

RETFORD SWIMMING CLUB

Established 1896

Affiliated Notts A.S.A., A.S.A. East Midland Region

CLUB RULES

Rule 1 THE CLUB

The name of the Club shall be Retford Swimming Club.

The headquarters of the Club shall be wherever the Committee for the time being determines.

Notice of the address of the Club Headquarters shall be given on the official Club Notice Board.

The Club colours shall be red, white and black.

The Club shall conduct its affairs in accordance with the laws and regulations of the Amateur Swimming Association.

Rule 2

OBJECTIVES

The objectives of the Club shall be to teach, coach, promote and encourage competitive swimming.

Rule 3

THE PRESIDENT OF THE CLUB

The Club Committee shall invite a suitable individual to take the post of The President of the Club.

The period of office of the President of the Club shall be indeterminate.

The President of the Club shall be an honorary member of the Club and an ex-officio member of the Club Committee.

Rule 4

CLUB EQUITY POLICY STATEMENT

The Club is committed to treat everyone equally within the context of their activity, regardless of gender, ethnic origin, religion, disability, age, or political persuasion.

The Club will ensure that equity as stated in the club rules is incorporated in all aspects of its activities and also recognises and adopts the Sport England definition of Sports Equity:

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

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 challenge discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to the club disciplinary procedures.

Rule 5

CHILD PROTECTION POLICY

The Club's Child Protection Policy is annexed to these Rules (Annex I) and may be updated, altered or amended by the Committee without necessity to amend these Rules.

Rule 6 AFFILIATIONS

By virtue of the affiliation of the club to ASA East Midlands Region, the Club and all members of the club acknowledge that they are subject to the laws, rules and constitution of the ASA East Midlands region; the Amateur Swimming Association (to include the ASA/IOS Code of Ethics); British Swimming (in particular its doping control rules and protocols and disciplinary code); and FINA the world governing body for the sport of swimming in all its disciplines (together "the Governing Body rules").

By virtue of the affiliation of the club to ASA East Midlands Region, 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 the event of any conflict between any rules or bylaw of the club and any of the Governing Body rules the relevant Governing Body rule shall prevail.

The Club shall be affiliated to the East Midland Region ASA, Nottinghamshire ASA and any other such bodies as the Committee may decide.

All competing members shall be amateurs as defined by ASA laws except those competing in Masters Competitions.

Rule 7

CLASSES OF MEMBERSHIP

There shall be seven classes of membership:

Honorary Members (formally known as Life members)

Full Swimming Members

Associate Swimming Members

Members of the Executive Committee and elected Members of any Sub-Committee

Club Officials

Swimming Teachers/Coaches

Parent Members

Honorary Membership may be awarded to any person who has rendered good service to the Club.

Nominations will be considered by the Club Management Committee and, if supported, included in the agenda for the Annual General Meeting.

Full Swimming Members are swimmers who have applied for and been granted membership following assessment by the Head Coach or his/her deputy and payment of the appropriate membership fee.

Associate Swimming Members are swimmers who:

- a) are full subscribing members of the Bassetlaw Section Nova Centurion SC A Squad,
or
- b) are aged 16 years or older on 1 November of the year of membership.

Executive Committee Members and elected Members of any Sub-Committee become members of the Club following their election at the Annual General Meeting and the completion, if necessary, of a membership application form.

Club Officials ASA qualified Swimming Officials become members of the Club on entering the examination for their first qualification and the completion, if necessary, of a membership application form and remain members of the Club provided that they officiate for or on behalf of the Club at least 6 times during the year commencing 1 November.

Swimming Teachers/Coaches Qualified Swimming Teachers/Coaches become members of the Club on attaining their first qualification and the completion, if necessary, of a membership application form and remain members of the Club provided that they teach/coach at the Club at least 20 sessions during the year commencing 1 November. (Poolside Helpers do not qualify for membership of the Club by virtue of that qualification alone.)

Parent Members Parents of swimming members of the club may be admitted to the privileges of membership by simple majority of the Club Committee and the completion, if necessary, of a membership application form as a result of their continued commitment to the Club.

Rule 8

FINANCES

The Club's swimming year shall be from 1 September (regardless of the actual date that swimming resumes after the summer break) to 31 August in the following year (regardless of the date swimming finishes for the summer break).

The Club's financial accounting period shall be from 1 September to 31 August in the following year.

Accounts for that period shall be prepared and after audit by the Club's appointed Financial Examiner submitted to the Annual General Meeting in October.

All funds and other property of the Club shall be applied in the furtherance of the objectives of the Club.

Membership Fees

Membership fees shall be as follows:

Honorary Members No fee

Full Swimming Members Fees fixed annually at the Annual General Meeting

Associate Swimming Members Fees fixed annually at the Annual General Meeting

Committee Members No Fee

Club Officials No Fee

Swimming Teachers/Coaches No Fee

Parent Members Fee equivalent to the current ASA Registration Fee

Parent Members who are No Fee granted membership by the Executive Committee as a result of the functions they carry out as a member of a Sub-committee or individually

Full Swimming Members joining after the beginning of the Club year on 1 November may be allowed to pay only a membership fee calculated on a pro-rata monthly basis at the discretion of the Treasurer.

Payment of Membership Fees

a) Persons paying full membership fees may pay by one of two methods:

i) Payment in full by 14 November; or

ii) Payment by two instalments due on 1 November and 1 February; if this method of payment is adopted the payer shall complete a standing order before 1 November to secure payment to the Club's Bank Account on these dates.

b) Associate members must pay the fees in full by 14 November; there is no option for part payment.

c) The Club Committee will consider written applications in cases of hardship in strict confidence and may agree to alternative arrangements for payment.

d) Non payment of membership fees shall result in termination of membership with effect from 2 weeks after the date that the payment became due without option of reinstatement for 3 months.

Refund if Membership Fees

- a) Membership Fees will not generally be refunded
- b) The Committee in its absolute discretion may grant the refund in whole or in part of membership fees. Application for refund must be made in writing to the Club Committee. In deciding whether or not to grant such an application the Committee will consider the grounds on which the application is made – ill health, course of study away from home, etc. Written evidence
– E.g. Dr's Certificate, Letter from School/College must be submitted to substantiate the application.
- c) No application for refund will be considered for periods of less than 8 weeks.
- d) Refund of membership fees will terminate membership.

Payment of ASA Registration Fees

Explanatory Note: The Club is responsible for payment of Registration Fees to the ASA each year in respect of every member of the Club. The amounts of the fees are fixed annually by the ASA. An important aspect of the ASA Registration scheme is that it ensures that every member for whom a fee has been paid is insured for any civil liability arising whilst participating in swimming activities either at Retford or elsewhere. Full details of the insurance scheme are available on request from the Club Secretary.

The Categories of member registration are set out in Annex II.

The responsibility for the payment of ASA Registration fees shall be as follows:

Honorary Members - The Club

Full Swimming Members - The Club

Associate Swimming Members - The swimmer

Committee Members - The Club

Club Officials - The Official

Swimming Teachers/Coaches - The Club

Parent Members - The Club

Payment of Course Fees for Training/Development of Club Members

The Committee may approve payment of Course Fees for Training/Development of Club Members incurred by the attendance at an approved Course in connection with good functioning of the Club for any member of the Club subject to the following conditions:

- i) Written application for approval for attendance at the course is made to the Committee prior to attendance
- ii) The course is completed successfully
- iii) The member demonstrates commitment to the Club during the 12 months following the successful completion of the course in any appropriate way determined by the Committee when considering the application.

In all cases payment will only be made after successful completion of the course and compliance with any condition imposed in accordance with iii) above.

Rule 9

ADMISSION OF MEMBERS

No person shall be admitted to the privileges of membership of the Club as a Full Swimming Member or an Associate Swimming Member until

- i) The swimmer has undergone appropriate assessment by the Head Coach or his/her nominated deputy; and

- ii) Completed and returned an application for membership form, and
- iii) Had his/her application for membership approved by a Membership Sub-Committee of the Management Committee comprising of the Head Coach, the Membership Secretary and one other member of the Committee appointed by the Club Committee; and
- iv) Following such approval has paid the appropriate membership fee as determined by the Treasurer in accordance with these Rules.

The Membership Sub-Committee may refuse any application for membership. The Sub Committee will provide 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 (review panel) comprised of no fewer than three members (who may or may not be members of the committee). The panel shall (wherever practical) include one independent member nominated by the ASA East Midland Region, the person refused membership shall be entitled to make representation to the review panel, the procedures for review shall be in the discretion of the review panel whose decision shall be final and binding. No swimmer shall be entitled to the privileges of membership or represent the Club in any competition if he/she has not paid any fees/subscription or any other financial liability to the Club.

All swimming members will receive a membership card that must be produced on admission to the pool and at any meeting as may be required by any Committee Member. Notice of resignation must be submitted in writing to the Membership Secretary.

Resignation of membership does not entitle the member to any refund of prepaid subscriptions

The Committee shall have the power to suspend the membership or to expel a member when in its opinion; it would not be in the interest of the club, for him or her to remain a member. The Club, in exercising this power shall comply with the provisions set out in rule 10.

Rule 10 BEHAVIOUR

- a) The Club will not tolerate any form of misbehaviour by any swimmer whilst attending at the Club or any swimming function in which the Club is involved.
- b) If any swimmer misbehaves he/she will be liable to be suspended or dismissed from the Club.

In the event of misbehaviour on the part of a member the Chief Coach or his/her deputy has the power to suspend that member immediately from a particular activity or wider club activities if in their opinion such action is in the interest of the club. When such action is taken the complaint will thereafter be dealt with in accordance with the remainder of this rule and ASA guidelines.

The Club shall adopt and comply with the ASA guidelines for handling internal disputes (the Guidelines as revised from time to time. The guidelines are set out as an appendix to the ASA judicial laws and appear in the ASA handbook. (A copy of the current guidelines may also be obtained from the ASA Legal affairs department)

A member may not be expelled or made the subject of any other penalty unless the panel hearing the complaint shall by a two thirds majority vote in favour of the expulsion or other penalty.

RULE 11
CLUB MANAGEMENT

The management of the club shall be entrusted to an Executive Committee consisting of the following officers and members elected by the membership at the Annual General Meeting of the Club:

Chairman
Vice Chairman
Secretary
Treasurer
Head Coach
Competitions Officer
Executive Officer

and such Sub-Committees as the Executive Committee deem necessary to carry out the day to day administrative and other functions of the Club.

Membership of the Sub-Committees shall comprise:

Persons elected at the Annual General Meeting, and
Persons appointed or co-opted by the Executive Committee

All elected members shall hold office for a period of 12 months from 1 November in the year of their election and may stand for re-election. Persons appointed or co-opted to a Sub-Committee shall hold office for such period as the Executive Committee may determine but in any event such period not to exceed 12 months from the date of their appointment or co-option.

All members of the Executive Committee shall be ex-officio members of any such Sub-Committees

The Executive Committee shall determine the terms of reference, membership, duties and authority of any such Sub-Committee.

All Sub-Committees shall elect from within its membership a Chairman and appoint from within its membership a Secretary who shall be responsible for the preparation of any Agenda for any meeting, in conjunction with the Sub-Committee Chairman, and for the recording of minutes of and meeting of the Sub-Committee.

All Sub-Committees shall report in writing to the Executive Committee when it is required so to do by the Executive Committee and in any event at the meeting of the Executive Committee held in the month preceding the Annual General Meeting of the Club and at any other time when the Sub-Committee deems it appropriate so to do.

Nothing in this rule shall prevent the Executive Committee delegating any function to an individual.

Obligations

Accident Book

The committee shall maintain an accident book in which all accidents to club members at swimming relating 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.

Welfare Officer

The committee shall appoint a welfare officer and ensure that he/she receives all training recommended or required by the ASA.

Minutes and Financial reports

The committee shall ensure that minutes are taken of all club and committee meetings the committee shall ensure that all minutes and financial reports are retained and archived.

Vacancies

The Executive Committee shall have power at any time and from time to time to fill any vacancy arising among the Executive Committee membership. Any Member of the Executive Committee so appointed shall hold office only until the next following Annual General Meeting but shall then be eligible for re-election.

Executive Committee Meetings

The Executive Committee shall meet not less than six times each year and at such other times as the Chairman, in consultation with the Secretary, shall deem necessary.

Quorum

At all meetings of the Executive Committee or Sub-Committees fifty percent of the established membership of that Committee shall form a quorum.

Voting in Committee Meetings

All Chairmen of Sub-Committees may during their term of office attend and vote at meetings of the Executive Committee.

Club Captains shall be entitled to attend and vote at meetings of the Executive Committee.

All decisions shall be decided by simple majority.

In the event of an equality of votes the Chairman shall have a second, casting vote.

Powers

The Executive Committee shall have the authority to make regulations within the framework of the Club rules and ASA laws and to deal with any matter not provided in such rules and laws.

The Executive Committee may in its absolute discretion enter into agreement with other Clubs or Swimming Organisations whereby fully paid up members of the other Club or Swimming Organisation are deemed to be members of Retford Swimming Club for the purpose of teaching, coaching, training or competition. Such deemed members shall be registered with the ASA in the appropriate category and shall have no voting rights whatsoever in relation to Retford Swimming Club.

Rule 12

GENERAL MEETINGS OF THE CLUB

Annual General Meeting

The Annual General meeting of the club shall be held on a Monday evening in the month of October in each year as the Executive Committee may determine.

In the event of inadvertence resulting in inability to comply with the requirements of these rules to give appropriate notices of the Annual General Meeting the Executive Committee may determine that the Annual General Meeting shall be held on a Monday evening in the month of November

The Executive Committee shall cause notice of the date fixed for the Annual General Meeting of the Club to be displayed on the official Club Notice Board not less than 28 days before that date.

At the Annual General Meeting the following business shall be conducted:

- a) Reports of the club performance for the previous year from
 - i. The Secretary
 - ii. The Head Coach
 - iii. Competitions Officer

- b) The presentation and (if accepted) the passing of the accounts for the previous financial year ended on the 31st day of August prior to the meeting which accounts shall first have been examined by the club's financial examiner;
- c) The election of the officers of the Executive Committee;
- d) The election of members of any Sub-Committee
- e) The appointment of a financial examiner;
- f) Determining Annual Subscriptions for Full Swimming Members and Associate Swimming Members
- g) Honorary Membership
- h) Such other business as shall have been communicated to the secretary not less than 28 days before the date of the meeting and included in the notice of the meeting given by the Secretary to the members.

A notice, including an agenda containing all items for discussion, shall be posted on the official Club Notice Board at the Club Headquarters not less than 14 days before the date fixed for the Annual General Meeting

Copies of the Agenda shall be available to members on request.

No other business other than that set out in the Agenda shall be transacted at the Annual General Meeting

Special General Meetings

A Special General Meeting may be convened at any time and shall be convened by the Secretary within 30 days of the receipt of a written request from 10 voting members. Such written request shall state the purpose for which such meeting is required.

No other business other than that set out in the notice calling the meeting shall be transacted at the Extraordinary General Meeting.

A notice, including an agenda containing all items for discussion, shall be posted on the official Club Notice Board at the Club Headquarters not less than 14 days before the date fixed for the Annual General Meeting

Copies of the Agenda shall be available to members on request.

Conduct at General Meetings

The Chairman's decisions at all meetings in relation to matters of order and interpretation of the Rules of the Club shall be final.

Rule 13

AMENDMENTS TO THE CLUB RULES

These Rules shall not be altered, amended in any way or any new rule added, except by a majority decision of the voting Members present at an Annual General Meeting or Special General Meeting called for the purpose. New rules are not operative until approved by the ASA East Midland region.

Notice of any proposed amendment to any rule or addition to the rules must be given in writing signed by the proposer and seconder to the Club Secretary at least 28 days before the date of the meeting.

Rule 14

VOTING RIGHTS

At any General Meeting of the Club members of the following categories of membership may exercise a single vote:

Honorary Members

Full Swimming Members

Associate Swimming Members

Committee Members

Club Officials

Swimming Teachers/Coaches
Parent Members

Only paid up members who have reached their 16th birthday shall be entitled to be heard and to vote on all matters (members who have not reached their 16th birthday shall be entitled to be heard and vote only on those matters determined by the chairman as matters concerning juniors)

Production of an up-to-date membership card may be required by the Chairman to determine an entitlement to vote.

Rule 15

CLUB CAPTAINS

Nominations for Club Captain shall be made to the Club secretary no later than 7 days before the Annual General Meeting of the Club.

Any person to be nominated as Club Captain must be a swimming member of the Club.

Any such nomination shall be made in writing and signed by the person nominating and the person nominated (to indicate his/her willingness to undertake the duties of Club Captain).

The Executive Committee shall appoint a male and a female Club Captain annually from swimmers so nominated.

In the event of there being no nominations the Executive Committee may appoint suitable individuals from the Club's swimming membership

The duties of the Club Captains are set out in Annex III to these Rules.

Club Captains shall be entitled to attend and vote at meetings of the Executive Committee.

Rule 16

NOTICES

All notices affecting the Club shall be deemed to be sufficiently published if affixed to the Club notice board at the Sports Centre.

Rule 17

SWIMMING

The Club Committee will make appropriate arrangements for the provision of pool time. Swimmers will be allocated to swim sessions by the Head Coach assisted by the teaching/coaching staff and Committee members.

Recording of Personal Best Times (PBs)

The Club maintains a record of all swimmers PBs.

The information is used:

- i) To inform the Gala Secretary/Club Coach and inform team selection
- ii) As the basis for certification of entries by club members to the County Championships
- iii) To inform those parents and swimmers who do not keep their own records.
- iv) To inform Bassetlaw Swim Squad

Where a PB is achieved at a non-Club event – Open Meets, Time Trials etc

- i) The swimmers/parents should inform the Club with 7 days of the PB being achieved (or the time swum)
- ii) That PB updates will not be accepted from swimmers/parents unless received within 28 days of the event
- iii) For a PB to be accepted swimmers/parents must provide appropriate information to prove the claimed PB – e.g. official results, web site address where results can be found etc

Entries to any competition that requires certification by the Club will only be made on the basis of PBs recorded in the database in accordance with i) ii) and iii) above

Rule 18

DISSOLUTION OF THE CLUB

If at any general meeting a resolution for the dissolution of the club shall be passed by a majority of the members present and at a special general meeting held not less than six weeks thereafter (of which not less than four weeks written notice shall have been given) that resolution shall be confirmed by a resolution passed by a majority of two-thirds of the members voting thereon, the committee shall thereupon, or at such future date as shall be specified in such resolution, proceed to realise the property of the club and after the discharge of all liabilities distribute the remaining assets to objectives similar to those of the Club, and upon the completion of such division the club shall be dissolved.

ANNEX I

CHILD PROTECTION POLICY

We can all help to prevent children being abused.

Foreword

Retford Swimming Club believes that 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.

Abuse can occur anywhere there are children - at home, at school, in the park, at the club. Sadly, there are some people who will seek to be where children are simply in order to abuse them. We believe that everyone in the Club has a part to play in looking after the children with whom we are working. This is both a moral and arguably a legal obligation. The Children Act 1989 indicates that anyone who has the care of children should "do what is reasonable in all circumstances for the purpose of safeguarding or promoting the child's welfare."

These child protection procedures stem from the following principles:

___ 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.

The ASA will support anyone who, in good faith, reports his or her concerns that a child is at risk of, or may actually be, being abused.

What is Child Abuse?

It's generally acknowledged that there are four main types of abuse :

Physical, Sexual, Emotional and Neglect.

Physical Abuse Physical Abuse is just what the term implies - hurting or injuring a child, for example, by hitting or shaking them. It might also occur if a child is forced to train beyond his/her capabilities. Bullying is likely to come into this category.

Sexual Abuse Sexual Abuse occurs when a child knowingly or unknowingly takes part in something, which meets the sexual needs of the other person, or persons involved

- it could range from sexually suggestive comments to full intercourse, videoing, photography etc.

Emotional Abuse Emotional Abuse occurs when a child is not given love, help and encouragement and is constantly derided or ridiculed or, perhaps even worse, ignored.

Conversely, it can also occur if a child is over-protected. It is present in the unrealistic expectations of parents and coaches over what a child can achieve.

Racially and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying.

Neglect Neglect usually means failing to meet children's basic needs such as food, warmth, adequate clothing, medical attention etc. It could also mean failing to ensure they are safe or exposing them to harm.

Some Indications of Possible Abuse

Recognising child abuse is not always easy, even for experts. The examples listed below are not a complete list and they are only indicators, not confirmation

- the child says that she or he is being abused, or another person says they believe (or actually know) that abuse is occurring
- the child has an injury for which the explanation seems inconsistent
- the child's behaviour changes, either over time or quite suddenly, and he or she becomes quiet and withdrawn, or alternatively becomes aggressive.
- the child appears not to trust adults, e.g. a parent or coach with whom she or he would be expected to have, or once had, a close relationship, and does not seem to be able to make friends
- he or she becomes increasingly withdrawn or neglected-looking in appearance or is dressed inappropriately, is uncared for in appearance or loses or puts on weight for no apparent reason
- the child shows inappropriate sexual awareness for his/her age and sometimes behaves in a sexually explicit way.

Bear in mind that physically disabled children and children with learning difficulties are particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them.

This list is not complete, there are many other indicators – if you have concerns discuss them with the Welfare Officer (our Head Coach) or another Committee member or seek professional advice.

If you have concerns about the welfare of a child ...

Please remember - it's not your responsibility to decide whether a child is being abused but we are asking you to **act on your concerns**. Make a detailed note of what you've seen or heard but don't delay passing on the information.

If you are a member, or the parent/carer or friend of a member of the club you should:

___ tell a club officer such as the Welfare Officer, the club secretary, chairperson, coach or any committee member (names and contact details are on the Club notice board), or at an event the referee - unless, of course you suspect them of being involved or

___ ring **SwimLine** on **0808 100 4001** - Swimline is the ASA's own Helpline where you can talk to someone who understands both swimming and the requirements of child protection. If you need urgent advice you have the option to transfer to the NSPCC Child Protection Helpline

If you are a club officer or referee you can:

___ talk to the child's parents/carers about the concerns if you think there may be an obvious explanation such as a bereavement or pressure from their studies/exams.

___ ring **SwimLine** on **0808 100 4001**

___ Contact local Social Services Department (Retford Social Service – 01777 716161) and ask to speak to the duty social worker or, in an emergency, the Police.

If you're working with swimmers away from home, at a training camp, perhaps, or a national/regional competition - tell the team manager or the chief coach.

Again please remember to make a detailed note of what you've seen or heard but don't delay passing on the information. Keep a copy of your note in a place where you are sure it is safe and confidential.

Ideally you should make a note of the following information about the child – full name, date of birth, address and phone number, names of parents/carers and any brothers or sisters (who may be known by another name) – don't worry if you cannot get all the details just get what you can and refer the information and your concerns.

NB You should also inform the Club Committee (any member) and write to the ASA Legal Department to advise them of your concern and to whom you have reported it. Address the letter to:

ASA Legal Affairs Dept., Harold Fern House,
Derby Square, Loughborough LE11 5AL

If, however, despite the action you've taken, you feel that the situation hasn't changed, or that nothing has been done please contact SwimLine on the 0808 100 4001 number and talk to them about your concerns.

If a child tells you that he or she is being abused

Stay calm

Don't promise to keep it to yourself

Listen to what the child says and, please, take it seriously.

Only ask questions if you need to identify what the child is telling you - don't ask the child about explicit details.

Make a detailed note of what the child has told you but, as advised in the previous section, please don't delay referring your concerns.

What the Club will do to help prevent Child Abuse

We will try to avoid situations where teacher/coach/club official and child are alone. Occasionally there may be no alternative - for example, a child may fall ill and have to be taken home. One to one contact must never be allowed to occur on a regular basis. Further guidance on this issue is contained in the Code of Ethics.

We will ascertain the child's and the parent's/carers views about manual support for children who need this kind of help, particularly when they are in the water.

If it's necessary to do things of a personal nature for children who are young or disabled, we will make sure we have another adult accompanying us. We will get the child's consent if at all possible and certainly get consent from the parent/carer. We will let the child know what we are doing and why.

Nominated club officials will be responsible for children in changing rooms.

Teachers/coaches/club officials will work in pairs if classes or groups of children have to be supervised in the changing room.

We will ensure that mixed teams are always accompanied by male and female teachers/coaches/club officials.

We will not allow any physically rough or sexually provocative games, or inappropriate talking or touching by anyone, in any group for which we have responsibility.

In competitions and galas, we will look out for people who don't appear to be relatives or friends of children who are swimming but, nevertheless, seem to spend a lot of time videoing or photographing them. Any such incidents will be reported to the to the organisers or the pool management immediately.

When organising a swim meet we will arrange an accreditation system for parents/relatives and friends and bona fide press photographers

ANNEX II

ASA REGISTRATION CATEGORIES

The ASA Council has agreed to adopt a **Three Category** membership system to become active in 2004. The Categories are:

Category One shall include all members of any age who are learning to swim or who are swimmers at any level, who do not compete in any discipline in open competition*, other than those exempted under Law 312.1.2 (private association competition).

Category Two shall include all members of any age who compete in any discipline in open competitions*, other than those exempted under Law 312.1.2.

Category Three shall include all members of any age who are not in Categories One or Two including, but not being limited to, any persons who have voting rights in their club by virtue of being a parent of or a person with parental responsibility for a member in Categories One or Two; administrators, associate members; coaches; helpers; honorary members; life members; officers; qualified officials of any discipline; patrons; teachers; temporary members; vice presidents and verifiers or tutors of the Association's educational certificates.

*ASA Regulations define "open competition" as a competition to which entry is not limited to members of any one club. Local League competition is excluded.

ANNEX III

Club Captains Job Description

Offer encouragement to young swimmers at training sessions and competitive galas.

To be a role model and demonstrate appropriate behaviour to other swimmers.

To make themselves known to club members and offer support.

To encourage young swimmers to compete in competitive galas.

To provide support and advice during competitive club events.

To be a member of any Sub-Committee as may be required by the Executive Committee