

## Croydon Amphibians Swimming Club – Bye-laws

These bye-laws are intended to be read in conjunction with the Club Constitution. In the event of a conflict between the Constitution and these bye-laws the Constitution will prevail.

### 1. Membership:

1.1 Acceptance of an application for membership of the Club shall be on the recommendation of the Chief Coach or any other Coach to whom this responsibility may be delegated; however, any offer of membership must be subject to the approval of the Executive Committee, whose decision regarding acceptance shall be final. The Club shall not be required to give any reason for non-acceptance.

1.2 There shall be the following membership categories

Senior Swimmer	Active members aged 16 years or over on 31 December prior to the new Club Year
Junior Swimmer	Active members under the age of 16 years on 31 December prior to the new Club year
Water Polo Player	Active members in the Water Polo Section
Swim School Member	Members in the Swim School
Masters Swimmer	Active members over the age of 18 years. Squad swimmers may only swim with Masters upon receiving a personal invitation from Masters Coach and with agreement of the Executive Committee
Honorary Member	Any person assisting in any capacity whatsoever with official Club activities will be considered as an Honorary Member only during the performance of that activity
Honorary Life Member	The Executive Committee shall recommend to the Annual General Meeting persons who shall be nominated for Honorary Life Membership in the recognition of services rendered
Non Swimming Members	Non swimming members of the Club

1.3 Membership of the Swim School is on a term by term basis. At the end of each term those swimmers who have made sufficient progress may be offered a place in a squad in the main competitive body of the club, or a place in the Swim School for the next term, or shall cease to be members of the club.

1.4 All membership, squad and swim school fees must be paid on time.

### 2. Club Structure:

2.1 The club operates four sections: Swim School, the Swimming Squads, the Water Polo section and Masters Swimming. Details of each section are set out on the club website.

2.2 The Swim School and Swimming Squads have a hierarchical structure through which swimmers are encouraged to progress.

2.3 Details of the swim school structure and squad structure are published on the website. The squad details include the entry qualifications for each of the swimming squads and the minimum requirements for membership of each squad.

- 2.4 Taking into account the ability of the swimmers in question; whether other coaches or assistants are available on poolside and whether pool attendants are provided by the venue, the Club seeks to adhere to the Coach/Swimmer ratios recommended by the ASA for all of its squads and teaching classes. In circumstances where safety becomes an issue, the coaching staff will ensure that appropriate action is taken, regardless of whether the ratios have been exceeded or not.
- 2.5 Promotions between swimming squads take place September and Easter (March or April) and every effort is made to advise end-July and February/March. Swimmers who have achieved the entry requirements for a squad will be promoted as soon as there is a space available in the relevant squad. When considering the allocation of swimmers to squads existing members who meet the entry requirements for the squad will be given priority over new joiners. From time to time and squad places permitting, as long as criteria for promotions are met, the coaches may promote swimmers in December for January commencement in the new squad.
- 2.6 In the event that a swimmer no longer meets the membership requirements for a squad either on grounds of age or performance the Coaches will work with the swimmer with a view to securing the necessary qualification; however, if this cannot be achieved within a reasonable period it may be necessary to ask the swimmer to move to the Swim Fit Squad, CASC Water polo or will be given direction towards a less competitive swim club in the area. Any such move will be on the recommendation of the coaches.
- 2.7 Any swimmer within the Swim Fit who has achieved the qualifying criteria for one of the competitive squads shall be entitled to attend a trial for the squad in question, should the swimmer be successful, a place will be granted when there is space available within the squad structure.
- 2.8 If new members are unable to join the appropriate squad immediately they will, if possible, be offered the opportunity to swim with Swim Fit or CASC Water Polo until space becomes available.
3. Club Captains / Junior Captains of Swimming:
- 3.1 The role of the Club Captains and Junior Captains is to provide leadership and encouragement to other swimmers and to support the coaches at galas and club competitions.
- 3.2 During July the Chief Coach will present the Executive Committee his selection of club and junior captains for approval. The nominees will then be contacted by the committee to ensure they are happy to take on the role before an announcement is made.
- 3.3 The term of captaincy will run for one year from 1<sup>st</sup> September.
4. **Galas:**
- 4.1 The Club colours shall be black, white and red. When competing for the Club, every member will be encouraged to wear Club uniform and a Club cap.
- 4.2 Selection of teams to represent the club will be made by the Chief Coach or such other coach as he may delegate responsibility.
- 4.3 All selections will be made from the swimming members and will ordinarily be on the basis of choosing the appropriate swimmers to give the fastest team for the relevant galas; however, there

may be certain galas where the coaches exercise their discretion to select the team from a broader range of swimmers.

## 5. **Internal Competitions:**

- 5.1 Internal Competitions are open to all Club members who wish to enter provided that such members:
  - 5.1.1 are registered in the appropriate ASA category;
  - 5.1.2 have Croydon Amphibians Swimming Club registered with the ASA as their fee paying club; and
  - 5.1.3 have been fully paid up members of the Club for at least 3 months prior to the start of the first championship galas in the financial year.
- 5.2 Swimmers who have not entered the events by the published deadline may not apply to swim a time trial on the night of competition. Under special circumstances, this rule may be waived at the discretion of the Competition Secretary.
- 5.3 Swimmers who have been asked to move from the Swim School into the squads but are unable to do so for whatever reason will be ineligible for the trophy event but may swim time trials in the Swim School Gala.

## 6. **Trophies:**

The Club Championship Trophies shall be perpetual trophies to be competed for annually and the winner of a trophy shall, provided that he or she remains a member of the Club, retain it until requested to return it to the Trophy Secretary. In the event of the holder of a trophy ceasing to be a member of the Club for any reason, such trophy shall be returned immediately to any Committee members. The Club shall keep the trophies insured against loss if the Committee so decides.

## 7. **Safety:**

- 7.1 The Club shall take reasonable measures to ensure the safety and wellbeing of members whilst at training sessions and at competitive events.
- 7.2 Safety at training sessions is the responsibility of the senior coach on duty at the session.
- 7.3 At galas the CASC Coach or appointed team manager will be responsible for the safety of the Club's swimmers.
- 7.4 Overall safety at Club sponsored galas will be the responsibility of the Gala Co-ordinator.
- 7.5 Swimmers with medical or other serious conditions shall make these known to the senior coach on duty at any training or teaching session or to the poolside Team Manager at competitions, and submit to the Club written authority from a parent or guardian (if not of age) to partake in the sport of swimming under correct Club conditions.

7.6 All long-term illnesses or disabilities must be notified to the Administrative Officer immediately on joining the Club or becoming aware of the condition. The Administrative Officer will maintain a register of such notifications and ensure that any swimmers with such conditions are identified on the squad registers and that, to the extent necessary, details of the condition are made available to the coaching staff.

7.7 Any concerns regarding safety must be drawn to the attention of the Committee.

7.8 Parents remain responsible for the safety of their children until any training or teaching session commences and reassume responsibility as soon as the training or teaching session ends.

## 8. **Performance:**

8.1 To ensure that places in the competitive squads are not blocked by swimmers who are not training appropriately, each of the competitive squads has minimum performance and attendance requirements. If members of the squad do not meet these requirements they may be asked to move to an alternative squad until they are in a position to do so. This process is more fully described in the Swimmer's Performance Policy, which is available on the Club's website.

8.2 If swimmers are unable to attend training because of illness or other short term commitments (e.g. family holiday) they must notify their squad coach as soon as possible of the absence.

8.3 During public examinations and the period leading up to them the attendance requirements of a squad will be relaxed, if required. Such relaxation must be agreed with the squad coach' however, swimmers will normally be expected to continue to attend at least two squad sessions per week in the lead up to the exams. Attendance requirements may be waived entirely during examination periods. A similar relaxation may be given in other exceptional circumstances.

## 9. **Discipline:**

9.1 At all training sessions, galas and internal competitions swimmers will be expected to adhere to the Club's Code of Conduct, obey the reasonable instructions of the coaches, whips and other officials and to behave in a manner that is not detrimental to the reputation of the club. Failure to do so will be brought to the Committee's attention and may result in disciplinary action.

9.2 The Chief Coach and Swim School Co-ordinator have delegated power to suspend or to exclude swimmers from a training session and from one additional session.

9.3 All such exclusion must be reported to the Welfare Officer or a member of the Welfare Committee as soon as possible.

9.4 If the swimmer is a minor, the Coach must also ensure that the swimmer's parents are informed of the exclusion and reason for the exclusion as soon as reasonably possible.

9.5 If any additional sanctions are considered by the Chief Coach or Swim School Co-ordinator to be appropriate they must be recommended to approved by the Welfare Officer and, if appropriate, the Executive Committee.

## 10. **The Officers and Executive Committee:**

10.1 The Officers of the Club shall be elected from the members annually and shall comprise the following officers:

Chairman;

General Secretary;

Treasurer;

Welfare Officer;

Competitions Secretary;

Swimming Secretary;

Swim School Secretary

Water Polo Secretary;

Membership Secretary.

In addition, the Club Administrative Officer and the President of the Club are invited to attend Executive Committee meetings.

10.2 Each of these officers will be a member of the Executive Committee of the Club, which is responsible for the management of the Club.

10.3 The Executive Committee may at its sole discretion delegate tasks to other members of the club or establish sub-committees to assist with the running of the club. If a sub-committee is established, at least one member of the sub-committee must also be a member of the Executive Committee.

10.4 In addition, should the Executive Committee at its sole discretion deem it to be appropriate, up to three co-opted members may be appointed, as provided in the Club Constitution.

10.5 The Committee may, at its discretion, invite the Chief Coach or any other person to attend part or all of a Committee meeting.

10.6 A forward budget shall be drawn up by the Treasurer. The Committee shall be responsible for agreeing this budget and based on this information and projected membership, subscription fees payable for the coming year shall be set.

10.7 The Committee may appoint an Honorary President. Such person shall not be a current member of the Committee, but shall normally have held senior office within the Club. The role shall be ceremonial only and the Honorary President shall not be entitled to attend (other than by invitation) or to vote at Committee meetings.

## 11. **Fees and subscriptions:**

11.1 All fees and subscriptions for the year will be advised to members on or before the end of the preceding financial year.

- 11.2 Where necessary, provided that reasonable notice is provided to members, the Committee may adjust fees and subscriptions during the financial year.
- 11.3 The annual membership fee, as from time to time published, shall be paid annually in advance.
- 11.4 For or those members that CASC is registered with the ASA as their fee paying club, the member's ASA subscription will be invoiced at the same time as the Club's membership fee.
- 11.5 Squad fees, as from time to time published, shall be paid either annually in advance or, if paid by standing order, monthly in advance. Should a swimmer wish to withdraw from a squad, one (1) **full** months' notice is required. Full payment is due for both the month in which notice is received and for the notice period month immediately after. No refund will be made of any portion of paid squad fee upon the withdrawal of a swimmer.
- 11.6 Discounted squad fees shall be made available to Coaches who train within the squad structure and compete for the club and to Student Members who live and study outside of the Croydon Area and are not able to train regularly with the squads during term time.
- 11.7 If, due to illness or ill health, swimmers are unable to swim for the whole of a calendar month the Club will, on request and subject to the production of satisfactory evidence that the swimmer was not able to swim for reasons of illness, injury or ill health, reimburse the fee paid for the month(s) in question less a retainer or £10 per month.
- 11.8 In case of severe financial hardship consideration will be given to waiving part or all of the swimmer's squad fees until the situation have improved. Such matters will be considered by the Committee on a case by case basis.
12. **Information:**
- 12.1 By virtue of its affiliation with the ASA the Club is registered under the Data Protection Act.
- 12.2 All information received by members of the Executive Committee, any sub committee or other club members shall remain the property of the Club and, unless otherwise agreed, shall be treated by the recipient as confidential.
- 12.3 All data is subject to the Data Protection Act which requires that:
- Data may only be used for the specific purposes for which it was collected
  - Data must not be disclosed to other parties without the consent of the individual whom it is about, unless there is legislation or other overriding legitimate reason to share the information (for example, the prevention or detection of crime).
  - Individuals have a right of access to the information held about them, subject to certain exceptions (for example, information held for the prevention or detection of crime).
  - Personal information may be kept for no longer than is necessary.
  - Personal information may not be transmitted outside the European Economic Area unless the individual whom it is about has consented or adequate protection is in place, the example by the use of a prescribed form of contract to govern the transmission of the data.
  - Subject to some exceptions for organisations that only do very simple processing, and for domestic use, all entities that process personal information must register with the Information Commissioner.

- Entities holding personal information are required to have adequate security measures in place. Those include technical (such as firewalls) and organisational measures (such as staff training).

All information holders are required to comply with these provisions.

12.4 All information received by any member must be returned to the club when that person leaves the Executive Committee or sub committee or otherwise ceases to have need of the information. Once such information has been returned to the club the member must ensure that no copies, whether electronic or hard copy are retained.

13. **Correspondence and Complaints:**

13.1 Day to day correspondence regarding squad matters should be directed to the coaching staff. Day to day correspondence regarding teaching matters should be directed to the head teacher.

13.2 With the exception of welfare matters, which should be raised directly with the Welfare Officer, all correspondence and complaints that require the attention of the Committee shall, in the first instance be directed in writing to the General Secretary.

13.3 If, for any reason, it is inappropriate for any such item to be sent to the General Secretary, then it should be directed to the Club Chairman.

13.4 The General Secretary/Chairman will ensure that any such correspondence is passed to the relevant member(s) of the Executive Committee for action and advise the member accordingly.