

STEP ROCK AMATEURS SWIMMING CLUB
CONSTITUTION, BYE-LAWS AND REGULATIONS
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CONSTITUTION

C1.0 NAME

C1.1 The Club shall be called Step Rock Amateurs Swimming Club.
(Hereinafter referred to as the Club)

C2.0 OBJECTIVES

C2.1 The objectives of the Club shall be to:-
a) Advance the public participation in Aquatic Sports by promoting and managing the teaching, knowledge and practice of one or more Aquatic Sports, in accordance with paragraph C2.1 of the SASA Constitution where relevant.

C3.0 MEMBERSHIP

C3.1 The membership shall consist of the following categories:-

- a) Adult Member
An Adult is an individual 16 years and over, as recognised in Scots Law.
- b) Junior Member
A Junior is an individual not recognised in Scots Law as an adult and not as defined in Scottish Swimming Company Rule R4.5.6.
- c) Life Member

C3.2 Membership fees and monthly subscription 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 March in each year and those of new members on the date of acceptance for membership.

C3.2.2 Monthly subscription fees shall become due from the date of acceptance of membership.

C3.2.3 Members not renewing their membership by 30 April will be deemed to be non-members and will be notified in writing accordingly. The Management Committee shall have the discretion to waive or amend this timescale.

C3.2.4 All members will be excluded from taking part in any of the Clubs activities, competitions or meetings until their annual membership fee is paid.

C3.2.5 All members will be excluded from taking part in any of the Club's activities, competitions or meetings until their monthly subscription fees are 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 in writing of the reason and of their right of appeal to Scottish Swimming.

C4.0 GOVERNANCE

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

C5.0 MEETINGS

C5.1 General

- C5.1.1 Notices
At least 30 days notice and the Agenda shall be given to all Adult members of any General Meeting
- C5.1.2 Attendance
All Adult Members and Life Members are entitled to attend, take part and vote unless specifically excluded from doing so by the Club's Constitution.
- C5.1.3 Voting
a) With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at General Meetings.
b) Voting shall be by a show of hands unless decided otherwise by a majority of those attending the meeting.
- C5.1.4 Quora
The quorum at General Meetings shall be two Officers of the Club plus eight members eligible to vote.
- C5.1.5 Changes to the Constitution and Bye-Laws
a) A proposal to change the Constitution or Bye-Laws must be submitted in writing to the Secretary, signed by two members eligible to vote at a General Meeting.
- C5.1.6 Conduct of Business
The conduct of business shall be in accordance with Bye-laws Section BL2.1.

C5.2 Annual General Meeting (AGM)

- C5.2.1 The Club shall hold an Annual General Meeting in the month of November to:
- a) Approve the minutes of the previous year's AGM.
 - b) Receive reports from the President and Secretary.
 - c) Receive a report from the Treasurer and approve the Annual Accounts.
 - d) Receive a report from the Auditor(s) / Independent Examiner(s).
 - e) Elect Management Committee Members.
 - f) Appoint Auditor(s) / Independent Examiner(s) for the Club's Accounts.
 - g) Consider changes to the Constitution.
 - h) Consider changes to the Bye-Laws.
 - i) Present Life Membership(s).
 - j) Deal with other relevant business

- C5.2.2 The Secretary shall give written notice of not less than 30 days prior to the date of the AGM. This notice shall be published on the Club notice board and circulated to all Adult and Life Members.
- C5.2.3 Appended to the notice of intimation of an AGM shall be the Agenda, minutes of the last AGM, a note of the process governing alteration to the Constitution, Bye-Laws and nomination for the Management Committee.
- C5.2.4 Nominations for Officers of the Club and other members of the Management Committee shall be submitted in writing, signed by two Adult Members and the nominee, to the Secretary no later than 20 October. Alternatively the nominee and members may email the Secretary separately proposing and agreeing to the nomination, respectively.
- C5.2.5 Proposed alterations to the Constitution and Bye-Laws and notices of motion must be received by the Secretary not later than 20 October.
- C5.2.6 Having received all nominations and proposed alterations, the Secretary shall arrange for this information to be displayed on the Club notice board at least 7 days before the meeting.
- C5.2.7 The business for an AGM shall include:
a) President's Remarks
b) Apologies for Absence
c) Approval of minutes from previous AGM & matters arising.
d) Hon. Secretary Report
e) Coaches' Reports
f) Financial Report
g) Proposed changes to Constitution
h) Proposed changes to Bye-Laws
i) Election of Management Committee Members
j) Appointment of Auditors / Independent Examiners
k) Appointment of Honorary President & Honorary Vice President(s)
l) Life Membership Awards)
m) Other relevant business
- C5.3 Extraordinary General Meeting (EGM)
- C5.3.1 An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least eight Adult Members of the Club. The Management Committee shall also have the power to call an EGM by decision of a simple majority of its members.
- C5.3.2 The Secretary will give notice, in writing of all Extraordinary General Meetings, stating the Agenda, to all Adult and Life Members at least 14 days prior to such meetings being held.
- C5.3.3 The order of Business for an EGM shall be:
a) President's Remarks
b) Apologies for Absence.
c) Business to be transacted of which due notice has been given.
- C5.3.4 No business shall be transacted at the EGM other than business of which due notice has been given.

C6.0 **AWARDS**

C6.1 Life Membership

- C6.1.1 Life membership may be presented to person(s) who have given outstanding service, over many years, to the Club and shall be presented at the Annual General Meeting or at any other time decreed suitable by the Management Committee.
- C6.1.2 A recommendation for Life Membership may be made by any Adult or Life Member to the Secretary for submission to the Management Committee.
Full details of the nominee's service should be included with the recommendation.

C7.0 **TROPHIES**

- C7.1 All trophies belong to the Club in perpetuity and cannot be won outright.
- C7.2 The Club Honorary Treasurer shall act as Trustee of Club Trophies.
- C7.3 The winner of a Club trophy shall guarantee safe custody and return of the trophy when requested by the Management Committee.
- C7.4 The Club shall be responsible for arranging and funding the engraving of the winners name on all Club trophies.

C8.0 **DISSOLUTION**

- C8.1 In the event of the dissolution of the Club, any funds, property and other assets shall not be distributed amongst the members of the Club in any way whatsoever, but shall be applied towards the objectives of Scottish Swimming.
- C8.2 So long as eight Adult Members agree to support the Club it cannot be dissolved.

BYE-LAWS

BL1.0 MANAGEMENT

- BL1.1 The affairs of the Club shall be conducted by a Management Committee which shall consist of the Officers of the Club plus six other Adult Members and those ex-officio members set out in Bye-Law BL1.5.1
- BL1.2 The Officers of the Club, who shall be Honorary, shall consist of a President, Vice-President, Treasurer and Secretary who shall be elected at an Annual General Meeting, as shall be the said Adult Members.
- BL1.3 If the post of any Officer or Adult committee member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy.
- BL1.4 All Management Committee members shall be Adult members of the Club.
- BL1.5 Management Committee
- BL1.5.1 The Management Committee shall comprise the Officers of the Club (as defined in paragraph BL1.2), the Membership Secretary, five other Adult members. The Head Coach and any Lead Coaches of individual squads, as agreed by the Head Coach, shall be ex-officio members.
- BL1.5.2 The Management Committee shall have the authority to co-opt additional Committee members beyond those set out in BL1.5.1, provided that such appointments are approved by a General Meeting.
- BL1.5.2 The term of office for President, Vice-President, Secretary and Treasurer shall be two years, two retiring annually in rotation.
- BL1.5.4 The term of office for the other Adult Members shall be one year.
- BL1.5.5 Retiring members of the Management Committee may offer themselves for re-election.
- BL1.5.6 Management Committee member(s) elected or co-opted to fill a vacancy part way through a term of office shall retire in sequence with the original order of rotation.
- BL1.5.8 The Management Committee shall be responsible for:
- a) The organisation and control of all members during Club hours or activities.
 - b) The appointment of coaches and instructors.
 - c) The selection of members to represent the Club.
 - d) The handicapping of Club events as necessary.
 - e) The organisation of swimming activities as may be requested by other bodies.
 - f) Considering and approving or otherwise nominations for Life Membership of the Club.
- BL1.5.9 The Management Committee shall appoint such sub-committees as may be considered necessary.
- BL1.5.10 The Management Committee shall appoint at least one Child Protection Officer (CPO) who has attended a Scottish Swimming approved training course.

BL2.0 MEETINGS

BL2.1 Standing Orders

- BL2.1.1 At all meetings, if a quorum is present, the Chair shall be taken not later than fifteen minutes after the appointed time of the meeting.
- BL2.1.2 All Members when called to order at any meeting or gathering of the Club and not complying to the "rule of order" shall be expelled from the meeting.
- BL2.1.3 The Chair at all meetings of the Club shall be the President
In the absence of the President, 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.
- BL2.1.7 The minutes of all meetings will be circulated to Adult and Life Members.

BL2.2 Management Committee Meetings

- BL2.2.1 The club shall hold Management Committee Meetings no less frequently than every 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 seven Adult Members of the Club.
- BL2.2.3 A quorum for Management Committee Meetings shall be five Committee members at least two of whom must be Officers of the Club.
- BL2.2.4 The business of the meeting shall be enacted in accordance with Section BL2.1.
- BL2.2.5 Notice of the date, time and venue of each committee meeting shall be published on the Club notice board at least 7 days prior to the meeting.
- BL2.2.6 Adult Members who are not members of the Committee, may attend, but may only participate with the agreement of the Chair.
- BL2.2.7 All Committee members shall have a deliberative vote.

BL3.0 CLUB POLICIES AND PROCEDURES

- BL3.1 The Club has policies and procedures covering many aspects of the running of the Club. These are included as appendices to the governance documents and are deemed to be part of the Club regulations.
- BL3.2 The current policies and procedures which are part of the regulations are listed under appendices in the index.

BL4.0 FINANCE & ACCOUNTS

- BL4.1 The financial year shall run from 1st October to 30th September each year.
- BL4.2 The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.
- BL4.3 The Accounts shall be audited / examined by an independent person(s) elected annually at the Annual General Meeting.
- BL4.4 All cheques drawn against the Club's funds shall be signed by a minimum of two Officers of the Club. The Management Committee may authorise other Committee members to act as an Officer for this purpose, provided always that at least one of the signatories is an Officer of the Club in terms of BL1.2.
- BL4.5 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.
- BL4.6 All adult members of the Club shall be jointly responsible for the financial liabilities of the Club
- BL4.7 Any surplus of the Club's income will be re-invested in the Club and not distributed to its members.
- BL4.8 The Treasurer shall arrange for the Auditor(s) / Independent Examiner(s) to examine and certify the accounts and balance sheet before presentation of a certified summary to the AGM.
- BL4.9 The Treasurer shall submit a budget, to the last meeting of the Management Committee prior to the AGM, for the following financial year.
- BL4.10 The Treasurer shall submit a financial statement to the Management Committee no less frequently than every 3 (three) calendar months.
- BL4.11 All outgoing payments shall be made by cheque, signed in accordance with paragraph BL4.4.
- BL4.12 Outgoing payments may also be made by the Treasurer using online banking provided always that they are supported by a written request from a Coach or a written request / approval by a member of the Management Committee. All such payments shall be reported to the next meeting of the Management Committee.
- BL4.13 Online payments to lifeguards may be made at the end of each month when supported by payroll information prepared by an external accountant.
- BL4.14 The Treasurer shall ensure that officers or committee members who demit office are removed as signatories promptly. In the event of a change in the office of Treasurer, the incoming Treasurer shall promptly remove the outgoing Treasurer as signatory and shall ensure that a new online banking registration is completed.

BL5.0 DISCIPLINE, GRIEVANCES, COMPLAINTS AND APPEALS

BL5.1 Discipline and general provisions

- BL5.1.1 The Management Committee may take action (e.g. fine, suspend or cancel membership) against any Club Member proved guilty of conduct or breach of the Constitution, Bye-laws, Regulations which is detrimental to the interests or aims of the Club or for acting in such a manner as to bring disrepute to the Club. Such action shall only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspension & Fines sections of the Scottish Swimming Governance Documentation have been applied.
- BL5.1.2 All Grievances, Complaints and Appeals, except for doping, child abuse or alleged criminal offences, shall be dealt with in accordance with Sections BL5.2, BL5.3 and BL5.4.

- BL5.1.3 Grievances and Complaints involving doping, child abuse or other criminal offences shall be referred to the Scottish Swimming Chief Executive within 48 hours, in accordance with SS Company Rule R12.1.4.
- BL5.1.4 The Management Committee may Suspend, from activities wholly within its own jurisdiction, impose a Fine or Expel a member as a means of discipline.
- BL5.2 Grievances
- BL5.2.1 A Grievance, which is a formal expression of dissatisfaction or allegation of unfair practice in connection with the management of the Club, can be made by:
- a) Any member of the Club
 - b) A parent or guardian on behalf of a Junior member as defined in paragraph C3.1(b)
 - c) Any Individual
- BL5.2.2 A grievance is made in writing to the Club Secretary, not later than 30(thirty) days after the incident.
- BL4.2.3 An Enquiry Panel will be set up by the club to consider the grievance in accordance with the Club Regulations.
- BL5.2.4 If the decisions of the Enquiry Panel do not satisfy the person who made the grievance, that person shall have a right of appeal to Scottish Swimming in accordance with Section BL4.4.
- BL5.3 Complaints
- BL5.3.1 A complaint is a formal expression of dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by Scottish Swimming.
- BL5.3.2 A complaint must be made in accordance with SS Company Rules, Section 12.
- BL5.4 Appeals
- BL5.4.1 An appeal may be made against decisions taken by the Club in respect to the outcome of a submitted grievance or against decisions taken by a National Enquiry Panel.
- BL5.4.2 An appeal must be made in accordance with SS Company Rules, Section R.14.
- BL6.0 **CLUB CHAMPIONSHIP**
- BL6.1 The Club Championship will be held annually on the second Saturday in March, or such other date as may be agreed by the Management Committee.
- BL6.2 The categories of competition and eligibility of competitors will be decided by the Management Committee, after due consultation with the Head Coach.
- BL6.3 Members who have joined from other clubs after 1 November of the preceding year are ineligible for awards at the Club Championship but are encouraged to participate.

APPENDICES

APPENDIX 1

Grievance Procedure

If you are dissatisfied with any matter affecting the Club, i.e. the coaching programme provided by the Club, your role within the Club (if any), the swimming programme, general supervision within the Club, or any other matter directly affecting the Club's activities, then you should in the first instance:

- Raise the matter informally with the Head Coach or with the lead coach for the relevant session or in their absence the President, if it relates to any coaching, training, swimming programme or supervision matter.
- If it relates to any other matter affecting the Club's activities raise it informally with any member of the Club Management Group.

If you are dissatisfied with the response given or decision made you should raise the matter with the Club Management Committee by writing to the Club Secretary giving details of your concerns and why you are unhappy with the response or decision given.

The Management Committee will normally consider your letter at the first available meeting and will investigate and discuss the matter as required and will undertake to consider and determine all matters as quickly, fairly and as reasonably as possible.

The Management Committee will normally advise you of their decision in writing within 14 days of the meeting and will endeavour also to advise you in writing of any further developments in relation to the grievance raised.

If you are dissatisfied with the Management Committee's decision, you will have the right to appeal within 14 days of notification and should do this in writing to the Club President.

The Club President will consider the whole matter anew including your letter of appeal and may carry out further investigation or discussion at his/her discretion and will determine the matter by one of the following

- By upholding the original decision.
- By upholding your letter of appeal
- By substituting his own decision in the matter.

The President will advise you of his/her decision in writing within 14 days of receiving your letter of appeal.

**Procedure issued by Management Committee
Step Rock Amateurs Swimming Club
November 2015**

APPENDIX 2

CHILD PROTECTION POLICY STATEMENT

We, the Club, believe that Good Practice at Club is as follows:

1. The welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in swimming – administrator, Club official, coach, parent, friend, children themselves, everyone – can help. Children and young people have a lot to gain from swimming. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Swimming provides an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. The Club will place the needs of the child first and winning and competition second.
2. The underlying principles with respect to Child Protection are that:
 - The child's welfare 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 Child Protection Policy and Procedures. 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, complete a Club Registration Form, sign a Code of Conduct and complete PVG Scheme Application (if in a regulatory position) and a Self Declaration Form in relation to Child Protection,
 - provides clear, comprehensive, easily understood procedures for dealing with - allegations of abuse - requests for help and support on a confidential basis,
 - is committed to an equitable recruitment selection policy for coaches,
 - will always emphasise fair play.
5. Our Child Protection Officer is:

The person's name is Annmarie Gillespie

Tel: 07587143079 Email: annmariegillespie@hotmail.co.uk

**Policy Statement issued by Management Committee
Step Rock Amateurs Swimming Club
November 2015**

APPENDIX 3

RECRUITMENT & SELECTION POLICY - VOLUNTARY MEMBERS

All potential volunteers – e.g. coaches, teachers, officials, sports leaders and committee members, shall be recruited following the guidelines set out below.

Paid positions should be subject to a more structured advertising and interview procedure in accordance with any legal requirements.

Interview

An informal interview will take place to discuss the requirements of the post, anticipated commitment and relevant experience. This is an informal process, allowing questions and answers to be exchanged.

Self-Declaration

All helpers in a regulatory (child care) position will be asked to complete the Self Declaration Form, showing any previous convictions or investigations. Only the Child Protection Officer will have access to this information, and not all convictions or investigations deem people unsuitable to work with children.

Referees

Two references should be sought for all new applicants. These people should be able to comment on your ability to work with children and must not be relatives.

PVG Scheme Membership

All helpers in a regulatory (child care) position shall be required to complete a PVG Scheme Membership or PVG Existing Scheme Membership application form through Scottish Swimming. This form is a small part of our recruitment process and it is essential that we follow best practice. This is also an opportunity for applicants to provide evidence of their identity.

General

All volunteers will be expected to become members of the club and Scottish Swimming, our National Governing Body of Sport and to sign and agree to a Code of Conduct. Volunteers will then be bound by the rules and disciplinary procedures of the club and Scottish Swimming.

**Policy issued by Management Committee
Step Rock Amateurs Swimming Club
November 2015**

APPENDIX 4

Equal Opportunities Policy

The Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of sports equity:

Equal opportunity in sport is about fairness, equality of access, recognizing inequalities and taking steps to address them. It is about ensuring the culture and structure of sport is equally accessible to everyone in society.

- The 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.
- The Club is totally committed to the principals and practice of equal opportunities as stated above across its training, coaching and competitive programme by all its members.
- The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse.
- All Club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- The Club will deal with any incidence of discriminatory behaviour seriously according to club disciplinary procedures and national governing body (Scottish Swimming) guidelines (see Section BL5.0 of the Club's governing documents and Appendix 5).

**Policy issued by Management Committee
Step Rock Amateurs Swimming Club
November 2015**

APPENDIX 5

Disciplinary Procedure

In the event that the behaviour of a swimmer, member of the coaching team or Management Committee or a parent volunteer seriously contravenes the Club codes of conduct, the following action will be taken:

- The President or a deputising club official will in the first instance give the person concerned a formal verbal warning.
- Should further action be necessary, this will take the form of a formal written warning which will set out the Club's concerns and specify what response the Club requires. The person concerned will be required to submit a written response within 14 days of the correspondence having been received.
- If neither the verbal or written warnings adequately address the Club's concerns, the person will be excluded from the Club. The decision to exclude somebody from the Club will be communicated in writing.

Each stage of the disciplinary procedure will be taken by the Management Committee and noted in its minutes so that an accurate record of events and decisions is maintained.

In the event that the disciplinary matter concerns a member of the Management Committee, the person concerned will be asked to leave the room during the discussion.

The person against whom the disciplinary action has been taken will have a right of appeal. The appeal must be made in writing and must arrive with the Club Secretary within 14 days of having received either a written warning or correspondence communicating a decision of exclusion. The Management Group will consider the appeal and will, at its discretion, agree to a formal disciplinary hearing. A written response will be provided within 14 days of the appeal having been received.

Should the appeal be rejected, the matter will be considered closed and there will be no further right to appeal.

**Procedure issued by Management Committee
Step Rock Amateurs Swimming Club
November 2015**

APPENDIX 6

Swimmers' and Parents' Code of Conduct

Swimmers' Code of Conduct

General Conduct

Swimmers must:

- Ensure your behaviour and personal conduct is of a high standard at all times: on poolside, in the changing rooms and outside. Poor behaviour reflects badly on the club and on the sport.
- Treat your coach and fellow swimmers with respect.
- Not use inappropriate or abusive language, bully, harass, or use physical violence. Doing so could result in action being taken through the club disciplinary or child protection policy.
- Be prepared to train regularly and purposefully in accordance with the standard set by the Head Coach.

Training

Swimmers must:

- Arrive in good time on poolside, at least five minutes before the training session starts and be ready to enter the water at the start of the session as directed by your coach. Coaches reserve the right to refuse entry to any swimmer who arrives late for a session as this is disruptive to the class.
- Ensure you have all your equipment with you, i.e. caps, properly-adjusted goggles, water bottles (full!), and for squad swimmers, kitbags.
- Make your coach aware if you have difficulties in attending training sessions as laid down for your squad.
- Listen to what your coach is telling you at all times and follow instructions given.
- Report any medical condition or medication currently being taken to the swimmer's coach so that any legal or other implications can be appropriately assessed.
- Report any inappropriate behavior of fellow club members to your coach.

Competition

Please note:

- It is expected that all Senior and Junior squad members will take a full part in the Club Championships, whilst anyone who swims in the Club is actively encouraged to participate.
- You will be expected to attend events and galas (eg Fife League & Fife Championships) that your squad coach has entered/selected you for unless previously agreed otherwise with the relevant club official and coach.
- Club caps are compulsory and must be worn when representing Step Rock ASC.
- Any swimmer who indicates that they are available for a gala and then fails to turn up is expected to pay their own entry fees (i.e. to reimburse the club)

Swimmers must:

- Report to your club coach and/or Team manager on arrival on poolside at or before the prescribed time.
- Warm-up before the event as directed by the coach in charge on that day and ensure you fully prepare yourself for the race.
- Be part of the Team. Stay with the Team on poolside. If you have to leave poolside for any reason, get the consent of the Team manager/coach before doing so.
- Never leave an event until either the gala is complete or you have the explicit agreement of the club coach or team manager.
- Support your team mates. Everyone likes to be supported and they will be supporting you.
- Recognize and celebrate the good performance and success of fellow club and team members.
- Respect all event officials, timekeepers, other clubs and their swimmers.

Parents' Code of Conduct

- You are responsible for your child's behaviour in the showers, changing rooms and all areas of the complex. The coaches are responsible only poolside.
- You are responsible for the belongings of your child. Coaches cannot look after locker keys and personal belongings.
- Information on club activities is given on the notice board, on the club website (www.steprock.org.uk), on the Club's Facebook group page, and by email. Parents should ensure that the Club has up-to-date contact details, including email addresses and mobile phone numbers. Parents are responsible for checking the club notice board for signing up to timekeep or help at galas. Notification of acceptance to swim in galas is by email.
- If you wish to make an observation or complain, please be constructive and address the coach or another club official in an appropriate manner and place.
- If you wish to speak to a coach do not approach them poolside, please wait till they are off poolside.
- If your child is unable to attend training for an extended period of time (ie will miss three or more sessions), please ensure that you inform the child's coach at the first available opportunity.
- Any changes in the state of your child's health should be reported to the coach prior to coaching sessions. Ensure the club has up to date contact details for you and any alternative person.
- If the club changes your child's lane and swimming times, please remember the change is to provide appropriate levels of training and enable your child to progress and should be facilitated and encouraged at all times.
- Ensure your child is properly and adequately attired for the training session/events including all required equipment, i.e. water bottles, hats, goggles etc.
- Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the club coach, particularly with regard to long training sessions and appropriate nutrition for competition. Coaches give out nutritional information periodically – if you haven't seen this then please ask. Please encourage your child to eat healthily and drink regularly. Example - replace chocolate and crisps with fruit and cereal bars on those long days sitting around the pool at competitions and galas.
- Most of all help your child enjoy the sport and achieve to the best of their ability.
- Please be aware of the safety and welfare of children within the club. Read the guidance in the Child Protection Policy and Procedures as posted on the club website and contact the club Child Protection Officer if you have any concerns.
- Lastly, we would remind you that the club is a completely voluntary organization and it takes a great deal of work from many people on an unpaid basis to make it work. We **expect** parents help on this basis and there are always opportunities at all levels in club administration, coaching, timekeeping and with galas home and away. Don't be negative if you are asked to 'lend a hand'.

**Code issued by Management Committee
Step Rock Amateurs Swimming Club
February 2015**