

As amended at the Annual General Meeting on 18<sup>th</sup> April 2007.

## **1. TITLE**

1.1 The name of the Club shall be **Arnold Swimming Club**.

1.2 The Club colours shall be blue and gold.

1.3 The Headquarters shall be Arnold Leisure Centre.

## **2. OBJECTIVES**

2.1 The primary objective of the club is the promotion of and instruction in the arts of swimming, competitive and championship meetings. To achieve this objective:-

- Swimmers are taught the correct techniques to maximise their potential
- The Club provides opportunities for swimmers to take part in competitive swimming through the participation in League and Cup Galas throughout the year
- Swimmers are encouraged to compete in the Nottinghamshire Age Group Championships and Open National Galas

• Non-swimming members are encouraged to become qualified officials

2.1.1 The Club is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of sex, ethnic origin, religion, disability or political persuasion, on any grounds.

2.1.2 The Club shall implement the A.S.A. Equal Opportunities policy

## **3. AFFILIATIONS**

3.1 The Club shall be affiliated to the A.S.A. East Midland District, the Nottinghamshire A.S.A. and such other bodies, as the Annual General Meeting shall decide necessary to further the objectives of the Club and shall abide by the laws laid down by these bodies.

3.2 The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association ("A.S.A. Laws") and in particular:

3.2.1 all competing members shall be eligible competitors as defined in A.S.A. Laws; and

3.2.2 the Club shall in accordance with A.S.A. Laws adopt the A.S.A. Child Protection 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.

3.2.3 members of the Club shall in accordance with A.S.A. Laws comply with the A.S.A. Child Protection Procedures.

3.3 By virtue of the affiliation of the Club to East Midlands Region, the Club and all members of the Club acknowledge that they are subject to the laws, rules and constitutions of:

3.3.1 East Midlands Region and Nottinghamshire ASA and

3.3.2 the Amateur Swimming Association; (to include the ASA/IOS Code of Ethics); and

3.3.3 British Swimming (in particular its Doping Control Rules and Protocols and Disciplinary Code); and

3.3.4 FINA, the world governing body for the sport of swimming in all its disciplines together "the Governing Body Rules"

3.3.5 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.

## **4. MEMBERSHIP**

4.1 Membership shall be annual from the 1<sup>st</sup> June to 31<sup>st</sup> May and shall be open to any individual regardless of race, religion, creed, ethnic background, gender, age, sexual

orientation or disability.

**4.2** Applications for membership shall be via an Application Form or Renewal Form (for existing members). Renewal Forms will be distributed by means agreed by the committee during the **April** prior to the commencement of the club year.

**4.3** All applications for membership (including renewals) shall be subject to scrutiny by a subcommittee appointed for that purpose, who will make recommendation for acceptance or otherwise to the club committee whose decision shall be final. All applicants shall be notified of this decision.

**4.4** All poolside helpers and other helpers are de facto members of the Club subject to approval by the committee. All poolside helpers and other helpers must be registered with the ASA. Their continued membership will be subject to annual review at the committee meeting prior to the AGM.

**4.5** A member wishing to resign shall do so in writing to the honorary secretary. Until such notice is received they shall be deemed to be a member until May 31<sup>st</sup> following.

**4.6** All competing members must be eligible to compete as per ASA Law 402, except as provided by ASA Law 12.

**4.7** All swimming members must have been a member for at least 28 days prior to the start of any league gala (be it spring or autumn). This is to cover the club from posting a swimmer that is not eligible to swim as the joining times vary so much. Only in exceptional circumstances will the committee alter this after consulting the league organizer. This rule does not include open galas or friendly galas that will run under the meet conditions.

## **5. FEES**

**5.1** The committee at the Annual General Meeting shall propose such membership fees and training fees as are applicable.

**5.2** The fees and charges agreed at the Annual General Meeting shall become effective from the 1<sup>st</sup> June following the Annual General Meeting.

**5.3** The committee reserve the right to modify the fees and charges at any time should they deem it necessary in order to ensure the viability of the Club.

**5.4** Any member who has not paid the appropriate fees by the 1<sup>st</sup> July shall be deemed to have resigned.

## **6. VOTING**

**6.1** Senior members shall be aged 16 years or over and if present may vote at the Annual General Meeting and Special General Meetings.

**6.2** Junior members shall be swimming members under the age of 16 and if present they may vote at the Annual General Meeting or at a Special General Meeting only on matters relating to juniors including the election of the Boys and Girls Club Captains and Vice-Captains.

**6.3** Parents of swimming members may attend and take part in debates at the Annual General Meeting or a Special General Meeting but may not vote.

## **7. LIFE MEMBERSHIP**

**7.1** The committee may propose at the Annual General Meeting that life membership be granted to any person who, as a bona fide member of the Club, has rendered good service to the Club and the sport of swimming.

**7.2** The number of life members at any moment in time shall not exceed 15.

**7.3** Life members will not be permitted to attend committee meetings except as committee members in their own right.

7.4 Life members are entitled to vote at the Annual General Meeting or a Special General Meeting.

## **8. THE COMMITTEE**

8.1 A committee appointed annually at the Annual General Meeting shall manage the Club. The Committee shall consist of 15 Senior or Life Members. One third of the members shall retire annually and may offer themselves for re-election.

8.2 The officers of the Club shall consist of Chairman, Honorary Secretary and Honorary Treasurer.

8.3 The committee shall allocate such other roles that they deem necessary to ensure the efficient running of the Club.

8.4 Nominations for all prospective committee members shall be made in writing to the Honorary Secretary by 1<sup>st</sup> March. All nominees, proposers and seconders must be Senior or Life Members of the Club and the nominee shall have approved the nomination.

8.5 Elections for membership shall be by a vote taken at the Annual General Meeting by Senior or Life Members who are present. The result of the vote shall be by a simple majority. In the event of a tie the Chairman shall have the casting vote.

8.6 Should any committee member fail to attend 3 consecutive committee meetings without submitting a reasonable explanation acceptable to the committee, that member shall be asked in a letter signed by the honorary secretary and chairman to resign. Should the said member fail to submit his/her resignation within 21 days from the date of the letter, then the committee shall be empowered to expel him/her at the next committee meeting.

8.7 The Head Coach will be an "ex-officio" member of the committee.

8.8 The committee shall ensure that the Club's affairs are conducted in accordance with the Laws of the ASA and promote fellowship and encourage and co-ordinate appropriate sports and social activities for the benefit of the membership. They shall ensure that all competing members are eligible to compete in competitions per ASA Law.

8.9 The committee may appoint sub-committees to carry out specific functions.

8.10 The officers of the Club shall be ex-officio members of all sub-committees.

8.11 The chairman or honorary secretary of a sub-committee must be on the main committee.

8.12 Co-opted members of sub-committees shall not be entitled to vote on the main committee and will only be entitled to attend main committee meetings at the invitation of the committee

8.13 The committee may co-opt Senior or Life Members to fill a vacancy on the main committee. A member co-opted onto the main committee will have to seek election at the next Annual General Meeting if they wish to remain on the committee.

## **9. MEETINGS**

9.1 **Committee Meetings** shall be held monthly or as often as the committee deem necessary for the good management of the Club. A quorum at a committee meeting shall consist of 5 members plus 1 officer of the Club.

9.2 The **Annual General Meeting** shall be held at a date and venue to be fixed by the committee, which shall be not later than the third week in April.

9.3 Any member entitled to vote shall be given notice of the Annual General Meeting not later than 14 days prior to such a meeting. Such notice shall include an agenda containing all items for discussion and decision. Such notice shall deem to have been given by the posting of notification and agenda in the Club Notice Board.

9.4 Any person entitled to a vote may on giving 4 weeks notice in writing to the honorary secretary, have any relevant motion included on the agenda for the Annual General Meeting for

discussion.

**9.5** The quorum at an Annual General Meeting shall be 12.

**9.6** A professional auditor or 2 honorary auditors shall be elected at the Annual General Meeting.

**9.7** All elections for officers and committee shall be by vote of all persons entitled who are present at the Annual General Meeting and shall be by simple majority.

**9.8** The Boys and Girls Club captains and vice-captains shall be announced at the AGM from the coaching staff who will pick the club captains on the following merits.

Training attitude, availability for galas, participation in club activities.

The Captains and vice-captains must be over 16 where possible.

**9.9** Changes to the Club Constitution shall only be made at an Annual General Meeting.

Motions for rule changes must be made in writing to the honorary secretary by the last day of February prior to the Annual General Meeting. Such motions must be signed by a minimum of 6 Senior or Life Members.

**9.10** A Change of rule shall require a two-thirds majority of those members present at the Annual General Meeting. The change shall not become operative until approved by the District Executive.

**9.11** A **Special General Meeting** shall be held at the expressed or written request of the majority of the committee or within 28 days of the receipt by the honorary secretary of a written request signed by 5 Senior or Life Members. Such a Special General Meeting shall deal only with the matter of which notice is given in the request.

**9.12** All members entitled to vote at an Annual General meeting are entitled to vote at a Special General Meeting. Notice will be no later than 14 days prior to such a meeting. Such notice shall deem to have been given by the posting of the notification and agenda in the Club Notice Board.

## **10. ACCOUNTS**

**10.1** All monies shall be received by the honorary treasurer and shall be banked.

**10.2** An interim statement shall be presented at each committee meeting together with all bills for approval of payment, wherever possible.

**10.3** All cheques shall require two signatures, which may be from any of the following; chairman, honorary secretary, honorary treasurer.

**10.4** All property and funds of the club shall be vested in the committee.

**10.5** All property and funds of the club shall be applied to the furtherance of the objects of the club. No funds or other property of the club shall be paid or distributed among members of the club, except as allowed by A.S.A. Law relating to expenses.

**10.6** The Club's accounts shall close on the 20<sup>th</sup> February each year and shall be audited and submitted to the Annual General Meeting.

**10.7** In the event of dissolution the club assets will be devoted to objects similar to those of the Club and approved by the outgoing committee and the ASA in conjunction with a Special General meeting.

## **11. CLUB TROPHIES**

**11.1** All winners of trophies shall sign a receipt accepting responsibility for the trophy.

**11.2** In the event of accidental damage or loss occurring to the trophy, the holder must notify the honorary secretary immediately.

**11.3** Trophy holders must return trophies immediately on leaving the club.

**11.4** Trophies must be returned to the Honorary Secretary no later than 2 weeks before the first

Club Annual Gala the following year.

## **12. DISCIPLINE**

**12.1** The person in charge of any training session, shall have the authority to eject, from the training session, any member of the club for misbehavior, or the conduct considered prejudicial to the efficient running of the training session. Any such incident, should be reported to an Officer of the Club and an Incident Report completed.

**12.2** In the event of an Incident Report being completed the committee, taking into account ASA Laws shall have the power to deal with the matter as it deems fit. Options available will be:

1<sup>st</sup> instance Informal verbal warning

2<sup>nd</sup> instance Formal verbal warning

3<sup>rd</sup> instance Written warning

4<sup>th</sup> instance Temporary Suspension (maximum of 14 days)

5<sup>th</sup> instance Permanent Suspension

**12.3** Any member having cause for complaint shall lodge the complaint in writing with the Club Secretary who shall bring it before the committee.

**12.4** In the event of an internal dispute, the Club will follow the ASA Guidelines for handling internal Club.

## **13. CLUB RECORDS**

### **13.1 Individual Club Records**

13.1.1. Club Records can be set by any swimmer representing Arnold Swimming Club in a Gala staged under ASA Laws and Technical Rules (therefore Badge nights or Time Trials are excluded).

13.1.2. The designated events include freestyle, breaststroke, butterfly, backstroke and individual medley for distances 25m, 50m, 100m, 200m, 400m and 800m, 1500m.

13.1.3. Individuals can set Club Records for the age group that they are representing in the Gala e.g. the age of the event and for their swimming age group unless swimming down. (e.g. a swimmer who will be 10 years old between 1<sup>st</sup> January and 31<sup>st</sup> December is designated a swimming age group 10 year old. If they swim in an 11 year old category swim they could break the club record for both the 11 year age group and 10 year age group or either). If they swim in a 9 year old category swim they could break the club record for the 9 year age group only.

### **13.2 Relay Club Records**

13.2.1. Relay club Records can be set if all 4 swimmers in the relay are representing Arnold.

13.2.2. Relay Club Records can only be set for 4x1 medley and 4x1 freestyle in either boys or girls but not mixed sex groups.

13.2.3. Relay Club records are set for the race age group regardless of ages of swimmers (e.g. 2x10 year olds and 2x11 year olds swimming in an 11 year old relay will break the 11 year old age group and not the 10 year old age group.)

I acknowledge receipt of the rules of Arnold Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules.

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