



# Membership Booklet

January 2017  
to  
December 2017

**MEMBER'S NAME**

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## Essential Information For members

*(Issue no. 18 January 2017)*

## **Office Bearers**

Life Members	Alex McLauchlan Mick Conroy David Rush Steve Mitchell Elsie Rush
President	Alex McLauchlan
Chair Person	Adrian Gillott
Vice Chairperson	Mike Lamkin
Secretary	Gillian Anderson
Treasurer	Elsie Rush
Membership/Fundraising Secretary	Lisa Foster
Competition Secretaries	Rachel Peace/Lisa Clark
Workforce/Swim 21	Lorraine Thompson
Website/Publicity Officer	Sam Diack
Recruitment	David Goodwin
Committee Members	Julian Pavier Michelle Ellis
Ranking Officer	Stuart Evans
Welfare Officer Head Coach	Sarah Campton Andrew Thompson

# 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, regional competitions and, hopefully, in national competitions. We are 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.

## TRAINING TIMES / LOCATION

We currently use two pools, Worksop Leisure Centre (WLC) and Worksop College (WCol). 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.

Tadpoles 1	Sunday	6.30 – 7.00pm		WLC
Tadpoles 2	Sunday	7.00 – 7.30pm		WLC
Academy Squad	Tuesday	6.30 – 7.30pm		WCol
Blue Squad	Monday	7.15 – 8.00pm		WCol
	Wednesday	6.00 - 7.00pm		WLC
	Sunday	6.00 – 7.00pm		WLC
Green Squad	Monday	8.00 – 9.00pm		WCol
	Wednesday	7.00 – 8.00pm		WLC
	Sunday	7.00 – 8.00pm		WLC
White Squad	Monday	8.00 – 9.00pm		WCol
	Wednesday	8.00 – 9.00pm		WLC
	Sunday	8.00 – 9.00pm		WLC
Development Squad	Monday	7.15 – 8.00pm		WCol
	Tuesday	7.30 – 8.30pm		WCol
	Wednesday	6-7pm/7-8pm		WLC
	Thursday	6.30 – 7.30pm		WCol
	Friday	6.30 – 7.30pm		WLC
	Sunday	6-7pm/7-8pm		WLC
Performance Squads	Monday	5.30 – 7.00am	5.30 – 7.00pm	WCol
	Tuesday	5.30 – 7.00am	4.30 – 6.30pm	WCol
	Wednesday		7.00 – 8.00pm	WLC
	Thursday	5.30 – 7.00am	6.30 – 8.30pm	WCol
	Friday	5.30 – 7.00am	6.00 – 8.00pm	WCol
	Saturday	7.00 – 8.30am		WCol

## **ASSESSMENT**

Anyone wishing to join Worksop Dolphins should first attend an assessment, which is held on the 1st Wednesday of each month at 6.00pm.

## **SQUAD CRITERIA**

### **Tadpoles**

Tadpoles swim in the `small pool' at the Leisure Centre. Entry is open to anyone who can swim without floats. Please contact Tracy Hunt on 01909 478683 for more information.

### **Academy**

### **Blue**

### **Green**

### **White**

### **Development Squad**

### **Performance Squad**

### **Masters**

Anyone 18 years and older who are looking to train with a coach and possibly be competitive swimmers. Training sessions are Sundays and Wednesdays 8.00 – 9.00pm.

## **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 programmes and lane supervision is the responsibility of the Head Coach.

## **COMMUNICATION & THE NOTICE BOARD**

All information about the Club can be found on the club's website ([www.worksopdolphins.co.uk](http://www.worksopdolphins.co.uk)) or on the notice board at the top of the stairs at Worksop Leisure Centre. We also run a private facebook group for members only.

We would ask that all swimmers and parents check these regularly.

Any queries about club activities can be put to any member of the Committee. If necessary, the Committee member may bring matters to the attention of the Committee for discussion.

Any problems or concerns can be addressed to the Club Welfare Officer.

## **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, regional or 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.

## **CLUB KIT**

Club caps can be purchased from the membership desk. To purchase T-shirts and other club kit, please see the website where you will find details on how to order these.

## **CLUB CHAMPIONSHIPS**

Our Club Championships are held between September and November of each year and all members 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 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. It is important to try and enter this gala, as it is an excellent introduction to competitive swimming in a safe and supportive structure.

## **TIME TRIALS**

Time trials are held at regular intervals throughout the year in order to gauge swimmers' improvement.

## **VOLUNTEERS REQUIRED**

Volunteer helpers run the Club. The Committee and coaches run the club on a day-to-day basis. If you would like to help, then please volunteer. In order to run time-trials and 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 regularly. 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.**

## **COSTS TO THE CLUB**

The Club has very high financial overheads. 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 meets (see section on galas).

## **SPONSORSHIP**

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, Halifax Building Society, Asda, The Mallard Free House, The Bathsuite Ltd, Wilkinson, Turneround 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 Asda at Gateford) and be there to pick up their 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).

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

## **Age Groups**

The swimming year is a calendar year not a school year. Age for most galas is on the 31st December, or date of the gala or last day of a sequence of galas . Confused? See any committee member or your coach.

## **Selection Policy**

Swimmers are chosen by the Head Coach and selection will be notified by the Workforce Co-ordinator. Selection is based on one major criteria, i.e. the fastest swimmers according to recent club records.

## **Gala Swimming**

Swimmers representing the club at League galas or Counties are expected to wear the Club swimming caps.

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

All swimmers who can swim 25 metres are entitled to swim. 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 – Notts. ASA Leagues General**

We currently compete in Stage 1 and Stage 2 Leagues where swimmers can swim 50m individual events and relays.

## **Sports Centre League**

There are three divisions, and five galas during the year. All clubs have to be affiliated to a Sports Centre. Age groups are 9,11,13, 15 and Open.



## **Derbyshire & Nottinghamshire Junior League**

A higher standard than in Nottinghamshire Stage 1 leagues with three galas during April, May and June. Age groups 9,10,11 & 12. The swimmer's 'age' is set as their age on the date of the third gala. These galas can be swum at any pool in Derbyshire or Nottinghamshire.

## **Arena 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 four divisions in each area. We currently compete in the West Midlands (East Division) League. The galas are in the Autumn, age groups 11 and under, 13, 15 and open.

## **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 in January/February.

Regional and National competitions take place over the remainder of the year and again are split into age groups and Youth. To enter the Regional Championships, qualifying times must be achieved in officially licensed competitions at Levels 1, 2 or 3 e.g. the County Championships.

## **Dolphins Open Meets**

Our own meets, arranged by us. All swimmers aged 9 years and over can compete but again you need to be registered. This is a great opportunity to swim at Worksop Pool (Spring Time ) & PONDS FORGE INTERNATIONAL POOL. (August/September) 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.

***These are our Biggest Fund-Raisers and for them to be successful, we rely on you as parents to help on the day.***

## **Open Meet Levels**

Level 4 — Meets are entry level events. Our Club Championships are at level 4. Athletes can achieve times for entry into County championships.

Level 3 — Meets are long course (50m) and short course (25m) events. Athletes can achieve times for entry into Regional championships and other meets at Level 1 and 2.

Level 2 — Meets are short course (25m) only and cover National, Regional and County championships. Their purpose is to enable athletes to achieve qualifying times for entry into National, Regional and County championships in short course.

Level 1 — Meets are long course (50m) only and cover National, Regional and County championships. Their purpose is to enable athletes to achieve qualifying times for entry into National, Regional and County championships in long course.

## **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-Dolphins gala to be recorded, then proof of the time achieved should be given to the Ranking Co-ordinator whose 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 enable the swimmer to perform effectively and consistently, good nutrition should be taken into account and used to the swimmer's advantage. Information on nutrition can be found on the website.

## **Asthma**

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.

## **Drugs, Sport and Doping Control**

Random drug testing does take place at more advance competition level.

## **POLICIES**

For codes of conduct for swimmers, parents, coaches, volunteers and child protection see 'Wavepower' which can be found on our website or the ASA website [www.swimming.org](http://www.swimming.org)

## **CLUB CAPTAINS — TERMS OF REFERENCE**

1. Be reliable.
2. Be committed to the club and willing to attend galas even when not swimming themselves, in order to support and encourage the team.
3. Be able to communicate with all ages in the Club, swimmers and helpers alike.
4. Be active in their desire to help the Club move forward.
5. Be able to organize.
6. Be approachable - swimmers must be able to approach the team Captain and receive support, help and encouragement.
7. Have irreproachable behavior when representing the Club in any forum.
8. Adhere to Club Rules with regard to training sessions attended and behavior expected.
9. Be of an age suitable for the position (over 14 years of age).
10. Make a commitment to the Club for one year under the terms laid out above.

# Worksop Dolphins Swimming Club Club Constitution

## 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.

## 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 Worksop and surrounding area; and community participation in the same. 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 shall implement the ASA Equal Opportunities and Equity policies.
- 2.2 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.
- 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 (“ASA Laws”) and in particular:
  - 2.3.1 all competing members shall be eligible competitors as defined in ASA Laws;

and

- 2.3.2 the Club shall in accordance with ASA laws adopt the ASA 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 ASA Laws comply with the ASA Child Safeguarding Procedures.
- 2.3.4 members of the club shall abide by the Clubs Code of Conduct
- 2.4 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, rules and constitutions of:
  - 2.4.1 the ASA East Midland 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, 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.
- 2.6 In the event of any conflict between the rules of the Governing Body and the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002), the statutory requirements for CASCs shall prevail.

### **3. Membership**

- 3.1 Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- 3.2 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis.

- 3.3 Any person who wishes to become a member of the Club must submit a signed application to the Secretary, in the case of a junior member, the application must be signed by the swimmer's parent or guardian. Election to membership shall be at the discretion of the Committee. Other person(s) authorised by the Committee may make recommendations as to the applicant's acceptability.
- 3.4 The Club may refuse membership, or remove it, only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute. Appeal against refusal or removal may be made to the members.
- 3.5 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 Review Panel shall [wherever practicable] include one independent member nominated by the ASA East Midland 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.
- 3.6 Membership fees for a junior swimming member shall include associate membership for a parent or guardian.
- 3.7 Honorary Life membership may be granted to any person who has rendered good service to the Club. Nominations shall be submitted to the Club Committee who then decides if the nomination should be proposed to the AGM.
- 3.8 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.
- 3.9 All new members shall be provided with a copy of the Club constitution, Codes of Conduct and by-laws for their own information and retention.

#### **4. Subscriptions and Other Fees**

- 4.1 The annual members' 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 shall be due on joining the Club and thereafter on the 1st day of January each year (pro rata if joining during year).
- 4.3 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 until such payment is made.
- 4.4 The Committee shall have the power in special circumstances to remit the whole or part of the fees to address issues of social inclusion.
- 4.5 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 ASA membership fees to the ASA on behalf of members, be consequential upon an increase in individual ASA 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 AGM. The Committee will endeavour to keep said subscriptions and other fees at levels which will not prevent people from joining.

## **5. Resignation**

- 5.1 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.
- 5.2 The member who resigns from the Club in accordance with Rule 5.1 above shall not be entitled to have any 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 ASA Membership Department shall be informed should a member resign when still owing money or goods to the club.

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

- 6.1 The Committee shall have the power to expel a member when, in its opinion, it would not be in the interests of the Club for the individual 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 to be 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 ASA Judicial Laws and appear in the A.S.A. Handbook. (A copy of the current Rules may be obtained from the A.S.A. Department of Legal Affairs.)
- 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 unanimously *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.

## **7. Committee**

- 7.1 The Committee shall consist of the Chairperson, Secretary and Treasurer (together the Executive Officers), the President, Vice Chairperson, 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. A maximum of five (in the order of longest serving) Life Members may attend committee meetings and have the right to vote.
- 7.1.1 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 are elected.
- 7.2 The Executive Officers and Committee members shall be proposed seconded and elected at the Annual General Meeting 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 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.
- 7.3 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 committee members, 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.

- 7.4 In addition to the members so elected the Committee may co-opt up to three 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 but shall not count when establishing a quorum is present.
- 7.5 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.
- 7.6 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 ASA Child Safeguarding courses. The Welfare Officer shall not be a relative of any of the Officers, Committee Members, Coaching Staff, Teachers or Team Managers. The Welfare Officer will have a right to attend Committee meetings without a power to vote.
- 7.7 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.
- 7.8 At the last Committee meeting prior to the AGM the club captains shall be decided. The Head Coach shall make recommendations to the Committee and the Committee shall select the appointments. The positions are held for one year, but swimmers may be elected for further terms of captaincy.
- 7.9 The minutes of all Committee meetings, subcommittee meetings, AGMs and SGMs shall be retained for six years before disposal.
- 7.10 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.
- 7.11 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. 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.

- 7.12 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.
- 7.13 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.
- 7.14 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.
- 7.15 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.

## **8. Ceremonial Positions and Honorary Members/Life Members**

- 8.1 The AGM of the Club, if it thinks fit may elect a President and Vice President. A President or Vice President need not be a member of the Club 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 ASA.
- 8.2 The Committee may elect any person as an honorary member of the Club for such period as it thinks fit, or as a Life Member, 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 their ordinary membership of the Club. Such honorary members and Life Members must be included in the Club's annual return as to membership.

## **9. Annual General Meeting**

- 9.1 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.
- 9.2 The purpose of the Annual General Meeting is to transact the following business:
- 9.2.1 to receive the Chairman and other officers reports 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 financial year, 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 elect the Executive Officers and other members of the Committee, and also the independent examiner.
- 9.3 All paid up members aged 18 years and over may vote.
- 9.4 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 not later than 7 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 AGM shall be given in writing to the Secretary not later than 7 days prior to the meeting.

## **10. Special General Meeting**

- 10.1 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.
- 10.1.1 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.
- 10.1.2 All paid up members aged 18 years and over may vote.

## **11. Procedures at the Annual and Special General Meetings**

- 11.1 Only Swimming Members, Associate Members and Life Members aged 18 years and over may speak and / or vote at an AGM or SGM.
- 11.2 The Chairman, or in his absence, a member selected by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be

passed by a simple majority. In the event of an equality of votes the Chairman shall have a casting or additional vote.

- 11.3 The quorum for an Annual or Special General Meeting shall be 12 or 10% of the voting membership whichever is the greater. 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 is still not present, then the meeting will continue, provided that the club officers and committee (as listed in Rule 7.1) are in attendance.
- 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 Meetings the sole interpreter of the Rules of the Club and the ASA.

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

- 12.1 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 provided that nothing in such alterations shall prejudice the club's status as a Community Amateur Sports Club under Schedule 18 of the Finance Act 2002. No amendment to the rules shall become effective until such amendment shall have been submitted to and validated by the ASA East Midland Region.
- 12.1.1 Any proposed resolution(s) to alter the rules shall be submitted to the Club Secretary by the last day of October prior to the November AGM.

## **13. By-Laws**

- 13.1 The Committee shall have power to make, repeal and amend such by-laws as it may from time to time consider necessary for the wellbeing of the Club, which by-laws, providing that nothing in such alterations shall prejudice the Club's CASC status under Schedule 18 of the Finance Act 2002. 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.

## **14. Finance**

- 14.1 The funds of the Club cannot be used for the direct or indirect private benefit of its members other than as reasonably allowed by this Rule.
- 14.1 All monies payable to the Club shall be received by the Treasurer and deposited in a bank account 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.

- 14.3 If the Committee decides to operate all or part of its financial matters on internet banking it shall first discuss the process with the relevant bank and as a minimum shall make provision, in conjunction with the bank, to ensure that two of the aforesaid signatories shall approve the payments made by the Club through the internet.
- 14.4 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 or third parties other than other community or sports clubs or charities
- 14.3 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.
- 14.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee deems appropriate.
- 14.5 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.
- 14.6 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.
- 14.7 The financial records shall be retained for six years.

## **15. Borrowing**

- 15.1 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.
- 15.2 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.

## **16. Dissolution**

- 16.1 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.

16.2 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.

16.3 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

After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following;

To another club with similar sports purposes which is a registered charity;  
and/or

To another club with similar sports purposes which is a registered CASC;  
and/or

To the ASA for use by them for related community sports

## **17. Priority**

17.1 Interpretation of all the Rules must be consistent with the statutory requirements for CASCs.

## **18. 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.

# **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 the Club accident book and reported accordingly to the Head Coach (See Club Constitution).

## **Parents' / Coaches' Responsibilities**

The Club and/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.

## **Personal belongings**

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

## **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.