

## IMPORTANT NOTICES FOR PARENTS & GUARDIANS

### Change of medical conditions, address or contact phone numbers

Please inform us of any change to the above details. **This is extremely important for the safety of your child** and yourself.

### Accidents

All accidents must be recorded in club accident book and reported accordingly to the Head Coach (See Club Constitution Rule 14:2)

### Parents' / Coaches' Responsibilities

The Club or coaches can only be responsible for swimmers during their training sessions and not either before or after this time. The Club is not responsible for your child away from the poolside. This includes the changing rooms, other areas of the buildings, and outside any swimming pool used by the club. The conduct and behaviour of your child remains your responsibility at all times.

### Video, zoom or close range photography

In line with the recommendations in the ASA Child Protection Policy, the Club requests that any person wishing to engage in any video, zoom or close range photography on the poolside or balcony during galas or training should register their details with a Committee member before carrying out such photography. Mobiles with photographic capacity are not allowed on poolside or in changing rooms.

### General Gala Health and Safety Procedures

During any gala, swimmers should remain on the poolside until they have finished their last swim and even then they must report to their team manager prior to leaving. If there is a genuine need to leave the poolside they must inform their team manager. Swimmers must not wander off to visit family or friends. If leaving the poolside area, suitable footwear must be worn when elsewhere in the building. For obvious health reasons, outdoor shoes should not be worn on the poolside.



## MEMBERSHIP BOOKLET

**JANUARY 2009  
TO  
DECEMBER 2009**

**MEMBER'S NAME**

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## ESSENTIAL INFORMATION FOR MEMBERS

*(Issue 11 January 2009)*

[www.workshopdolphins.co.uk](http://www.workshopdolphins.co.uk)

## Office Bearers

<b>Life Members</b>	Mr Alex McLauchlan Mr Mick Conroy Mr David Rush & Mrs Elsie Rush Mr Steve Mitchell
<b>President</b>	Mr Alex McLauchlan
<b>Chairman</b>	Mr Stuart Evans      Tel 478714
<b>Secretary</b>	Mrs Yvonne Dobson   Tel 473556
<b>Treasurer</b>	Mrs Elsie Rush      Tel 481310
<b>Head Coach</b>	Mr Andrew Thompson
<b>Membership Secretary</b>	Mrs Lisa Dixon      Tel 479351
<b>Welfare Officer</b>	Mrs Linda Evans      Tel 478714
<b>Competition Secretary</b>	Mrs Cheryle Turner   Tel 477833
<b>Workforce Co-ordinator</b>	Mr Paul Ward      Tel 01623 824330
<b>Website Co-ordinator</b>	Mrs Jenny Wass      Tel 480904
<b>Swim 21 Co-ordinator</b>	Mrs Jo Flint      Tel 500531
<b>Public Relations Officer</b>	Mrs Jenny Wass      Tel 480904
<b>Ranking Co-ordinator</b>	Mr Stuart Evans      Tel 478714
<b>Committee Members</b>	Mrs Julie Briggs      Tel 501524
<b>Club Captains</b>	Ben Dixon Lydia Pace

## CHILD PROTECTION POLICY

We at Worksop Dolphins are committed to practice which protects children from harm. Committee Members and volunteers in this swimming club accept and recognise our responsibilities to develop awareness of the issues which cause children harm.

### **We believe that:**

- Every child has a right to protection from harm and that the welfare and best interests of the child are of paramount importance.
- Children have the right to protection from neglect, physical, emotional and sexual abuse.
- It is through the correct support that the child's wellbeing, protection and development are best served.'

### **We will endeavour to safeguard children by:**

- Adopting child protection guidelines through a code of behaviour for members and volunteers.
- The appointment of a dedicated Welfare Officer
- Sharing information about child protection and good practice with children, parents and volunteers.
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately.
- Following carefully the procedures for recruitment and selection of our volunteers.
- Providing effective management for our volunteers through supervision, support and training.
- Supporting children in a caring and considered environment which allows them to be listened to and taken seriously.

**We are also committed to reviewing our policy and good practice at regular intervals.**

## List of Asthma Drugs that are permitted in Sport

Salbutamol—e.g. ventolin—by inhaler only

Terbutaline—e.g. Bricanyl—by inhalation only

Beclomethasone—e.g Becotide—by inhaler only

Salmeterol—e.g. serevent

Sodium cromoglycate—e.g. Intal

Montelukast—e.g. Singulair

Budesonide—e.g. Pulmicort—by inhaler only

Fluticason—e.g. Flizotide—by inhaler only

Theophylline— e.g. Nuelin

### Useful Addresses:

#### National Asthma Campaign

Providence House

Providence Place

London N1 0NT

**Asthma help-line 0345-01203 Monday-Friday 1- 9.00 pm for the price of a local call.**

## WELCOME TO WORKSOP DOLPHINS

Worksop Dolphins is a competitive swimming club and our aim is to produce swimmers who represent Worksop at Inter-Club galas, in the Nottinghamshire leagues, County Galas and hopefully in the Regional Competitions. We are also keen to provide a healthy social side to the club and arrange a number of events during the year. This introductory booklet hopes to explain the way the club operates and some of the activities that take place. Any member of the committee or the coaching staff will always be prepared to answer any further questions which you may have.

### PERSONAL BELONGINGS

It is preferable to use a sports bag and all belongings should be safely left in a locker (at Worksop Leisure Centre) or safely on the poolside (Worksop College).

### TRAINING TIMES/LOCATIONS

We currently use two pools, Worksop Sports Centre on Wednesday and Sunday and Worksop College on a Monday. Wednesday night is traditionally the main club night offering three sessions, it is also the night you will find most of the committee and parent organisers present. Your child is welcome to attend on any of these days, the coaches will advise you which sessions and lane are appropriate.

#### SPORTS CENTRE

Wed 6:00 - 7:00pm

Wed 7:00 - 8:00pm

Wed 8:00 – 9:00pm

Sun 6:00 – 7:00pm

Sun 7:00 – 8:00pm

Sun 8:00 – 9:00pm

#### WORKSOP COLLEGE

Mon 7.15 - 8.00pm

Mon 8.00 - 9.00pm

### TRIALS

Any one wishing to join Worksop Dolphins should first attend a trial session, these are held on the 1st Wednesday each month at 6.00pm. There may be a waiting list depending on membership level.

## ASTHMA AND THE COMPETITIVE SWIMMER

### MEMBERSHIP CRITERIA

**All swimmers are normally expected to attend at least one training session per week, except members of Bassetlaw A&B squads.** This level of commitment however is unlikely to produce swimmers able to compete at even the most junior level. To attain the standard required for competitive swimming it is expected that swimmers will train at least twice a week, either with the Club or the Bassetlaw squad and this will need to increase as the swimmer progresses. As the swimmers ability changes they will be asked to move lanes and possibly session, the Head Coach will oversee this process. Anyone who is not able to comply with these criteria should advise the Head Coach. If the minimum requirement is not maintained without good reason then membership may be terminated.

### TADPOLES

Tadpoles were originally set up to fill a 'gap' in the local authority's lessons. These sessions have continued in the small pool, even though the local authority does offer a comprehensive learn to swim scheme. Entry into Tadpoles is open to anyone who can swim 10m, and we do operate a waiting list, please contact the Dolphins Secretary for more information. Tadpoles sessions are for half an hour. The session time is on a Sunday at 6.30-7.00pm. Unfortunately Tadpole membership cannot guarantee a place in Dolphins. The Dolphins membership is limited by the number of places available in the appropriate lanes. If there are more swimmers attending the trial evening than available places, decisions will be based on swimming ability, rather than current tadpole membership.

### SWIMMING COACHES

Most of our coaches are parents or ex swimmers, and all possess a level of professional swimming and/or lifesaving qualification. The majority of the coaching staff are unpaid volunteers. The day-to-day organisation of training programs and lane supervision is the responsibility of the Head Coach.

When should the swimmer take their inhaler relative to training or an event?

The relief inhaler (e.g. salbutamol or ventolin) should be taken if necessary between 15 and 30 minutes before training to competing to allow maximum time to work properly. One to two puffs is particularly useful in those patients who suffer from exercise induced asthma.

The swimmer should NOT keep getting in and out of the water during a training session for a quick puff of their inhaler. This usually means that the asthma is not well controlled and the treatment needs to be reviewed.

The swimmer's 'rescue' inhaler should however be readily at hand if needed and swimmer should never share inhalers.

Never let another swimmer use your inhaler for fun. Believe it or not, this does happen sometimes and the consequences can be extremely serious.

### **Declaration**

Once asthma has been diagnosed, it is **important** that the swimmer or his / her parents inform the club together with details of the medication that they are taking. It is essential that the club is informed of such medical conditions so that in the event of any problems appropriate action can be taken. If the swimmer is likely to compete in any National Championships or representing Great Britain and Home Country ASA Medical Declaration form must be completed. The notification must be done annually when renewing membership .Any subsequent changes in medication should also be notified.

**Remember:** It is your responsibility to keep the Club informed.

The form is completed; giving details of the volume of urine, the bottle numbers, the pH and specific gravity and the competitor is then invited to declare any drugs that have been taken within the last 7 days. This includes minerals, vitamins, creams, inhalers, creatine, glutamine etc. and the competitor or the accompanying official is usually invited to write the drugs on the form themselves. The ISO must not pass any comment regarding the drugs/agents declared and, in particular, must not say whether any agent is legal or illegal since this is a function of the Governing Body. The ISO's job is merely to collect the sample and information under standard conditions.

The ISO, competitor and accompanying official check the form and bottles/seals finally and sign to say that they are happy with the procedure. The competitor is given a copy of the form and several other parts of the form are distributed subsequently to the Governing Body, the Sports Council and the laboratory. The samples are sent to the laboratory where the larger 'A' sample is analysed. If there are any adverse findings in this sample, the Governing Body is informed and the competitor and an accompanying official invited to the laboratory to witness analysis of the smaller 'B' sample. If the second sample confirms the findings of the first sample, an investigation into the circumstances of the irregularity commences and this may lead to a sanction being imposed.

**David Fodden**  
January 2000

If you are worried whether what you are taking is a banned substance, telephone the drug information line 0207-380-841-9530 or e-mail ead@uksport.gov.uk. The web site [www.uksport.gov.uk](http://www.uksport.gov.uk) is another useful information source and the address is Ethics and Antidumping, 40 Bernard Street London WC1N 1ST

## **COMMUNICATION & THE NOTICE BOARD**

All information about what is happening in the Club is on the notice board at the top of the stairs at Worksop Sports Centre and on the notice board at Worksop College.

We would ask that all swimmers and parents check the notice board regularly. There is also a club website at

**[www.worksopdolphins.co.uk](http://www.worksopdolphins.co.uk)**

Any problems or queries about club activities can be put to any member of the Committee, but preferably the Public Relations Officer or the Welfare Officer. If necessary, the Committee member may bring matters to the attention of the Committee for discussion.

## **COMMITTEE MEMBERS**

The Chairman and committee members are elected from the membership at the AGM in November each year. Details of the Committee are on the notice board and also inside the cover of this booklet.

## **ASA REGISTRATION / INSURANCE**

All members of Dolphins are registered with the ASA and are insured for accidents during training or whilst representing the club at galas. If however, you wish to take part in Open Meets, County Championships, Speedo, Regional and National events you will need to be registered with ASA at a higher level. For more information regarding cover and fees please see the Membership Secretary.

## **SWIM SHOP**

The Club operates a swim shop. All equipment and swimwear including club caps, costumes, T-shirts etc. are available. The shop is usually open on Wednesdays and Sundays at 7pm. For full details please see the notice board or contact a committee member.

## **CLUB CHAMPIONSHIPS**

Our Club Championships are held between September and November of each year and all full members, including tadpoles, are entitled to and are encouraged to enter. There is no age restriction as long as they can comfortably swim 25 metres. There are Club annual trophies for the event winners and plaques or medals for other placings within the age groups. All swimmers who enter receive a certificate detailing their performance times. All awards are presented at a presentation evening, usually held late November / early December. It is important to try and enter this gala, as it is an excellent introduction to competitive swimming in a safe and supportive structure.

## **VOLUNTEERS REQUIRED**

Volunteer helpers run the club. The Committee and coaches run the club on a day-to-day basis, the Parents' Association support the Club by fund raising through the swim shop etc. and by organising the social calendar. You do not need to be part of the organising team to help with any of the jobs - if you would like to help then please volunteer. In order to run inter-club galas the club needs to be able to provide ASA qualified officials and parents are actively encouraged to take the ASA officials courses and examinations that are held each year. For internal galas the requirements are not so strict and we encourage parents to try some of the jobs and learn how it is done before moving on to the inter-club galas. A typical gala needs a Referee, Starter, Chief Timekeeper, 12 timekeepers, 6 judges, an announcer, 2 recorders and at least 2 team managers.

In addition we need help with drinks, the door (if we charge admission), selling raffle tickets etc. As you can see, easily 30, and probably nearer 40 people are required. If you feel you can assist at galas in any way the club would be very grateful. For more information please contact the Workforce Co-ordinator. In order for these events to run, we need your help.

In Britain, any registered competitor may be tested for drug abuse. Very young competitors tend not to be tested but testing has occurred on several occasions at the National Age Groups. The Independent Sampling Officers (ISOs) attend a competition at no notice and are instructed to liaise with an official (such as the Meet Director). A number of competitors are selected at random and the procedure usually involves the final position in a race, but may involve a particular lane or competitor number. When the race has finished, an official will approach the competitor and advise them that they have been selected for a doping control test. The competitor will be asked to sign a form acknowledging that they have been selected and will attend for the test. From then onwards, the competitor should be accompanied by a chaperone of the same sex who will follow him/her until they report for the test. It is important that the competitor does not empty their bladder and takes drinks from a sealed container (such as bottled water or still orange juice). The competitor will be asked to report to the testing room within a specific period, usually one hour from the time of notification. If the competitor refuses to attend, or attends late, this is reported and may result in a punishment as if anabolic steroids had been found in the sample (this is the most severe penalty). The competitor is allowed to complete a swim down, see his/her coach, attend a victory ceremony, speak with the press, take part in another race etc. but, if they are unable to report to the testing room to produce a sample within the specified time, they must attend the doping control room to advise why they cannot attend to provide the sample and they will be released again to be accompanied by the chaperone. When the competitor attends the doping control room, they may take someone with them. This would normally be someone who knows the testing procedure and may be a coach, parent, friend, team doctor etc. Parts of the form are completed and the competitor is offered a number of sealed vessels. One is selected and the competitor goes into the toilet with an ISO of the same sex. The ISO must watch the competitor pass a sample of urine into the container. This is embarrassing but the ISO will try to put the competitor at ease. The amount of urine is approximately 100ml (a plastic cup full). The ISO must not handle the container unless the competitor asks him/her to do so.

The ISO and competitor return to the administration area of the doping control room and, in the presence of the accompanying person, a pack of two bottles (an 'A' and a 'B' bottle) is selected from at least three packs. The packs are opened (by the competitor) and the numbers checked by him/her and the accompanying official. The competitor or accompanying official decants the urine into the bottles, under the direction of the ISO, and the bottles are sealed. It is at this point that the ISO may become involved in handling the samples. A small amount of urine must be retained in the urine collection vessel and the ISO will test this for pH (acidity) and specific gravity (strength). If the pH and/or specific gravity do not lie within a specific range, the sample is retained and the competitor is asked to provide a further sample. Both samples are sent to the laboratory for analysis. This is because some methods of masking illegal substances rely upon altering the pH or specific gravity of the urine.

## Drugs, Sport and Doping Control

The use of performance enhancing drugs in sport is cheating. They are associated with serious medical complications and, above all, their use is illegal. Procedures to detect drug abuse have been in operation for many years and the analytical techniques used currently detect minute traces of drugs, which may have been taken several weeks previously. Punishment for the abuse of drugs may vary widely between a warning letter and a lengthy ban from training and competition. It is important that every competitor in the sport is aware of the problems that they may face and of the procedure for collection of samples for analysis.

We are fortunate that there are very few positive doping control tests in British swimming. The vast majority have occurred 'by accident'. This means that a competitor has taken the agent without their knowing that it is illegal. Typical examples of such mistakes are the use of Pseudoephedrine (Sudafed) or other oral decongestants in cough/cold remedies. This is available as a pure substance and is also present in some 'Benylin' preparations. Some forms of 'Lemsip' contain Phenylephrine, which is also banned. It is YOUR responsibility to check. Ask the pharmacist, your GP or contact your local ASA District Medical Advisor to check if a preparation is legal. If they do not know, they will be able to find out and, if in doubt, don't take it.

Caffeine is an agent, which is permitted, providing the concentration in the urine does not exceed a certain value. Scientists have estimated a safe amount of caffeine to ingest which will not result in a positive test result but, rather than giving that information here, it is safer to advise the use of drinks such as tea, coffee and coke sparingly.

Many of our competitors have asthma and the majority of the drugs used for asthma are perfectly legal. It is important, however, to remember that they are only legal if taken by inhaler. Drugs such as Salbutamol (Ventolin) and steroids are ILLEGAL if taken by mouth or injection, even if they have been prescribed by a GP or hospital specialist. All competitors, who have asthma and are taking such medication, must declare it in writing to the ASA. This is even more important as the competitor competes at international level since the drugs must be declared to FINA.

Some other groups of drugs are legal if they are declared in advance but only if they are given for a specific condition. An example would be the administration of local anaesthetic for a tooth extraction or stitches or the administration of an injection of an anti-inflammatory steroid for an arthritic condition or inflammation of a tendon. The doctor who gives the injection must give a letter advising of the dose of the drug, the route of administration and the reason that it has been given in order that you can inform the ASA.

## COSTS TO THE CLUB

The Club has very high financial overheads as can be seen in the figures below. The membership fees plus training fees do not always cover the total cost of running the Club. If necessary, the difference is made up by fundraising, the major contributor being our annual open meet (see section on galas)

### Typical overheads (Example budget for 2008)

Pool hire for training and galas	£17,900
Buses to galas	£ 3,600
Coaching staff teaching/training qualifications	£ 500
ASA Affiliation fees/Registration Fees	£ 2,000

## SPONSORSHIP

As you can see from the annual costs fund raising is essential if we are to keep the costs to members down. If we did not fund raise through such events as the Open Meet then membership costs would have to be much higher. Support given to us by sponsors is always welcome and much needed. In previous years we have had support from Pandrol, Royal Bank of Scotland Group, The Mallard Free House, The Bathsuite Ltd, Wilkinson, Turnaround Beauty, plus many more local firms who have helped with small donations mainly as part of our annual Open Meet. If you know someone who might sponsor us, please let us know.

## BUSES

These are provided by the Club to take swimmers to other pools (except Retford and Mansfield pools) to compete in inter-club galas. Parents are requested to bring their child to the designated pick up point (currently on the road outside Netto at Gateford) and be there to pick up the child when the bus returns. Parents are welcome to travel with the swimmers on the bus, subject to sufficient space being available (seats available to swimmers firstly, then officials/helpers and any remaining seats for parents/guardians). The bus pick up times are on the notice board with the names of the swimmers selected for the team.

# **A BEGINNER'S GUIDE TO GALAS**

## **Age Groups**

The swimming year is a calendar year not a school year. The easiest way to think about it is to simply ignore the month the child was born in and concentrate on the year, e.g. If a child was born on 22/11/98 then they would normally swim as a ten year old throughout 2008. However there are ongoing changes to age group swimming and most galas are now 'age as at date of swim' or age at the end of a series of league galas. Confused? Ask a coach to explain !!!

## **Internal Galas / Fun Galas / Time Trials**

All swimmers who can swim 25 meters are entitled to swim these galas which are usually held on three or four occasion during the year. These are to help swimmers gain experience of a gala situation and to help the coaches keep up to date swimming time records.

## **Inter Club Galas – Leagues General**

Nine year olds generally swim 25 metres as part of a relay team. Ten to twelve year olds normally swim in 50 metre individual races and relays, Thirteen and above usually swim in 100 metre individual races and relays. We are affiliated to Notts. ASA and the ASA East Midland Region and the competitions listed below are overseen by them.

## **Minor Galas League**

A spring league of three galas and a similar Autumn league. Spring Age groups 10,11,12, &13. Autumn Age groups 9,10,11 & 12. One division of twenty four teams from Nottinghamshire. The swimmer's 'age' is set as their age on the date of the third gala.

## **Development Gala League (previous name Novice Gala League)**

Two special galas in June and July for inexperienced swimmers. Although it is a competitive League, our approach is primarily one of participation and enjoyment. For age groups 9,10,11 and 12.

## **Club Captains – Terms of Reference**

### **Swimmers selected to take on the role of Club Captains must:**

- Be reliable
- Be committed to the club and willing to attend galas even when not swimming themselves, in order to support and encourage the team.
- Be able to communicate with all ages in the club, swimmers and helpers alike.
- Be active in desire to help the club move forward
- Be able to organise
- Be approachable - swimmers must be able to approach the team Captain and receive support, help and encouragement
- Have irreproachable behaviour when representing the club in any forum
- Adhere to Club Rules with regard to training sessions attended and behaviour expected
- Be of an age suitable for the position, over 14yrs of age
- Make a commitment to the club for one year under the terms laid out above

### **Parents / Guardians**

#### **At training sessions it is expected that they will:**

- Ensure that the swimmers get to training sessions in good time
- Keep in touch with the Club activities, through notice boards and Club officials
- Direct any queries to Club Officials or Coaches, when not involved in training sessions
- Where queries are unresolved, request the issue be raised with the Committee
- Wherever possible, offer assistance in Club activities
- Promote a responsible and disciplined attitude

#### **At all galas it is expected they will:**

- Get swimmers to the gala venue in good time
- Remain in the spectator area, whilst in the pool hall, unless requested to assist
- Encourage swimmers to remain with the team group

### **Coaches / Officials:**

#### **At all times it is expected that they will:**

- Arrive in good time to organise and control their activities
- Meet the commitments they make to the Club
- Be supportive of the agreed Club policies
- Be prepared to assist swimmers and their Parents/Guardians in any queries they may have and carry forward to the Committee any issues they are unable to resolve
- Display a disciplined and sporting attitude and help to promote the same from the swimmers

Worksop Dolphins Swimming Club

**COMPETITIVE SWIMMING SQUADS**

**CODE OF CONDUCT**

**PURPOSE**

The Swimming club exists for the benefit of the swimmers, to develop their skill in swimming and to instil a code of behaviour that will carry them forward with credit.

To create the atmosphere and example necessary to achieve this objective the following code of conduct will be adopted.

**Swimmers**

**At training sessions it is expected that they will:**

- Endeavour to attend 50% of their available training sessions
- Arrive in good time for the beginning of the session with all necessary equipment in good order
- Spend time prior to a session preparing for the session by doing flexibility exercises
- Put every effort into the training sessions and avoid short cutting or missing sections by toilet excuses etc.
- Always consult their coach if they arrive late, wish to leave early, feel unwell etc.
- Pay attention to the coach when he/she is talking to them
- Keep up with the activities of the Club by reading the notice board and consulting coaches/officials
- Generally act in a responsible manner at all times

**Swimmers Must Not**

- Have inappropriate physical or verbal contact with other children or young people
- Allow yourself to be drawn into inappropriate behaviour or make suggestive or derogatory remarks or gestures in front of other children, young people or Adults.
- Rely on the good name of the Club to protect you.
- Believe that 'It could never happen to me.'
- Take a chance when common sense, policy or current practise suggest another more prudent approach

**At all galas it is expected that swimmers will:**

- Arrive at the venue in plenty of time for the warm up and immediately join their team group
- Remain at all times throughout the gala with their team group unless they have agreed with the team manager a reason to leave the poolside
- Not leave the poolside after their last swim until their team manager has agreed for them to go. In a trophy gala they must remain to acknowledge the winning team
- Not consume food on the poolside
- Provide encouragement and support to fellow team members.
- Keep in constant touch with the programme and prepare themselves in plenty of time for their race without relying on the team manager
- Wear a Club t-shirt and wear a Club hat if a hat is to be worn

**Sports Centre League**

There are three divisions, and six galas during the year. The clubs have to be affiliated to a Sports Centre. Age groups 9,11,13,15 and Open. We usually swim both an A and B team in this competition.

**Spring Competition**

Twenty-four teams in one division. Three galas between Jan and July. Age Groups 9,10,12,14 and Open.

**Speedo League**

This is the premier club competition in British Swimming. All the top international swimmers compete. The Country is divided into geographical areas and split into two divisions in each area. We compete in the first division of the East Midlands League so we do swim against the very best! The galas are in the Autumn, age groups 11 and under, 13, 15 and open. All competitors must have full registration with the ASA (please see Membership Secretary for further details).

**Nottinghamshire County & Regional Championships**

Annual championships are held at both County and Regional levels and these galas are subject to achieving qualifying times. County Championships are held between February and April and entry information is issued in late Autumn of the previous year. Regional and National competitions take place over the remainder of the year. To enter the Regional Championships, qualifying times must be achieved in a Licensed competition, e.g. the County Championships. The Head Coach will advise you if he/she thinks you are eligible to compete in these competitions. To compete at this level swimmers must pay the additional registration costs to the ASA (see Membership Secretary for full details).

## **Dolphins Open Meet**

Our own meet, arranged by us. All swimmers over age 9 yrs can compete but again you need to be registered. This is a great opportunity to swim at PONDS FORGE INTERNATIONAL POOL. The full day meet attracts high calibre swimmers from all over Britain. It is always held on the Saturday following the August Bank Holiday Monday, this can be either the last Saturday in August or the first Saturday in September, depending on the calendar.

***It Is Our Biggest Fund-Raiser and for it to be successful, we rely on you as parents to help on the day.***

## **Selection Policy**

In most leagues we have only an 'A' team competing. Selection is based on one major criteria, i.e. the fastest swimmers according to recent club records, though sometimes this is complicated because we swim all four strokes.

Where possible we swim a 'B' team, i.e. the Sports Centre League, which gives more swimmers a chance to compete. We also enter some friendly B team galas for the same reason.

## **Gala Swimming**

Swimmers representing the club at League galas are expected to wear the club swimming hats and club T-shirts (available from our swim shop).

16.9 The Committee shall arrange for all necessary forms of insurance to cover member to member liabilities and accident, which may arise during Club activities.

## **17. Liability**

17.1 The Club shall not be responsible for any loss of property, injury or accident to any person, or wilful damage caused by a Member.

17.2 Any accident that occurs during the period of hire shall be placed in the Club's Accident Report Book and the accident book of the establishment where the incident took place. A copy of the report sheet shall be given to the Club. Members have a duty of care to inform the Club of such incidents. Guidance shall be sought immediately from the ASA should any serious accident arise. An annual report of incidents shall be submitted to the ASA.

## **18. Dissolution**

18.1 A resolution to dissolve the Club shall only be proposed at a Special Meeting and shall be carried by a majority of at least two thirds of the members present and entitled to vote.

18.2 The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club. The members shall be advised by notice on the Club notice board of the procedures being followed.

18.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be passed to ASA affiliated clubs and/or local charities as decided by the outgoing Committee.

## **19. Acknowledgement**

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

## **14. Alteration of the Rules and Other Resolutions**

- 14.1 The rules may be altered by resolution at an Annual or Special General Meeting provided the resolution(s) are carried by a majority of at least two-thirds of members present and entitled to vote at the General Meeting. No amendment to the rules shall become effective until such amendment shall have been submitted to and validated by the ASA East Midland Region.

## **15. By-Laws**

- 15.1 The Committee shall have power to make, repeal and amend such by-laws as it may from time to time consider necessary for the well being of the Club, which by-laws, repeals and amendments shall remain in effect until set aside by the Committee or at a General Meeting. No by-law shall be contrary to these Rules or ASA Laws.

## **16. Finance**

- 16.1 All monies payable to the Club shall be received by the Treasurer and deposited in bank or building society account(s) in the name of the Club. Cheques will be signed by two of the three signatories who shall be the Chairperson, Secretary or Treasurer. Any monies not required for immediate use may be invested appropriately at the discretion of the Treasurer.
- 16.2 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.
- 16.3 The Committee shall have the power to authorise 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.
- 16.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee deems appropriate.
- 16.5 The financial year of the Club shall be the period commencing on 1<sup>st</sup> October and ending on 30<sup>th</sup> September. Any change to the financial year shall require the approval of the members in a General Meeting, bearing in mind the date of the AGM (in November).
- 16.6 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 a General Meeting.
- 16.7 The financial records shall be retained for six years before proper disposal.
- 16.8 The Club shall not borrow monies for its objectives unless approved by members attending an SGM, arranged to discuss proposed borrowing after submission of a financial plan detailing the need to raise funds and the procedure for repayment of the monies borrowed.

## **Ranking System**

All times swum at galas are entered into a computer database to create ranking lists for all ASA recognised events. These ranking lists are used by the Head Coach to form the basis for team selection using the criteria outlined above. If you wish a time achieved at a non-Dolphin gala to be recorded then proof of the time achieved should be given to the ranking co-ordinator who's name is listed at the front of this booklet.

## **General Gala Health and Safety Procedures**

During any gala, swimmers should remain on the side of the pool until they have finished their last swim and even then they must report to their team manager prior to leaving. If there is a genuine need to leave the poolside they must firstly inform their team manager.

### **Swimmers must not wander off to visit family or friends.**

## **Nutrition**

As athletes, and to be able to swim effectively and consistently, nutrition should be taken into account and used to the swimmer's advantage.

If you would like to receive information on nutrition please see the Head Coach.

# Worksop Dolphins Swimming Club Club Constitution

## Rules of Worksop Dolphins Swimming Club as at August 2008

### Preamble

“ASA” shall mean the Amateur Swimming Association. “Region” shall mean the Amateur Swimming Association East Midland Region.

“Club” shall include all affiliated bodies, organisation and associations unless the content indicates to the contrary.

Words importing the masculine gender shall include the feminine.

### 1. Name

- 1.1 The name of the Club shall be Worksop Dolphins Swimming Club.
- 1.2 The Headquarters shall be at the Worksop Leisure Centre in Nottinghamshire or at a place decided by the Committee.
- 1.3 The club colours shall be Navy, Green and White and may only be changed at an AGM.

### 2. Objects

- 2.1 The objects of the Club shall be the objects of the Amateur Swimming Association and in particular the promotion, teaching and practice of swimming and diving. In the furtherance of these objects:
  - 2.1.1 The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability or political persuasion.
  - 2.1.2 The Club believes 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.
- 2.2 The club shall implement the ASA Equal Opportunities and Equity policies.

### 3. Affiliations

- 3.1 The Club shall be affiliated to ASA East Midland Region and the Nottinghamshire ASA and shall adopt and conform to the rules of the associations, and such other bodies as the Club may determine from time to time.
- 3.2 By virtue of the affiliation of the Club to ASA East Midland Region, the Club and all members of the Club acknowledge that they are subject to the laws and rules of:

- 11.3 The purpose of the Annual General Meeting is to transact the following business:
  - 11.3.1 To receive the Chairman and other Officers’ reports of the activities of the Club during the previous year;
  - 11.3.2 to receive and consider the accounts of the Club for the previous financial year, the report on the accounts of the independent examiner and the Treasurer’s report as to the financial position of the Club;
  - 11.3.3 to elect the Officers and other members of the Committee, plus the Financial Examiner and
  - 11.3.4 to appoint a Welfare Officer who shall be conversant with the guidelines issued by the ASA.
- 11.4 All paid up members aged 18yrs and over may vote.
- 11.5 The quorum shall be 12. In the event that a quorum is not present, the Secretary shall arrange for another date, within 28 days, for the AGM to take place. If a quorum of 12 is still not present, then the meeting will continue, provided that the Club’s Officers (as listed in Rule 9.1) are in attendance.

### 12. Special General Meeting

- 12.1 A Special General Meeting shall be called by the Secretary within 28 days of receipt by him of a requisition in writing made by not less than five members entitled to attend and vote at a General Meeting, stating the purposes for which the meeting is required and the resolution(s) proposed.
  - 12.1.1 A Special General Meeting may be called at any time by the Committee giving 14 days notice to all members which shall be clearly exhibited on the Club notice board.
  - 12.1.2 All paid up members aged 18yrs and over may vote.
  - 12.1.3 The quorum shall be 12. In the event that a quorum is not present, the stipulations outlined in Rule 11.5 shall be applied.

### 13. Procedures at the Annual and Special General Meetings

- 13.1. Only Swimming Members and Associate Members aged 18 years and over may speak and / or vote at an AGM or SGM.
- 13.2 The Chairman, or in his absence a member selected by the Committee, shall take the chair.
- 13.3 The Secretary, or in his absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 13.4 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 and the ASA.

9.7 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 be chaired by a member of the Committee, who may co-opt, as necessary, from the Club membership for the purpose of carrying out the duties delegated to the sub-committee. The Chairman of the sub-committee shall conduct the business in accordance with the directions of the Committee, and shall report the proceedings to the full Committee.

9.8 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 the power to enter into contracts for the purposes of the Club on behalf of all the members of the Club.

9.9 Committee members are required to declare any personal interest in issues discussed at Committee meetings. Any Committee member declaring such interest may, at the discretion of the other Committee members, be asked to leave the meeting for the duration of the issue, so that meaningful discussion can take place and a decision made.

9.10 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.

## 10. Club Captains

10.1 The Club will have Club Captains, these to be chosen from swimmers who comply with the terms of reference in the Club's Code of Conduct (appendix 1). The Club Captains will be elected at the first Committee meeting following the AGM. The Head Coach will make recommendations to the Committee and the Committee will then decide the appointments. The positions are held for one year, but swimmers may be elected for further terms of captaincy.

## 11. Annual General Meeting

11.1 The Annual General Meeting of the Club shall be held during November of each year on a date fixed by the Committee. Notice of the AGM date and venue shall be advised to members by a notice exhibited to members at least 14 days prior to the date given.

11.2 Additions, deletions or alternations to the Club rules shall be made only at an AGM and any proposed changes shall be submitted to the Club Secretary by the last day of October. However, alterations to Club rules may also be made a Special General Meeting (see Rule 12). All rule changes must first be agreed by a member of ASA East Midlands Region Rules Sub-Committee (see Rule 14.1)

3.2.1 ASA East Midland Region and

3.2.2 the Amateur Swimming Association (to include the ASA/ISTC Code of Ethics) and

3.2.3 the Amateur Swimming Federation of Great Britain (to include in particular the ASFGB Doping Control Rules and Protocols and ASFGB Disciplinary Code) and

3.2.4 FINA, the world governing body for the sport of swimming in all its disciplines (together "the Governing Body Rules").

3.3 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.

## 4. Policies

4.1 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 ("ASA Laws") and in particular:

4.2 The Club shall in accordance with ASA Laws adopt the ASA Child Protection Procedures and abide by Worksop Dolphins SC Code of Conduct (Appendix 1).

## 5. Membership

5.1 The total membership of the Club shall not normally be limited, except that the number of swimming members is restricted by the available pool time. The number of swimming members is subject to regular review by the committee based on the recommendations of the Head Coach. The maximum number of swimmers is calculated taking into consideration pool time, health and safety recommendations and child protection issues. Due to the competitive nature of the Club, new swimming members are selected from trials held on the first Wednesday of each month.

5.2 Membership categories shall be:

Full member (swimmers aged 18yrs or older)  
Swimmer member (aged under 18yrs)  
Associate Members (non-swimmers aged 18yrs or older)  
Life Members

5.3 Membership fees for all swimming members shall include associate membership for a parent or guardian.

5.4 Life membership may be granted to any person who has rendered good service to the Club. Nominations should be submitted to the Club Committee who may make recommendations to the AGM. Life members are not eligible to vote at Committee meetings, unless voted on to the Committee at the AGM.

5.5 All persons who assist in any way with the Club's activities shall first become members of the Club and hence of the ASA and the relevant ASA membership fee shall be paid. Assisting with the Club's activities shall include, but not be restricted to, administrators, associate members, instructors, teachers and coaches (whether employed, self employed or voluntary) Committee members, helpers, Honorary members, life members, officers, patrons, presidents, technical and non-technical officials, vice presidents and verifiers or tutors of the ASA's educational certificates.

5.6 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 in the discretion of the Committee or other person(s) authorised by the Committee.

5.7 All competing members shall be eligible competitors as defined in ASA Laws.

5.8 All new members shall be provided with a copy of the Club constitution, rules and by-laws for their own information and retention.

## **6. Subscriptions and Other Fees**

6.1 The annual members' subscription for the categories in 5.1 shall be determined by the Committee based on budget forecasts and agreed at the Annual General Meeting. Training fees shall be set by the Committee and the Committee reserve the right to vary the training fees at any time during the Club's financial year based on membership levels and any increase in the running costs of the Club, e.g. pool hire, ASA fees etc.

6.2 The annual subscription shall be due on joining the Club and thereafter on the 1st day of January each year (pro rata if joining during year).

6.3 Any member whose subscription is unpaid by the 31<sup>st</sup> January may be suspended by the Committee from some or all Club activities from 31<sup>st</sup> January until such payment is made.

## **7. Resignation**

7.1 A member wishing to resign membership of the Club must give to the Secretary written notice of resignation. A member's resignation shall only take effect when written notice is received by the Club Secretary.

7.2 Notwithstanding the provisions of Rule 7.1 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.

## **8. Expulsion and Other Disciplinary Action**

8.1 The Committee shall have the power to expel a member when, in its opinion, taking into account any defence placed before the Committee by the member, it would not be in the interests of the Club for him to remain a member.

8.2 The Club shall adopt and comply with the ASA Guidelines for handling internal Club disputes ("the Guidelines") and these guidelines may be revised from time to time. The Guidelines are set out as an Appendix to the ASA Judicial Laws and appear in the ASA Handbook. A copy of the current Guidelines may be obtained from the ASA Legal Affairs Department.

## **9. Committee**

9.1 The Committee shall consist of the President, Chairman, Secretary, Treasurer, a representative from the Parents' Association and eight other members. All Committee members must be paid up members of the Club and aged 18 years or older. Life Members of the Club are able to attend Committee meetings, but do not have the right to vote.

9.1.1 The Parents' Association is the social committee of the Club. Their primary aim is to raise funds and organise social events for Club members. The Parents' Association will hold an annual AGM at which a Chairman, Secretary and Treasurer will be elected.

9.2 The Committee members shall be proposed, seconded and elected by ballot at the Annual General Meeting each year. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring members of the Committee shall be eligible for re-election.

9.3 The Committee shall appoint a Head Coach who will work closely with the Committee to determine, arrange and supervise a programme of teaching to swim, stroke development and competition activities to cater adequately for all levels of ability. The Head Coach shall prepare regular reports for the attention of the Committee at all its meetings.

9.4 Committee meetings shall be held at least once every 8 weeks and the quorum at such meetings shall be five persons. At each meeting the Committee shall receive reports from the Head Coach and each of the Officers, plus any other business. The Chairman and/or the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club.

9.5 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.

9.6 The minutes of all Committee meetings, sub committee meetings, AGMs and SGMs shall be retained for six years before disposal.