

## **Fleetwood and District Amateur Swimming Club**

### **By-Laws**

#### **1. Authority and Interpretation.**

1.1 These by-laws are made under the provisions of the Fleetwood and District Amateur Swimming Club Constitutional Rule 13.1.

#### **2. Monthly Fees, Joining Fees and Annual Subscriptions.**

2.1 All persons joining the swimming club shall pay a joining fee of £15.00.

2.2 The overall running costs of the club including teacher/training fees and the ASA membership fees of swimmers are calculated on an annual basis but paid pro-rata in advance on the 1st day of each month. As at 1st June 2016 the monthly fees are:

Competition Development Group £38.00

Micro Development Group £26.00

Masters & Bi / Tri £26.00

Team Group £26.00

Poulton Swimming Development Group £18

Water Polo Junior £18.00

Water Polo Senior £20.00

2.3 Other annual subscriptions are:

University Student £36 (Cat 1), £60 Cat 2

Parents of Swimmers £15 (Cat 3)

These are payable in advance on the 1st October each year.

2.4 Discounts on subscriptions:

Where a family has two or more junior members (U18) a discount of £4 per month will be offered to the 2nd and subsequent swimmers.

2.5 Maximum subscriptions:

Where a family has three or more members in Competition / Micro / Team / Waterpolo groups, the family subscription will be capped at £80 per month.

### **3. Conduct**

3.1 The club has a swimmers code of conduct which all swimmers are expected to follow (See Appendix 1).

3.2 It is possible to be a member of, and train with, more than one swimming club, but only with the express permission of the Head Coach. A request to train at another swimming club will only be agreed by the Head Coach in exceptional circumstances (ie. in exceptional personal circumstances or if there is a realistic chance of the individual swimmer achieving national qualification times) and the swimmer commits to continue to train at Fleetwood and consistently make themselves available to represent the club in team competition (other than those arranged through schools). If a swimmer chooses to train with, or swim for, another club without the permission of the Head Coach then they will no longer be considered eligible for selection for Fleetwood in competition and their invitation to Fleetwood Club training sessions would be reviewed and amended.

3.3 Whilst common sense shall be applied by coaches and nominated club officials in compliance with this code of conduct, any breaches of the code under the sections for 'behaviour and personal conduct', 'pool safety and respect', 'mobile phones and cameras', 'travelling and accommodation', 'alcohol and smoking', 'illegal drugs and substances' and 'bullying' shall potentially lead to an exclusion from a sections activity as per 3.5.

3.4 Any swimmer, whether during club training sessions or whilst taking part in any event under the club name shall be considered to be under the control of the coaches / nominated club officials. Any swimmer not complying with an instruction, being guilty of misconduct or un-sportsmanship conduct shall be liable to exclusion for such a period as may be determined by:

A nominated club appointee – a maximum of one day

The Head Coach – a maximum of three days

An Executive Officer of the Club – a maximum of seven days.

No refund of fees will be payable for any period of exclusion.

3.5 Matters requiring further action shall be referred to the Disciplinary Sub Committee which shall be appointed per constitutional rules 6.6 and dealt with in accordance with ASA Laws and Procedures.

3.6 The club has a Parent/Guardian code of conduct which they are expected to follow (See Appendix 2).

### **4. Group / Squad Progression**

4.1 Swimmers progression through the clubs groups / squads will normally be in accordance with the criteria laid out in "Fleetwood Swimming Club – A Members Guide To.....", Where a swimmer has not met these criteria they may still be invited to participate in additional sessions at the discretion of the Head Coach.

### **5. The Club Championship**

5.1 The club may hold an annual swimming championship and only first registered members of the club shall be allowed to compete.

## 6. Club Officers.

6.1 These are the Chairperson, Secretary, Treasurer and Registration Officer elected at the annual general meeting.

6.2 Duties are defined at Appendix 3.

## 7. Committee Members

7.1 The nine committee members elected at the Annual General Meeting shall be:

Competition Secretary

Media/Press Officer

Swim 21 Secretary

Team Assistants (x4)

- Fleetwood Swim Team (FST)
- Fleetwood Micro Development (FMD)
- Poulton Swimming Development (PSD)
- Aquatic Section Members (QSM) – Masters, Water Polo, Bi / Tri and British Triathlon.

Liaison Officer / Workforce Co-ordinator

Social / Fundraising Officer

7.2 Duties are defined at Appendix 3.

## 8. Sub-Committees

8.1 The Club Officers shall be Ex-Officio members of all committees where not specifically mentioned by office.

8.2 The following sub-committees are approved to manage the different departments of the club.

### **Swimming Club**

Competitive Coaches

Membership

Social/Fundraising

### **Aquatic Section**

Disabled Swimming

Life Saving

Pentathlon

Water Polo

These sub-committees will meet, if required, prior to full committee meetings and report their proceedings in writing (for the secretary) to the committee for approval.

## **9. Appointments**

9.1 The committee shall appoint:

The Club President

The Head Coach

The Welfare Officer (See Appendix 4)

Team Chaperons (when required)

And such others, that might be needed.

9.2 The Club Captains are to be agreed with the committee by Head Coach and Coaches and the captains to be informed of the duties expected of this role.

## **Appendix 1 – Fleetwood & District Amateur Swimming Club**

### **Swimmers Code of Conduct**

#### **Statement:**

The Committee, Coaching/Teaching staff and members of Fleetwood Swimming Club work hard to maintain the good reputation of the Club. This document has been developed to show the high standard of behaviour that is expected of all members of the Club. This applies to training, competing at home, away trips and general conduct at all times.

#### **Behaviour & Personal Conduct:**

1. You must remember that you represent Fleetwood Swimming club every time you swim, whether it is during training or competing. As such, your behaviour should be of a high standard that reflects well on yourself, the Club and the sport.
2. Your language in public or relevant group situations, in particular changing rooms, must always be appropriate and socially acceptable.
3. You should respect the Coaches/Team managers and poolside helpers at all times as these people give their expertise and time to train you whilst being volunteers.
4. When swimming in Team events, stay together as a Team and support members of the Team who are swimming.

#### **Attendance:**

5. You are expected to attend sessions promptly with all equipment needed. This means you should aim to be on poolside at least five minutes before your session start time.
6. If you are unavoidably late for any session, you or your parent should speak to your Coach BEFORE you get in the water to see if it is alright to do so.
7. If you are to be absent for a considerable amount of training sessions please inform your Coach.

#### **Medication:**

8. It is important that information on all medication you are currently taking and any existing medical condition you may have, is reported to the Registration Officer who will inform the relevant people.
9. Swimmers/Parents should notify the Coach/Teacher of any injury or specific illness being experienced by the swimmer.

#### **Pool Safety & Respect:**

10. At any pool, you must always behave in a safe manner as accidents can easily happen on slippery surfaces.
11. You must obey instructions from the Lifeguards.

12. As changing rooms at Fleetwood and most pools we visit to compete in are communal, your behaviour should be respectful to yourself and others using the facilities. Please remember that most changing rooms are shared by swimming clubs and members of the public.
13. Use the cubicles provided for changing and do not disturb others whilst they are changing.
14. Respect and be civil to Leisure Centre staff.
15. Water, shampoo and drink fights within changing rooms are not permitted as pool staff work hard to keep facilities clean for all who use them.

**Mobile Phones and Cameras:**

16. Mobile phones and cameras must not be used in changing rooms and pool areas; this includes listening to music on your phone. At Fleetwood Leisure Centre this is in accordance with YMCA policy, but most pools adopt this policy. Anybody wishing to take photographs must obtain permission from pool staff or gala organisers.

**Personal Appearance:**

17. Team kit and equipment should be worn as directed by Coaches/Team Manager when competing and on other occasions as notified.
18. Please remember to cover your swimwear with tracksuit/shorts/T-shirt whilst having your photograph taken.

**Travelling & Accommodation:**

19. When travelling on coaches to galas etc., you must behave and seat belts must be fastened if fitted.
20. If members are staying in hotels or equivalent no extra persons should be accommodated in swimmer's rooms.

**Training:**

21. In any 90-minute swimming session only ONE toilet break is allowed and this must NOT be in the middle of a training set.
22. If you have to leave the poolside for any reason during a session, you must ask your Coach's permission first.
23. Every swim must start and finish at the wall (e.g. no walking in or out). All turns must be done properly.
24. You must NOT sit on the lane ropes or pull yourself along them. You must NOT use lane ropes to climb out of the pool.
25. You must NOT sit on pool covers.

**Alcohol & Smoking:**

- 26. Alcohol is totally forbidden for swimmers under age defined by law. It must not be consumed by swimmers or club personnel whilst en route (on transport), prior to, during or following a competition event or team activity.
- 27. Smoking is prohibited for swimmers and personnel from the club as for alcohol consumption.

**Illegal & Performance Enhancing Drugs & Substances:**

- 28. All strictly forbidden. If you are in any doubt about the medication you are taking then you/your parents can check it out on the UK Sport website at [www.uk sport.gov.uk/did/](http://www.uk sport.gov.uk/did/)

**Illegal Drugs & Substances:**

- 29. The use of these, even though they may not appear on the official banned list of performance enhancing drugs is prohibited.

**Bullying:**

- 30. Bullying of any form is not allowed. If anyone is found to be acting in a bullying manner, ASA guidelines will be followed and could result in a person being asked to leave the Club.

**Sanctions:**

All breaches of this Code of Conduct shall be dealt with firstly by your Coach/Teacher/Team Manager. He/she shall report the incident if necessary to the Secretary of the Club for Committee attention. Action taken will be governed by the seriousness of the offence committed.

.....  
Please complete this slip to confirm that you have received, read and understood the Code of Conduct for Fleetwood Swimming Club.

Name (Please print)

Signed.....Date.....

For members under 12 years

As the parent/carer of the above named member, I hereby confirm that I have explained to them the contents and implications of this Code of Conduct.

Signed.....(Parent/Carer)

Date.....

## Appendix 2 - Fleetwood & District Amateur Swimming Club

### Parent/Guardian Code of Conduct

#### Statement:

This document sets down the conduct expected of all members of Fleetwood and District Swimming Club. The Club adopts and operates under the policies of the ASA, the ASA Code of Ethics and Child Protection procedures and guidelines. The full policy documents and procedures can be found on [www.britishswimming.org](http://www.britishswimming.org).

1. Respect your child's coach or teacher when they give advice or instruction concerning swimming.
2. Parents should be aware that changing rooms at Fleetwood leisure centre and most venues we visit to compete in are communal and should therefore be vigilante. Please encourage your child to be respectful of themselves and others whilst using the changing rooms.
3. Discourage unfair play and arguing with officials.
4. Help your child to recognise good performance, not just results.
5. Set a good example by recognising fair play and applauding the good performances of all.
6. Use correct and proper language at all times.
7. Use of mobile phones and cameras are not permitted in the changing rooms in accordance with YMCA policy. We understand the need for children to be able to contact their parents and vice versa, therefore please help your child to know that they can bring their phone to swimming but only use it outside the changing rooms.
8. Any person wishing to video or take photographs at any club event must first register and obtain permission from the person(s) responsible for organising the event.
9. Do not leave children under age of 8 at the club unattended for their swim session.
10. Actively support ALL our swimmers in competition.
11. Advise the relevant squad manager or Coach when swimmers are unfit, injured or ill.
12. Ensure swimmers arrive suitably equipped (i.e. towel, swimwear, goggles, drinks bottle, training aids, etc.) for the session they are to participate in.

Ensure that the registration officer has up to date information and contact details.

Signed.....(Parent/Guardian)

Date.....

## **Appendix 3 – Club Officers**

### **The Chairperson**

- To chair and control the meetings of the management committee
- To be involved, where appropriate, in the coordination of all club activities
- Oversee decisions made by the management and sub committees
- Oversee the work of officers and other club personnel
- In conjunction with the secretary present the annual report
- In conjunction with the treasurer present the annual accounts
- Consult with the secretary on the content of the agenda and minutes of meetings
- Ensure that statutory documents and other returns are filed on time
- In the day to day running of the club the Chairman can authorise payment up to £1000 with agreement from 2 of the 3 other Club Officers without first seeking agreement from management committee.
- Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee.

### **The Secretary**

- Deal with the day to day running of the club including all correspondence
- To process and deliver appropriate forms and information to and from county, regional and national ASA departments
- Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies.
- Act as the main point of contact for your club for the county, regional and national ASA
- They should either hold or know which club officer has the following documents: ASA handbook, ASA insurance certificate, accident and incident book, Child protection guidelines, video log books, club constitution, club minutes book, swimming times, regional handbook and any other insurance policies the club has separately arranged.
- To follow and promote the ASA Child Safeguarding Procedure
- Shall make available for the inspection of interested members the minutes kept of all Committee and Sub-Committee Meetings.

### **The Treasurer**

- Responsible for all club finances
- Monitor the budget throughout the year
- Issue receipts and keep records of all monies received
- Plan the annual budget in agreement with the management committee
- Ensure that funds are used appropriately
- Keep up to date records of all transactions
- Produce financial report for each committee meeting.
- Prepare end of year accounts and present to the independent examiner and management committee

### **The Registration Officer**

- Hold club membership records and up-to-date computer records.
- Provide membership details when required to: Committee Members or Coaches.
- Report to committee meetings and provide figures relating to membership numbers.

- Oversee annual membership renewals with membership sub-committee to ensure that membership payment is up-to-date.
- If members refuse to pay their current membership but continue to attend sessions, advise them in writing that they cannot attend any club sessions until full membership is paid. Advise all coaches accordingly.
- Hold ASA records and correspondence for club.
- Point of contact for ASA enquiries.
- Update and renew ASA registration at the time of club membership renewal.
- Send off ASA forms for new members as and when they join the Club.
- Inform club committee of any changes/correspondence from ASA registration department.
- The membership sub-committee, Team Assistants to work in partnership with Registration Officer in dealing with Fleetwood and Poulton memberships to the club.

### **Committee Member's Duties**

#### **Competition Secretary**

- Annually - compile a list of open swim meets for the coming competitive year.
- Monthly - amend this to include any other meets as more information received or amend dates of any identified meets.
- Apply to appropriate swimming club for information pack and application forms for open competitions.
- Advertise the up and coming meets on club notice board, club website or email.
- Be responsible for co-ordinating entries to all swim meets; return completed application forms to appropriate club along with fees for swimmers and coaches passes.
- Notification to swimmers of acceptance/non acceptance applications to swim meets.
- To enthusiastically promote to members participation in competitions.

#### **Media/Press Officer**

- Develop and maintain/update the club website
- Promote and publicise all aspects of the club, in a positive and equitable way through the production of informative and unbiased newsletters, website updates and regular media releases
- Report on club events (internally and externally)
- Assist in promoting non-swimming social events for the relevant members of the club as requested/approved by the management committee
- Create and nurture relationships with media local to the club

#### **Swim 21**

- To organise and oversee the audit and action planning stages of the Swim 21 process within the club
- To liaise with the Regional Development Officers, Local Authority Sports Development Officer, Swim 21 Club Committee and Club Members
- To keep the club updated on their progress through the Swim 21 process
- To ensure that Club Members are informed of Swim 21 courses and seminars
- To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan

### **Team Assistant – Fleetwood Swim Team (FST)**

- To be the initial point of contact for prospective new members at poolside and be responsible for:
  - The provision of an overview of the club, its aims, the fees, the squad structure and the sessions available.
  - The provision of membership forms, ensuring they are correctly completed and returned for processing by the Registration Officer.
- Refer on to the Welfare Officer any issues concerning child welfare.
- Liaise / provide information back to the Registration Officer.

### **Team Assistant – Fleetwood Micro Development (FMD)**

- To be the initial point of contact for prospective new members at poolside and be responsible for:
  - The provision of an overview of the club, its aims, the fees, the squad structure and the sessions available.
  - The provision of membership forms, ensuring they are correctly completed and returned for processing by the Registration Officer.
- Refer on to the Welfare Officer any issues concerning child welfare.
- Liaise / provide information back to the Registration Officer.

### **Team Assistant – Poulton Swimming Development (PSD)**

- To be the initial point of contact for prospective new members at poolside and be responsible for:
  - The provision of an overview of the club, its aims, the fees, the squad structure and the sessions available.
  - The provision of membership forms, ensuring they are correctly completed and returned for processing by the Registration Officer.
- Manage and promote links between Poulton and Fleetwood.
- Liaise with the YMCA Liaison/Coaching Coordinator and Club Coach to organise taster/come and try sessions at Poulton.
- Distribute information as required to Poulton swimmers/parents from Committee or Club Coach.
- To act as a main point of contact for parents at Poulton on behalf of Fleetwood
- Refer on to the Welfare Officer any issues concerning child welfare.
- Provide membership details when required at Poulton and liaise/provide information back to the Registration Officer.

### **Team Assistant – Aquatic Section Members (QSM)**

- To deal with matters relating to Water Polo as delegated by management committee
- To select swimmers to represent Fleetwood Water Polo Teams at all levels.
- Be responsible for the promotion of Water Polo within the club.
- To coordinate and help organise training with Work Force Co-ordinator for Water Polo coaches/volunteers.
- To be the initial point of contact for prospective new members at poolside and be responsible for:
  - The provision of an overview of the club, its aims, the fees, the squad structure and the sessions available.

- The provision of membership forms, ensuring they are correctly completed and returned for processing by the Registration Officer.
- Refer on to the Welfare Officer any issues concerning child welfare.
- Liaise / provide information back to the Registration Officer.

### **Liaison Officer / Workforce Co-ordinator**

- To develop swimmers from the learner section to development squads to be competitive and encourage swimmers to compete at all levels for the club.
- Promote the club to new members and make arrangements for assessments & time trials and discuss with coaches when best to take place
- Source, establish and develop sustainable links with local schools, swimming schools and YMCA.
- Manage and promote club links with identified schools/swim schools.
- Liaise with Club Coach and Head Teacher/swim school representative to organise taster/come and try sessions.
- Invite children to attend specific taster/come and try sessions
- Communicate delivery of taster sessions to schools
- Liaise with local Schools, Sports/Swimming Development Officer, Schools Sports
- Attend local Swimming Festivals
- Distribute information as required to Schools/swim schools
- To act as a main point of contact for volunteers within the club
- To coordinate and help organise training for the club workforce

### **Social/Fundraising Officer**

- Arrange social nights for the benefit of swimmers and parents including presentation evening each year.
- Arrange fundraising events for the benefit of the swimming club and provide the Treasurer with monies received and report back to the committee.
- Obtain assistance from parents as required to organise functions ensuring Health & Safety is adhered to and where necessary child protection policies adhered to.
- Liaise with parents and committee for suggested social nights or ideas for fundraising.
- Collate the ideas and place in order of popularity.
- Carry out preliminary scoping for costs and ability to provide the event. (Parents need to be made aware that they are responsible for their children at any social event, they cannot just leave any child under 16 without consent of the organiser)
- Provide a suggested programme of social events or fundraising events to the committee with all relevant details.
- Once Committee have agreed the programme arrange for it to be publicised within club.

#### **Appendix 4 – Welfare Officer**

- Assist the club to put in place implementation plans for child protection.
- Be the first point of contact for club staff and volunteers, young people and parents for any issue concerning child welfare, poor practice or potential/alleged abuse.
- Ensure that all incidents are correctly reported and referred out in accordance with the Wave power guidance guidelines.
- Ensure that all relevant club members, volunteers and staff have a CRB check and the opportunity to access appropriate child protection training.
- Ensure all appropriate staff or volunteers have up to date criminal records disclosures / self-disclosures.
- Be aware of and have a note of contact details of the local Social Services, the Police and NGB ICPO.
- Ensure that codes of conduct are in place for club staff, volunteers, coaches, competitors and parents.
- Attend Club Management Committee (on an as required basis) to advise on child protection Issues.
- Ensure confidentiality is maintained and information is only shared on a “need to know” basis.
- To follow and promote the ASA Child Safeguarding Procedure