

# INVERLEITH

AMATEUR SWIMMING CLUB

## Members' Handbook

Revised: October 2016

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## **INTRODUCTION**

I am delighted to welcome you as a member of Inverleith Amateur Swimming Club (I.A.S.C.) and sincerely hope that your association with the Club will be a long, successful and happy one.

While the main objective of the Club is successful competitive swimming, it also aims to ensure all members feel at home within the Club and that fun and enjoyment will also have its place alongside the training schedules.

While this is not designed to be a 'rule book' I am sure that you will appreciate that, as in almost every organisation, it is essential to have some discipline not only in the interests of safety but to ensure the Club's continued use of facilities throughout the City. Certain rules must be complied with so that the Club can continue to obtain the co-operation and use of the best facilities available. In this respect I would ask for your assistance in ensuring that all instructions are enforced in the interests of the Club as a whole.

In an effort to facilitate the Club's growth and success in future years it is essential that the Club be run on a sound financial basis and assistance in this field is given by the Social Committee who, by arranging various social and fundraising events, provides financial support to the Club. I would ask that wherever possible you give support to these events and enjoy the social activities while supporting the Club.

Thank you for your interest in the Club, enjoy your swimming and I wish you every success.

IASC President

## **Club History**

Inverleith ASC formed in 1969. The strength of the Club is that it caters for swimmers of all ages from 'Learn to Swim' and Preparatory Group, through Intermediate age groups and Advanced swimming. We have also contributed swimmers to International Teams including one to the Commonwealth Games.

The Club's swimming activities are organised into groups and squads primarily based on ability. There is set criteria for progression from one to the next.

While Inverleith ASC is primarily a competitive Club it also encourages swimmers (16 and over) and parents to consider gaining teaching or coaching qualifications.

Since 1982 Inverleith ASC has run a programme of training camps. These activities have proved beneficial both in a competitive and social sense.

Operating in parallel with the Club is the Social Committee which is open to all parents of swimmers and has the twin objectives of providing financial assistance to the Swimming Club and organising social functions. The hard work of the parents contributes greatly to the success of the Club.

Inverleith ASC membership is set annually together with Scottish Amateur Swimming Association membership.

Training fees are charged on a monthly basis according to the requirements of each training group. Training and competitive kit and competitive costs are additional.

The Club is open to all swimmers who meet the swimming standards necessary for entry.

## **Administration**

The Club management is conducted by a committee as provided for in the Constitution which is detailed in the appendix 1 at the end of this handbook. The Committee is elected at the Annual General Meeting held in November each year. The Committee meets normally on a monthly basis or as required.

After initial contact with the Club, usually through the Secretary, the next and most regular contact for swimmers and parents will be the Coach.

The Secretary and Coaches are there to assist you and they will make every effort to be friendly and helpful, particularly in your early period with the Club while you settle in. They will provide you with a considerable amount of general information,

newsletters and dates of social functions etc.

If for any reason a swimmer decides to leave the Club, then it is essential that a letter of resignation be submitted to the Club Secretary without delay as training fees will remain payable until such time as the letter is received. Should a swimmer wish to change to another Club they must obtain a 'Change of Club' form from their new club.

It is the responsibility of each swimmer/parent to read the Club notice board at Leith Victoria. Please ensure that the Club has an email address and telephone number where the Secretary or Coaches can get in touch to inform them of any changes or cancellations. This may save you a wasted journey.

Should a problem, complaint or enquiry regarding swimming performance come to light, then an approach may be made to the Secretary, requesting that arrangements be made to discuss the matter with the Coach in charge of the Group. This will be arranged at a time suitable to the Coach and will not be on the poolside during a swimming session.

IASC follows the guidelines set out in the Scottish Swimming data protection notice. See Appendix 8 for details.

## **Child Protection**

Inverleith ASC is committed to promoting the welfare of the athletes within our sport to allow them to enjoy a positive experience of swimming and encourage lifetime participation. Remember it's not just the athletes that we want to protect it's ourselves too, and common sense should prevail.

It is a constitutional requirement for clubs to appoint a Child Protection Officer (CPO). The Club's Child Protection Policy, along with the name and telephone number of our CPO is at the back of this handbook.

## **Swimming Groups and Training**

The Club covers a wide range of ages and ability which are broadly reflected in the current swimming structure - a structure which is modified from time to time to take account of the overall 'shape' of the Club.

### ***Preparatory Group***

Swimmers accepted for entry into this Group become Preparatory Junior Members of the Club and are only eligible to compete in the Internal Club and Anderson Cup events. Swimmers in this Group should try to attend on a regular basis to maintain fitness and continuity of training.

### ***'Intermediate 2' Squad***

This is the first of the competitive swimming squads. This Group develops the work done in the Preparatory Group and prepares swimmers for a limited number of competitions during the year. Swimmers in this squad should also try to attend on a regular basis to maintain fitness and continuity of training.

### ***'Intermediate 1' Squad***

This is the second of the competitive swimming squads. This squad develops the stroke teaching work done in the previous groups and prepares swimmers for more competitions during the year. Swimmers in this squad should try to attend a reasonable number of sessions per week.

### ***'Fitness' Squad***

This is the squad for swimmers who wish to sustain their fitness levels through swimming three sessions per week.

### ***'Performance' Squad***

This squad is for swimmers of proven ability to train and compete at Club, District and National levels of competition. A minimum of five sessions per week ideally for swimmers in this squad who wish to attain the levels of competition as detailed above. Swimmers of 16 years or older may opt for periods of proportional training to cover study and examination times in the year.

Movement from Group to Group will be made in the interests of the swimmer and their ability and will be made after individual consideration and only on the recommendation of the Coaching Group.

Coaches and Teachers attached to the Club are generally holders of the S.A.S.A. or A.S.A. Assistant Teacher, Assistant Coach, Teacher and Club Coach Certificates.

## **General Information**

The Club is based at Leith Victoria Swim Centre but makes use of other Edinburgh Leisure pools as well as school pools for teaching and training purposes.

The overall Club objective is to achieve the highest possible standards in junior and senior swimming by a process of teaching and coaching through the age groups, this is a long term process and patience and dedication is required from swimmers, coaches, parents and all concerned with the Club in order that these aims may be reached. Progress can only be achieved through a regular attendance and commitment to succeed by the swimmer.

On occasion video of swimmers will be used as part of scheduled training and coaching sessions. All parental consent will be sought before this is carried out.

### ***Training Kit***

The following should be included in the training kit and it is the swimmers responsibility to ensure that they bring it to their training sessions:

- Trunks/costume
- Towel
- Goggles (if worn) adjusted to fit
- Float/kickboard/flippers etc
- Flip-flops/poolside shoes for poolside
- Spare trunks/costume & towel if possible

### ***Training Procedures***

1. Check your kit before leaving home.
2. Always be punctual for your session.
3. Change quickly and go to the poolside with your coach, taking goggles, float, kickboard etc with you.
4. Use any time before the session starts to work through your flexibility routine - head, shoulders, arms, waist, legs and ankles.
5. Listen, think, swim and enjoy your training session. At the end of the session shower, dry and dress quickly. Check your kit carefully again before you leave the pool. Should you be ill or unable to attend for any reason let your coach know.
6. Enjoy your training and go for each challenge, distance, time or stroke to the best of your ability.
7. Keep a record of your sessions, personal bests or other achievements.

## **Swimming Year**

Whether your birthday is 1st January or 31st December in any year, you swim for the whole year at your age as at 31st December in that year. In some cases competitions are based on 'Age on the Day'.

## **Coaches**

Your coaches will devote a great deal of time and effort to your training programme and often willingly forego their social and domestic life in the interests of the Club and the swimmers. Many hours are spent with swimmers during normal sessions, training camps and competitions. It is very much in everyone's interest to build on this relationship in trust and commitment and any problems or difficulties should be freely discussed.

## **General Conduct**

As the Club hires pools from Edinburgh Leisure and other organisations, we must rely on the continued good reputation of the Club for the care of these premises for use in future years. For this reason your co-operation is required to ensure the



following guidelines are strictly adhered to and that the general conduct of swimmers and parents are beyond reproach from any quarter.

All swimmers attending either training or competitions are under the coach present and must follow instructions given.

All swimmers must stay within the confines of the training and competition areas. Do not wander off.

No adult will be allowed on the poolside unless invited to do so by a member of the coaching staff.

Swimmers must arrive on time for their sessions unless special arrangements have been made.

Where possible Club colours and club t-shirts/track suits should be worn at all competitions.

Swimmers should not arrive too early for sessions or competitions and should leave promptly after as Coaches can not be held responsible.

Swimmers must at all time show respect to coaches, poolside staff, officials and other swimmers. Swearing, name calling and or bullying is not acceptable and will not be tolerated.

Illegal drugs or substances and performance enhancing drugs are strictly forbidden.

IASC operates a code of conduct for the responsible use of mobile phones by athletes. The code of conduct is included in Appendix 2.

Care must also be taken with prescription drugs prior to competitions. It is important that medication, injuries and allergies be reported to the Club.

Swimmers will be given one verbal warning about misbehaviour. Parents will be informed if this should persist. This could then result in the swimmer being excluded from one or more sessions.

Failure to abide with these guidelines will result in the strongest possible disciplinary measures being taken by the Club against any offending swimmer or parent to protect the interests of other members.

Copies of the Codes of Conduct for Swimmers, Coaches, Officials and Volunteers and Parents and Spectators are included in the Appendix 2.

### ***Use of Pools***

Sessions will be held as planned unless notification to the contrary has been given.

However, it is the responsibility of the parents to check that the session will go ahead. Please remember to check your emails for updates.

Detailed below is a list of the pools in regular use by the Club, however, it may be necessary to use other pools for special reasons.

### ***Training Pools***

Leith Victoria	25 yards
Ainslie Park	25 metres
Royal Commonwealth Pool	25/50 metres
Glenogle	25 yards

Please adhere to any parking restrictions in force on any of the venues that we use.

### ***Delivery and collection of Swimmers***

Parents must ensure that the Coach is present before leaving children at a session. Swimmers should be prompt for each session.

Parents should return to collect their children at least 15 minutes before the end of the session. Once a session is finished the Club has no responsibility for the swimmers. While, on occasions a Coach may wait with swimmers, particularly younger ones, they are under no obligation to do so as they may have other sessions to attend or other important commitments.

### ***Entry to Pools***

It is a strict rule that no swimmer may ever enter the water without the approval of the Coach. On rare occasions the Coach may be late for a session, then it is the parents' responsibility to ensure that their child does not enter the water. In the event that the Coach does not turn up parents should telephone the Coach concerned or contact the Coaching Convener.

### ***Footwear***

At all of the pools, outdoor footwear is prohibited in certain areas unless covered by plastic covers (freely available at the poolside doors).

### ***Competition Kit***

- Club trunks/costume plus spare (available from the Club gear shop)
- Towels - three at least
- Training shoes/gym or poolside shoes suitable for poolside
- Socks/leg warmers
- Tracksuit plus spare t-shirt (Club ones)
- Goggles plus spares - all adjusted to fit you properly
- Club swim hat plus spare

### **External Club Competitions**

### ***Selection for Competitions and Events***

A swimmer's selection for external competition is made by the Coaches and their decision may be based on a number of factors e.g. the grade of the Meet or the qualifying times necessary for entries.

If your child has been chosen for competition you will receive an email with the details. PLEASE RESPOND TO THIS EMAIL BY RETURN, TO CONFIRM THEIR ATTENDANCE. There is usually a time delay between the entries being submitted and the Club being told who has been accepted. Once your entry has been accepted you will receive an email which will be your final notice of your selection to swim in that particular competition. It will detail the time and date of the competition and the cost of each swim.

Certain competitions e.g. leagues, relay swims etc are paid for by the Club. In these competitions the coach will decide which stroke each swimmer will swim to be most beneficial for the team.

Individual swims are paid for by the Club in advance and then recovered from the swimmer when entries have been accepted. If you know in advance that you are unavailable for any dates, please inform the Coach as early as possible, as this will avoid unnecessary work by the Competition Secretary and reduce the costs for you. If, at a later date, you realise you will be unavailable, please notify your coach immediately.

It is most important to keep yourself extra warm between your warm up session and your swim. Your muscles can stiffen up if you let yourself cool down. Remember you may not feel the cold after your warm up.

Swimmers should always wear their tracksuits, socks and poolside shoes right up until the time of their swim. This applies to all competitions whether they are Club, inter Club or major meets.

For the younger swimmers it may be useful to take a book, comic or pencil and paper for entertainment between events for day-long meets.

### ***Food***

Swimmers are encouraged to eat appropriate, healthy food. For recommendations, see the District Regional Programme website ([www.scottishswimming.com/compete/swimming/national-squads/district-regional-programme](http://www.scottishswimming.com/compete/swimming/national-squads/district-regional-programme)).

### ***Procedures***

At each competition the swimmer should check their entry card for the event and heat number. They should also remember the lane number. Listen closely to the coach and to any announcements made at the pool which may affect you. Please stay on the poolside - if you wander off you may miss your swim.

Your Coach will keep you notified of when your swim is due. At the end of your swim stay in the water until you are told to come out - otherwise you may be disqualified. Ask the timekeeper for your unofficial time. A timekeeper is not obliged, however, to tell you your time. Speak to your coach after your race/s. Remember - when the referee blows his whistle for the next event, keep quiet until the race starts, then cheer on your team mates.

Enjoy each meet or competition you attend and do your best. Keep a swim notebook and write a few lines about each competition. Record your times and mark up any personal bests you have done. Check your targets and see if you are nearer achieving them.

## **Internal Club Competitions**

### ***Club Championship***

Each December we hold the annual Club Championships. Swimmers compete in their own age groups for various Cups and Medals. Cups and Medals are presented at the Annual Presentation Dance, the following February, and at other times in the year. For additional information on individual cups, see Appendix 9.

### ***Anderson Cup (1 length - 25yds)***

This competition is held quarterly and is open to members of the Preparatory group, who are selected by their coach. The cup is awarded to the swimmer with the best aggregate times recorded over all four strokes.

### ***Huntly Cup (2 lengths - 50yds)***

This competition is also held quarterly and is open to all swimmers under the age of 12 years on the day of the event. The cup is awarded to the swimmer who records the greatest improvement in their time in any one of the four strokes compared with their time in the preceding Huntly cup.

### ***Speed Awards***

The Intermediate Squad Speed Awards are awarded to Intermediate swimmers based on their times in the Huntly Cup. There are Bronze, Silver, and Gold times for each stroke. When a swimmer has achieved the times in at least three of the four strokes at a given level, they are awarded the Speed Award for that level. There is also a Gold Plus time for each stroke. When a swimmer has achieved the time for that stroke alone, they are awarded the Gold Plus Speed Award for that stroke.

### ***Gavin Fulton Club Relay***

This event is open to the swimmers in all squads from Prep to Advanced. It is a team event, with team members of varying ages selected to try and balance the teams. The event is intended to be light hearted, yet competitive, cheering and team spirit are encouraged. It is swum as a cannon relay. Each team is arranged in a rough ability order, with the youngest leading out. All the swimmers start in the water, and must follow their preceding team-mate. Each swimmer will swim two lengths at the front, then drop out. Only then can the next swimmer take the lead. The final team member will swim their two lengths on their own to finish the race. Teams are finalised on the day, we have found that teams of five work well.

### ***Christmas Handicap***

The Christmas Handicap is a fun event usually swum on the last Sunday session before Christmas. Each swimmer selects a stroke of their choice. There can be different strokes in the same heat. Swimmers are handicapped by delaying the start for some swimmers. Each swimmer will be informed what delay they have, after the gun a count will be shouted out, and each swimmer starts on their number. The handicaps are chosen so each swimmer should finish at the same time. There are usually heats, semi finals and a final. Eliminated swimmers get to swim a second time for fun. Prizes are awarded after everyone is changed.

## **Swimming Records**

Swimming records are informative to the Club as well as to the swimmer. The times are all converted to metres and contain competition and time trial information. The Club Competition Secretary is responsible for the keeping of swimming records in respect of each swimmer. Club Swimming Records are available on the website and are updated annually. Most competitions are recorded on the Swim Scotland website ([www.swimscotland.co.uk](http://www.swimscotland.co.uk)).

## **Social Committee**

The Social Committee is responsible for the majority of the fundraising and consists of parents willing to give up time to help raise money for the Club and also organise the social events.

## **Parental Involvement**

There are many ways that parents can help. All of our Management Committee and the Social Committee are parents. If you do not think that is for you how about trying your hand as a poolside helper, where you could progress to becoming a coach, assistant teacher or teacher.

Parents can also become involved with the technical side as a Club timekeeper,

progressing to timekeeper, judge, referee, recorder, stewards and other useful roles, if you wish.

## **Communications**

In order for the club to communicate with its members, it uses a variety of methods. These are chosen to be appropriate for their specific purposes. The club website is one of the main forms of communication. In addition, the club issues a regular newsletter, is able to celebrate it's successes at competitions via social media and inform swimmers and parents about upcoming competitions by email. The club Twitter channel is #InverleithASC

## **Swimming Jargon and Acronyms**

The following terms which are in regular use within the Club and swimming circles, are explained to be of assistance to any new swimmer in understanding their meaning.

EIHX	Club code for Inverleith ASC (see timing boards at competitions)
S.A.S.A.	Scottish Amateur Swimming Association aka 'Scottish Swimming'
Back	Back stroke/back crawl
Breast	Breaststroke
Free	Freestyle stroke/front crawl
Fly	Butterfly stroke
I.M.	Individual medley (fly, back, breast, free)
Land training	Flexibility/strength exercises
Long course	50 metre pool
Short course	25 metre/25 yard pool
Medley relay	Relay race (back, breast, fly, free)
Meet	Competition
P.B.s	Personal bests - record times achieved by a swimmer for a certain stroke and distance
Time trials	Timed swims usually setup within Club sessions to get new times or to keep times up to date for entry into competitions
Warm up	Short session prior to competition/event when swimmers get the opportunity to exercise and loosen up prior to the event starting
Swim down	Short period after sessions and races for the swimmer to stretch out and relax
R.C.P.	Royal Commonwealth Pool

## APPENDICES

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## APPENDIX 1 - Constitution, Bye-Laws and Regulations

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#### Constitution

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### CONSTITUTION

- C1.0 NAME**  
The Club shall be called “Inverleith Amateur Swimming Club” (Hereinafter referred to as the Club)
- C2.0 OBJECTS**  
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 Aqua 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 recognized in Scot’s law  
**(b) Junior Member**  
A Junior is an individual not recognised in Scot’s law as an adult and not as defined in Scottish Swimming Company Rule R4.5.6  
**(c)Life Members**
- 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 January in each year and those of new members on the date of acceptance for membership
- C3.2.2 Members not renewing by 31 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 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 1<sup>st</sup> or 2<sup>nd</sup> 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 Code of Conduct, Ethics and Child 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**

- C5.1.1 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  
With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at General Meetings.  
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 six members eligible to vote
- C5.1.5 Changes to the Constitution and Bye-Laws.  
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 November to

- Approve the minutes of the previous year's AGM.
- Receive reports from the President and Secretary.
- Receive a report from the Honorary Treasurer and approve the Annual Accounts.
- Receive a report from the Auditors.

- Elect Management Committee Members
- Appoint Auditors for the Club's Accounts
- Consider changes to the Constitution
- Consider changes to the Bye-Laws.
- Present Life Membership(s)
- Deal with other relevant business

- C5.2.2 The Secretary, shall give written notice of not less than 30 days prior to the date of the AGM. This notice shall be circulated to all Adult and Life Members
- C5.2.3 Appended to the notice of intimation of an AGM shall be the Agenda and minutes of the last AGM
- C5.2.4 Nominations for Officers of the Club and other members of the Management Committee shall be submitted to the Secretary no later than 15 days prior to the AGM.
- C5.2.5 Proposed alterations to the Constitution and Bye-Laws and notices of motion must be received by the Secretary no later than 1 November.
- C5.2.6 The business of the AGM shall include
- a. President's Remarks
  - b. Apologies for Absence
  - c. Approval of minutes from previous AGM & matters arising
  - d. Hon. Secretary Report
  - e. Swimming Convenor Report
  - f. Financial Report
  - g. Proposed changes to Constitution
  - h. Proposed changes to Bye-Laws
  - i. Election of Management Committee Members
  - j. Appointment of Auditor/s
  - k. Appointment of Honorary President & Honorary Vice President if required
  - l. Life Membership Awards if required
  - m. Other relevant business

### **C 5.3 Extraordinary General Meetings (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 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 deemed suitable by the Management Committee
- C6.1.2 A recommendation for Life Membership may be made by an 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.

## **C7.0 TROPHIES**

- C7.1 All trophies belong to the Club in perpetuity and cannot be won outright
- C7.2 The Committee will appoint someone to act as Trustee of the 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 objective of Scottish Swimming
- C8.2 As 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 Officers of the Club plus five other Adult Members
- BL1.2 The Officers of the Club, who shall be honorary, shall consist of a President, Vice 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 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)
  - BL1.5.2 The term of office for President, Secretary and Treasurer shall be two years
  - BL1.5.3 Not used
  - BL1.5.4 The term of office for the other Adult members will also 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 members 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 AGM or EGM 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 organising of swimming activities as may be requested by other bodies
    - f. Considering and approving 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 Child Protection Officer (CPO) 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 with the "rule of order" shall be expelled from the meeting.
- BL2.1.3 The Chairperson at all meetings of the Club shall be the President. In the absence of the President, the Vice President shall substitute. In the absence of the President and Vice 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 Chairperson of a meeting shall have a second or casting vote.
- BL2.1.5 The Chairperson of a meeting shall be the sole judge of questions of order and interpreter of the “rules” governing the Club.
- BL2.1.6 The Chairperson 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 Chairperson elected from among those present.

## **BL2.2 Management Committee meetings**

- 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 fifteen Adult members of the Club
- BL2.2.3 A quorum for Management Committee Meetings shall be an 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 given at least 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 deliberate 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 1<sup>st</sup> October to 30 September 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
- BL3.4 All outgoing payments shall be made by cheque
- 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 Not applicable
- BL3.9 The Treasurer shall arrange for the Auditor(s) to examine and certify the accounts and balance sheet before presentation of a certified summary to the AGM
- BL3.10 The treasurer shall submit a budget to the last meeting of the Management Committee prior to the AGM for the following financial year
- BL3.11 The Treasurer shall submit a financial statement to the Management Committee no less frequently than every three calendar months
- BL3.12 All outgoing payments shall be made by cheque, signed in accordance with paragraph BL3.4

## **BL4.0 DISCIPLINE**

- BL4.1 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 have been applied.

- BL4.1.1 All Grievances, Complaints and Appeals, except for doping, child abuse or alleged criminal offences, shall be dealt with in accordance with Sections BL4.2, BL4.3 and BL4.4.
- BL4.1.2 Grievances and Complaints involving doping, child abuse or other criminal offences shall be referred to the Scottish Swimming Chief Executive within 48 hours, in accordance with SS Company Rule R12.1.4.
- BL4.1.3 The Management Committee may Suspend, from activities wholly within its own jurisdiction, impose a Fine or Expel a member as a means of discipline.

#### **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) 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 12.

#### **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 R.14.

## APPENDIX 2 - Codes of Conduct

### SWIMMER CODE OF CONDUCT

Name of Swimmer:.....

**Aim:** To ensure that all swimmers involved within the sport participate within an agreed philosophy and set of standards.

#### Principal Statement on Ethics

Sporting integrity is based on the acceptance of rules, fairness equality, respect for others, moral conduct and a sense of what is right. Scottish sport's goal is to create a sporting environment where violence, breaking the rules, the abuse of drugs, the lack of fair play and other unethical behaviour are automatically rejected as being irrelevant to the true purpose of sport.

I agree to:

1. Abide by the principal statement on Ethics above.
2. Practice and play within the spirit of the game/sport.
3. Behave with respect to others including coaches, officials, other players, athletes, team manager, spectators.
4. Treat all others how I would like to be treated, with integrity.
5. Refrain from inappropriate conduct towards others including physical, verbal, written or emotional, in person or through use of social media platforms.
6. Set a good example at all times in aspects of dress, punctuality, language, behaviour and respect of equipment and others.

**Sanctions:** Breaches of the athlete's code of conduct will be dealt with in accordance with the clubs disciplinary procedures.

Signature .....

Date .....

### COACH & TEACHER CODE OF CONDUCT

Name of Coach/Teacher

I agree to:

1. Consider the wellbeing and safety of swimmers/participants before the development of performance.
2. Develop an appropriate working relationship with swimmers/participants, based on mutual trust and respect and promote respect for the ability of opponents as well as for officials and fellow coaches/teachers.
3. Always promote the positive aspects of the sport (e.g. fair play)
4. Make sure all activities are appropriate to the age, ability and experience of those taking part.
5. Encourage athletes to value the performance and not just results.
6. Hold the appropriate, valid qualifications and insurance cover.
7. Never consume alcohol immediately before or during training or events.
8. Never condone rule violations, rough play or use of prohibited substances.
9. Display consistently high standards of behaviour and appearance, dressing suitably and using appropriate language at all times whilst involved in coaching/teaching activities.
10. Follow all guidelines laid down by the governing body and the club.
11. Never exert undue influence over athletes/participants to obtain personal benefit or reward.
12. Encourage and guide athletes/participants to accept responsibility for their own performance and behaviour.
13. Follow the advice of a physician (doctor, physio, psychologist etc.) when a performer is injured.
14. Make a personal commitment to keep yourself informed of sound coaching/teaching principles and the principles of growth, development and learning of children.
15. Ensure that the equipment and facilities meet safety standards and are suitable for training.
16. Abide by Scottish Swimming's Social Media Guidelines.

**Sanctions:** Breaches of the coach & teacher code of conduct will be dealt with in accordance with the clubs disciplinary procedures.

Signature .....

Date .....



## OFFICIALS AND VOLUNTEERS CODE OF CONDUCT

Name of Official or Volunteer:.....

I agree to:

1. Consider the wellbeing and safety of swimmers before the development of performance.
2. Develop an appropriate working relationship with swimmers, based on mutual trust and respect.
3. Always promote the positive aspects of the sport (eg fair play)
4. Make sure all activities are appropriate to the age, ability and experience of those taking part.
5. Encourage swimmers to value the performance and not just results.
6. Hold the appropriate valid qualifications and insurance cover.
7. Never consume alcohol immediately before or during training or events.
8. Never condone rule violations or use of prohibited substances.
9. Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved in club activities.
10. Follow all guidelines laid down by the national governing body and the club.
11. Never exert undue influence over athletes to obtain personal benefit or reward.
12. Encourage and guide swimmers to accept responsibility for their own performance and behaviour.
13. Abide by Scottish Swimming social media guidelines.

**Sanctions:** Breaches of the Officials & Volunteer code of conduct will be dealt with in accordance with the clubs disciplinary procedures.

Signature .....

Date .....

# PARENT AND SPECTATORS CODE OF CONDUCT

I agree to:

1. Always promote the positive aspects of the sport (eg fair play).
2. Encourage swimmers to value the performance and not just results.
3. Do not ridicule or shout at a child for making mistakes or losing a race.
4. Never condone rule violations or use of prohibited substances.
5. Behave responsibly and do not use inappropriate language whilst involved in or spectating at club activities, and treat swimmers, coaches, club volunteers, officials and parents of yours and other clubs with due respect.
6. Follow all guidelines laid down by the national governing body and the club.
7. Encourage and guide swimmers to accept responsibility for their own performance and behaviour.
8. Always remember that the involvement in the sport is for the child not you.
9. Support all efforts to remove verbal and physical abuse from sporting activities.
10. Abide by Scottish Swimming Social Media Guidelines.

**Sanctions:** Where parent / spectator is a member of the Club / Scottish Swimming any breaches of the parent / spectator code of conduct will be dealt with in accordance with the clubs disciplinary procedures.

If the parent / spectator is not a member of the Club / Scottish Swimming any breaches of the parent / spectator code of conduct will result in a ban from poolside.

Signature .....

Date .....

# MOBILE PHONE CODE OF CONDUCT

## ***Aim:***

The aim of the Mobile Phone Code of Conduct is to promote safe and appropriate practice through establishing clear acceptable use through guidelines.

## ***Scope:***

This policy applies to all members of the Club, and relates directly to the appropriate codes of conduct.

## ***Responsibility:***

It is the responsibility of the swimmers / coaches / volunteers to adhere to the guidelines outlined in this document.

For swimmers under the age of 16 years, it is the parent's responsibility to allow their child to have a mobile phone, and they should be aware if their child takes a mobile phone to club sessions. Permission to have a mobile phone during the club sessions/events will be contingent on the parent/guardian permission in the form of a signed copy of this policy (see below).

## ***Policy Statement:***

It is recognised that phones contain a wide variety of functions which can be susceptible to misuse. Misuse includes taking and distribution of indecent images, exploitation and bullying.

Misuse of phones can cause distress to individuals, impact on self-confidence and mental well-being, as well as impact on privacy and right to confidentiality. Such concerns are not exclusive to children and young people.

It is appreciated that it can be very difficult to detect when phones are being used, particularly in relation to additional functions. The use of all mobile phones is therefore limited, regardless of their capabilities.

There are 'mobile phone free' areas within the Club setting. These are areas that are considered to be the most vulnerable and sensitive:

- Changing Rooms
- Toilets
- Showers

## ***Inappropriate Use***

Members using vulgar, derogatory or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Club.

Members using their mobile phone to engage in personal attacks, harass other people, post private information about others using SMS messages, taking/sending photos or objectionable images, and phone calls will face disciplinary actions as sanctioned by the Club, and may be subject to criminal proceedings.

Swimmer's name (print):

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Swimmer's signature:

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Date:

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**For swimmers under 16 years:**

**Parent / Guardian Permission**

I have read and understand the above information and appropriate use of mobile phones within Club sessions / events.

I understand that this form will be kept on file and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to have a phone at club sessions and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the Club's supervision, as outlined in this document.

Parent Name (print):

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Parent Signature:

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Date:

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**Please note:** Subject to the Data Protection Act any information supplied will be stored securely and not used for any other purpose than stated in the policy.

## **APPENDIX 3 - Club Equality Policy Statement**

Inverleith ASC is strongly committed to equal opportunities for all sectors of the community.

It is the policy of Inverleith ASC to ensure that all participants, volunteers, coaches or parents receive equal treatment regardless of age, gender, marital status, employment status, social class, colour, race, ethnic or national origin, religious belief or disability.

The Club is committed to making equality an integral part of all development plans for the future

The Club welcomes individuals from all parts of the community to enjoy the sport in an environment that is free from all forms of discrimination.

The Club ensures that any incidences of discrimination will be treated fairly and according to the club disciplinary procedures.

**Sports Equality is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.**

## APPENDIX 4 - Club Child Protection Policy Statement

### CLUB CHILD PROTECTION POLICY STATEMENT

We, the Club, believe that Good Practice at Inverleith Amateur Swimming Club is as follows;

1. The welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in swimming - administrator, Club official, coach, parent, friend, children themselves, everyone - can help. Children and young people have a lot to gain from swimming. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Swimming provides an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. The Club will place the needs of the child first and winning and competition second.
2. The underlying principles with respect to Child Protection are that:
  - a. the child's welfare is the first consideration.
  - b. all children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse.
  - c. Children and young people must be treated with integrity and respect.
  - d. Children and young peoples' programmes and competitions will be relevant to their ages and stages of development.
3. We are committed to following the current Scottish Swimming's Child Protection guidelines. All our volunteers / staff are members of Scottish Swimming.
4. The Club:
  - a. aims to create an enjoyable environment, where young people have the right to be safe, secure and free from threat,
  - b. acknowledges that young people have the right to be treated with respect and for their concerns to be listened to and acted upon,
  - c. will aim to ensure that junior members have specific programmes designated for them, with adequate supervision,
  - d. is committed to ensuring that all helpers, whatever their role, complete a Club Registration Form, sign a Code of Conduct and complete a Disclosure Scotland Application (for coach, chaperone, team manager or poolside helper) and a Self Declaration Form in relation to Child Protection
  - e. provides clear, comprehensive, easily understood procedures for dealing with allegations of abuse
  - f. requests for help and support on a confidential basis,
  - g. is committed to an equitable recruitment selection policy for coaches,
  - h. will always emphasise fair play.
5. Our Child Protection Officer is: Elinor Denholm, tel: 0131-443 5317

## **APPENDIX 5 - Club Grievance Procedure**

### **CLUB GRIEVANCE PROCEDURE**

A grievance can be raised by anyone over the age of 16 or a parent of younger children against a Club member in relation to any comments, conduct or gestures which are considered by them to be insulting, hurtful, humiliating, intimidating, or in any other way offensive.

This may include: Unwelcome remarks; Jokes; Taunting about a person's body; gender, race, age etc; Physical assault; Written or verbal abuse

IASC will follow grievance procedures as set out in the Scottish Swimming guidelines, see below.

### **SASA COMPLAINTS PROCEDURE FOR ALL AFFILIATED CLUBS**

The following is the process detailing how complaints will be dealt with by all Clubs affiliated to Scottish Swimming.

#### **INTRODUCTION**

A complaint may be made in the circumstances described within the Club's governance documentation. Any Individual or Body who is the subject of a complaint must be offered the opportunity to be heard in their defence.

The appropriate body to consider the complaint is as follows:

1. For Club constitution and/or rules - the Club
2. For SASA constitution and/or rules - SASA
3. For child protection or criminal - SASA
4. For drug offences - British Swimming

#### **RESOLVE THROUGH INFORMAL CONCILIATION**

Taking time to try and resolve a complaint at the outset results in a quicker and more acceptable outcome for all parties. However, we appreciate that

volunteers do not always know the best steps to follow and can often be embroiled in the complaint itself. The informal conciliation service is focused around mediation and involves the following steps:

1. To start the management process correctly, we invite clubs to contact Scottish Swimming's Director of Services for advice on how to proceed (Elaine Mackenzie, 01786 466522 or email @ [e.mackenzie@scottishswimming.com](mailto:e.mackenzie@scottishswimming.com)).
  
2. Where appropriate, and providing all parties involved are willing to participate, Scottish Swimming is now offering an independent facilitator to arrange a meeting to work towards informal resolution of the club complaint.  
The facilitator will:
  - 2.1 Outline the process
  
  - 2.2 Allow each party the opportunity to present their issue and suggest a resolution
  
  - 2.3 Encourage all parties to consider resolutions put forward and to try and agree on a workable outcome
  
  - 2.4 Record the outcomes
  
  - 2.5 Advise next steps

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Who should attend the meeting:

- The Scottish Swimming Facilitator
  
- Complainant



- Complainant's friend, if desired
  
- Respondent
  
- Respondent's friend, if desired
  
- Club President (or independent club rep)
  
- Club Secretary (or independent club rep)
  - For the mediation process to work, we require attendance from all parties
  - 3. If the mediation process is unsuccessful, Scottish Swimming will be happy to talk you through the correct process to file the complaint more formally.

#### FORMAL PROCEDURE FOR DEALING WITH THE COMPLAINT

If the complaint involves the Club constitution and/or rules a Club Complaints Panel (CCP) should be formed.

If the complaint involves the SASA constitution and/or rules the complainant should contact the Director of Services to pursue the complaint.

If the complaint involves child abuse or other criminal offences the complaint shall be referred to Scottish Swimming's Chief Executive or Director of Services within 48 hours. Failure to do so may result in disciplinary action. The Chief Executive, National Legal Adviser, Director of Services and the Chair of the Board of Directors shall deal with such cases as appropriate. For such cases no fee is required and the initial contact need not be in writing.

If the complaint involves the use of drugs the complaint shall be referred to the Secretary of the British Swimming (BS) for action, and no further action taken by the Club under the complaints procedure. The BS shall deal with all cases involving drugs and their decisions in such cases shall be accepted by the Club.

#### CLUB COMPLAINTS PANEL

The Club Complaints Panel should be appointed from three members of the Management Committee or Club Members who are not all members of the Club Executive.

Panel Membership

No Panel Members shall participate in a hearing in which they have a

personal involvement with either the subject matter(s) or the parties to the complaint or be present at such a panel.  
One member should be appointed as Chair of the panel and the Club Secretary should carry out the administration for all complaints.

If any question concerning the interpretation of General Law arises, the Chair must seek the written advice of their own Legal Adviser.

In any case, where a complaint is upheld, the record of any previous transgressions of the person concerned shall be sought by the Chair of the Panel before the Panel considers the imposition of a penalty.

A Panel may make whatever order it considers just, including the imposition of a financial penalty and/or exclusion/suspension for a period.

The Chair of the Panel shall arrange for the decision to be communicated in writing to the parties and the Club within 14 days of the date of the meeting.

The Chair of the Panel at which the complaint is heard shall arrange for a copy of the finding with all the attendant documents to be sent to the Club Secretary for record.

**COMPLAINANT** (The person making the complaint)

A complaint is made to the Club on the appropriate form, which can be obtained by contacting the Club Secretary.

The written complaint must reach the Club not later than 30 days after the incident that gave rise to it, but the CCP Chairperson may at their discretion extend this period up to six months in any case in which they are satisfied that it was not practicable for the complaint to be made within 30 days of the incident.

The written complaint must detail the matter(s) with which the complainant is dissatisfied and the reasons for their dissatisfaction.

**RESPONDANT** (The person to whom the complaint is against)

All Respondents will be given the opportunity to respond to the complaint against them.

They will be sent a copy of the written complaint and then given 14 days to respond to the allegations in writing.

## PROCEDURE

Within 14 days of receipt of a complaint, the Club shall send a copy to each of the parties who are involved, and the Chairperson of the Club Complaint Panel.

The CCP Chairperson shall arrange the date and venue for the Club Complaint Panel to consider the complaint, which must be within 60 days of receipt of the complaint and shall give the parties at least 14 days notice of the arrangement.

If the CCP Chairperson becomes aware of any unavoidable circumstances which will prevent a hearing being held within 60 days from receipt of the complaint, they shall have the discretion to extend the period for the hearing to a maximum of 120 days from receipt of the complaint, and shall notify the parties as soon as the decision to extend the period is made giving the reasons.

The Chairperson may seek written or verbal evidence from any person who may be able to help the Hearing.

The proceeding shall be flexible and shall be at the discretion of the Chairperson who shall ensure that manuscript notes of the proceedings are taken.

## OUTCOMES

### Powers of the Club

For a breach of its own Rules, a Club may suspend a member from activities wholly within its own jurisdiction provided that before doing so, it informs the member of the alleged offence and the requirements of their governance documentation have been satisfied.

### Powers of Club Complaints Panel

Suspensions and fines may be imposed on Individuals by the Club Complaints Panel provided the requirements of their governance documentation have been satisfied.

## SUSPENSIONS

A person under suspension shall not participate in any activity organised by the Club or controlled by the Club unless there are any exceptions detailed within their governance documentation.

Where appropriate a person 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).

An eligible competitor taking part in competitions, exhibitions or demonstrations with someone whom they know to be under suspension may themselves be suspended.

Suspensions by the Club Complaints Panel shall be binding on all Clubs and Districts of Scottish Swimming.

Suspensions and the lifting of suspensions shall be reported to Clubs, Districts and Scottish Swimming as appropriate.

#### FINES

Fixed fines published annually in the Club Information Booklet/Club Notice Board shall be imposed on all Individuals by the Club Standing Committees as appropriate.

Fines may be imposed on Individuals by the Club Complaints Panel. The value of the fine will be as determined by the Club Complaints Panel.

When a fee or fine (not subject of an appeal) due to the Club has not been paid the Club can, after due warning, may suspend the Individual until payment is made.

#### APPEAL PROCESS

There is LEAVE TO APPEAL against a decision taken by a Club, or any individual(s) or organisations empowered to act on behalf of the Club.

In dealing with Appeals for a decision of a Club or the Club Complaints Panel the appropriate Body to consider an appeal will be the National Enquiry Panel.

Decisions arising from the normal course of business of a Club on administrative and technical matters, appointments and selection of teams may not be the subject of an appeal.

When Leave to Appeal is made, the decision against which the appeal is being made shall be suspended, except in exceptional cases which shall include but not be limited to circumstances where Child Protection is an issue. For the avoidance of doubt the Company will decide whether or not the case is an exceptional case for the purposes of the forgoing sentence.

## **APPENDIX 6 - Club Role Descriptors**

### **PRESIDENT**

#### **PURPOSE**

To ensure the Club is run effectively and efficiently whilst providing a safe environment for all.

#### **MAIN FUNCTIONS AND DUTIES**

- Oversee and guide all decisions taken by the executive committee and sub committees
- In conjunction with the secretary, prepare and present the annual report
- Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated
- Be completely familiar with the constitution, club rules, committee procedures and the Scottish Swimming rules and regulations
- Liaise with the Treasurer to ensure effective financial management of the club
- Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
- To chair the General Committee meetings and the AGM
- To provide line management for paid and voluntary staff
- To support and encourage the work of all involved
- To handle complaints appropriately
- To promote the need for regular training for all staff
- To ensure an effective, safe environment for all

#### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Able to maintain confidentiality
- Confident in keeping order during meetings
- Prepared to make instant decisions when necessary

#### **REQUIREMENTS**

- PVG Scheme Membership
- Complete a self-declaration
- Be a member of Scottish Swimming
- Attend appropriate training
- Sign and adhere to the Club's Volunteer Code of Conduct

#### **TRAINING AND SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)

**TIME COMMITMENT**

Time commitment can vary dependant on size and nature of club, and events attending.

## **SECRETARY**

### **Role Descriptor**

#### **PURPOSE**

To be the principal administrator for the Club, and ensuring the club functions effectively.

#### **MAIN FUNCTIONS AND DUTIES**

- Be the first point of contact for enquiries
- Affiliating the Club to the District and Scottish Swimming
- Dealing with correspondence
- Organising and attending all committee meetings
- Taking and distributing minutes to relevant parties
- To liaise with Scottish Swimming, local authority, other clubs and partners as required and maintain effective relationships
- To ensure club has up to date policies, such as Child Protection, Discipline and Complaint etc.
- To collect monies for special events/competitions, collate and forward as required
- Other general administrative duties

#### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Ability to delegate
- Be aware of key agencies and partners
- Maintain confidentiality
- Be computer literate
- Motivator & problem solver
- Patient

#### **REQUIREMENTS**

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

**TRAINING AND SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)

**TIME COMMITMENT**

Time commitment can vary dependant on size and nature of club, and events attending.



## **MEMBERSHIP SECRETARY**

### **PURPOSE**

To be the administrator for the membership of the Club.

### **MAIN FUNCTIONS**

- To support the activities of Inverleith Amateur Swimming Club, and contribute to its' development.
- To provide up to date membership numbers for the general committee.
- To ensure effective liaison with key partners.

### **DUTIES AND RESPONSIBILITIES**

- To attend committee meetings.
- To maintain an up to date membership register and liaise with Scottish Swimming as required.
- To ensure Scottish Swimming memberships are registered within 28 days
- To request payment of Annual Memberships and forward details to Scottish Swimming by 31 March each year.
- To issue Annual update forms and monitor returns
- To report any changes or resignations to Club Secretary

### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Maintain confidentiality
- Be computer literate

## **TREASURER**

### **Role Descriptor**

#### **PURPOSE**

Ensure that the Clubs finances are organised and managed effectively.

#### **MAIN FUNCTIONS AND DUTIES**

- Responsible for the club finances
- Deal efficiently and effectively with all income and expenditure
- Keep up to date records of all financial transactions
- Ensure that funds are spent properly
- Issue receipts and record all monies received
- Attend committee meetings and present the budget report
- Prepare the end of year accounts to present to the auditors and AGM
- Plan the annual budget in agreement with the committee plan
- Monitor the budget throughout the year

#### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Ability to keep records
- Confident when dealing with figures and money

#### **REQUIREMENTS**

- Financial experience
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

#### **TRAINING AND SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)

#### **TIME COMMITMENT**

Time commitment can vary dependant on size and nature of club, and events attending.

## **HEAD (LEAD) COACH**

### **Role Descriptor**

#### **PURPOSE**

To improve performance of athletes in a safe and positive environment, while working alongside other club staff to deliver a well organised, appropriate and effective programme.

#### **MAIN FUNCTIONS AND DUTIES**

- To provide quality coaching programmes to the ability of all athletes
- To assist the athletes to achieve their full potential with the objective of achieving district / national / international / world class standards
- To lead and coordinate the coaching team, and provide advice and support to assistant coaches and helpers
- To provide clear, progressive and accessible development paths for athletes and coaches of all abilities, and give feedback on progression
- To support club development initiatives
- Abide by and promote sound ethics and club policies; child protection, fair play and equal opportunities to all members
- Liaise with the club management committee to ensure there are regular and appropriate competitive opportunities for members
- To attend and contribute to appropriate club meetings

#### **SKILLS / ATTRIBUTES**

- Motivational
- Good organisation and communication skills
- Ability to make the session enjoyable
- Efficient and effective time management
- Show an appropriate level of technical knowledge
- Approachable and friendly

#### **REQUIREMENTS**

- PVG Scheme Membership
- Complete a self-declaration
- Be a member of Scottish Swimming
- Attend appropriate training
- Sign and adhere to the Coach's Code of Conduct

#### **TRAINING AND SUPPORT**

- Scottish Swimming UKCC Level 2 (minimum)
- Appropriate CPD
- Safeguarding & Protecting Children Workshop (renewable every 3 years)

## **TIME COMMITMENT**

Time commitment can vary dependant on size and nature of club.

## **CLUB TEAM MANAGER**

### **Role Descriptor**

#### **PURPOSE**

Ensure that all swimmers are able to participate in a safe and positive environment through working alongside coaching staff to deliver a well organised, appropriate and effective programme.

#### **MAIN FUNCTIONS AND DUTIES**

- To liaise with coaches and other Club staff attending competitions / camps
- To arrange all team travel and travel itineraries
- To arrange accommodation and meals (consider dietary requirements)
- To provide a point of contact between swimmers and other swimming officials
- To attend pre and post meet briefings
- To inform parents and swimmers of all details regarding the meet / camp
- To be responsible for all team members whilst travelling or living away
- To ensure that all compliance is met for meets and travel overseas (Disclosure checks, international permits, medical consent forms, risk assessments etc)
- To be point of contact for parents
- To be point of contact for public relations, and pass team results onto relevant media groups when necessary

#### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Motivator & problem solver
- Patient

#### **REQUIREMENTS**

- PVG Scheme Membership
- Complete a self-declaration
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Attend appropriate training

#### **TRAINING AND SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)
- Team Manager Level 1: Local Competitions
- Team Manager Level 2: Overnight Stays & Travel Abroad

#### **TIME COMMITMENT**

Time commitment can vary dependant on size and nature of club, and events attending.

## **CHILD PROTECTION OFFICER**

### **Role Descriptor**

#### **PURPOSE**

To ensure club is complying with the Scottish Swimming Child Protection Policy and current legislation, and ensure that athletes and volunteers are training / competing / working within a safe environment.

#### **CHARACTERISTICS OF A CLUB CHILD PROTECTION OFFICER WITHIN A SWIMMING CONTEXT INCLUDE:**

- an understanding of, and support for, the introduction / maintenance of a Child Protection Policy
- an interest in the well-being and safeguarding of children and child protection matters
- the ability to follow procedures and to know when to seek advice and not rely solely on own judgement
- Strong listening skills and the ability to deal with sensitive situations with integrity and confidentiality
- may currently work in a similar environment with training

#### **MAIN FUNCTIONS AND DUTIES**

- Implement the SGB child protection policy and procedures.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Conduct the administrative work associated with processing information on new volunteers / staff
- Liaise closely with Club volunteers / staff, ensuring that agreed procedures for the prevention of risk are followed
- Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose.
- Counsel / advise club on matters of policy relating to child protection.
- Raise awareness of the Club Child Protection Officer role to parents/carers, adults, and children involved in the club.
- Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club.
- Challenge behaviour which breaches the Code of Conduct.
- Organise/signpost appropriate training for all adults working/volunteering with children in the club.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- Maintain confidential records of reported cases and action taken.

- Where required liaise with the SGB Child Protection Officer and/or statutory agencies and ensure they have access to all necessary information

#### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable, trustworthy and a good listener
- Understanding & appreciation for the need for confidentiality
- Approachable & friendly
- Experience of working with children

#### **REQUIREMENTS**

- PVG Scheme Membership
- Complete a self-declaration
- Scottish Swimming member
- Attend appropriate training

#### **TRAINING AND SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)
- In Safe Hands Workshops (renewable every 3 years)
- Meet with Scottish Swimming staff member for initial training

#### **TIME COMMITMENT**

Time commitment can vary dependant on size and nature of club.



## APPENDIX 7 - Scottish Swimming Equality Policy

SCOTTISH SWIMMING CORPORATE GOVERNANCE POLICES AND PROCEDURES

02/2015



### Introduction

#### EQUALITY POLICY

Scottish Swimming is the governing body for Swimming, Diving, Water Polo, Synchronised Swimming, Masters and Open Water activity in Scotland. It has been selected by **sportscotland**, along with 12 other governing bodies, to pilot the UK Sport's 'Equality Standard - a Framework for Sport.'

The Equality Standard is a framework that organisations can use to help take steps towards achieving Equality, making sure all policies, procedures and decisions are fair. It is also a process that encourages sports organisations to identify under-privileged or under-represented groups within the community and to attempt to eliminate the barriers that may be affecting their ability to take part in sport. Based on a four tier system, Scottish Swimming has recently been awarded the intermediate standard.

Scottish Swimming, through achieving the Equality standard, is hoping to help its membership, be that coaches, swimmers, officials, volunteers or staff.

The purpose of this document is to outline the proposed Scottish Swimming Equality policy.

#### Key Definitions

*Protected Characteristics* are outlined in the Equality Act 2010 of which there are nine in total, sex, race, disability, age, gender reassignment, sexual orientation, marriage and civil partnership, pregnancy and maternity, religion or belief.

*Equality* is fairness. All people are respected and treated without discrimination and there is access for all. *Equality* is treating people equally or making sure equal numbers (members) from all community groups are offered and participate in the same opportunities.

*Equal Opportunity* is the prevention, elimination or regulation of discrimination between people because of their protected characteristic.

*Direct Discrimination.* This means treating someone less favourably than you would treat others in the same circumstances because of a Protected Characteristic.

*Indirect Discrimination.* Where a person imposes, or proposes to impose, a requirement, condition or practice that has, or is likely to have, the effect of disadvantaging people with a protected attribute, and that is not reasonable.

*Harassment* is described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be directed towards people because of their gender, appearance, race, colour, ethnic origin, nationality, age, sexual preference, a disability or some other characteristic.

*Victimisation* is defined as when someone is treated less favourably than others because he or she has taken action against Scottish Swimming under one of the relevant Acts/regulations or the governing body.

## POLICY DOCUMENTS

### SCOTTISH SWIMMING CORPORATE GOVERNANCE POLICES AND PROCEDURES

*Disability Discrimination* includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

#### **Purpose of the Policy**

Scottish Swimming recognises that certain sections of the community have been affected by past discrimination and may have been, or may still be denied the opportunity to participate equally and fully in sport at all levels.

Scottish Swimming has adopted this policy to prevent/tackle any potential/current discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against employees and members in aquatic disciplines under its jurisdiction.

Other Scottish Swimming policies, such as employment and recruitment, complaints and disciplinary, will address Equality and this policy will provide the overall framework for this to happen.

#### **Statement of Commitment**

Scottish Swimming is fully committed to the principles of Equality and equal opportunities and is responsible for ensuring that no job applicant, employee or member receives less favourable treatment on the grounds of a protected characteristic.

Scottish Swimming's vision is "to ensure that every single person in Scotland has access to quality swimming programmes, regardless of age or ability".<sup>1</sup> To this end Scottish Swimming will endeavour to provide open access to all those who wish to participate in swimming within the competitive environment through its organisation of affiliated clubs and it will work closely with key partners and local authorities to help influence other organisations do the same within different aspects of the sport.

All staff, Board, Council and Committee members are required to sign an Equality code of conduct, committing them to act equitably.

Scottish Swimming will work towards the various levels of the Equality Standard for Sport in a manner, and at a pace, that will ensure Equality is embedded within the organisation itself and all services it provides.

#### **Actions**

Scottish Swimming will produce and maintain an action plan to ensure the commitments made within this policy are delivered.

All areas of the organisation will be affected by this action plan, which will be incorporated into the overall corporate plan and annual business delivery plans, reviewed and updated on an annual basis.

Scottish Swimming recognises that, in some cases, to achieve the principles of equality, unequal effort is required and, if appropriate, will consider positive action to tackle underrepresentation.

### **Recruitment and Selection**

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person where possible.

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## **POLICY DOCUMENTS**

### **SCOTTISH SWIMMING CORPORATE GOVERNANCE POLICES AND PROCEDURES**

- In line with the policy, the following statements will be adhered to in practice:
  
- We adopt a consistent, non-discriminatory approach to the advertising of vacancies
  
- All applicants who apply for jobs with us receive fair treatment and will be considered solely on their ability to do the job.
  
- They will not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.
  
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature
  
- Selection decisions for employment or promotion are not influenced by any perceived prejudices of other employees
  
- As required by law, we will ensure that all employees are entitled to work in the UK. Assumptions about immigration should not be made based on appearance or apparent nationality.

#### **Disabilities**

A person is defined for the purposes of the Equality Act 2010 as being disabled if they have a physical or mental impairment that has a substantial and long-term adverse

effect on their ability to carry out normal day-to-day activities. This would be, if the physical impairment affects one or more of the following: mobility, manual dexterity, co-ordination, continence, ability to lift, carry or move everyday objects, speech, hearing, eyesight (not corrected by glasses), memory, ability to concentrate, learn or understand or perception of risk or physical danger.

A disability will be deemed to have a long-term effect if it has or is likely to have a substantial effect for a period of at least 12 months or the rest of the affected person's life. This would include someone suffering from a severe disfigurement.

**Discrimination arising from a disability**

If an employee is disabled or becomes disabled, they are encouraged to tell us about their condition so that we can support them as appropriate.

The Equality Act 2010 allows for employees to be protected where an individual is treated unfavourably because of something connected to their disability. When dealing with recruitment, promotion, transfer requests, training requests, redundancy situations, re- deployment and access to benefits or services, Scottish Swimming will always have regard to the particular requirements that those suffering from disability may have and in particular to the need on occasion to make appropriate adjustments to eradicate any discriminatory effect, where reasonable managers are required to:

- Make reasonable adjustments to place of work, training, provision of special equipment or flexible/reduced working hours
  
- Allocate some of the disabled person's duties to another person
  
- Transfer the disabled person, if appropriate, to fill an existing vacancy
  
- Allow absences for treatment or rehabilitation
  
- Modify instruction or reference manuals
  
- Modify procedures for testing or assessment

**POLICY DOCUMENTS**

**SCOTTISH SWIMMING CORPORATE GOVERNANCE POLICES AND PROCEDURES**

- Provide a reader or interpreter
  
- Provide supervision

**Responsibility, Implementation and Communication**

The following responsibilities will apply:

The Board and CEO are publicly accountable for Equality and will receive regular updates on the Equality Standard and the implementation of the Equality Policy from a member of staff. It is their role to deal with any actual or potential breaches of the policy.

Scottish Swimming will ensure that it has a staff member responsible for Equality

within the organisation. The staff member will be responsible for monitoring the implementation of the Equality Policy. They will have overall responsibility for overseeing the delivery of an Equality action plan and the overall progress and status of Equality within Scottish Swimming reporting regularly to the CEO, Board and Council. All employees and members have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy and, where appropriate, individual work programmes will be amended to include Equality related tasks.

Scottish Swimming will take measures to ensure that its employment practices continue to be non-discriminatory.

A planned approach will be adopted to eliminate existing barriers which prevent anyone accessing Scottish Swimming information, services, and professional or voluntary positions.

Consultants and advisers used by Scottish Swimming will need to demonstrate their commitment to the principles and practice of Equality and that they abide by this policy.

The policy will be communicated in the following ways:

It will be part of the staff handbook and reference will be made to it in all Codes of Conduct.

It will be covered in all staff and volunteer induction training.

All clubs will be made aware of the policy's existence and will be required to adopt and implement an Equality Policy of their own under the direction of Scottish Swimming.

It will be available as a download on the Scottish Swimming Web site.

Scottish Swimming will make sure all partners understand the commitment to Equality, via this policy, and the commitment to working toward the Equality Standard.

#### **Monitoring and Evaluation**

The policy will be updated continually in line with any changes to legislation rather than restrict yourself to this period of time?

The implementation of the Equality Policy will be monitored by a member of staff.

An annual monitoring report will be produced by a staff member for the CEO, Board and Council. This will be published internally and, where appropriate, externally, to show the impact of this policy.

## **SCOTTISH SWIMMING CORPORATE GOVERNANCE POLICES AND PROCEDURES**

### **Complaints and Disciplinary Procedures**

To safeguard individual rights under the policy a member who believes that he/she has suffered inequitable treatment within the scope of the policy, may raise the matter through the Scottish Swimming Complaints and Grievances Procedure. An employee, who believes that he/she has suffered inequitable treatment within the scope of the policy, may raise the matter through their line manager. If they feel the matter has not been resolved to their satisfaction, they should raise a formal complaint in line with Scottish Swimming's Grievance procedure.

Disciplinary action may be taken against any employee or member who is deemed to have violated Scottish Swimming's Equality Policy.

### **Further Information**

For further information on the Scottish Swimming Equality Policy please contact Scottish Swimming.

**This policy/function will have no impact on people from any of the equality groups and an Equality Impact Assessment is not required**

## APPENDIX 8 - Scottish Swimming Data Protection Policy

### **Collection and use of your information**

**About us.** The Scottish Amateur Swimming Association (SASA), trading as Scottish Swimming is a constituent member of British Swimming Limited (**British Swimming**). The other members are the Amateur Swimming Association (ASA), and the Welsh Amateur Swimming Association (WASA).

**Purpose.** Scottish Swimming and British Swimming will each hold the details provided on this registration form with other information it holds or obtains from or about you and will use this for the following purposes:

- for maintaining records
- to respond to any enquiries you make
- to administer any events in which you participate or may wish to participate and to deal with any incidents involving you
- to create an individual profile for you so that we can understand and respect your preferences
- to create anonymised aggregated information about members and swimmers to enable us to secure funding
- to contact you about swimming events, offers and opportunities available from Scottish Swimming or British Swimming or any commercial partner of either of them by post, email, online or phone (where you have indicated you are happy to hear about these)

**Recording images.** Scottish Swimming and British Swimming may record the competition events in which you participate and general images of swimmers will form part of the information we hold and use. In addition to the purposes for general information set out above, Scottish Swimming and/or British Swimming may use these recordings and images for the purposes of education and training, swimmer analysis, promotion, performance, development and selection and event analysis.

**Other uses.** Where your information may be used for additional purposes, such as medical information, you will be provided with further details of how your information will be used at the relevant time

### **Disclosure of your information**

Districts and Clubs that organise their own competitions may publish details on this website and if you wish to hide this information you should contact the District or Club directly.

**Data use outside of the EU.** If you apply for or take part in an event that takes place outside the European Union, your information will be disclosed to the relevant event organiser(s) in the host nation. These nations may not have laws as stringent as ours to protect your personal data.

**Images.** Images may be disclosed to those Districts and Clubs for which you are a member for swimmer selection purposes. They may also be disclosed to the media for promoting swimming and the reporting of events. You should see the data protection policy for the relevant District and Club(s) for details of how your information will be used.

**ASA and WASA.** As constituent members of British Swimming, ASA and WASA will be able to view your information for swimming administration purposes only.

**Doping Control.** If you enter swimming competitions, you may be subject to doping control as part of the Scottish Swimming/British Swimming commitment to a drug free sport. At the time of sample collection, your personal data will be collected by UK Sport which undertakes

the testing and administers the programme. You should see the data protection notice for UK Sport for details of how your information will be used (<http://www.uk sport.gov.uk>)

**Marketing Partners.** Scottish Swimming and British Swimming each work with a number of sponsors and commercial partners (details of these can be found at [www.scottishswimming.com](http://www.scottishswimming.com)) to promote swimming, raise funding for the sport and to secure opportunities for members. Scottish Swimming and British Swimming would like to contact you by post or electronically to tell you more about the offers available to you. Please help us serve you better by telling us if you express an interest in our goods and services.

**Opt outs.** You have the right to refuse direct marketing and can do so by ticking the relevant box(es) on the reverse of this form.



## DATA PROTECTION FORM

Please print off and complete this form.

Post to: Scottish Swimming, National Swimming Academy, University of Stirling, FK9 4LA

### DATA PROTECTION CHOICES AND CONSENT

I confirm that I am a member of \_\_\_\_\_ club and as a member; I agree to abide by the rules of Scottish Swimming. I understand that by submitting this form, I am consenting to membership details appearing on the British Swimming Ranking website and Home Country membership details appearing via the online 'Membership Check' at [www.scottishswimming.com](http://www.scottishswimming.com).

**Offers and opportunities - please tick any of the relevant boxes below to Opt Out**

1. NO, I do not want Scottish Swimming/British Swimming to send me details of products and services or details from Scottish Swimming/ British Swimming commercial partners.
2. NO, I do not want Scottish Swimming/British Swimming to send me details of Swimming Events.
3. NO, I do not want to receive an electronic copy of the Scottish Swimming Newsletter.
4. **Publication on British Swimming website(s).** <http://www.swimming.org/britishswimming> Details of your achievements in events will be included on the British Swimming website(s) and these will be available to the general public.  
**Publication on Scottish Swimming website.** <http://www.scottishswimming.com> SASA Membership details will be included on the Scottish Swimming website and these will be available to the general public. The membership details viewed: name, membership number, fee paying club, gender, membership category and country of international representation.

If you do not want your details to be visible in this way you can hide them placing a 'tick' in the box below or by registering via the '**Home Country Membership Check**' accessed through [www.scottishswimming.com](http://www.scottishswimming.com) home webpage and selecting the 'hide' option, or by sending an email to [info@scottishswimming.com](mailto:info@scottishswimming.com) with your request to hide your membership details.

**Caution – Publication on British Swimming and Scottish Swimming website:** If you 'hide' your details they will not be visible on the Rankings Database which may affect your ability to enter events. Event organisers may in these cases require proof of age and/or of eligibility to enter and you should contact the particular organiser to check.

If you **do not** want details of your achievements or membership details to be visible on the British Swimming and Scottish Swimming website, please tick here to **Opt Out**

**\* Declaration:**

**Forename:**

**Surname:**

**Club Name:**

**\*SASA Number:**

**Email:**

**Age 16 years or over**

I declare that the details above are correct and I confirm that I will submit myself to official Doping Control at any time when required.

*Signature*

*Date*

**Under 16 years of age**

As the parent or person in loco-parentis of the swimmer named in this form, I certify that the personal details are correct. I agree to him/her, if selected for National or International Events, submitting to official Doping Control when requested.

*Signature*

*Date*

\*Your SASA number is available on [www.scottishswimming.com](http://www.scottishswimming.com) / Home Page - Membership check.

## APPENDIX 9 - Internal Competitions and Associated Cups

### *Internal cups associated with Club Championships:*

- Tennant Cup - Boys 12 and under 100m medley
- O'Neill Trophy - Girls 12 and under 100m medley
- Steel Trophies - Boys and girls 10 and under 50m fly
- Turner Cup - fastest time in 200IM
- Horsburgh Cup - fastest time in 100 breast (girls)
- Championship Shields - overall club champions (boys and girls)
- Granville Cup - 12 and under 200 IM (girls)
- Glasgow Cup - 12 and under 200 IM (boys)
- Lorna MacFadyen Cup - Boy and girl aged 14 and over who record a 100m backstroke time in the Club Championships nearest to the winner of the corresponding age group in the preceding Scottish National Age Group Championships

### *Internal cups :*

- Knight trophy - Boys and Girls 11 and under 100 fly. There are heats and then finals.
- Huntley Cup - Boys and Girls 12 and under 100 IM. There are heats and then finals.
- McMillan Cup - Boys and Girls 12 and over 100 IM. There are heats and then finals.
- Peter Allan Cup - 100 free. To qualify, swimmers must have set a time in 100 freestyle between 1.23.50 and 2.00.00 between Club Championships and the date of the race. The cup is awarded to the swimmer who records the greatest improvement in their entered time.
- Fraser cup - To qualify, swimmers must have set a time in 100 freestyle better than 1.23.50 between Club Championships and the date of the race. The cup is awarded to the swimmer who records the greatest improvement in their entered time.
- Junior Ladies Shield - Girls 16 and under 100 freestyle. Swum between the 5 fastest from the Fraser Cup.
- MacLeod Shield - Boys 16 and under 100 freestyle. Swum between the 5 fastest from the Fraser Cup.
- Lee Trophy - Boys and Girls 13 year olds 200 freestyle.
- Macfadyen Cup - Girls 14 and over 800 freestyle. Boys 14 and over 1650 freestyle.
- 400 Trophy - Boys and Girls 12 and over freestyle.