

INVERLEITH

AMATEUR SWIMMING CLUB

Members' Handbook

Revised: January 2020

Table of Contents

INTRODUCTION.....	4
Club History.....	5
Administration.....	6
Wellbeing and Protection Policy.....	7
Swimming Groups and Training.....	7
Preparatory Group	7
'Intermediate 2' Squad.....	7
'Intermediate 1' Squad.....	7
'Fitness' Squad.....	7
'Performance' Squad	7
General Information.....	8
Training Kit.....	8
Training Procedures	8
Swimming Year	8
Coaches	9
General Conduct.....	9
Use of Pools	10
Training Pools.....	10
Delivery and collection of Swimmers.....	10
Entry to Pools	10
Footwear.....	11
Competition Kit.....	11
External Club Competitions	11
Selection for Competitions and Events	11
Food	12
Procedures.....	12
Internal Club Competitions.....	12
Club Championships.....	12
Anderson Cup (1 length - 25yds)	12
Huntly Cup (2 lengths - 50yd.s)	12
Speed Awards.....	13
Gavin Fulton Club Relay	13
Christmas Handicap	13
Swimming Records.....	13
Social Committee	14
Parental Involvement.....	14
Communications.....	14
Swimming Jargon.....	15
Appendices.....	16

APPENDIX 1 - Constitution, Bye-Laws and Regulations	17
CONSTITUTION	17
BYE -LAWS.....	21
APPENDIX 2 – Codes of Conduct	26
UNDER 18 ATHLETE CODE OF CONDUCT.....	27
COACH CODE OF CONDUCT	29
TEACHER CODE OF CONDUCT.....	31
OFFICIALS AND VOLUNTEERS CODE OF CONDUCT	33
PARENT/GUARDIANS CODE OF CONDUCT	35
SPECTATORS CODE OF CONDUCT.....	36
TEAM MANAGER CODE OF CONDUCT.....	37
ACCEPTABLE USE OF MOBILE PHONE POLICY	39
APPENDIX 3 – Club Equality Statement.....	41
APPENDIX 4 – Club Wellbeing & Protection Policy Statement.....	42
APPENDIX 5 – Club Complaints Process.....	43
APPENDIX 6 – Club Role Descriptors	48
PRESIDENT.....	49
SECRETARY	50
MEMBERSHIP SECRETARY.....	51
TREASURER.....	52
HEAD (LEAD) COACH.....	53
COMPETITION SECRETARY.....	54
CLUB TEAM MANAGER.....	55
WELLBEING & PROTECTION OFFICER	56
SOCIAL ORGANISER.....	58
SENIOR TECHNICAL OFFICIAL.....	59
APPENDIX 7 – Scottish Swimming Equality Policy	60
APPENDIX 8 – Scottish Swimming Data Protection Policy.....	65
APPENDIX 9 – Internal Competitions and Associated Cups.....	73

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 Organiser 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.

Club President

Club History

Inverleith ASC is a relatively young Club having been formed in 1969. The strength of the Club is that it caters for swimmers from age 7 in the Preparatory Group, through age group swimming to 24 years.

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.

Each December we hold the annual Club Championships. Swimmers compete in their own age groups for various Cups and Medals which are presented at Annual Dinner Dance in February.

Operating in parallel with the Committee is the Social Organiser whose role has the twin objectives of providing financial assistance to the Swimming Club and organising social functions. The Club always needs volunteers to help with these events and 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 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, giving one month's notice. 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 check their emails regularly. Please ensure that the Club has an email address and telephone number where the Secretary can get in touch to inform you 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.

Wellbeing and Protection Policy

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 Wellbeing and Protection Officer. The Club's Wellbeing and Protection Policy, along with the name and telephone number of our Wellbeing and Protection Officer 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 four sessions per week is a requirement 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, 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.

Training Kit

The following should be included in the training kit and it is the swimmer's 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 cannot 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.

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.

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 regularly.

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	25yds
Ainslie Park	25mtrs
R.C.P.	50mtrs
Glenogle	25yds
Portobello High School	25mtrs

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 Secretary.

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

- Trunks/costume plus spare
- 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

External Club Competitions

Selection for Competitions and Events

A swimmer's selection for 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.

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 will contain a link to the Swim Scotland website, where you can find out more about the meet.

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 after 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 the Competition Secretary so that they can withdraw you from the competition 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 something for entertainment between events for day-long meets.

Food

Swimmers are encouraged to eat appropriate, health food. For recommendations see

the Scottish Swimming website:

<https://www.scottishswimming.com/media/368673/Eating-for-Competing.pdf>

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 Championships

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 12 years of age 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 whistle 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

The Club Competition Secretary is responsible for the keeping of swimming records in respect of each swimmer.

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 coaching staff is regularly supplied with up to date lists of swimmers Personal Bests and should a swimmer wish to know details of their own times these can be obtained from the Competition Secretary.

Social Organiser

The Social Organiser is responsible for organising most of the fundraising and will involve parents willing to give up some 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 are parents.

Parents can also become involved with the technical side as a Club timekeeper, progressing to timekeeper, judge, recorder etc if you wish. We always need technical officials in the Club, both for internal and external competitions. At external competitions, Clubs are usually asked to provide two technical officials per session and the Club can be fined if we do not do so. The reason for this is that, if there are insufficient officials at a competition, then swimmers' times will not be accredited – this means that they cannot use those times for other external competitions, in particular, regional and national competitions.

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.

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, celebrates its success at competitions via social media and inform swimmers and parents about upcoming competitions by email. The club Twitter handle is @InverleithASC

Swimming Jargon

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.

IH	Club code for Inverleith ASC
S.A.S.A.	Scottish Amateur Swimming Association
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

1. Constitution & Bye-Laws
2. Codes of Conduct
3. Club Equality Policy Statement
4. Wellbeing and Protection Policy
5. Club Grievance Procedures
6. Club Role Descriptors
7. Scottish Swimming Equality Policy
8. Scottish Swimming Data Protection Policy
9. Internal Competitions & Associated Cups

INVERLEITH AMATEUR SWIMMING CLUB

CONSTITUTION, BYE-LAWS AND REGULATIONS

INDEX

Constitution

Section

C1.0	Name
C2.0	Objectives
C3.0	Membership
C4.0	Governance
C5.0	General Meetings
C5.1	General
C5.2	Annual General Meetings (AGM)
C5.3	Extraordinary General Meeting (EGM)
C6.0	Awards
C7.0	Trophies
C8.0	Dissolution

Bye-Laws

Section

BL1.0	Management
BL2.0	Meetings
BL2.1	Standing Orders
BL 2.2	Management Committee Meetings (MCM)
BL3.0	Finance and Accounts
BL4.0	Discipline
BL4.1	Suspension and Fines
BL4.2	Grievances
BL4.3	Complaints
BL4.4	Appeals

CONSTITUTION

C 1.0 NAME

The Club shall be called “Inverleith Amateur Swimming Club” (Hereinafter referred to as the Club)

C2.0 OBJECTS

C2.1 The objectives of the Club shall be to: -

- (a) Advance the public participation in Aquatic Sports in accordance with paragraph C2.1 of the SASA Constitution.

C3.0 MEMBERSHIP

- C3.1 The membership shall consist of the following categories: -
(a) Adult Member
An Adult is an individual 16 years and over, as recognised in Law
- (b) Junior Members
A Junior is an individual not recognised in 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 1 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 1st or 2nd Claim Club must do so in accordance with SS Company Rule R5.2
- C3.7 The Management Committee shall have the power to turn down an application for membership. Provided they act in accordance with paragraph C3.7.1
- C3.7.1 When an application for membership is turned down by the Management Committee the applicant must be advised of the reason and their right of appeal to Scottish Swimming in writing.

C4.0 GOVERNANCE

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

the Club.

C5.0 MEETINGS

C5.1.1 Notices

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

C5.1.2 Attendance

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

C5.1.3 Voting

- a) With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at General Meetings.
- b) Voting shall be by a show of hands unless decided otherwise by a majority of those attending the meeting.

C5.1.4 Quora

The quorum at General Meetings shall be two officers of the Club plus 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.

C5.2.2 The Secretary shall give notice of not less than 30 days prior to the date of the AGM to all Adult and Life Members. The format of this notice shall be agreed by the Managing Committee.

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 in writing, signed by 2 Adult or Life members and the nominee, 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 Secretary shall arrange for all nominations and proposed alterations to be circulated before the meeting. The format of this circulation shall be agreed by the Managing Committee

C5.2.7 The business of the AGM shall include

- a. Presidents Remarks
- b. Apologies for Absence
- c. Approval of minutes from previous AGM & matters arising
- d. Hon. Secretary Report

- e. Financial Report
- f. Swimming Convenor Report
- g. Proposed changes to Constitution
- h. Proposed changes to Bye-Laws
- i. Election of Management Committee Members
- j. Notices of Motion
- k. Appointment of Auditor/s
- l. Appointment of Honorary President & Honorary Vice President if required
- m. Life Membership Awards if required
- n. 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 member/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.
 - C6.1.3 In the event that a Life membership should require to be removed from any recipient the Management Committee will make the decision to rescind and notify the member concerned

C7.0 TROPHIES

- C7.1 All trophies belong to the Club in perpetuity and cannot be won outright
- C7.2 The 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 winner's name on all Club trophies

C.8.0 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

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 Committee Members, Adult Committee Members can be Adult or Life 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 Committee Members
- BL1.3 If the post of any Officer or Adult committee member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy
- BL1.4 All Management committee members shall be Adult or Life members of the Club
- BL1.5 Management Committee
- BL1.5.1 Not Used
- BL1.5.2 The term of office for President, Vice President, Secretary and Treasurer shall be two years
- BL1.5.3 The term of office for Adult Committee Members shall be 2 years
- BL1.5.4 Not Used
- BL1.5.5 Retiring members of the Management Committee may offer themselves for re-election
- BL1.5.6 If appointed the Club Boy Captain and Club Girl Captain shall be elected for a maximum of one year
- 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. Running the day to day management and affairs of the club
 - b. The organisation and control of all members during Club hours
 - c. The appointment of coaches and instructors
 - d. The selection of members to represent the Club
 - e. The organising of swimming activities as may be requested by other bodies
 - f. Appoint the Boy and Girl Captain
 - g. 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 Wellbeing and Protection Officer (WPO) in accordance with section C10.6 of the SASA Constitution

BL2.0 MEETINGS

BL2.1 Standing Orders

BL2.1.1 At all meetings, if a quorum is present, the Chair shall be taken not later than fifteen minutes after the appointed time of the meeting.

BL2.1.2 All Members when called to order at any meeting or gathering of the Club and not complying with the “rule of order” shall be expelled from the meeting.

BL2.1.3 The Chair at all meetings of the Club shall be the President. In the absence of the President, 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 Chair of a meeting shall have a second or casting vote.

BL2.1.5 The Chair of a meeting shall be the sole judge of questions of order and interpreter of the “rules” governing the Club.

BL2.1.6 The Chair shall not speak to, oppose or move any motion from the Chair. In order to do so, they shall vacate the Chair until that business is concluded. The meeting shall be presided over by a substitute Chair elected from among those present.

BL2.2 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 at least one officer of the Club and four Committee members

BL2.2.4 The business of the meeting shall be enacted in accordance with Section BL2.1

BL2.2.5 The Secretary will give 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 or Life 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 1st 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 invoices/expenses received by the club should be signed off by an officer of the club before being processed by the Treasurer. All cheques drawn against the club's funds shall be signed by a minimum of two officer of the club. When payments are required to be made by direct bank transfer the Treasurer shall obtain email/written agreement from the president or another officer of the club prior to making an electronic payment.
- BL3.5 The management committee can enter into contracts and/or partnerships, on behalf of the Club, provided each proposal is fully discussed at and recorded in the minutes of a quorate committee meeting prior to the commitment being made
- BL3.6 As an unincorporated organisation the responsibility for the financial liabilities of the club shall normally be dependant on who was responsible for the liability. The office bearers are deemed to be responsible
- BL3.7 Any surplus of the Club's income will be re-invested in the Club and not distributed to its members by way of dividend, distribution, bonus, honoraria or otherwise by way of profit
- BL3.8 The Treasurer shall arrange for the Auditor/Independent Examiner to examine and certify the accounts and balance sheet before presentation of a certified summary to the AGM.
- BL3.9 The Treasurer shall submit a budget, to the last meeting of the Management Committee prior to the AGM, for the following financial year
- BL3.10 The Treasurer shall submit a financial statement to the Management Committee no less frequently that every three calendar months
- BL3.11 All outgoing payments shall be made by cheque, or direct bank transfer duly authorised in accordance BL3.4

BL4.0 DISCIPLINARY PROCEDURE, COMPLAINTS AND APPEALS

- BL4.1 General
 - BL4.1.1 All Complaints and Appeals, except for doping, wellbeing or protection or alleged criminal offences, shall be dealt with in accordance with Sections BL4.2, BL4.3 and BL4.4
 - BL4.1.2 Complaints involving doping should be referred to British Swimming as per Scottish Swimming Company rule R13.1.3
 - BL4.1.3 Complaints involving wellbeing or protection, or other criminal offences shall be referred to Scottish Swimming within 48 hours in accordance with Scottish Swimming Company Rule R13.2.1

BL4.2 Disciplinary Procedure

BL4.2.1 In the event that the behaviour of a swimmer, member of the coaching team or Management Group or a parent volunteer contravenes the Club's codes of conduct, the following action shall be taken

BL4.2.2 The President, or a deputising club official, will conduct an investigation into the alleged breach of the Club's codes of conduct as they see fit and all persons and parties shall cooperate fully with the same. Failure to cooperate may amount to misconduct

BL4.2.3 The Investigating Club Official shall thereafter be entitled at any time to decide to:

- a) Apply a sanction to the person(s) being investigated
- b) Refer the matter to a Club Complaint panel
- c) Take no further action
- d) Pursue an alternative resolution, which may include Mediation, Arbitration or Conciliation

BL4.2.4 The Club will keep a record of each stage of the disciplinary process

BL4.3 Complaints

BL4.3.1 A complaint, which is a formal expression of dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by Scottish Swimming, can be made by:

- a) Any member of the Club
- b) A parent or guardian on behalf of a Junior member as defined in paragraph C3.1(b)
- c) A parent or guardian on behalf of a Member classified as a Vulnerable Person, defined as a person who lacks sufficient capacity to present a complaint themselves
- d) Any Individual

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 complaint or against decisions taken by a National Complaints Committee

BL4.4.2 An appeal must be made in accordance with Scottish Swimming Company Rules Section R.12 to R15

BL4.5 Suspensions and Fines

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

section of the Scottish Swimming Governance Documentation (Company Rules Sections R12 to R15) have been applied.

APPENDIX 2 – Codes of Conduct

- a) Under 18 Athlete Code of Conduct
- b) Coach Code of Conduct
- c) Teacher Code of Conduct
- d) Officials & Volunteers Code of Conduct
- e) Parents/Guardians Code of Conduct
- f) Spectators Code of Conduct
- g) Acceptable Use of Mobile Phone Policy

All Codes of Conduct mirror those of Scottish Swimming:

<https://www.scottishswimming.com/clubs/wellbeing-protection/wellbeing-protection-policy-children-young-people.aspx>

UNDER 18 ATHLETES CODE OF CONDUCT

Inverleith ASC is dedicated to creating an environment that nurtures the enjoyment and enthusiasm of every athlete within our club, through a safe, positive environment. We want to empower our athletes to base their conduct on a sense of personal integrity based on the acceptance of rules, fairness, equality, respect for others, moral conduct and a sense of what is right; where unethical behaviour, rule breaking, drug taking or violence is automatically rejected as being irrelevant to the true purpose of swimming.

I agree to:

1. Be friendly and supportive, offer help if needed
2. Practice and participate fairly and be trustworthy
3. Behave with respect to others including coaches/teachers, venue staff, officials, other athletes, parents, team managers and spectators.
4. Respect the rules of my club, those of the facilities and Scottish Swimming
5. Respect the rights, dignity and worth of all participants regardless of age, disability, gender, ability, race, cultural background or religious beliefs or sexual identity
6. Always strive to do my best and refrain from inappropriate conduct towards others including physical, verbal, written or emotional, in person or through use of social media
7. Be a positive role model and refrain from bullying and getting involved in inappropriate peer pressure and push others into something they do not want to do
8. Set a good example at all times in aspects of dress, punctuality, language, behaviour and respect of equipment and others
9. Wear suitable kit
10. Will not smoke, consume alcohol or drugs of any kind
11. Abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines
12. Report inappropriate behaviour or risky situations to a member of staff

Our Club recognises that to create a supportive atmosphere, which allows everyone to compete / participate to the best of their abilities, it is important for athletes to know that while we have high expectations of their behaviour, they can expect the same in return from us.

You have the right to:

1. Be safe and happy while taking part in the sport in a protected environment
2. Be respected and treated fairly and participate on an equal basis, appropriate to your ability
3. Be protected from abuse by others from within our out with the club
4. Ask for help
5. Be believed
6. Be listened to

7. Be referred to professional help if needed

Breaches of the Athletes Code of Conduct will be dealt with in accordance with the clubs disciplinary procedures.

I understand that if I do not follow the Athletes Code of Conduct, any / all of the following actions (not an exhaustive list) may be taken by my club or Scottish Swimming:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Be dropped or substituted
4. Suspended by the club
5. Be required to leave the club

I have read and understood the above Code of Conduct and I agree to be bound by it:

Athlete Signed

Name (print)

Date

Parent/Guardian (required for U18s)

Name (print)

Signed

Date

COACH CODE OF CONDUCT

A responsible swimming coach helps the development of individuals through improving their performance. This is achieved by:

1. Identifying and meeting the needs of individuals
2. Improving performance through a progressive programme of safe, guided practice measured performance and/or competition
3. Creating an environment in which individuals are motivated to maintain participation and improve performance

Coaches should comply with the principles of good ethical practice listed below.

A coach must at all times:

1. Hold relevant, up to date and recognised coaching qualifications, safeguarding training, insurance and a valid PVG if applicable to their role
2. Consider the wellbeing and safety of the athlete before the development of performance.
3. Develop an appropriate working relationship with athletes, based on mutual trust and respect that empower and includes, athletes, both youth and senior in the decision making process.
4. Promote respect for the ability of opponents as well as for volunteers, officials and fellow coaches.
5. Always promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances
6. Make sure all activities are appropriate to the age, ability and experience of those taking part
7. Recognise the developmental needs and capacity of each athlete and avoid excessive training and competition, pushing them against their will and putting undue pressure on them
8. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport
9. Encourage athletes to value their effort in performance and not just results
10. Encourage and guide athletes to accept responsibility for their own behaviour and performance by giving enthusiastic and constructive feedback.
11. Clarify, at the outset, with athletes (and where appropriate with their parents) exactly what is expected of them and what athletes are entitled to expect from their coach

12. Consistently display high standards of behaviour and appearance, be an excellent role model including not smoking or drinking or using foul language in the company of athletes
13. Never ignore, tolerate or engage in any form of bullying
14. Coaches must not exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with an athlete or someone close to them
15. Follow the advice of a physician or other qualified medical professionals when a athlete is injured
16. Coaches should not allow allegations to go unchallenged, unrecorded or fail to act upon them
17. Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children.
18. Ensure that the equipment and facilities meet safety standards and are suitable for training.

TEACHER CODE OF CONDUCT

A responsible swimming teacher helps individuals to improve their swimming skills. This is achieved by:

1. Identifying and meeting the needs of participants.
2. Improving swimming skills through delivery of fun, progressive lessons.
3. Creating an environment in which individuals are motivated to maintain participation and improve their skills.

Swimming teachers should comply with the principles of good ethical practice listed below.

A teacher should at all times:

1. Hold relevant, up to date and recognised qualifications, safeguarding training, insurance and a valid PVG if applicable to their role.
2. Consider the wellbeing and safety of the participants at all times.
3. Develop an appropriate working relationship with participants.
4. Make sure all activities are appropriate to the age, ability and experience of those taking part.
5. Recognise the developmental needs and capacity of each participant.
6. Encourage and guide participants to accept responsibility for their own behaviour by giving enthusiastic and constructive feedback.
7. Consistently display high standards of behaviour and appearance and be an excellent role model.
8. Never engage in or tolerate any form of bullying.
9. Teachers must not exert undue influence to obtain personal benefit or reward. In particular, teachers must not use their position to establish or pursue a sexual or improper relationship with a participant.
10. Follow the advice of a physician or other qualified medical professionals when a participant is injured.
11. Teachers should not allow allegations to go unchallenged, unrecorded or fail to act upon them
12. Make a personal commitment to keep yourself informed of sound teaching principles and the principles of growth and development of children.
13. Ensure that the equipment and facilities meet safety standards and are suitable for training.

14. Abide by Scottish Swimming Acceptable use of mobile phone policy and Social Media Guidelines or the employers as appropriate.

Emergency action and first aid

All teachers should be prepared with an action plan in the event of an emergency and be aware of First Aid procedures. This will include:

1. Access to First Aid equipment
2. Telephone contact if the participant is a minor
3. Telephone contact to the Emergency Services

Teachers have the right to:

1. Access ongoing training and information on all aspects of their role, including safeguarding, wellbeing & protection.
2. Support in reporting suspected abuse or poor practice.
3. Access to professional support services.
4. Fair and equitable treatment by Scottish Swimming/employer.
5. Be protected from abuse by participants, and parents/carers.
6. Not to be left vulnerable while carrying out their role

Breaches of the Coach Code of Conduct will be dealt with in accordance with the Inverleith ASC disciplinary procedures.

I understand that if I do not follow the Coaches Code of Conduct, Inverleith ASC) may take any / all of the following actions:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Required to meet with the Head Coach/Wellbeing & Protection Officer or designated staff members
4. Required to attend an education course
5. Suspended in accordance with Inverleith ASC procedures
6. Required to leave or be removed from post

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print)
Role

Signed
Date

OFFICIALS AND VOLUNTEERS CODE OF CONDUCT

Officials and Volunteers should comply with the principles of good ethical practice listed below. An Official or Volunteer must at all times:

1. Hold the appropriate valid qualifications, insurance cover and PVG relevant to your role
2. Develop an appropriate working relationship with all club members based on mutual trust and respect
3. Encourage an environment that values the performance and not just results
4. Show respect to others involved in the sport including other volunteers, athletes, coaches, team manager, match officials, officials and spectators
5. Follow all guidelines laid down by Scottish Swimming and the club
6. Display and promote high standards of behaviour and fair play
7. Always promote the positive aspects of the sport (e.g. fair play) and never condone rule violations or the use of prohibited substances
8. Never exert undue influence over an athlete to obtain personal benefit or reward.
9. Always respect other officials decisions and never engage in public criticism of them
10. Respect the rights, dignity and worth of all participants regardless of age, disability, gender, race, cultural background or religious beliefs or sexual identity
11. Refrain from offensive, insulting or abusive language or behaviour
12. Never engage in bullying, intimidation or harassment
13. Abide by Scottish Swimming Acceptable use of mobile phone policy and Social Media Guidelines
14. Report inappropriate behaviour or risky situations
15. Volunteers and Officials should not allow allegations to go unchallenged, unrecorded or fail to act upon them

Emergency action and first aid

All Officials and Volunteers should be prepared with an action plan in the event of an emergency and be aware of First Aid Procedures. This will include:

1. Access to First Aid equipment
2. Telephone contact if the participant is a minor
3. Telephone contact to the Emergency Services

Volunteers and Club Officials have the right to:

1. Access to ongoing training and information on all aspects of your role including safeguarding, wellbeing & child protection
2. Support in the reporting of suspected abuse or poor practice
3. Access to professional support services
4. Fair and equitable treatment by Scottish Swimming/club
5. Be protected from abuse by adults/youths, other adult members and parents
6. Not to be left vulnerable when carrying out your role

Breaches of the Official and Volunteer Code of Conduct will be dealt with in accordance with the clubs/Scottish Swimming’s disciplinary procedures.

I understand that if I do not follow the Official and Volunteer Code of Conduct, The Club / Scottish Swimming may take any / all of the following actions:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Required to meet with the club Wellbeing & Protection Officer or designated members of the club committee
4. Monitored by another club volunteer/committee member
5. Required to attend an education course
6. Suspended by the club
7. Required to leave or be removed from post.

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print) Signed

Role Date

PARENT/GUARDIANS CODE OF CONDUCT

Being a Supportive Parent

Inverleith ASC is dedicated to nurturing the enjoyment and enthusiasm of every child within our sport, through a safe, fun and progressive environment. We aim to create a welcoming and vibrant environment, promoting inclusivity and diversity that caters for participant's needs and aspirations. It is important that children participate in the right spirit and in a supportive atmosphere; which allows them to perform to the best of their abilities; valuing and recognising effort as well as results.

In order to achieve this, we rely heavily on parents/carers to give their support in the right way, all club activities both in and out of the pool are covered by this code of conduct. Parents/carers are asked to abide by this Code of Conduct at all times. Please return a signed copy to your clubs WPO.

Supporting your Child:

1. Ensure your child is properly prepared – clothing, kit, equipment, food, drink, etc
2. Encourage your child to have fun
3. Never condone rule violations or use of prohibited substances
4. Encourage your child to respect the rules, and teach them that they can only do their best
5. Ensure that your child understands their code of conduct
6. Inspire your child to be the best they can be in both in the sport and in life
7. Help them understand the important life lessons to be gained from the sport, such as: leadership, handling adversity, teamwork, persistence and compassion
8. Establish a positive relationship with your child's coach
9. Do not ridicule or shout at your child for making mistakes or losing at events/competitions

Supporting our Club:

1. Complete and return all sections of the Activity, Transport Permission form form pertaining to your child's participation, medical information and photographic permissions
2. Report any changes to the information in the Activity, Transport Permission form to the coach/club staff as soon as possible BEFORE they next take part in a session
3. Deliver and collect your child punctually before and after sessions/races/events and inform the organiser prior to the activity starting if your child is to be collected early
4. Support the club by attending events and fundraising activities when you can
5. Abide by Scottish Swimming Acceptable use of mobile phone policy and Social Media Guidelines

SPECTATORS CODE OF CONDUCT

Inverleith ASC is dedicated to nurturing the enjoyment and enthusiasm of every child within our sport, through a safe, enjoyable environment, recognising that children participate for fun and encouraging all of our athletes/teams to do well, BUT not at all costs. It is important that children participate in the right spirit and in a supportive atmosphere, which allows them to swim to the best of their abilities.

In order to achieve this result we rely heavily on spectators to give their support in the right way. Therefore, all club events both in and out of the pool are covered by this code of conduct and we require all spectators to abide by it.

Positive Supporters:

1. Encourage all members of the club by applauding their effort
2. Show understanding when swimmers make mistakes or if they don't win/PB
3. Be positive. Discuss performances in a constructive manner at an appropriate time, focus on things the athlete did well. Don't dwell on mistakes
4. Abide by Scottish Swimming Acceptable use of mobile phone policy and Social Media Guidelines
5. Support all efforts to remove verbal and physical abuse from sporting activities
6. Applaud other swimmers and teams for their efforts, not just your own
7. Respect other swimmers, coaches, volunteers and spectators and make them feel welcome
8. Behave responsibly and do not use inappropriate language or behaviour whilst attending, involved in or spectating at any and all swimming activities; whether national or club level. Treat swimmers, coaches, club volunteers, officials and parents of yours and other clubs with due respect.

Where a spectator is a member of the Club / Scottish Swimming any breaches of the Spectators Code of Conduct will be dealt with in accordance with the clubs/Scottish Swimming's disciplinary procedures.

If the spectator is not a member of the Club / Scottish Swimming any breaches of the Spectator Code of Conduct will result in removal from the event / a ban for future events.

TEAM MANAGER CODE OF CONDUCT

A responsible Team Manager contributes to the development of individuals through:

1. Identifying and meeting the needs of individuals
 2. Good team working and communication with coaches, athletes and their parents/carers
 3. Creating an environment in which individuals feel included

Team Managers will travel with the team to and from all out of town and overnight meets

Swimmers under the age of 12 must be accompanied by a parent (or capable designate). Since the care of a young athlete is also a full time commitment, this parent (or designate) shall be excluded from being a team manager.

Team Managers should comply with the principles of good ethical practise listed below:

A Team Manager must at all times:

1. Hold relevant, up to date Scottish Swimming team manager training, safeguarding training, insurance and a valid PVG applicable to their role
2. Develop an appropriate working relationship with athletes, based on mutual trust and respect
3. Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport
4. Clarify, at the outset, with athletes (and where appropriate with their parents) exactly what is expected of them and what athletes are entitled to expect from their TM
5. Consistently display high standards of behaviour and appearance, be an excellent role model including not smoking or drinking or using foul language in the company of athletes
6. Never ignore, tolerate or engage in any form of bullying
7. Follow all guidelines laid down by Scottish Swimming and the club and abide by Scottish Swimming Acceptable use of Mobile Phone Policy and Social Media Guidelines
8. Be available to the swimmers and provide guidance when necessary
9. Not allow allegations to go unchallenged, unrecorded or fail to act upon them

Medical Information

1. Be aware of any medical conditions or allergies that the swimmer may have
2. Be aware if a swimmer is required to take medication during the trip, and discuss the instructions with the parents prior to departure
3. Have ready access to a first aid kit (in team manager bag)

Emergency action and first aid

All team managers should be prepared with an action plan in the event of an emergency and be aware of First Aid procedures. This will include:

1. Access to First Aid equipment
2. Emergency contact for the athlete
3. Telephone contact to the Emergency Services

Team Managers have the right to:

1. Access ongoing training and information on all aspects of their role, including safeguarding, wellbeing & protection
2. Support in reporting suspected abuse or poor practice
3. Access to professional support services
4. Fair and equitable treatment by Scottish Swimming/club
5. Be protected from abuse by adults/youths, other adult members and parents
6. Not to be left vulnerable while carrying out their role

Breaches of the Team Manager Code of Conduct will be dealt with in accordance with the Scottish Swimming disciplinary procedures.

I understand that if I do not follow the Team Manager Code of Conduct, my club or Scottish Swimming may take any / all of the following actions: (delete as appropriate)

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Required to meet with the club, Wellbeing & Protection Officer or designated members of the club committee.
4. Monitored by another club volunteer/committee member
5. Required to attend an education course
6. Suspended by the club
7. Required to leave or be removed from post

I have read and understood the above Code of Conduct and I agree to be bound by it:

Name (print)
Role

Signed
Date

ACCEPTABLE USE OF MOBILE PHONE POLICY

Aim:

The aim of the Mobile Phone Policy 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 athletes / coaches / volunteers to adhere to the guidelines outlined in this document. It is the parent's responsibility to allow their child to have a mobile phone, and 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 dependent on the parent/guardian giving their permission in the form of a signed copy of this policy.

Policy Statement:

It is recognised that smartphones 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 smartphones 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 smartphones 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

There is a zero-tolerance policy in place with regards to use of mobile phones by any individual in these areas.

Inappropriate Use:

The following are examples of inappropriate use; this is not an exhaustive list.

Members using their mobile phone to:

- using vulgar, derogatory or obscene language while using a mobile phone
- engage in personal attacks
- harass other people
- posting/sharing private information about others using SMS messages/social media
- taking/sending photos or objectionable images,
- phone calls that include elements of the above

Consequences due to Inappropriate Use:

Breaches of the Acceptable Use of Mobile Phone Policy will be dealt with in accordance with the clubs disciplinary procedures and depending on the nature of the breach may be subject to criminal proceedings I understand that if I do not follow the Acceptable Use of Mobile Phone Policy, any/all of the following actions may be taken by my club or Scottish Swimming:

1. Be required to apologise formally
2. Receive a warning; verbal or written
3. Be dropped or substituted
4. Suspended by the club
5. Be required to leave the club
6. Forbidden to take my mobile phone or other portable devise to swimming
7. Be required to have my continued participation in club activities supervised by my parents/guardians
8. Be required to sign up to a behaviour management plan
9. Serious breaches depending on the nature of the incident may have to be reported to the police

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.

Athlete Signed

Name (print) Signed
Date

Parent/Guardian

Name (print) Signed
Date

Please note: Subject to the Data Protection Act 2018, any information supplied will be stored securely and not used for any other purpose than stated in the policy.

APPENDIX 3 – Club Equality Statement

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.

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

It is the policy of Inverleith ASC to ensure that no participant, volunteer, coach or parent receives less favourable treatment on the grounds of age, disability, race, religious belief, nationality, pregnancy, parental or marital status, sex, sexual orientation, class or social background, transgender or political belief.

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 and will endeavour to provide open access to all those who wish to participate in swimming.

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

The Club is committed to making equity an integral part of all development plans for the Future.

Inverleith ASC expect all those acting on behalf of the club to adhere to this policy.

In pursuance of this policy Inverleith ASC reserve the right to discipline any of its members who practise any form of discrimination on the grounds of a person's age, disability, race, religious belief, nationality, pregnancy, parental or marital status, sex, sexual orientation, class or social background, transgender or political belief.

APPENDIX 4 – Club Wellbeing & Protection Policy Statement

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

1. The safeguarding 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 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 Wellbeing & Child Protection are that:

- The child's well-being is the first consideration
- 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
- Children and young people must be treated with integrity and respect
- 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 Wellbeing & Protection: Child & Young People policy & guidelines. All our volunteers / staff are members of Scottish Swimming

4. The Club:

- Aims to create an enjoyable environment, where young people have the right to be safe, secure and free from threat.
- Acknowledges that young people have the right to be treated with respect and for their concerns to be listened to and acted upon.
- Will aim to ensure that junior members have specific programmes designated for them, with adequate supervision.
- Is committed to ensuring that all helpers, whatever their role, completes SASA membership registration and sign a Code of Conduct
- Is committed to ensure that all regulated positions are PVG Scheme Members and complete a SelfDeclaration Form
- Provides clear, comprehensive, easily understood procedures for dealing with: o allegations of abuse o requests for help and support on a confidential basis
- Is committed to an equitable recruitment selection policy for coaches.
- Will always emphasise fair play

Our Wellbeing & Protection Officer is:

Name (print): Kathryn Ellis

Telephone number: 07762 893851

APPENDIX 5 – Club Complaints Process

The following is the process detailing how complaints will be dealt with by all Clubs¹ affiliated to Scottish Swimming.

INTRODUCTION

A complaint² 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 Scottish Swimming Governance and/or rules – Scottish Swimming
3. For child protection, vulnerable group protection or criminal offence - Scottish Swimming
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).
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

Who should attend the meeting:

- The Scottish Swimming Facilitator
- Complainant

¹ Where you read club please note the same applies to the Districts, Disciplines and Teams

² Where you read complaint this refers to a club grievance or club complaint

- 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 Safeguarding Officer or Chief Executive within 48 hours. Failure to do so may result in disciplinary action. The Chief Executive, Safeguarding Officer, 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 British Swimming for action, and no further action taken by the Club under the complaints procedure. British Swimming 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.

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.

RESPONDENT *(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 Chair of the Club Complaint Panel.

The CCP Chair 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 Chair 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 Chair 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 Chair 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, 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.

An Appeal shall be made by lodging the appeal with Scottish Swimming no later than 14 days after receipt of the written notification of the decision. The appeal fee must be sent

along with the appeal.

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

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

- a) President
- b) Secretary
- c) Membership Secretary
- d) Treasurer
- e) Head (Lead) Coach
- f) Competition Secretary
- g) Club Team Manager
- h) Child Wellbeing & Protection Officer
- i) Social Organiser
- j) Senior Technical Official

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 dependent on size and nature of club, and events attending.

SECRETARY

PURPOSE

- To be the principal administrator for the Club, 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 Wellbeing and Protection, Discipline and Complaint etc.
- To collect monies for special events/competitions, collate and forward as required
- Other general administrative duties
- Ensure Club has all up to date and relevant insurance cover and documentation
- Keeps a record of which squad swimmers are in
- Preparing programme and list of events for technical officials for Club Championship
- Booking café at Leith Victoria for Christmas Handicap/Gavin Fulton and at other times (eg Information Evening)

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 dependent 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 register any new members with Scottish Swimming memberships within 14 days of joining the Club
- 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
- Notifies Competition Secretary of Scottish Swimming membership number, date of birth and email address for general correspondence for swimmers (for competition invitations)
- Has view only access for bank account, able to check payments coming into account
- Checks membership fees have been paid
- Keeps a record of swimmer's monthly fees, checks that payments continue and are adjusted, as and when required. (Fee increase or movement in squads)
- Keeps a note of life members

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- 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
- Be a member of the club committee

TRAINING AND SUPPORT

- Azolve manual
- Support from Scottish Swimming as and when required
- Complete and update any training on Azolve
- Utilise Hive to keep up to date with any updates and improvements

TIME COMMITMENT

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

TREASURER

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
- Ensures coaches expenses are paid

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 dependent on size and nature of club, and events attending.

HEAD (LEAD) COACH

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 dependent on size and nature of club.

COMPETITION SECRETARY

PURPOSE

- To liaise with the Head Coach to enter athletes in competitions on the calendar and ensure all the appropriate paperwork is completed.

MAIN FUNCTIONS AND DUTIES

- Liaise with Head Coach about invitations to external competitions
- Invite swimmers to competitions and record entries on Hy-Tek system
- Send entries, payment and paperwork to meet organisers before deadline
- Notify meet organiser and Head Coach about any withdrawals ahead of the competition
- Import results of external competitions to Hy-Tek system
- Compile spreadsheets of competition fees for each swimmer and send to Secretary every two months
- Send out invitations to swimmers about Club Championships and request response about attendance
- Record results of internal competitions on Hy-Tek system and ensure internal cup results are published on Club website
- Compile Club records

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Enthusiastic
- Reliable and Trustworthy
- Team player

REQUIREMENTS

- To liaise with Head Coach, Secretary, Treasurer
- To ensure accurate records are kept
- To report to Club Committee on activities
- If applicable liaise with Scottish Swimming
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

- Support of the Club Committee
- Shadow current Competition Secretary
- Safeguarding and Protecting Children Workshop (renewable every 3 years)

TIME COMMITMENT

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

CLUB TEAM MANAGER

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 dependent on size and nature of club, and events attending.

WELLBEING & PROTECTION OFFICER

PURPOSE

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

CHARACTERISTICS OF A CLUB WELLBEING & PROTECTION OFFICER WITHIN A SWIMMING CONTEXT INCLUDE:

- an understanding of, and support for, the introduction / maintenance of a Child Wellbeing & Protection Policy
- an interest 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 Scottish Swimming Wellbeing & Protection/Children & Young People policy and procedures.
- Encourage good practice by promoting and championing the wellbeing & protection policy and procedures.
- Conduct the administrative work associated with processing information on new volunteers / staff, including PVG forms for the club
- Liaise closely with Club volunteers / staff, ensuring that agreed procedures for the prevention of risk are followed
- Monitor and review the clubs wellbeing & protection policy and procedures to ensure they remain current and fit for purpose.
- Counsel / advise club on matters of policy relating to wellbeing & protection.
- Raise awareness of the Club Wellbeing & 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 Scottish Swimming Wellbeing & 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 or the ability to gain 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)
- Wellbeing & Protection Officer Networking & Support meetings/webinars – delivered by Scottish Swimming
- Meet with Scottish Swimming staff member for initial training

TIME COMMITMENT

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

SOCIAL ORGANISER

PURPOSE

To provide a central point for the club to develop innovative opportunities of fundraising and organising social activities.

MAIN FUNCTIONS AND DUTIES

- To promote the importance of fundraising within the club
- To co-ordinate and organise fundraising events and plan a calendar of events
- To act as an ambassador of the club
- To co-ordinate all tasks to make Club Championships run, including:
 - Organising people to cover stalls for Club Championships: toasties, teas, coffees, sandwiches, cakes, raffle, tombola and swim shop
 - Organise people to make rolls and requests for home baking; ensuring floats are available for café, toasties and raffle/tombola
 - Organise gifts for coaches and other volunteers
- To organise the Club Dance

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Team player
- Passion & enthusiasm

REQUIREMENTS

- To have a knowledge of fundraising and sponsorship
- To liaise with Club Treasurer on income received and costing of events
- To ensure accurate records are kept
- To report to Club Committee on activities
- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

- Support of the Club Committee
- Safeguarding & Protecting Children Workshop (renewable every 3 years)

TIME COMMITMENT

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

SENIOR TECHNICAL OFFICIAL

PURPOSE

To co-ordinate the technical officials within the Club

MAIN FUNCTIONS AND DUTIES

- Organising timekeepers' courses
- Circulating information to timekeepers about judges courses
- Organising technical officials for Club Champs including referee, starter and judges; and wine/gifts for technical officials
- Organising technical officials for internal and external competitions

SKILLS / ATTRIBUTES

- Approachable and Good Listener
- Confident and Effective Communicator
- Well-organised
- Enthusiastic and a good motivator

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 dependent on duties, 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.

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".¹ 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.

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
- 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.

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

The Data Protection Bill updates data protection laws in the UK and replaces the Data Protection Act 1998, supplementing the General Data Protection Regulation (EU) 2016/679 (GDPR) which came into effect on the 25th May 2018 (together referred to in this policy as the Data Protection Laws). Having completed a self-assessment guide Scottish Swimming must register with the Information Commissioner's Office as a controller of personal data and we are required to comply with the data protection principles set out in the Data Protection Laws.

As a controller of the personal data that we hold, Scottish Swimming determines the purpose for which, and the manner in which, any personal data are, or are to be, processed.

Scottish Swimming is fully committed to comply with the requirements of the Data Protection Laws and recognises the importance of protecting the rights of individuals on whom Scottish Swimming processes personal data.

KEY DEFINITIONS

Information Commissioner's Office (the ICO) – the ICO is the body responsible for enforcing and monitoring compliance with the Data Protection Laws.

Controller – the organisation that determines the purposes for which and manner in which personal data is used, in our case, Scottish Swimming.

Data subject – a living individual who is the subject of personal data, for example, our members, current, past and prospective employees, members of our clubs, athletes, coaches, volunteers, etc.

Personal data – any information relating to an identifiable person who can be directly or indirectly identified from that information, in particular by reference to an identifier.

Special category personal data is defined as personal data revealing a data subject's:

- racial or ethnic origin;
- political opinions;
- religious or philosophical beliefs;
- trade union membership;
- health;
- sex life or sexual orientation; and
- genetic or biometric data where processed for the purpose of uniquely identifying a data subject.

Processing – any operation performed on personal data, including collecting, recording, storing, using, disclosing and deleting.

Processor – means a third party who processes personal data on behalf of a controller.

PRINCIPLES OF DATA PROTECTION

Scottish Swimming must ensure that we have:

1. OBTAINED PERSONAL DATA LAWFULLY, FAIRLY AND TRANSPARENTLY

Scottish Swimming will only process personal data where it is lawful to do so under the Data Protection Laws and ensure that all individuals for whom we process personal data are given access to our privacy notice upon the collection of their personal data or within one month of receiving their personal data from a third party.

2. HOLD PERSONAL DATA ONLY FOR SPECIFIC, EXPLICIT AND LEGITIMATE PURPOSES

Scottish Swimming will ensure that personal data will be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes (with exception for public interest or statistical purposes).

If we intend to use personal data for direct marketing purposes the data subjects are made aware of this and given the option to consent to having their data processed in this way. Opt-ins will be included on our online membership system (Azolve).

3. PERSONAL DATA HELD IS RELEVANT, ADEQUATE AND LIMITED TO WHAT IS NECESSARY FOR ITS PURPOSE

Scottish Swimming will monitor the quantities of personal data held for our purposes and ensure that we hold neither too much nor too little personal data in respect of the individuals about whom data is held.

4. PERSONAL DATA HELD IS ACCURATE AND UPDATED WHERE NECESSARY

Scottish Swimming updates current records as notified directly in writing by individuals or clubs. Scottish Swimming members can view their specific data protection choices using the online membership check and can make changes to their choices which will automatically reflect in Azolve.

5. PERSONAL DATA IS NOT KEPT FOR LONGER THAN NECESSARY

All personal data will be kept in an identifiable format for no longer than is necessary. Personal data will be kept for as long as necessary to provide members with membership services. Unless a member asks us not to, we will review and possibly delete personal information where a member has not renewed membership with Scottish Swimming for six years. Employee's personal data will be retained for 2 years and financial data will be retained for 7 years.

Certain personal information will be retained for longer in order to confirm identity, and to confirm previous membership with Scottish Swimming and to confirm how long they were with Scottish Swimming. Scottish Swimming needs to do this to

comply with the Companies Act 2006, which requires keeping a register of members or in the event of a claim against Scottish Swimming.

For members who compete in aquatics and who have swim times that appear in the rankings list (www.swimmingresults.org), these ranked swim times are not removed from the system unless Scottish Swimming receive a request to remove them – since these can be used for historic recording purposes.

6. PERSONAL DATA SHALL BE KEPT SECURE

Scottish Swimming must ensure that adequate security precautions are in place to prevent loss, destruction or unauthorised disclosure of personal data.

All Scottish Swimming computers have a log in system, which allows only authorised personnel to access personal data. Passwords on all computers are changed frequently.

All personal, financial and wellbeing protection data is kept in a locked filing cabinet and can only be accessed by the Chief Executive, Director of Services, Finance Team, Safeguarding Officer and Chair where appropriate.

When Scottish Swimming staff use laptop computers out of the office care should always be taken to ensure that personal data on screen is not visible to strangers.

The University of Stirling server, which can be accessed at any time, automatically backs up all data held by Scottish Swimming. This server is located in a different building from the Scottish Swimming HQ.

Scottish Swimming offices are locked out with office hours.

BASIS AND PURPOSES FOR PROCESSING PERSONAL DATA

Before any personal data is processed by Scottish Swimming for the first time, Scottish Swimming will:

- review the purposes of the particular processing activity and select the most appropriate lawful basis under the Data Protection Legislation. The lawful bases most commonly used by Scottish Swimming are that:
 - the individual has consented – this is only appropriate where it is not a precondition of a service or another lawful basis applies and does not apply to staff personal data;
 - the processing is necessary for performance of or to take steps to enter into a contract with the individual – this will apply to our members, staff and anyone requesting services from Scottish Swimming;
 - the processing is necessary to comply with a legal obligation – Scottish Swimming needs to process certain personal data under law, such as to comply with **sportscotland's** regulatory requirements or staff personal data for HMRC reporting purposes; or

- the processing is necessary for Scottish Swimming's or a third party's legitimate interests – provided that the legitimate interests are not overridden by the interests of the data subject;
- where special category personal data is involved in the processing activity, identify the most appropriate special condition for processing in addition to a lawful basis above. The special conditions most commonly used by Scottish Swimming are that:
 - the individual has explicitly consented – this is only appropriate where it is not a precondition of a service or another lawful basis applies and does not apply to staff personal data;
 - the processing is necessary for Scottish Swimming to perform our obligations or exercise rights under employment law – this would apply to staff personal data, for example, to maintain attendance and performance records;
 - the processing is necessary for Scottish Swimming to establish, exercise or defend legal claims; or
 - the processing is necessary for substantial public interest reasons – for example, equality monitoring, anti-doping and standards of performance in sport;
- document Scottish Swimming's decision as to which lawful basis applies, to help demonstrate compliance with the data protection principles; and
- include information about the purposes, lawful basis and special condition (if applicable) of the processing within our privacy notice provided to individuals.

Scottish Swimming will review the procedures above every three years.

CONTRACTS

If the data held by Scottish Swimming is passed to a third party who uses that personal data on behalf of Scottish Swimming as a 'processor' (for example, to provide services to Scottish Swimming), the third party must sign a data processing agreement or an agreement with a data processing clause included. Such agreement or clause must include, as a minimum that the third party shall:

- only act on the written instructions of Scottish Swimming (unless required by law to act without such instructions);
- ensure that people processing personal data on behalf of Scottish Swimming are subject to a duty of confidence;
- only engage a sub-contractor to process personal data on behalf of Scottish Swimming with the prior consent of Scottish Swimming and a written contract;
- assist Scottish Swimming in responding to requests from data subjects seeking to exercise their rights under the Data Protection Laws;

- assist Scottish Swimming in meeting its obligations under the Data Protection Laws in relation to security of processing, the notification of personal data breaches and data protection impact assessments where applicable;
- delete or return all personal data to Scottish Swimming as requested at the end of the contract;
- allow data protection audits and inspections by Scottish Swimming of personal data held on its behalf (if requested) to ensure that both parties are meeting their requirements under the Data Protection Laws and tell Scottish Swimming immediately if asked to do something that infringes the Data Protection Laws; and
- indemnify Scottish Swimming against any prosecutions, claims, proceedings, actions or payments of compensation or damages, without limitation.

TRANSFER OF DATA

All personal data held by Scottish Swimming must not be transferred outside the European Economic area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

DOCUMENTATION AND RECORDS

Scottish Swimming keeps written records of processing activities, including:

- the name and details of Scottish Swimming;
- the purposes of the processing of personal data by Scottish Swimming;
- a description of the categories of individuals and categories of personal data processed by Scottish Swimming;
- categories of recipients of personal data with whom Scottish Swimming shares personal data;
- where relevant, details of transfers to countries out with the EU, including documentation of the transfer mechanism safeguards in place;
- details of how long Scottish Swimming keeps personal data; and
- a description of technical and organisational security measures put in place to keep personal data secure.

Scottish Swimming will issue privacy notices from time to time to ensure that individuals understand how their personal data is collected, used, stored, shared and deleted by Scottish Swimming.

THE RIGHTS OF INDIVIDUALS

Data subjects have the following rights in relation to their personal data:

- to be informed about how, why and on what basis that information is processed – as contained within Scottish Swimming's privacy notices;
- to obtain confirmation that their personal data is being processed by Scottish Swimming and to obtain access to it and certain other information, by making a subject access request;
- to have personal data corrected if it is inaccurate or incomplete;

- to have personal data erased if it is no longer necessary for the purpose for which it was originally collected / processed, or if there are no overriding legitimate grounds for the processing (this is sometimes known as the "right to be forgotten");
- to object to Scottish Swimming processing their personal data for direct marketing purposes or where the processing is in pursuit of Scottish Swimming's or a third party's legitimate interests;
- to restrict the processing of personal data where the accuracy of the data is contested, or the processing is unlawful (but the individual does not want the personal data to be erased), or where Scottish Swimming no longer needs the personal data but the individual requires the data to establish, exercise or defend a legal claim; and
- to restrict the processing of personal data temporarily where the individual does not think it is accurate (and Scottish Swimming is verifying whether it is accurate), or where the individual has objected to the processing (and Scottish Swimming is considering whether its legitimate grounds override the data subject's interests); and
- where an individual provides Scottish Swimming with personal data and we process it with their consent or under contract by automated means, the individual can request their personal data for their own reuse (a right to data portability).

Individuals can exercise any of the following rights by writing to Scottish Swimming at DP@scottishswimming.com or by logging on to their account at <https://scottishswimming.azolve.com/Account.mvc/LogIn>

Where staff receive a request from an individual that relates to their personal data and they are not authorised to handle such a request, staff must immediately notify the Data Protection Officer of the request. The Data Protection Laws only give Scottish Swimming one month to respond to requests so staff should not delay in notifying the Data Protection Officer of any request.

DATA PROTECTION OFFICER

The data protection officer is responsible for monitoring compliance with this policy and the Data Protection Laws, providing information and advice, and liaising with the ICO.

Scottish Swimming's Data Protection Officer is Francesca Carlo who will be supported by Harper Macloed. Francesca will report to the Board of Directors on all data protection matters.

DATA BREACHES

A data breach may take many different forms, for example:

- loss or theft of data or equipment on which personal data is stored;
- unauthorised access to or use of personal data either by a member of staff or third party;

- loss of data resulting from an equipment or systems (including hardware and software) failure;
- human error, such as accidental deletion or alteration of data;
- unforeseen circumstances, such as a fire or flood;
- deliberate attacks on IT systems, such as hacking, viruses or phishing scams; and
- 'blagging' offences, where information is obtained by deceiving Scottish Swimming.

Scottish Swimming will:

- make the required report of a data breach to the ICO without undue delay and, where possible within 72 hours of becoming aware of it, if it is likely to result in a risk to the rights and freedoms of individuals; and
- notify the affected individuals if a data breach is likely to result in a high risk to their rights and freedoms and notification is required by law.

It is important that staff report any suspected or actual data breach to the Data Protection Officer immediately. The Data Protection Officer will be responsible for recording and reporting data breaches.

POLICY REVIEW

As a strategic document, this Policy will be reviewed every three years. The next review will therefore take place in May 2021 or earlier to take account of:

- legislative, regulatory and good practice requirements;
- Scottish Swimming's performance; or
- the views of any stakeholder in the use of personal data.

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

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.

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

- 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.
- NO, I do not want Scottish Swimming/British Swimming to send me details of Swimming Events.
- NO, I do not want to receive an electronic copy of the Scottish Swimming Newsletter.
- 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 home webpage and selecting the 'hide' option, or by sending an email to 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 / 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.