

Kingston Amateur Swimming Club



Club Constitution

Approvals

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Summary of changes

<i>Issue, Section, page</i>	<i>Synopsis of change</i>	<i>Reason for Change</i>
Draft 1	Addition of Document Authorisation, Distribution and Configuration sheets.	Updated to Draft 1A status for final checking.
Draft 1A	Restructure of Contents sheet and general editorial tidy up prior to distribution.	Updated to Draft 1B status prior to presentation to AGM for vote on adoption
Draft 1B	Incorporation of proposed changes to Sections C6.1.1 (a), C6.2.2 (a), BL6.2.1 & BL6.3.1.	Updated to Issue 1 status prior to General release, following approval for adoption at the club A.G.M. held on 27 th January 2005.
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<i>Issue, Section,</i>	<i>Synopsis of change</i>	<i>Reason for Change</i>

page

Issue 2, Section BL3.3, page 10.	BL3.3 amended to clarify date by which all annual club fees must be paid by, this date being the 28 th February of each year.	This declaration was in the original club constitution, however, it was omitted in error when the club constitution was updated.
Issue 3, Section R5.0, page 16.	R5.0 amended to bring constitution into line with current training nights.	Amended to reflect current training nights in the club and to allow for future changes as they may occur.
Issue 4 Section C3.1.1, C3.1.2 page 5.	C3.1.1 and C3.1.2 amended to current SASA swimmer(all ages) and non-swimmer categories	membership categories amended to bring into line with current SASA membership categories.
Issue 5 Section C3.1.1, C3.1.2 page 5.	C3.1.1 and C3.1.2 amended to revert to original wording as described at AGM 2016	membership categories amended to reflect voting rights within the Club
Issue 6 Section	All sections updated to reflect structure of Scottish Swimming model constitution Issue 16	Updating required to comply with current issue for SwiMark accreditation
Issue 7, All sections	All sections updated to reflect structure of Scottish Swimming model constitution Issue 2019- Final Sep 2019	Updated to reflect SASA changes and to reflect new club policies, issued for adoption at the Club AGM 2020.

KINGSTON AMATEUR SWIMMING CLUB **CONSTITUTION, BYE-LAWS AND REGULATIONS**

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CONSTITUTION

C1.0 NAME

- C1.1 The Club shall be called "Kingston Amateur Swimming Club" (Hereinafter referred to as the Club)

C2.0 OBJECTS

- C2.1 The objectives of the Club shall be to: -
a) **Advance the public participation in Aquatic Sports in accordance with paragraph C2.1 of the SASA Constitution.**

C3.0 MEMBERSHIP

- C3.1 The membership shall consist of the following categories: -
a) **Adult Member**
An Adult is an individual 16 years and over, as recognised in Scots Law.
b) **Junior Member**
A Junior is an individual not recognised in Scots Law as an adult and not as defined in Scottish Swimming Company Rule R4.5.6.
c) **Club Life Member (previously known as Life Member)**
d) **Club Associate Member**
- C3.2 Membership fees shall be as agreed at each Annual General Meeting.
- C3.2.1 The Membership fees of existing members (agreed at the AGM) shall become due **on 1 April** each year and those of new members on the date of acceptance for membership.
- C3.2.2 Members not renewing by 31st March will be deemed to be non-members and will be *notified in writing accordingly*.
- C3.2.3 All members will be excluded from taking part in any of the Club's activities, competitions or meetings until their annual subscription is paid.**
- C3.3 All Club Members must be registered with the SASA in accordance with the categories defined in SASA Constitution C3.3.3.**
- C3.4 All members joining the Club shall be deemed to accept the terms of this Constitution, the Club Bye-Laws and any Regulations adopted by the Club.**
- C3.5 A member wishing to resign from the Club shall inform the Secretary in writing.
- C3.6 A Club member wishing to change their 1st or 2nd Claim Club must do so in accordance with Scottish Swimming Company Rule R5.2.**
- C3.7 *The Management Committee shall have the power to turn down an application for membership, provided they act in accordance with paragraph C3.7.1.*
- C3.7.1 *When an application for membership is turned down by the Management Committee, the applicant must be advised, in writing, of the reason and their right of appeal to Scottish Swimming.*

C4.0 GOVERNANCE

- C4.1 The Club, and it's members, shall be subject to and bound by, the Scottish Swimming Governance Documentation (SASA Constitution, Company Articles and Company Rules) and the appropriate SASA District Rules.
- C4.2 The Club shall comply with the Scottish Swimming Codes of Conduct, Ethics and Wellbeing and Protection Policies.
- C4.3 The Club shall be governed by its Constitution, Bye-Laws and Regulations.
- C4.4 Amendments to the Constitution shall only be made at a General Meeting, provided at least a two thirds majority of those present and voting is secured.
- C4.5 Amendments to the Bye-Laws shall only be made at a General Meeting provided a simple majority of those present and voting is secured.
- C4.6 The Management Committee shall have the power to publish and enforce such Regulations as the Committee feels necessary to govern the activities of the Club.

C5.0 MANAGEMENT

- C5.1 General
 - C5.1.1 Notices

At least **7 days** notice and the Agenda shall be given to all Adult **and Club Life Members** of any General Meeting
 - C5.1.2 Attendance
 - (a) All Adult and **Club Life Members** are entitled to attend, take part and vote unless specifically excluded from doing so by the Club's Constitution.
 - (b) **Club captains are entitled to attend.**
 - C5.1.3 Voting
 - a) With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at General Meetings.
 - b) Voting shall be by **a show of hands** unless decided otherwise by a majority of those attending the meeting.
 - C5.1.4 Quorum

The quorum at General Meetings shall be two Officers of the Club plus five members eligible to vote.
 - C5.1.5 Changes to the Constitution and Bye-Laws
 - a) A proposal to change the Constitution or Bye-Laws must be submitted in writing to the Secretary, signed by two members eligible to vote at a General Meeting.
 - C5.1.6 Conduct of Business

The conduct of business shall be in accordance with Bye-laws Section BL2.1.
- C5.2 Annual General Meeting (AGM)
 - C5.2.1 The Club shall hold an AGM in the month of **February**.
 - C5.2.2 The Secretary shall give notice **not less than 30 days** prior to the date of the AGM to all Adult and **Club Life Members**. The format of the notice shall be agreed by the Management Committee.
 - C5.2.3 Appended to the notice of intimation of an AGM shall be the Agenda, minutes of the last AGM and a note of the process governing alteration to the Constitution, Bye-Laws.
 - C5.2.4 Nominations for Officers of the Club and other members of the Management Committee shall be submitted in writing, signed by two Adult or **Club Life Members** and the nominee, to the Secretary no later than **15th January**.
 - C5.2.5 Proposed alterations to the Constitution and Bye-Laws, and notices of motion must be received by the Secretary not later than **15th January**.

C5.2.6 The Secretary shall arrange for all nominations and proposed alterations to governance to be circulated at **least seven days** before the meeting. The format of the circulation shall be agreed by the Management Committee.

C5.2.7 The business for an AGM shall include:

- a) Chair's Remarks
- b) Apologies for Absence
- c) Approval of minutes from previous AGM & matters arising.
- d) Secretary Report**
- e) Financial Report**
- f) Not used*
- g) Proposed changes to Constitution**
- h) Proposed changes to Bye-Laws**
- i) Notices of Motion**
- j) Appointment of Chair & Vice Chair(s)
- k) Election of Management Committee Members**
- l) Appointment of Auditors / Independent Examiners**
- m) **Club** Life Membership Awards
- n) Other relevant business

C5.3 Extraordinary General Meeting (EGM)

C5.3.1 An EGM shall be called by an application in writing to the Secretary supported by at least **ten Adult Members of the Club**. The Management Committee shall also have the power to call an EGM by decision of a simple majority of its members.

C5.3.2 The Secretary will give notice, in writing of all EGMs, stating the Agenda, to all Adult and **Club** Life Members at least **30 days** prior to such meetings being held.

C5.3.3 The order of Business for an EGM shall be:

- a) Chair's Remarks
- b) Apologies for Absence.
- c) Business to be transacted of which due notice has been given.

C5.3.4 No business shall be transacted at the EGM other than business of which due notice has been given.

C6.0 AWARDS

C6.1 Club Life Membership

C6.1.1 **Club** Life membership may be presented to person(s) who have given outstanding service, over many years, to the Club and shall be presented at the AGM or at any other time decreed suitable by the Management Committee.

C6.1.2 A recommendation for **Club** Life Membership may be made by any Adult or **Club** Life Member to the Secretary for submission to the Management Committee. Full details of the nominee's service should be included with the recommendation.

C6.1.3 In the event that a **Club** Life Membership should require to be removed from any recipient, the Management Committee will make the decision to rescind and notify the Member concerned.

C7.0 TROPHIES

- C7.1 All trophies belong to the Club in perpetuity and cannot be won outright.
- C7.2 The Club Treasurer shall act as Trustee of Club Trophies.
- C7.3 The winner of a Club trophy shall guarantee safe custody and return of the trophy when requested by the Management Committee.
- C7.4 The Club shall be responsible for arranging and funding the engraving of the winners name on all Club trophies.

C8.0 DISSOLUTION

- C8.1 In the event of the dissolution of the Club, any funds, property and other assets shall not be distributed amongst the members of the Club in any way whatsoever, but shall be applied towards the objectives of Scottish Swimming.

BYE-LAWS

BL1.0 MANAGEMENT

- BL1.1** The affairs of the Club shall be conducted by a Management Committee which shall consist of the Officers of the Club plus **not more than twenty** other Adult Committee Members and ex-officio members as set out in Bye-Law BL1.5.1. Adult Committee Members can be Adult or **Club** Life Members or Club Associate Member of the Club.
- BL1.2** The Officers of the Club, **who shall be Honorary**, shall consist of a Chair, Vice-Chair, Treasurer and Secretary who shall be elected at an AGM, as shall be the said Adult Committee Members.
- BL1.3** If the post of any Officer or Adult Committee Member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy.
- BL1.4** All Management Committee members shall be Adult or **Club** Life Members of the Club.
- BL1.5 Management Committee**
- BL1.5.1** The ex-officio members of the Management Committee consists of **the Head** Coach and **Swimmers Representative**.
- BL1.5.2** The term of office for Chair, Vice Chair, Secretary and Treasurer shall be **two** years.
- BL1.5.3** The term of office for the Adult Committee Members shall be **two** years.
- BL1.5.4** **The Membership Secretary, Meet Secretary and Entry Secretary** shall be elected for a term of two years.
- BL1.5.5** Retiring members of the Management Committee may offer themselves for re-election.
- BL1.5.6** **The Club Boy Captain and Club Girl Captain shall be appointed for one year.**
- BL1.5.7** Not used.
- BL1.5.8** The Management Committee shall be responsible for:
- a) Running the day to day management and affairs of the Club.**
 - b) The organisation and control of all members during Club hours.**
 - c) The appointment of coaches and instructors.**
 - d) The selection of members to represent the Club.**
 - e) The organisation of swimming activities as may be requested by other bodies.**
 - f) Facilitate the appointment of the Boy and Girl Captains in June each year.**
 - g) Considering and approving or otherwise nominations for Club Life Membership of the Club.**
- BL1.5.9** The Management Committee shall appoint such sub-committees as may be considered necessary.
- BL1.5.10** The Management Committee shall appoint at least one Wellbeing and Protection Officer (WPO) in accordance with section C10.6 of the SASA Constitution.

BL2.0 MEETINGS

- BL2.1 Standing Orders**
- BL2.1.1** At all meetings, if a quorum is present, the Chair shall be taken not later than **fifteen minutes** after the appointed time of the meeting.
- BL2.1.2** All Members when called to order at any meeting or gathering of the Club and not complying to the "rule of order" shall be expelled from the meeting.
- BL2.1.3** **The Chair at all meetings of the Club shall be the Club Chair**
In the absence of the Club Chair, the Vice Chair shall substitute.
In the absence of the Club Chair and Vice Chair, those in attendance shall appoint a substitute.
- BL2.1.4** In the event of equality of votes in any resolution before the meeting which requires a choice to be made for the continued good governance of the Club, the Chair of a meeting shall have a second or casting vote.

- BL2.1.5** The Chair of a meeting shall be the sole judge of questions of order and interpreter of the “rules” governing the Club.
- BL2.1.6** The Chair shall not speak to, oppose or move any motion from the Chair. In order to do so, they shall vacate the Chair until that business is concluded. The meeting shall be presided over by a substitute Chair elected from among those present.
- BL2.1.7** The minutes of all meetings will be circulated to **Management** Committee Members
- BL2.2 Management Committee Meetings (MCM)**
- BL2.2.1** The club shall hold Management Committee Meetings no less frequently than every three months.
- BL2.2.2** A Management Committee Meeting shall be called by the Secretary when there is business to transact or on request of an Officer of the Club or by an application in writing by at least **seven** Adult or Club **Life** Members of the Club.
- BL2.2.3** A quorum for Management Committee Meetings shall be at least **two** Officers of the Club and **five** Committee members.
- BL2.2.4** The business of the meeting shall be enacted in accordance with Section BL2.1.
- BL2.2.5** The Secretary will give Notice of the date, time and venue of each management committee meeting at least 7(seven) days prior to the meeting. The format of the notice shall be agreed by the Management Committee.
- BL2.2.6** Adult or **Club** Life Members who are not members of the Management Committee, may attend, but may only participate with the agreement of the Chair.
- BL2.2.7** All, except ex-officio members shall have a deliberative vote.
- BL2.2.8** No decision of the Management Committee may be altered or revoked without 14 (fourteen) days prior notice of intent, in writing, being given to the Secretary.

BL3.0 FINANCE & ACCOUNTS

- BL3.1** The financial year shall run from 1st January to 31st December each year.
- BL3.2** The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.
- BL3.3** The Accounts shall be audited/examined by an independent person(s) elected annually at the AGM.
- BL3.4** All invoices / expenses received by the club should be signed off by an Officer of the Club before being processed by the Treasurer. All cheques drawn against the Club’s funds shall be signed by a minimum of two Officers of the Club. When payments are required to be made by direct Bank transfer the Treasurer shall obtain e-mail/written agreement from the **Chair** or another Officer of the Club prior to making an electronic payment.
- BL3.5** The Management committee can enter into contracts and/or partnerships, on behalf of the Club, provided each proposal is fully discussed at and recorded in the minutes of a quorate committee meeting prior to the commitment being made.
- BL3.6** As an unincorporated organisation the responsibility for the financial liabilities of the club shall normally be dependent on who was responsible for the liability.
(Interpretation: As an unincorporated association the members are liable for the debts of the club on a “joint and several” basis. Determining which members are liable is usually considered on a case by case basis, and will depend on how the relevant decision that resulted in the liability has been made. For example, if a decision was made by the members at a general meeting then it might be all members of the club who are liable, or it might be all of the committee, or one or more persons (whether office-bearers or not) who assumed the responsibility for taking a particular decision. Further, if a member of the club’s committee acts ultra vires or out with the club’s constitution then they may have personal liability.)
- BL3.7** Any surplus of the Club’s income will be re-invested in the Club and not distributed to its members by way of dividend, distribution, bonus, honoraria or otherwise by way of profit.
- BL3.8** The Treasurer shall arrange for the Auditor/Independent Examiner to examine and certify the accounts and balance sheet before presentation of a certified summary to the AGM.

- BL3.9 The Treasurer shall submit a budget, to the last meeting of the Management Committee prior to the AGM, for the following financial year.
- BL3.10 The Treasurer shall submit a financial statement to the Management Committee no less frequently than **every three months**.
- BL3.11 All outgoing payments shall be made by cheque or direct Bank transfer duly authorised in accordance with paragraph BL3.4.

BL4.0 DISCIPLINARY PROCEDURE, COMPLAINTS and APPEALS

BL4.1 General

- BL4.1.1 All complaints and appeals, except for doping, wellbeing or protection, or alleged criminal offences, shall be dealt with in accordance with Sections BL4.2, BL4.3 and BL4.4.
- BL4.1.2 Complaints involving doping should be referred to British Swimming as Per Scottish Swimming Company Rule R13.1.3.
- BL4.1.3 Complaints involving, wellbeing or protection, or other criminal offences shall be referred to Scottish Swimming within 48 hours, in accordance with Scottish Swimming Company Rule R13.2.1.

BL4.2 Disciplinary Procedure

- BL4.2.1 In the event that the behaviour of a swimmer, member of the coaching team or Management Group or a parent volunteer contravenes the Club's codes of conduct, the following action will be taken.
- BL4.2.2 The Chair, or a deputising club official, will conduct an investigation into the alleged breach of the Club's codes of conduct as they see fit and all persons and parties shall cooperate fully with the same. Failure to co-operate may amount to misconduct.
- BL4.2.3 The Investigating Club Official shall thereafter be entitled at any time to decide to:
- a) Apply a sanction to the person(s) being investigated
 - b) Refer the matter to a Club Complaint panel
 - c) Take no further action
 - d) Pursue an alternative resolution, which may include Mediation, Arbitration or Conciliation.
- BL4.2.4 The Club will keep a record of each stage of the disciplinary process.

BL4.3 Complaints

- BL4.3.1 A complaint is a formal expression of dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by Scottish Swimming.
- BL4.3.2 A complaint must be made in accordance with Scottish Swimming Company Rules Sections R12 to R15.

BL4.4 Appeals

- BL4.4.1 An appeal may be made against decisions taken by the Club in respect to the outcome of a submitted grievance or against decisions taken by a National Complaints Committee.
- BL4.4.2 An appeal must be made in accordance with Scottish Swimming Company Rules Sections R12 to R15.

BL4.5 Suspensions and Fines

- BL4.5.1 The Management Committee may take action (e.g. fine, suspend or cancel membership) against any Club Member proved guilty of conduct or breach of the Constitution, Bye- laws, Regulations which is detrimental to the interests or aims of the Club or for acting in such a manner as to bring disrepute to the Club. Such action shall only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspension & Fines sections of the Scottish Swimming Governance Documentation (Sections R12 to R15) have been applied.

REGULATIONS

R1.0 CLUB STATEMENT

The impact of sport and physical activity on children and young people can be extremely positive, providing an opportunity for personal and social development. Naturally, it improves health and fitness; but it can also boost confidence and self esteem, teach leadership, teamwork and social skills that can be used in all aspects of life. Sport also offers valuable lessons on how to win and how to lose. It teaches the benefits of hard work and how to treat others with respect.

We believe that these positive benefits come primarily from within a club atmosphere and aim to provide in our club the best possible conditions to give our members the opportunity to develop and hone their skills.

We believe that the structure of our club, with the many parent volunteers giving their time freely, shows a commitment and enthusiasm, which rubs off on the young. It creates a friendly family atmosphere which allows the children to relax and concentrate on the tasks in hand.

Making friends and being part of a team gives them confidence and allows them to develop and improve. This gives our members the motivation to take an active role in swimming.

R2.0 CLUB AIMS

Kingston Amateur Swimming Club shall, in all its endeavours, aim to;

- a) Respect the rights, worth and dignity of each member.
- b) Provide a friendly and safe environment for all our swimmers.
- c) Encourage all our swimmers to take pleasure from their swimming and pride in their performances.
- d) Provide the coaching and support to help our all our swimmers achieve their full potential.
- e) Promote competitive swimming through organising swimming galas; attending other club galas and attending various graded open meets.
- f) Create a culture where all swimmers support and encourage other team members, thereby building team spirit and friendships.
- g) Be committed to treat everyone equally regardless of their sex, origin, religion, disability, age, sexual orientation or political persuasion.
- h) Be committed to everyone having the right to enjoy their swimming in an environment free from threat of discrimination, intimidation, harassment and abuse.

R3.0 CLUB POLICIES

All members are bound by the policies of the club as formulated and updated from time to time. Currently in place are the following Policies:

- a) Child Protection Policy
- b) Recruitment & Selection Policy for Voluntary Members
- c) Policy for Use of Photographic & Video Equipment
- d) Equal opportunities Policy
- e) Club Privacy Notice

R4.0 CLUB CODES OF CONDUCT

All members are bound by the Clubs codes of conduct as formulated and updated from time to time. Currently in place are the following Codes of Conduct:

- a) Coaches Code of Conduct

R5.0 CLUB NIGHT

Club training for all members will consist of a minimum of two sessions per week, and on such two sessions that shall be determined by the Management Committee, with due regard to pool availability.

R6.0 SESSION TIMES

The session times and duration shall be determined by the Management Committee in consultation with the head coach. Additional training sessions for selected swimmers may be required from time to time at the request of the Management Committee.

R7.0 CLUB COACHES & POOLSIDE HELPERS

The Head Coach shall be responsible for the organising and co-ordination of all Club Coaches and Poolside Helpers poolside duties. The Management Committee shall arrange where necessary all training courses required to maintain levels of competence.

R8.0 COMPETITIONS & ENTRIES

- R8.1 Everyone is given the opportunity to decide which competitions they wish to take part in during the year. This makes it easier for planning events as it can therefore be assumed, in the first instance, swimmers invited will take part. However we will always confirm that swimmers are able to attend before entry fees are paid.
- R8.2 Details of all competitions, galas, league matches and others involving the Club shall be displayed on the Club notice board, Club website or newsletter.
- R8.3 Competition entry forms will be issued as far in advance as possible. Entries should be completed and returned by the stated date along with the required fees. Late entries may not be processed and may result in swimmer missing an event.
- R8.4 The club shall not, unless otherwise clearly indicated in the entry form or clearly stated in other written details issued by the Management Committee, be responsible for transport (or the costs of transport) to and from competitions, galas and team matches which shall be the sole responsibility of the swimmer and his or her parents or guardians.
- R.8.5 The club shall use Competition Attendance Eligibility Matrix and Associated Guidance notes when managing the coaching cover at the competitions.

R9.0 ANNUAL CLUB COMPETITIONS

- R9.1 Club Gala

Open to all Kingston members and held in May/June, competing for medals and trophies. An entrance fee is charged for each swim. Members will be notified of the date and invitations sent out.

- R9.2 Kingston Sprints

An Invitational meet held in November, where we invite teams and compete for medals. This is our major fund-raiser of the year and a full day event where parents will be asked to help out.

R10.0 TROPHIES

Trophies should be returned by the due date requested in a clean condition. Any member failing to return a trophy on time shall be responsible for the full cost of replacement. Any damage should be reported to the committee as and when it occurs and, other than fair wear and tear, the member is responsible for its repair.

R11.0 MEMBERS PROPERTY

- R11.1 Loss of Members Property the Club will accept no responsibility for any loss of money, clothing or other valuables left in the changing rooms whether in lockers or not or otherwise left unattended around the pool.
- R11.2 Lost Property Any article left at the pool and unclaimed for a period of 28 days may be disposed off as the Management Committee determines.

R12.0 INSURANCE

- R12.1 All Club members, by virtue of affiliation to the Scottish Amateur Swimming Association, are covered by insurance for Civil Liability and Personal Accident. The insurance is organised yearly by the SASA.
- R12.2 The Club Secretary shall hold the policy and is the designated person responsible for notification of incidents under the insurance guidelines.
- R12.3 It is essential that all incidents are reported promptly via the Club Secretary.
- R12.4 Under no circumstances should any member, on behalf of the club, admit liability or agree to pay for damage caused as this may prejudice the position of the insurers and could result in the withdrawal of the club's indemnity.

R13.0 LIFESAVING

Life saving is restricted to pool staff or qualified lifesavers.

R14.0 CLUB GRIEVANCE PROCEDURE

In addition to the procedures detailed in BL4.2, the Club will follow Scottish Swimming Grievance procedures as documented in:

<https://www.scottishswimming.com/clubs/complaints.aspx>

R15.0 WPO APPOINTMENTS AND TERMS OF REFERENCE

We are committed to ensuring every child and young person who takes part in our club should be able to participate in an enjoyable and safe environment. This should promote inclusion and protect them from harm, poor practice, exploitation, bullying and abuse. Our Wellbeing and Protection Officer (WPO) will be appointed under the terms and regulations of Scottish Swimming documented in: <https://www.scottishswimming.com/clubs/wellbeing-protection.aspx>
In addition the club will follow the wellbeing and protection policy as documented in: <https://www.scottishswimming.com/media/2817683/Wellbeing-Protection-Policy-Children-Young-People.pdf>

R16.0 EQUAL OPPORTUNITIES POLICY

Within the Club's commitment to equal opportunities we will follow Scottish Swimming's guidelines on Equality, as documented in:

<https://www.scottishswimming.com/media/1405858/Equality-Policy.pdf>

R17.0 CLUB BUSINESS

- R17.1 All matters pertaining to club business must be conducted through the committee.
- R17.2 The Management Committee reserves the right to refuse membership in accordance with the Club constitution.
- R17.3 Discipline must conform to rules of good behaviour and enforcement will be as per current Club disciplinary procedures.
- R17.4 Each member shall pay the stated monthly fees for training sessions that they are assigned to by the Head Coach. Such payments, as per the set monthly fee in force, must be made by Standing order to Clubs designated bank account
- R17.5 The management committee shall review the monthly fees, if required, at a General Meeting, and amend the fees as required to ensure Clubs financial stability.
- R17.6 Each member shall give a period of one calendar month's notice of their intention to leave the Club. Session fees for that month will be paid at the required rate for the swimmer's usual sessions.
- R17.7 Members should endeavour to pay annual membership fees by 15th March to allow the club to process payment in a timely manner, in order to meet the deadline in C3.2.1.
- R17.8 Adult member means parent/guardians of registered swimmers who are training with Kingston ASC as their 1st training club