

Dyce (Aberdeen) Amateur Swimming Club CONSTITUTION, BYE-LAWS AND REGULATIONS INDEX

Constitution

SECTION	C1.0	NAME
SECTION	C2.0	OBJECTIVES
SECTION	C3.0	MEMBERSHIP
SECTION	C4.0	GOVERNANCE
SECTION	C5.0	GENERAL MEETINGS
	C5.1	General
	C5.2	Annual General Meeting (AGM)
	C5.3	Extraordinary General Meeting (EGM)
SECTION	C6.0	AWARDS
SECTION	C7.0	TROPHIES
SECTION	C8.0	DISSOLUTION

Bye-Laws

SECTION	BL1.0	MANAGEMENT
SECTION	BL2.0	MEETINGS
	BL2.1	Standing Orders
	BL2.4	Management Committee Meetings (MCM)
SECTION	BL3.0	FINANCE AND ACCOUNTS
SECTION	BL4.0	DISCIPLINE
	BL4.1	Suspension and Fines
	BL4.2	Grievances
	BL4.3	Complaints
	BL4.4	Appeals

Regulations/Policies

SECTION	R1.0	CLUB COLOURS
SECTION	R2.0	CHILD PROTECTION
SECTION	R3.0	FEES
SECTION	R4.0	COMPETITION ENTRY FEES
SECTION	R5.0	CODE OF CONDUCT
	R5.1	Swimmer Conduct
	R5.2	Coach Conduct
	R5.3	Poolside Helper
	R5.4	Parental Behaviour
SECTION	R6.0	CLUB MEETS
	R6.1	Club Championships
	R6.2	Mini Meet
	R6.3	Graded Meet
	R6.4	Handicap Meet
SECTION	R7.0	SWIMMING TECHNICAL OFFICIALS
SECTION	R8.0	SUSPENSION OF MEMBERSHIP
SECTION	R9.0	GRIEVENCE & COMPLAINTS PROCEDURES

CONSTITUTION

C1.0 NAME

C1.1 The Club shall be called Dyce (Aberdeen) 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 by promoting and managing the teaching, knowledge and practice of one or more Aquatic Sports, in accordance with paragraph C2.1 of the SASA Constitution where relevant.

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) Life Member
d) 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 be included in monthly squad fees. For new members, full payment on the date of acceptance for membership and thereafter included in monthly squad fees.
- C3.2.2 Members failing to make payment of fees within 2 months 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 Clubs 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 SS 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 of the reason and their right of appeal to Scottish Swimming, in writing.

C4.0 GOVERNANCE

- C4.1 The Club 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 Protection Guidelines.

- 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 MEETINGS

C5.1 General

C5.1.1 Notices

At least 30 days notice and the Agenda shall be given to all Adult members of any General Meeting

C5.1.2 Attendance

All Adult Members and Life Members are entitled to attend, take part and vote unless specifically excluded from doing so by the Club's Constitution.

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 Quora

The quorum at General Meetings shall be two Officers of the Club plus ten 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 Annual General Meeting in the month of May.

C5.2.2 The Secretary shall give written notice of not less than 30(thirty) days prior to the date of the AGM. This notice shall be published on the Club notice board and circulated to all Adult and Life Members.

C5.2.3 Appended to the notice of intimation of an AGM shall be the Agenda, minutes of the last AGM, a note of the process governing alteration to the Constitution, Bye-Laws and nomination for the Management Committee.

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 Members and the nominee, to the Secretary no later than 15 April.

C5.2.5 Proposed alterations to the Constitution and Bye-Laws and notices of motion must be received by the Secretary not later than 15 April.

- C5.2.6 Having received all nominations and proposed alterations, the Secretary shall arrange for this information to be displayed on the Club notice board at least 7(seven) days before the meeting.
- C5.2.7 The business for an AGM shall include:
- a) Presidents Remarks
 - b) Apologies for Absence
 - c) Approval of minutes from previous AGM & matters arising.
 - d) Hon. Secretary Report
 - e) Head Coach Report
 - f) Financial Report
 - g) Social Committee Report
 - h) Proposed changes to Constitution
 - i) Proposed changes to Bye-Laws
 - j) Election of Management Committee Members
 - k) Appointment of Auditors / Independent Examiners
 - l) Life Membership Awards
 - m) Other relevant business

C5.3 Extraordinary General Meeting (EGM)

- C5.3.1 An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least fifteen 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 Extraordinary General Meetings, stating the Agenda, to all Adult and 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) President'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 Life Membership

- C6.1.1 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 Annual General Meeting or at any other time decreed suitable by the Management Committee.
- C6.1.2 A recommendation for Life Membership may be made by any Adult or 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 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 Honorary 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.
- C8.2 So long as three members agree to support the Club it cannot be dissolved.

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 ten other Adult Members* and ex-officio members set out in Bye-Law BL1.5.1. Adult Committee Members can be Adult or Life Members of the Club.
- BL1.2 The Officers of the Club, who shall be Honorary, shall consist of a President, Treasurer and Secretary who shall be elected at an Annual General Meeting, as shall be the said Adult 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 Life members of the Club.
- BL1.5 Management Committee**
- BL1.5.1 The Management Committee shall comprise the Officers of the Club (as defined in paragraph BL1.2), Meet Secretary and eight other Adult members. The Squad Coaches will be ex-officio members.
- BL1.5.2 The term of office for President, Secretary and Treasurer shall be three years, one retiring annually in rotation.
- BL1.5.3 The Meet Secretary shall be elected for a term of two years.
- BL1.5.4 The term of office for the other Adult Members shall be two years, half retiring annually.
- BL1.5.5 Retiring members of the Management Committee may offer themselves for re-election.
- BL1.5.6 Management Committee member(s) elected or co-opted to fill a vacancy part way through a term of office shall retire in sequence with the original order of rotation.
- BL1.5.7 Management Committee members co-opted by the committee shall be subject to endorsement at the first EGM or AGM thereafter.
- BL1.5.8 The Management Committee shall be responsible for:
- a) The organisation and control of all members during Club hours.
 - b) The annual appointment of coaches and instructors.
 - c) The selection of members to represent the Club.
 - d) The handicapping of Club events as necessary.
 - e) The organisation of swimming activities as may be requested by other bodies.
 - f) Considering and approving or otherwise nominations for 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) who has attended a Scottish Swimming approved training course.

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 President
In the absence of the President, 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 Adult and Life Members.

BL2.2 Management Committee Meetings

- BL2.2.1 The club shall hold Management Committee Meetings no less frequently than every two 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 Members of the Club.
- BL2.2.3 A quorum for Management Committee Meetings shall be at least one Officer of the Club and four Committee members.
- BL2.2.4 The business of the meeting shall be enacted in accordance with Section BL2.1.
- BL2.2.5 Notice of the date, time and venue of each committee meeting shall be published on the Club notice board at least 7(seven) days prior to the meeting.
- BL2.2.6 Adult Members who are not members of the 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 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 April to 31st March 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 Annual General Meeting or agreed by the Management Committee.
- 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 process invoices/expenses online for approval by the President or another authorised Officer of the Club who shall complete the electronic bank transfer payment process
- 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 All adult members of the Club shall be jointly responsible for the financial liabilities of the Club
- BL3.7 Any surplus of the Club's income will be re-invested in the Club and not distributed to its members.
- BL3.8 The Treasurer shall arrange for the Auditor(s) / Independent Examiner(s) 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 3 (three) calendar months.
- BL3.11 All outgoing payments shall be made by cheque or online banking, signed in accordance with paragraph BL3.4.
- BL3.12 The Management Committee may not approve more than 1 (one) family member as a bank signatory.

BL4.0 DISCIPLINE

- BL4.0.1 All Grievances, 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.
- BL4.0.2 Grievances and Complaints involving doping should be referred to British Swimming as Per Scottish Swimming Company Rule R13.1.3.
- BL4.0.3 Grievances and 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.

BL4.1 Suspensions and Fines

- BL4.1.1 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, Byelaws, 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.

BL4.2 Grievances

- BL4.2.1 A Grievance, which is a formal expression of dissatisfaction or allegation of unfair practice in connection with the management of the Club, can be made by:
- a) Any member of the Club
 - b) A parent or guardian on behalf of a Junior member as defined in paragraph C3.1(b)
 - c) A parent or guardian on behalf of a Member classified as a Vulnerable Person, defined as a person who lacks sufficient capacity to present a grievance by themselves.
 - d) Any Individual
- BL4.2.2 A grievance is made in writing to the Club Secretary, not later than 30(thirty) days after the incident.
- BL4.2.3 An Enquiry Panel will be set up by the club to consider the grievance in accordance with the Club Regulations.
- BL4.2.4 If the decisions of the Enquiry Panel do not satisfy the person who made the grievance, that person shall have a right of appeal to Scottish Swimming in accordance with Section BL4.4.

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 SS Company Rules, Section R12 to 15.

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 Enquiry Panel.
- BL4.4.2 An appeal must be made in accordance with SS Company Rules, Section R12 to 15.

REGULATIONS

R1.0 CLUB COLOURS

- R1.1 Club Colours shall be Black and Red
- R1.2 Club Kit should be worn when representing the club, especially so when competing or collecting awards.
- R1.3 Swimmers training with the University of Aberdeen Performance Swim Team must wear a Dyce club cap when representing the club at an event (ie North District championships).

R2.0 CHILD PROTECTION

- R2.1 The Club will follow guidance provided by Scottish Swimming on Wellbeing and Protection and any other relevant body.
- R2.2 The Club will appoint a Wellbeing and Protection Officer, suitably qualified to standards set by Scottish Swimming.
- R2.3 All Officers, Coaches, Teachers and helpers will be subject to background checks in accordance with Scottish Swimming Wellbeing and Protection recommendations.

R3.0 PAYMENT OF FEES

- R3.1 Squad Members will pay their fees on a monthly basis, preferably by Standing Order. Fees will be payable monthly, twelve months of the year.
 - R3.1.2 Monthly Fees include elements of the Annual Membership fees, coaching fees and Scottish Swimming Membership.
 - R3.1.3 Swimmers joining squads will be required to pay a full Annual Membership and pro-rated Scottish Swimming Membership.
 - R3.1.4 Squad fees will only be refunded under extraordinary circumstance agreed by the Management Committee.
- R3.2 Swimmers training only with the University of Aberdeen Performance Swim Team will only pay an annual membership fee, which will be due immediately after the AGM or upon joining the club.

R4.0 COMPETITION ENTRY FEES

- R4.1 Entry fees for all internal competitions and time trials (ie Club Championships, Mini Meet, Graded Meet & Handicap Meet) will be FREE to all members.
- R4.2 Entry fees for external competitions will be subsidised by the club for swimmers training in the clubs Junior Age Group training squads (not including University of Aberdeen Performance Swim Team squads or Masters Squads). Those who transfer from another club will receive a 50% contribution after six months membership and then will be fully subsidised after one year.
- R4.3 Entry fees for events withdrawn from by a swimmer will be required to be refunded back to the club by the swimmer. An exception will be made for swimmers missing swims due to illness. A medical letter may be requested.
- R4.4 Fines received by the club for late withdrawals will be forwarded on to the swimmer causing the fine, except when it is the fault of the club.
- R4.5 Any claims for reimbursement of entry fees must be received by the Club Treasurer within 1 calendar month of the event being held. Reimbursement of fees where events were not swum, or not in accordance with R1.0, will not be considered.

R5.0 CODE OF CONDUCT

R5.1 SWIMMERS CONDUCT

R5.1.1 At Club Sessions

R5.1.1.1 Swimming Members at Club Sessions

- a) Sign the swimmers code of conduct
- b) Follow the instructions given by their coach/teacher at all times.
- c) Be respectful towards coaches/teachers, other club members and general public.
- d) Obey poolside staff
- e) Ensure all belongings are either place in changing room locker or taken on to poolside. No belongings should be left in changing room cubicles.
- f) long hair should be tied back or in a cap during training/lessons
- g) no jewellery should be worn except stud earrings.
- h) Dress quickly and vacate changing rooms in an orderly fashion (Swimmers are the parent's responsibility immediately after the session has ended)
- i) No phones, ipods or equipment with photographic capabilities to be used anywhere within the building.

R5.1.1.2 Swimmers MUST NOT:

- a) Go on poolside until there is a coach present
- b) Enter the water until instructed to do so by their coach
- c) Dive into depths less than 1.5 metres.
- d) Horseplay in or around the pool or in the changing room
- e) Vandalise or damage equipment belonging to the club or facility in use.

R5.1.2 At Swim Meets

R5.1.2.1 All swimmers must represent the club in a respectful manner at swim meets.

R5.1.2.2 Swimmers MUST:

- a) Arrive on poolside and report to the designated coach/helper at least 10 minutes prior to the warm-up.
- b) speak to the coach/chaperone before and after the warm-up and after each race to get advice and feedback on their swim.
- c) Stay with the team on poolside.
- d) Make the coaches/chaperones know where they are at all times.
- e) Listen to the safety announcement and follow the instructions giving during any emergency.
- f) Wear Club Cap when racing.
- g) Wear approved Club Kit at award ceremonies.

R5.1.3 When travelling with the team

R5.1.3.1 All swimmers must follow the instructions of the Team Manager/Coach when travelling with the club, including overnight stays.

R5.1.3.2 Swimmers MUST:

- a) Consider their own safety at all times
- b) Follow instructions from coaches, committee and parents
- c) Wear seatbelts at all times when travelling by bus.
- d) Not horseplay in or around accommodation
- e) Respect any "lights out" deadline

R5.2 COACHES CONDUCT

R5.2.1 Coaches must read and sign the “Coaches Code of Conduct” form.

R5.2.2 Coaches must wear Team Kit when coaching

R5.3 POOLSIDE HELPERS

R5.3.1 Poolside Helpers must read and sign the “officials and volunteers code of conduct”

R5.3.2 Poolside Helpers must follow the instructions from lead coach/teacher

R5.3.3 Poolside Helpers should wear club kit when helping

R5.4 PARENTAL BEHAVIOUR

R5.4.1 Parents MUST:

- a) Always ensure a coach/teacher is present before leaving a swimmer at the pool.
- b) Always ensure their swimmer is collected promptly at the end of each session.
- c) Always advise the coach/teacher if their swimmer is going to be absent from a session
- d) Resist the temptation to provide coaching advice to a swimmer during a club session or during a meet
- e) Never use physical or emotional punishment with respect to a swimmers performance.
- f) Never get into a public argument with a coach/teacher which undermines their authority poolside.

R6.0 CLUB MEETS

R6.1 CLUB CHAMPIONSHIPS

R6.1.1 Club Championships shall be held annually in November or December.

R6.1.2 All Competitors will compete as age as at 31 December.

R6.1.3 All Competitors must have been paid members for at least 3 months to be eligible to win age groups trophies/awards.

R6.1.4 All Competitors will be aged 8 (Eight) years and over on the date of the Championship as per SASA Rule R4.4.4 (or as at 31 December).

R6.1.5 Age Group Events will be as follows:

- a) 8 Years – 25m all strokes
- b) 9 Years – 25m all strokes
- c) 10 Years – 25m Butterfly, 50m Backstroke, Breaststroke and Freestyle
- d) 11 Years – 25m Butterfly, 50m Backstroke, Breaststroke and Freestyle
- e) 12 Years – 50m Butterfly, 100m Backstroke, Breaststroke and Freestyle
- f) 13 Years – 100m all strokes
- g) 14 Years & Over – 100m all strokes

R6.1.6 Open Events

- a) 10 Year & Under – 100m Individual Medley
- b) 11 Years & Over – 200m Individual Medley
- c) 11 Years & Over - 50m Open Freestyle
- d) 11 Years & Over – 200m Open Freestyle

R6.1.7 Medals will be awarded to 1st, 2nd and 3rd places

R6.1.8 Age Group awards will be awarded as follows:

- a) 10 Years & Under
- b) 11 Years
- c) 12 Years
- d) 13 Years

e) 14 Years & Over

R6.1.9 The Victoria Shield will be awarded to the Club Member who has shown the most commitment.

R6.1.10 All trophies must be returned to the club one month prior to the Championships.

R6.2 CLUB MINI MEET

R6.2.1 The Club will arrange to host a Mini Meet annually which will be open to all SASA affiliated clubs.

R6.2.2 The Lynn Cup will be presented to the Top Club

R6.2.3 The Kathy Milligan Trophy will be presented to the best performing Dyce swimming club member.

R6.3 CLUB GRADED MEET

R6.3.1 The Club will arrange to host a Graded Meet annually-which will be open to all SASA affiliated clubs.

R6.3.2 The Hunting Trophy will be presented to the Top Club.

R6.4 HANDICAP MEET

R6.4.1 The Club will arrange to host a Handicap Meet, normally in June, which will be open to all Club Members.

R6.4.2 The Jean Rennie Trophy will be presented to the winner of the event.

R6.4.3 Keep-sake awards will be presented to 1st, 2nd 3rd and 4th placed swimmers.

R6.4.4 Handicaps will be calculated based on the swimmers 50m Freestyle personal best time, which will be adjusted accordingly after each round.

R7.0 SWIMMING TECHNICAL OFFICIALS

R7.1 The Club will pay the cost of SASA Timekeeper, Judge, Recorder, AOE Operator, Starter and Referee courses for parents/volunteers willing to undertake said courses.

R7.2 Reasonable Travel and Accommodation expenses will be paid to officials travelling on behalf of the club, only if their own swimmer is not also being representative at the same said event.

R7.3 For events where fines are imposed on clubs failing to provide a sufficient number of officials, any fine incurred by the club will be distributed equally to each swimmer who has failed to provide an official at the event. (currently this applies to North District events where the fine is £30 per session)

R8.0 SUSPENSION OF MEMBERSHIP

R8.1 For a breach of Rules, the Club may suspend a member from activities provided that before doing so, it informs the member of the alleged offence and the requirements of the governance documentation have been satisfied.

R8.2 Where a fee (not subject of an appeal) imposed by the Club has not been paid, then the Club can after due warning, suspend the individual until payment is made.

- R8.3 A member under suspension shall not participate in any activity organised by the Club or controlled by the Club except as in the governance documentation.
- R8.4 Where appropriate a member may be given a limited suspension provided the limitation(s) are clearly defined (e.g. a person may be suspended from all competition activities but allowed to continue in training and administration activities).
- R8.5 An eligible member taking part in competitions, exhibitions or demonstrations with someone whom they know to be under suspension may themselves be suspended.

R9.0 GRIEVENCE & COMPLAINT PROCEDURE

R9.1 Club Management

- R9.1.1 If you are dissatisfied with any matter affecting the management of the club, members should in the first instance raise it informally with a committee member to seek resolution.

R9.2 Teaching & Coaching

- R9.2.1 If you are dissatisfied with any matter affecting the teaching/coaching programme, members should in the first instance raise it informally with the coach/teacher concerned or Head Coach to seek resolution.

R9.3 Formalising Complaints

- R9.3.1 Grievances and Complaint that have not be successfully resolved through raising the matter informally, should be escalated to the Club Management committee by writing to the Club Secretary giving details of your concerns.
- R9.3.2 The Management Committee will normally advise you of their decision in writing within 14 days of the meeting.

R9.4 Appeals

- R9.4.1 If you are not satisfied with the decision of the Management Committee you may raise the matter with Scottish Swimming and have the matter heard by the SASA National Enquiry Panel, section 2 of the SASA rules
- R9.4.2 Regardless of the outcome of the National Enquiry Panel decision, all costs are to be met by the complainant.