**Potters Bar Swimming Club – By Laws**

Introduction

Over the years various rules / policies have been agreed by the Committee, which should be documented in previous minutes of the Committee. Under Section 13 of the Club Constitution, (extract below) these are known as “By-Laws” :-

# 13 By-Laws

13.1 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.

The aim of the list below is to bring together and restate our current understanding of these “By-Laws”.

By–Laws

In the event of any conflict between these By-Laws and FINA, ASA, East Region, Herts ASA or the Club Constitution, the rules of the higher governing body take precedence.

1. Membership
	1. New Members

The authority to elect new members (Rule 3.2) is delegated to the Membership Secretary. However any refusals of membership must be agreed by the Welfare Committee or the main Committee.

* 1. Life Membership – this honour has been granted to

Wray Shewell-Cooper

Paul Dudley

Life Members are not liable for any annual membership fees or training fees

* 1. President – The President is elected annually at the AGM and is not liable for any annual membership fee or training fees
1. Fees
	1. New Members

Fees for new members joining part way through a four month period are reduced proportionately

* 1. GCSE Term

Fees for 15 / 16 year olds are halved in their GCSE term (June to September period)

* 1. Fee Reductions

Fees for existing members may be reduced at the discretion of the Membership Secretary in cases where a swimmer is physically unable to swim for a period. This does not relate to those who choose not to swim and is aimed at those with a long term injury or illness.

* 1. Committee Members

The annual membership fee for each Committee Member or one of their children is waived after completing one year’s service on the Committee.

2.5 Non-payment of fees: Members who fail to pay two terms fees will be suspended from all swimming activities. This will come into effect one month after the 2nd terms fees letters have been sent unless there are special circumstances that have been notified to and agreed by the Club Committee. The decision to suspend a member from swimming activities will be made by the Committee at the first available committee meeting after the deadline for payment has passed. For clarity fees letters include notifications by email

1. Retro Squad
	1. Purpose / Rules

The aim of the Retro Squad is to retain older swimmers who are unwilling or cannot commit to too many sessions per week. The age limit is set at 16, as if it were lower many 12 to 15 year olds would switch to this, having a detrimental effect on both our swimming strength and income of the club.

1. Swimmers are permitted to swim up to two sessions per week with Squads 1, 2 or Masters
2. Swimmers do not have to commit to the same sessions each week
3. Retro swimmers are excluded from swimming in the Monday and Wednesday squad sessions but are welcome to swim with the Masters groups on those evenings.
	1. Eligibility

To be eligible swimmers must meet all the following criteria :-

1. 16 years or older at the start of the current payment period
2. Available to swim in club galas
3. Have the agreement of the Chief Coach and Membership Secretary
4. University Membership
	1. For members who are away at university / college for most of the year, there is a one-off annual fee payable in June, which entitles the student to swim as many sessions as they want whenever they are home.
	2. Eligibility for this scheme must be agreed annually by the Chief Coach and the main Committee.
5. Masters
	1. Eligibility

Masters must be 18 years or older, although the Retro squad may join any session

* 1. Fee Structure – Masters can opt to swim either one, two or three plus sessions per week and this is reflected in the fee structure.
1. Courses
	1. Club Funding

The club will fund / partly fund members, coaches, teachers, officials and officers for the following courses:-

1. Assistant Teachers Course (Level 1) – the club will fund 50% of the course (but not the exam fee), on the understanding that the teacher is available to teach for the Club. The Club will not contribute towards any further qualifications.
2. Life Saving Course – the club will fund 100% of the course and exam fees for the minimum qualification required by Queenswood Pool from time to time.
3. ASA Officials Courses – the club will pay for any Timekeepers, Judges or Referees courses and exams
4. ASA Courses – the club will pay for any ASA courses relating to the development of the club.
	1. Travel and Accommodation Expenses

Only in exceptional circumstances and with the prior approval by the Committee will travel, accommodation or any other expenses be paid by the Club.

1. Open Meets
	1. Club Supported Open Meets

Members are free to apply to enter any Open Meets, however the Chief Coach and the Open Meet Secretary will agree a list of Open Meets to support and advertise to members.

* 1. Coaches

The Chief Coach will appoint a Coach for each session of each Club supported Open Meet at which PBSC has competing swimmers.

* 1. Coaches Passes

A Coach’s pass will only be purchased for Club supported Open Meets, where the club has a significant number of swimmers.