



MEMBERS PACK

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MEMBERSHIP PACK

Preston Swimming Club is committed to providing the best possible opportunities for you or your child within the sport of swimming and we aim to be at the forefront of Club Development in England. As part of this we are working hard towards the Amateur Swimming Associations Club Accreditation scheme, Swim 21.

The membership pack is designed to provide all the information that parents' and swimmers need to know about the Club. It is being issued to all existing members and I would be grateful if you could complete all sections even though you may have already supplied this information previously.

Please return this information with your annual membership form and payment to your session coach or by post to:

The Membership Secretary

WELCOME

I am pleased to be able to take this opportunity to welcome you to the Preston Swimming Club, which was formed in 1884. This pack is designed to give you all the information you will initially need to know about the Club. However, if there is anything else you would like to know then please ask any Club Official.

Our aim is to provide the best possible opportunities for our members to achieve their potential within the sport of swimming up to and including International honours, with links to water polo, beginners synchronised swimming and biathlons. As well as training and competition, we also offer the opportunity to obtain qualifications for Coaching, Refereeing and Table Officials. This Club provides opportunities for both male and female at Youth, Junior and Senior levels.

We hold an Annual Presentation and Social evening where awards for every age group, male and female are presented. This is an opportunity to meet parents, swimmers and officials in a social setting.

I hope that you will enjoy being a member of Preston Swimming Club and that you will be able to take full advantage of all the opportunities we can provide.

Peter Mason
CHAIRMAN

CAN YOU HELP?

All staff within the Preston Swimming Club give up their time without pay and with the rapid expansion of the Club in all areas, volunteers are urgently required to assist with the management and day to day administration of the club in the following areas:-

- ❖ Team Managers – Youth, Junior and Senior Teams.
- ❖ Table Officials – Recorders, Timekeepers and Starters.
- ❖ Equipment Stewards – maintenance and care of Club equipment.
- ❖ Club Shop – Sale of club uniforms and costumes etc.
- ❖ Sport Science Support – Talk to swimmers and parents about nutrition, time management, psychology, injury prevention.
- ❖ Fundraising – Assist our existing social sub committee.
- ❖ Coaching – Undertake Club and ASA coaching courses, assist in coaching from beginner to senior level.

Training will be given for all positions and out of pocket expenses will be paid. Club uniform will be provided if necessary.

If you are able to help in any way, please contact us either in person or by email.

WHO GOVERNS OUR SPORT?

Preston Swimming Club is affiliated to the Amateur Swimming Association (ASA) through the North West ASA. Without this affiliation we would not be able to compete in the various competitions that we enter. The Amateur Swimming Association is our governing body and we are therefore constitutionally bound to abide by their rules.

The various competitions we enter each year also have their own rules and conditions.

WHAT COMPETITIONS DO WE ENTER?

- see club web site for up to date info on forthcoming events www.swimpreston.co.uk

ACHIEVEMENTS FOR 2007/8

COMPETITIVE

- SPEEDO LEAGUE PREMIER DIVISION FINALISTS
- MICRO-LEAGUE RUNNERS UP IN BOTH LEAGUE & SWIM-OFF
- TOP AGE GROUP CLUB IN THE NORTH LANCASHIRE AGE GROUP CHAMPIONSHIPS
- 2nd PLACE TEAM IN THE LANCASHIRE AGE GROUPS
- 25 SWIMMERS SELECTED FOR THE NORTH LANCASHIRE INTER-ASSOCIATION TEAM. THE TEAM WINNING FOR THE 5th TIME IN 6 YEARS
- SWIMMERS QUALIFYING FOR THE NATIONAL AGE GROUP FINALS
- 1 SWIMMER WINNING THE GOLD MEDAL IN BOYS 11YRS 100m BUTTERFLY
- SWIMMERS QUALIFYING FOR THE NATIONAL YOUTH CHAMPIONSHIPS
- SWIMMERS QUALIFYING FOR THE BRITISH CHAMPIONSHIPS
- SWIM 21 ACCREDITED IN FEBRUARY @ SKILL DEVELOPMENT LEVEL

TEACHING

- NEW NATIONAL PLAN FOR SWIMMING INTRODUCED & IMPLEMENTED ACROSS TEACHING PROGRAMME
- IMPROVED REGISTERS & ATTENDANCE SHEETS INTRODUCED.
- TEACHING MODEL INTRODUCED WHICH SUPPORTS THE CITY'S LEISURE SCHEME
- SWIM 21 ACCREDITED IN FEBRUARY 2008 @ TEACHING LEVEL

MEMBERSHIP

Annual Club Membership

The Preston Swimming Club has a membership fee, which is payable every January. This is separate to what you need to pay for training fees. The fees are categorised as Squads (including Water Polo and Synchro), Teaching and Adult Non-Swimmers. The membership fee is agreed at the Annual General Meeting held in November and takes effect from the following January. See below for current fees.

All membership fees are payable on January 1st in each year, a renewal form will be sent to you outlining your details and the fees payable. We operate a sliding scale of fees depending at what time of the year you join us for the first time.

Training Fees

Training fees are payable monthly by standing order. The fee payable is dependent on which squad you are invited to swim with. No reduction is applicable for holidays or missed sessions unless through unavoidable prolonged absence and by application to the Committee. The training fees are reviewed annual and any changes will be put into effect from January 1st. When this happens you will be notified and requested to adjust your standing order accordingly. The Preston Swimming Club operate an assistance policy in cases of financial hardship. To discuss this in confidence, please speak to either your Coach or any Committee member.

Swim Line

Who is the ASA Swim line for?

Swim Line is for anyone involved in swimming, including children and young people, who think that a child may be at risk

How it works

When you ring you hear a message. It asks if you wish to speak to someone urgently now, or if it would be convenient or safe for some to call back - you can press a number to transfer you to the NSPCC Child Protection Help Line.

Trained and experienced counsellors who will advise you and will act to protect children answer it.

If there is no problem with being called back and you prefer to speak to someone who understands swimming, leave your phone number and a convenient time for one of our Child protection Group to ring.

They are members of swimming clubs who work in child welfare as a profession and have volunteered to help this ASA programme.

If there is an issue which causes concern the ASA will act to protect the child.

Swim Line Facts

Swim Line calls are free and do not appear on itemised bills unless the call is made from a mobile phone. Swim Line does not use the 1471 code or any other call return or call display facilities. If you leave a message we aim to ring back during the next working day. If you phone over the weekend we will aim to contact you on Monday.

YOU CAN CALL THE FREE 24 HOUR NSPCC CHILD PROTECTION HELPLINE DIRECT ON 0808 800 5000

If you have a text phone you can call the NSPCC text phone on 0808 056 0566

RULES of Preston Swimming Club as ratified by the A.S.A January 2007

1. Name

- 1.1. The name of the Club shall be Preston Swimming Club

2. Objects

- 2.1. The objects of the Club shall be the promotion and encouragement, by teaching coaching and suitable competitions of Swimming, Water Polo, Synchronised Swimming and Biathlon. This will include internal club championships (swimming) and suitable external competitions (all disciplines). In addition the club will continue its partnership with the City of Preston Council by teaching children to swim.

In the furtherance of these objects:

- 2.1.1. The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age or political persuasion.
- 2.1.2. The Club will implement the ASA Equal Opportunities policy.
- 2.2. The Club shall be affiliated to the Amateur Swimming Association North West Region (and shall adopt and conform to the rules of such association), Lancashire County water Polo and Swimming Association and such other bodies as the Club may determine from time to time.
- 2.3. The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association ("ASA Laws") and in particular:
 - 2.3.1. All competing members shall be eligible competitors as defined in ASA Laws; and
 - 2.3.2. The Club shall in accordance with ASA Laws adopt the ASA Child Protection Procedures and shall recognise that the welfare of children is everyone's responsibility and that all children and young people have a right to fun, be safe and be protected from harm.
 - 2.3.3. Members of the Club shall in accordance with ASA Laws comply with the ASA Child Protection Procedures.
- 2.4. By virtue of the affiliation of the Club to the Amateur Swimming Association North West Region, the Club and all members of the Club acknowledge that they are subject to the laws and rules of:
 - 2.4.1. Lancashire County Water Polo and Swimming Association
 - 2.4.2. Amateur Swimming Association North West Region
 - 2.4.3. British Swimming (to include in particular the BS Doping Control Rules and Protocols and BS Disciplinary Code)
 - 2.4.4. FINA, the world governing body for the sport of swimming in all its disciplines (together "the Governing Body Rules")
- 2.5. In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.

3. Membership

- 3.1. The total membership of the Club shall not normally be limited. If however the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club.
- 3.2. All persons who assist in any way with the club's activities shall become members of the club and hence of the ASA and the relevant ASA membership fee shall be paid. Assisting with the club's activities shall include, but not be restricted to, administrators, associate members, instructors, teachers and coaches, whether employed, self employed or voluntary, Committee members, helpers, Honorary members, life members, officers, patrons, presidents, technical and non-technical officials, temporary members, vice presidents and verifiers or tutors of the ASA's educational certificates.
- 3.3. Paid instructors, teachers and coaches who are not members of the club must be members of a body which accepts that its members are bound by the ASA's Codes of Ethics, the Laws relating to Child Protection and those parts of the Judicial Laws, Judicial Rules and procedures necessary for their implementation and whilst

engaged in activities under the jurisdiction of the ASA shall be subject to all the constraints and privileges of the Judicial Laws and Rules.

- 3.4. Any person who wishes to become a member of the Club must submit a signed application to the Membership Secretary (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). Election to membership shall be determined by the Membership Officer. Other persons authorised by the committee may make recommendation as to the applicants' acceptability. The Membership Officer shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a "Review Panel" appointed by the committee comprised of not less than three members (who may or may not be members of the committee). The panel shall (wherever practicable) include one independent member nominated by the ASA North West Region. The person refused membership shall be entitled to make representations to the review panel. The procedures for review shall be at the discretion of the review Panel whose decision shall be final and binding.
- 3.5. The club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, age, sex, religion, disability, political persuasion or sexual orientation.
- 3.6. The club may refuse membership for good and sufficient cause such as conduct or character likely to bring the Club or Sport into disrepute.
- 3.7. All membership shall be renewed on an annual basis through the process of reapplication not later than 1st January in accordance with Rule 4.2.
- 3.8. The category of membership shall be in accordance with Rule 3.9.
- 3.9. The membership of the club shall be in the following categories:
 - 3.9.1 Senior Members, who shall be not less than 18 years of age, shall be eligible to hold office and to attend and vote at Committee and General Meetings.
 - 3.9.2 Junior Members, who shall be less than 18 years of age, shall not be allowed to hold office, attend meetings of the committee, unless by invitation of the committee or vote at Committee or General Meetings.
 - 3.9.3 Honorary Members, who shall be elected by the Committee, with the exception of the President or Vice President(s), for such a period as they think fit and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as officers or on the Committee unless any such person shall have retained in addition their ordinary membership of the club. Such Honorary members must be included in the Club's annual return as to membership.
 - 3.9.4 Life Members, who shall be elected at the Annual General Meeting on a recommendation made by the Committee in recognition of outstanding services rendered to the Club. Life Members shall be entitled to all the privileges of membership, shall not be members of the Committee, shall be eligible to attend General meetings with the power to vote and must be included in the Club's annual return as to membership.
 - 3.9.5 Associate Members, who shall be elected by the Committee in recognition of support or services rendered to the Club. Associate Members shall be entitled to all the privileges of membership including the right to vote at General Meetings, to hold office and be elected to the Committee and must be included in the Club's annual return as to membership. (If they are not given full privileges provide the exceptions.)
 - 3.9.6 Temporary Members, who are individuals granted temporary membership by the Committee by virtue of their participation in specific event(s) organised by the Club in conjunction with a club, body, association or organisation under the provision of the ASA Law on temporary membership.

4. Subscription and Other Fees

- 4.1. The annual members' subscription shall be determined by the committee and shall in so doing make special provision for different classes of membership.
- 4.2. The annual subscription and entrance fee (if any) shall be due on joining the Club and thereafter on the first day of January each year.
- 4.3. The coaching and squad fees shall be determined from time to time by the committee.

- 4.4. Any member whose subscription is unpaid by the date falling 30 days after [the due date for payment] may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made.
- 4.5. The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual ASA Membership Fees to the ASA on behalf of members, be consequential upon an increase in individual ASA membership fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.
- 4.6. The committee shall have the power in special circumstances to remit the whole or part of the fees, including ASA fees, to address social inclusion.
- 4.7.

5. Resignation

- 5.1. A member wishing to resign membership of the Club must give to the Secretary written notice of his/her resignation. A member's resignation shall only take effect when agreed by the committee and there is no financial commitment or disciplinary action outstanding against the individual and this (Rule 5.1) has been complied with.
- 5.2. Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than [two] months in arrear shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he/she shall be informed in writing that he/she is no longer a member by notice handed to him/her or sent by post to his/her last known address.
- 5.3. The club will inform the Amateur Swimming Association if a member resigns from Preston Swimming Club whilst having outstanding financial commitments to the club.

6. Expulsion and other Disciplinary action

- 6.1. The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for him/her to remain a member. The club in exercising this power must comply with the provisions of Rule 6.2 and 6.3.
- 6.2. The Club shall comply with the requirements and procedures of ASA Law for the handling of all internal club disputes. The laws governing internal disputes may occasionally be revised.
- 6.3. A member may not be expelled or (subject to Rule 6.4 below) be made the subject of any other penalty unless the panel hearing the dispute shall by a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the member.
- 6.4. The Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider club activities, when in their opinion; such action is in the interests of the Club. Where such disciplinary action is taken it shall be dealt with in accordance with ASA Laws and procedures.
- 6.5. The officials in charge of a particular event shall be responsible for the discipline required. If further action is required this is to be referred to the Disciplinary Sub-committee. The Disciplinary Sub-committee is to consist of five members, appointed by the management committee, of which three members must be present at the "Disciplinary hearing"
- 6.6. The management Committee reserves the right to expel or disqualify (or any other penalty imposed upon) any member by a majority of two thirds at any special meeting, provided notice of such expulsion or disqualification is given on the notice calling the meeting and the accused is invited to attend and speak, to call witnesses and to question witnesses called against him/her. Another person to assist in presenting his/her defence may accompany the member. If the alleged offence is also an infringement of ASA Law the club shall not deal with the matter but shall make a complaint to the ASA under the ASA Judicial laws and rules.

7. Committee

- 7.1. The Committee shall consist of the Chairman, Secretary, Treasurer, Membership Secretary, Water Polo Secretary, Competition Secretary, Synchronised Swimming Secretary and Publicity Officer and not more than 8 elected members all of whom must be members of the Club. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings as observers without power to vote.
- 7.2. The committee members shall be proposed, seconded and elected by ballot at the Annual General meeting each year and shall remain in office until their successors are elected at the next Annual general Meeting. The committee may fill any vacancy occurring by resignation or otherwise. Retiring members of the committee shall be eligible for re-election.
- 7.3. Committee meetings shall be held not less than once a month] (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be [such number as shall represent not less than a simple majority of the Committee members (to include not less than one Officer)]. The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than seven days written notice of a meeting. Decisions of the Committee shall be made by a simple majority [and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote. The Secretary, or in his/her absence a member of the Committee, shall take minutes.
- 7.4. In the event that a quorum is not present within thirty minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 11.1 shall not apply.
- 7.5. In addition to the members so elected the Committee may co-opt up to 4 further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall not be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present. Co-opted members must not be less than 18years old.
- 7.6. The Committee may from time to time appoint from among their number such sub-committees as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 7.7. The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club.
- 7.8. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner to be appointed by the members in General Meeting.
- 7.9. The committee shall have the power to make regulations and to settle disputed points not otherwise provided for in this constitution.
- 7.10. The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- 7.11. The committee shall ensure that the financial records and minutes of meetings are retained for a period of at least six years.
- 7.12. The committee shall maintain an accident book, in which all accidents to club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the ASA office. The club shall make an annual return to the ASA in the prescribed form.
- 7.13. At the first committee meeting following the Annual general Meeting the committee shall appoint delegates to attend the council meetings of the ASA North West Region, the Lancashire County Association and such other bodies and associations to which the club is affiliated, as required.

8. Child Welfare

- 8.1. The committee as required will appoint two Welfare Officers, who shall not be a member of the teaching or coaching staff, a family member of an officer, committee member or the teaching and coaching staff. The

welfare Officers shall not be members of the committee but shall report to the committee on all aspects of welfare concerning the members of the club.

8.2. All matters of child welfare shall be strictly confidential.

9. Officers

9.1. The Executive Officers of the club shall be the Chairman, Vice chairman, Secretary and Treasurer. The Officers of the club shall be the Membership Secretary, Water Polo Secretary, Competition Secretary, Synchronised Swimming Secretary and Publicity Officer.

9.2. The Executive officers of the club shall be proposed, seconded and elected [by ballot] at the Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring officers shall be eligible for re-election

9.3. The Annual General Meeting of the Club, if it thinks fit, may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the club and on election shall, ex officio, be an honorary member of the Club and must be included in the Club's Annual Return of Members to the ASA.

10. Annual General Meeting

10.1. The Annual General Meeting of the Club shall be held each year on a date falling within the period 1 November ("the Opening Date") and 30 November ("the Closing Date"). The date, time and venue for the Annual General Meeting will be fixed by the Committee.

10.2. The purpose of the Annual General Meeting is to transact the following business:

10.2.1. to receive the Chairman's report of the activities of the Club during the previous year;

10.2.2. to receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;

10.2.3. to remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he/she remain in office;

10.2.4. to elect the Officers and other members of the Committee;

10.2.5. to decide on any resolution which may be duly submitted in accordance with Rule.

10.3. Nominations for election of members to any office or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary not later than [10 October (i.e. 21 days before the Opening Date specified above)]. The nominee, proposer and seconder shall be required to append their signatures to the nomination form thereby showing his/her willingness to stand, propose or second the individual for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not less than 21 days before the [Opening Date].

11. Special General Meeting

11.1. A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Secretary within [28] days of receipt by him/her of a requisition in writing signed by not less than 7 members entitled to attend and vote at a General Meeting, stating the purposes for which the meeting is required and the resolutions proposed.

12. Procedure at the Annual and Special General Meetings

12.1. The Secretary shall personally be responsible for the handing out or sending to each member at their last known address written notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least [14] days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.

12.2. The quorum for the Annual and Special General Meetings shall be 7 members entitled to attend and vote at the Meeting. For the meeting to proceed at least one of the attendees must be an officer of the Club.

- 12.3. The Chairman, or in his/her absence a member selected by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 10.3. In the event of an equality of votes the Chairman shall have a casting or additional vote. Paid up members who have reached their [18th] birthday shall be entitled to be heard and to vote on all matters. [Members who have not reached their 18th birthday shall be entitled to be heard and vote only on those matters determined by the Chairman as matters concerning juniors.]
- 12.4. The Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 12.5. The Chairman shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

13. Alteration of the Rules and other Resolutions

- 13.1. The rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least [two-thirds] of members present and entitled to vote at the General Meeting. No amendment to the rules shall become effective until such amendment shall have been submitted to and validated by the ASA North West Region or at a subsequent date decided by the meeting.
- 13.2. Any member shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him not later than 10 October in the case of the Annual General Meeting or (in the case of a Special-General Meeting) 14 days before the date of the meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 12.1.

14. By-Laws

- 14.1. The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the well being of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

15. Finance

- 15.1. All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by [two of the three signatories who shall be the Chairman, Secretary and Treasurer.] Any moneys not required for immediate use may be invested as the Committee in its discretion thinks fit.
- 15.2. The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club, [save as set out in Rule 19.3.]
- 15.3. The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member or employee of the Club and to any other person or persons for services rendered to the Club.
- 15.4. The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee think fit.
- 15.5. The financial year of the Club shall be the period commencing on 1st September and ending on 31st August. Any change to the financial year shall require the approval of the members in a General Meeting.

16. Borrowing

- 16.1. The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion [up to such limits on borrowing as may be laid down from time to time by the General Meeting] for the general upkeep of the Club or with the [prior] approval of a General Meeting for any other expenditure, additions or improvements.

16.2. When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.

16.3. The Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.]

17. Club Championships

17.1. The Club shall hold its Championships each year. The rules/conditions for the Championships shall be determined by the Committee.

18. Property

18.1. The property of the Club, other than cash at the bank, shall be vested in not more than four Custodians. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.

18.2. The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

18.3. The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

19. Dissolution

19.1. A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least [three - quarters] of the members present and entitled to vote.

19.2. The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

19.3. Any property remaining after the discharge of the debts and liabilities of the Club shall be given to a charity or charities (or other non-profit making organisation having objects similar to those of the Club for the furtherance of such objects) nominated by the last Committee.

20. ACKNOWLEDGEMENT

20.1. The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each

CODE OF CONDUCT

This document sets down the conduct expected of all members of the Preston Swimming Club.

Statement

The Club adopts and operates under the policies of the ASA, the ASA Code of Ethics and Child Protection procedures and guidelines, the full policy documents and procedures can be found on www.britishswimming.org.

1. Personal Appearance:

- a. This shall be appropriate to the activity undertaken and shall be advised by the Coach or Team Manager.
- b. Team Kit shall be worn as instructed by the Coach or Team Manager for all swimmers and Staff at galas and other club events.

2. Attendance:

- a. Swimmers and staff should be on poolside in time to start the session promptly.
- b. Swimmers should attend all training sessions as directed by their Coach.
- c. Swimmers will commit to participating where possible, in regular fitness/swim sessions so that their fitness is of the correct standard to participate fully in galas and other events.
- d. For away galas and other events, accommodation and transport allocated by the Coach or Team Manager must be used. The Coach must be informed of any alternative arrangements made by the swimmer and the expenses met by the individual.

3. Behaviour and Personal Conduct:

- a. Behaviour and conduct should be of a high standard and reflect well on the Club and the sport.
- b. Any swimmers or staff who participate in any promotional or sponsorship activity should conduct themselves to the highest possible standard, which reflects favourably on themselves, the Club and the sport.
- c. Language should always be appropriate and socially acceptable.
- d. The consumption of alcohol is prohibited to all swimmers under the age as defined by UK law. All other swimmers should abide by the Coaches and Team Managers guidelines.
- e. Drugs and illegal substances are prohibited. If you are in any doubt about the medication you are taking then please check it out on the UK Sport website at www.uk sport.gov.uk/did/.
- f. All swimmers currently on medication should have recorded this information on their Annual Consent/Health Declaration Form. This is especially true for swimmers who suffer from asthma. Swimmers who take any additional medication during the year should notify their Coach or Head Coach. Swimmers are required by ASA law to comply with any random doping tests that an events organiser deems necessary.
- g. Any swimmers suffering from an injury that will prevent them from fully participating in the Club's training should notify their Coach immediately and work with them to devise a timetable of recovery.
- h. Any instances of bullying should be reported to the swimmer's Coach, who should deal with the situation or refer it to the Head Coach or any committee member for further guidance. In any instances of staff bullying, this should be referred directly to the Head Coach who may refer this to the committee or directly to any committee member.

Sanctions

All breaches of this code of conduct should be dealt with by the swimmer's Coach or Team Manager in the first instance. If there are repeated breaching of the Code of Conduct, the Coach may refer this to the Club Committee and action taken as is deemed necessary as outlined in the Club Constitution.

PRESTON SWIMMING CLUB PARENT'S GUIDE

The role of a parent is one fraught with difficulty at every turn. What follows is a guide to parents of young swimmers and those new to the sport, to help the swimmer enjoy his or her sport as much as possible and become the best they can be.

Remember that swimming is a process. Your children are there primarily to enjoy the sport. As they swim, they will learn some lessons of life. They will learn discipline, commitment, motivation, teamwork, goal setting, how to stick to the task in hand, how to win and how to lose, in an enjoyable safe environment.

Everyone appreciates that, as a parent, your support and interest is vital to your child's participation. Without your services as taxi driver, organiser and lifestyle manager, cook, supporter, confidence booster and piece picker upper, not only would there be no sport for your child, there would be no sport.

However, as you take an interest and as your child improves, sometimes a mother or father can become over involved and inadvertently put pressure on the child to train harder than they want to, or to win at the expense of enjoying taking part. You may find yourself taking your child's sport more seriously than they are.

Read through the questions below.

- Do you want your child to win competitions more than she or he does?
- Do you show your disappointment if she or he has a bad result?
- Do you feel that you have to "psyche" your child up before a competition?
- Do you feel that your child can only enjoy sport if she or he wins?
- Do you conduct 'post mortems' immediately after competition or training?
- Do you feel you have to force your child to go training?
- Do you find yourself frequently wanting to interfere during training or competition thinking that you could do better?
- Do you find yourself disliking the competitors swimming against your daughter or son?

If you have answered yes to any of these questions, you may be putting unnecessary pressure upon your child, which could lead to his or her eventual rejection of the sport or even lasting damage to your parent/child relationship.

PRESTON SWIMMING CLUB PARENT'S CODE OF CONDUCT

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding the good performances of **all**.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' judgments.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Respect your child's coach or teacher when they give advice or instruction concerning swimming.

P.S.C. Committee

ASAGB DOPING CONTROL RULES AND PROTOCOLS

This article is meant to provide you with a little more information about the Doping Control Rules. If you need to find out more then visit the ASA website at <http://www.britishswimming.org>

There is a very formal protocol in place, prescribed by the Federation Internationale de Natation Amateur (FINA) and adopted by the ASA bodies in the UK. This protocol defines very strict rules for the carrying out of doping tests at competitions and following the setting of national records.

What is important to realise is there is a whole variety of substances that are banned from use (either totally, or via certain methods of ingestion). These substances are listed as follows: -

In competitions...

- A. Stimulants
- B. Narcotics
- C. Anabolic agents
- D. Diuretics
- E. Peptide Hormones, mimetics and analogues
- F. Cannabinoids
- G. Beta-blockers (in Diving and Synchronised swimming)
- H. Corticosteroids
- I. Local anaesthetics

And prohibited at all times

- A. Anabolic agents
- B. Diuretics
- C. Peptide hormones, mimetic's and analogues

The penalty for being found in breach of the rules are varied ranging from suspension to life ban, further the publicity associated with such breaches are at the least embarrassing.

It is therefore important that all swimmers understand the rules, which are well defined.

A copy of these rules is available from **Preston Swimming Club**.

POLICY FOR RECRUITING VOLUNTEERS

The Club is constantly in need of volunteers to act as table officials and timekeepers and to that extent, we do run courses from time to time.

A volunteer is a person who performs or offers to perform voluntary service, undertaken or brought about by free choice or willingly accepted.

Volunteers are used within the Club framework to enhance all aspects of the Club life and activities.

- ❖ Coaching
- ❖ Poolside Assistance
- ❖ Table Officials
- ❖ Team Managers
- ❖ Social Events Organisers
- ❖ Club Administration
- ❖ Event Management

The recruitment of volunteers will continue to be an ongoing commitment by the Club. Volunteers will be recruited by varying methods.

- ❖ The Committee will actively seek volunteers to fill empty positions within the Committee by advertising on the notice board or by personal invitation.
- ❖ The members at the AGM will elect volunteers to positions of responsibility on the Committee.
- ❖ Membership forms will ask members families if they are willing to volunteer, or if there are any areas of expertise they could offer.
- ❖ Coaches will ask members/family to volunteer to undertake tasks specific to their squad/age group.
- ❖ Social Committee will advertise events on the notice boards and ask for volunteers where necessary.
- ❖ For any County/District/Country events requiring assistance, volunteers will be requested by newsletter, email or by notice on the notice boards.
- ❖ Any person contacted with the Club offering voluntary help will, where appropriate have their offer accepted.
- ❖ All the above will be subject to the current Club policy (in line with the ASA) on Child Protection.
- ❖ Volunteers will be registered with the ASA and covered by ASA insurance.

We at Preston Swimming Club acknowledge, admire and depend upon the assistance of volunteers to continue to run and develop the Club and wherever possible, will ensure that they are personally thanked by the appropriate Club Officials. All volunteers will be given suitable assistance and support.

PHOTOGRAPHIC POLICY

Re: Use of Photographic/Filming Equipment:

Preston Swimming Club in accordance with guidelines set out by Preston Leisure strive to provide the utmost protection for the children and young people taking part in all of their competitions, events and programmes. This is achieved by any member of the public or press attending Preston Swimming Club programmes having to register their camera/video recorder or any other equipment capable of recording images eg. Mobile phones with the programme manager on entry at the event, or if need be, being informed of a total ban on taking images. Anybody refusing to do so will **NOT** be admitted to the area of activity. People operating registered equipment will be given an official sticker that **MUST** be displayed at all times and a list of fixtures or teams that have exercised their right to have no images taken of their children. Furthermore, we give the opportunity to all schools, community groups and individuals to request that no images be taken of their respective children either as a group or as individuals.

GUIDELINES FOR USE OF PHOTOGRAPHIC/FILMING EQUIPMENT AT SPORTING EVENTS

There is much public concern around Child Protection issues and strict policies on photography have been adopted by national sporting agencies. The procedures here are an attempt to blend these legitimate concerns with the need for workable solutions and to find middle ground. In light of this, Preston Swimming Club would request all members of the press and public to abide by the following photography procedures for the safety of all those involved in their activities.

- ❖ Press photographers should inform the organisers in advance if they intend to come to any event. Equipment must be registered when press accreditation is issued. Cameras or any other equipment capable of recording images eg. mobile phones, are not allowed on the premises of any of the venues unless they have been registered.
- ❖ There are a small number of young people who do **not** (for a number of reasons) wish to have their photograph taken under any circumstances. We have decided that these children (or their parents/guardians) will need to make press photographers aware if they do not want their photographs taken and we would expect members of the press to respect these wishes. Any photographs used by event organisers for their publicity and promotion in future will be checked with parents in advance to gain their consent.
- ❖ No individual young person(s) may be taken away from the main public places at the pool for the purpose of photography unless they are chaperoned by an official at all times.
- ❖ Wherever possible, the names of young people should not be printed together with photographs. Alternative captions could include such statements as "Preston Swimming Club Sharks team celebrates their victory".
- ❖ If, in the opinion of the publication concerned, it is necessary to include the name of a young person, this should be limited to the name of the young person and the Club/Squad, which they represent. In no circumstances should a caption include specific information about where the child lives or which school they attend.
- ❖ If a young person becomes the subject of a particularly newsworthy story due to an outstanding performance etc, then we would ask that any reporter liaise with the parents of the person, if present, or the young person's Coach or Team Official to pursue the story.

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sport-people in vulnerable positions. All Clubs/Coaches/Officers should be vigilant and any concerns should be reported to Preston Swimming Club Welfare Officers (Paul Watson and Adele Bridge).

If you do not agree to photographs being taken then please inform your child/swimmer's Coach or indicate on the Membership Form.

EQUITY POLICY

Preston Swimming Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sport equity:

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

Preston Swimming Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

Preston Swimming Club is committed to everyone having the right to enjoy sport in an environment free from threat or intimidation, harassment or abuse.

All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

Preston Swimming Club will deal with any incidence of discriminatory behaviour seriously, according to the Club's disciplinary procedures.

CHILD PROTECTION POLICY

Preston Swimming Club has adopted and fully endorses the ASA Child Protection Policy as detailed in Child Welfare in Swimming – Procedures and Guidelines published April 2004. If you would like to view this publication please contact the Welfare Officers.

The above child protection procedures stem from the following principles:

- ❖ The child's welfare is the first consideration.
- ❖ All children regardless of age, any disability, gender, racial origin, religious belief and sexual identity have the right to enjoy sport free from all forms of abuse or sexual exploitation.
- ❖ The ASA and Preston Swimming Club have a responsibility for the welfare of children and young people who take part in our sport.
- ❖ The ASA have a responsibility to maintain confidentiality in all cases involving child protection in line with the current legislation.
- ❖ The ASA and Preston Swimming Club will not tolerate poor practice in dealing with child welfare.

At Preston Swimming Club we seek to provide a safe environment for all our members to enjoy our sport. All Coaching Staff and Team Managers are registered as Helpers with the ASA. The ASA, as part of updating of records, will be conducting CRB checks on all existing Registered Helpers. It is now policy that new helpers are automatically asked to complete a CRB form on registering.

If you have any concerns regarding the above then please contact in the first instance the Club Welfare Officers (Paul Watson and Adele Bridge) or via the help lines below.

Amateur Swimming Association
Swimline

Legal Affairs

Tel: 01509 221350
Tel: 0808 100 4001

PRESTON SWIMMING CLUB – STANDING ORDER

To pay by Standing Order for the period from date commenced until changed or stopped **by you**, please:

1. Ensure that the correct monthly payment is completed on **both parts** of the form.
2. Complete the account number and then **sign and date** the standing order.
3. Send it to your bank to arrive as soon as possible.
4. If you have any questions whatever about your payments to Preston Swimming Club, please contact the Treasurer (via one of the Sunday desks giving an evening phone number if you prefer).
5. Retain the **top** part of this sheet for future reference.

Monthly payments are to be taken from date commenced until further notice.

NB. These represent sessions from date commenced, so you are paying at the beginning of the month for the PREVIOUS month.

One standing order can cover **all** your children **regardless** of which section they are in.

Use this space to calculate your monthly payments:

	Child 1	Child 2	Child 3	Child 4		
Teaching	_____ +	_____ +	_____ +	_____	=	_____
Squads	_____ +	_____ +	_____ +	_____	=	_____
Water Polo	_____ +	_____ +	_____ +	_____	=	_____
				<u>TOTAL</u>	=	_____

YOU KEEP THIS SECTION

Cut here -----

PSC PSC PSC PSC PSC **PLEASE SEND TO YOUR BANK** PSC PSC PSC PSC

BANKER'S STANDING ORDER

Please debit my/our account no: _____ (sort code: __-__-__)

By the sum of £ __ : __ and transfer same,

To the credit of **PRESTON SWIMMING CLUB, ACCOUNT NO: 26160302** held at the **PRESTON** branch of **YORKSHIRE BANK PLC** (sort code: **05-06-74**) on the fifth day of every month commencing _____, or as soon as possible thereafter, continuing until further notice.

This cancels any existing standing order between the said accounts.

Signed:

Date:

CLUB SHOP PRICE LIST

PSC SWIM HAT			£5.00
PSC T-BAG		M, L, XL	£15.00
CLUB COSTUME	NAVY/RED TRUNKS	26-32	£9.00
	NAVY/RED TRUNKS	34-36	£13.00
	NAVY/RED SWIMSUIT	26-32	£13.00
	NAVY/RED SWIMSUIT	34-36	£15.00
PSC WHITE POLO SHORT	S, M, L, XL	£10.00	
PSC NAVY 'HOODIE' SWEATSHIRT		S, M, L, XL	£20.00
PSC NAVY SWIM HOLDALL		£20.00	
PSC NAVY TRACKSUIT	146cm-176cm	£30.00 Adult	£40.00
KIT/NET BAG			£6.00
KICKBOARD			£5.00
PULL BOUY			£5.00
HAND PADDLES			£5.00
GOGGLES			£6.00
WATER BOTTLE			£4.00
BADGES			£2.30