve to the best of their ability.

Code of Conduct FOR SWIMMERS

General Behaviour

- Treat all members of the club with due respect, including:
 - a. Fellow swimmers
 - b. Coaches
 - c. Officials
- Treat all competitors and representatives from competing clubs with due respect.
- The use of inappropriate or abusive language, bullying, harassment, discrimination or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.

Swimming Training

- Arrive in good time to stretch, 15 – 20 minutes before start time.
- Have all your equipment with you, i.e. paddles, kick boards, hats, goggles etc.
- Use the toilet before training begins and always inform the Coach if you need to leave the pool during training.
- Listen to what your Coach is telling you.
- Always swim to the wall as you do in a race and practice turns as instructed.
- Do not stop and stand in the lane, you may get injured.
- Do not pull on the ropes, as this may injure other swimmers.
- Do not skip lengths or sets. You are only cheating yourself.
- Think about what you are doing during training.

Competitions

- You must swim events and gala's that the Coach has entered/selected you for unless agreed otherwise by prior agreement with the relevant club official.
- At Open Meets, check when you should post your cards and be sure to post them on time.
- Warm up before the event. Prepare yourself for the race.
- Warm up properly by swimming, not playing or stopping in the lane.
- Be part of the team. Stay with the team on poolside. If you leave for any reason you must tell the Coach where you are going.
- Go to the marshalling area in time and report in. Take your hat and goggles with you.
- Support your team mates. Everyone likes to be supported
- You must wear club uniform and hats when representing the club.
- Swim down after the race, if possible. Do not use this time to play.
- After your race, report to the Coach, not your parents to receive feedback on your race and splits.

TEAM POLICIES

Code of Conduct

Swans Swimming Club expects its swimmers to adhere to the code of conduct in order to maintain high levels of self-discipline and training esteem. The following sections outline Swans code of conduct:

- Behaviour & Discipline expectations
- Squad kit requirements
- Gala/Open Meet Procedures
- Social/Award functions
- Illness & Injury

Individual squad training requirements and training attendance expectations are defined in a separate document. Swimmers wishing to find out how many sessions per week to attend, should refer to these documents. For information on the repercussions of breaking the code of conduct, please refer to the Swans Club Constitution.

Behaviour & Discipline Expectations

- Swimmers must be punctual.
- Unless otherwise stated, swimmers are expected to arrive at each session 10 minutes early.
- Swimmers arriving 5 minutes late for a session will be turned away at the coach's discretion. In the actual case of a swimmer being late a full reasoning and apology will be expected.
- All swimmers carry a responsibility to train with attention to detail, discipline and good manners. Negative gestures or poor lane discipline are not acceptable. Swimmers disrupting the flow of a session will be removed at the discretion of the coach.
- Abuse or neglect of any form is not accepted. Please see the Child Protection in Sport Unit web-site www.thecpsu.org.uk to gain a better idea of the categories of abuse that are not tolerated.
- Smoking or alcohol consumption by any member is not permitted within the training or competition facility of Swans. Any swimmer believed to have consumed alcohol prior to training/competition will face disciplinary action.
- Swimmers must be hygienically clean before entering into training practise. Often swimmers come from school/club outdoor sports to training with very little transfer time. Swimmers must ensure that they are clean of dirt before participating in training.
- Swimmers must not knowingly take illegal drugs and banned performance-enhancing drugs at any time.
- Swimmers on medication must register that drug with the clubs administrator in order to notify the ASA. Allergies to any medication must also be notified to the club administrator.

Squad Kit Requirements

Competitive squad swimmers are required to wear team kit when training on camps or competing at any gala or meet. No other club or designer clothing will be accepted on poolside.

Ideally each swimmer should have:

1. Swans Hat
2. Swans T-shirt or Polo Shirt
3. Swans “Hoody” Jumper or Track Suit Top

Gala/Open Meet Procedures

All Swans swimmers attending a gala or open must follow the meet criteria ~

- Swimmers must arrive and report to the Coach a minimum of 10 minutes earlier than the proposed warm-up time.
- Swimmers must sit together in a team area. Swimmers will not be allowed off of poolside until break times. Parents will not be allowed on to poolside unless they have an official role and have been CRB checked.
- Swimmers must take part in team blood flow prior to warm-up in the pool. Blood flow must be a minimum of five minutes long and will usually be run by the team captains or the most senior members of the team available.
- Swimmers must complete a full pre-race warm-up when possible. In galas where time to warm-up is limited, please ask the coach what should be practised. The coach will oversee all warm-ups.
- During racing swimmers must support their team-mates with total commitment and fairness. Friendly banter is allowed, but must not become in any way abusive.
- After each swim, swimmers must seek the feedback of the coach immediately. Where a swim down facility is available the swimmer must then complete the full swim-down criteria, unless advised otherwise. Only then can a swimmer speak to their parents.
- Unless excused by the coach, all swimmers making finals will be expected to compete in the finals. Race tactics and desires are only for communication between coach and swimmer.
- As with behaviour and discipline expectations, swimmers must show respect, discipline and good manners at all times. Swimmers will treat team-mates and opponents with dignity and respect in all conditions.

Social and Award Functions

All swimmers and parents are encouraged to participate in social and award functions run by the club. This can be a great way of building social and team relationships away from the pool.

Hosting facilities used by Swans for these functions must be treated with the same behaviour and conduct as expected on poolside. Any anti-social behaviour will be treated with seriously and dealt with by the committee.

Regular social updates are added to the clubs notice board and web site.

Injury and Illness

Whenever possible the coach should be notified of an injury or illness as soon as possible, regardless of how serious or trivial it is. The severity of the injury/illness may only become worse if the coach is not aware of the problem.

Swimmers may still be asked to train whilst injured/ill but only do so at a lower level recommended by the head coach. Where possible, swimmers should give the coach full doctor/physio feedback on the symptoms in order to aid the recovery process.

Swimmers may be asked to leave the pool if the coach feels they are not fit enough to fulfil the tasks.

Handling of Internal Disputes

INTRODUCTION

Whilst most Clubs do from time to time have disputes between Committee Members, Parents and Swimmers these are usually resolved amicably between the individuals concerned. Occasionally it is necessary to discipline swimmers for minor incidents of misbehaviour and this can be done fairly by the Coach/Team Manager.

Sometimes a more serious breach of discipline or a more serious dispute arises and, if that is the case, the matter will be dealt with in line with the procedure outlined below.

The procedure does not apply to paid employees of the Club. If the Club is in dispute with a paid employee then the employment law needs to be considered and specialist legal advice sought if appropriate.

In dealing with internal disputes the Club will ensure that:

- (a) All parties are treated fairly
- (b) The complainant has the opportunity to present the case
- (c) The accused has the opportunity to respond

PROCEDURE

On receipt of the dispute every effort should be made to resolve the matter by informal discussion. If this fails or it is clearly necessary to discipline a member the Club should set up a panel to deal with the matter.

- The panel should consist of three persons, one to act as Chairman. A Secretary/Minute taker may also be needed. The panel will consist of people not involved in the dispute and the Club may ask individuals from outside the Club to sit on the panel.
- The Chairman should notify both parties of the date, time and place of the hearing and the names of the panel members. Both parties should be given copies of the papers and every effort should be made to hold the hearing within 14 days of the receipt of the dispute,
- If either party is under 18 years of age they must be advised of their right to be accompanied by a parent (or other person with parental responsibility for them) or coach to help present their case,
- Both parties should be allowed to bring witnesses.
- The hearing should be as informal as possible but should take the following format:
- The Complainant should present evidence first and the accused should have the right of reply
- Both parties to the dispute should be allowed to bring witnesses, the Complainant going first and each party should be allowed to question the other party's witnesses.
- Witnesses should wait outside the hearing room until they are called. After questioning they should wait in the hearing room, taking no further part in proceedings.
- The panel shall consider all the evidence and reach a decision on the balance of probabilities.
- The Secretary/Minute Taker should make notes of the hearing and the panel should make every effort to announce their decision verbally to all parties without delay followed by written confirmation to reach all parties within five days.

SANCTIONS

If it is the decision of the panel that a disciplinary offence has been committed or 'the complaint' is upheld it can

- (a) Give a written warning
- (b) Impose a fine
- (c) Suspend
- (d) Expel

If either party to the dispute is dissatisfied with the outcome they are entitled to make a **COMPLAINT** to the Judicial Administrator at the Amateur Swimming Association.