

# Ashton Central Swimming Club



# CLUB HANDBOOK

(Including New Starter Information)

Review date: January 2016

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## Introduction

Welcome to Ashton Central Amateur Swimming Club. The aim of this handbook in conjunction with the club website, [www.ashtoncentral.co.uk](http://www.ashtoncentral.co.uk), is to provide members with information regarding the clubs activities and for the participation in the sport of swimming.

Ashton Central Swimming Club came into being in 1978 and is entirely run by volunteers. It was set up for the swimming enthusiasts in Ashton to allow swimmers to develop, and to swim under their town's banner.

Over the years the club and its reputation have grown and we now have swimmers from both the Wigan and St. Helens boroughs. Our boundaries have spread as far as Shevington, Aspull, Upholland, Winstanley, Lowton, Newton and parts of St.Helens.

We train at two pools, our home base is at Ashton Leisure Centre, adjoining Cansfield High School, and our second pool is at Selwyn Jones Leisure Centre in Newton-le-Willows.

## Club Aims

The main aim of the club is to teach swimming within a safe and secure environment, to teach swimming, enabling members to reach their full potential, and allow swimmers to compete at the highest level.

## Communication

- Face to face communication is always the best way of passing on information. If you need to know anything about your child's swimming progress speak to the swimming teacher. However, please leave this until the end of the session so as not to distract the teacher from concentrating on the children swimming in the pool.
- Each swimming group has a parent representative on the committee. If you need to know anything about the general running of the club ask them. If you need to pose questions for the committee inform your representative, who will pass on your queries.

- Teacher2parents is our way of communicating information to members so please ensure that we have your current mobile telephone number.
- Every quarter a new letter is formulated. Ensure that we have your current e mail address if you wish to receive this.
- There is a notice board at both Ashton and Selwyn Jones swimming pool.
- The club has a website, however you need to have a password to be able to read the information posted on it.
- Facebook is our social media network. You can keep in contact with fellow parents and swimmers and find out what is going on.

## **Swim 21**

The club has been successful in SWIM 21 status. This means that the ASA have recognised the excellent standard of teaching provided and the quality systems in place throughout the club. SWIM 21 is a 'quality mark' and provides a development model and planning tool based on the principles of long term athlete development enabling clubs to help swimmers, teachers and administrators to achieve their full potential.

## **The Committee**

The club is administered by a committee which is elected each year at the Annual General Meeting. The AGM is held in December. The committee consists of a President (non-voting), a Chairman, a Treasurer, and a Secretary and up to ten members, including parent representatives.

The purpose of the committee is to ensure that the club is run legally and is financially sound. Each position has a job description which details the roles and responsibilities of the post holder.

## **Coaching Staff**

All teaching staff used by Ashton Central hold recognised Amateur Swimming Association (ASA) qualifications and are committed to the development of all swimmers in the club. All our coaching staff give their time voluntarily and receive no payment for their services. As much as possible a swimming group will have the same teacher(s) for all sessions. As part of our continuing recruitment process, you

may see poolside helpers who are working towards a recognised ASA qualification; a fully qualified member of staff ALWAYS supervises these people.

Each swimming group has a nominated member of staff who has overall responsibility for the development of the group. Each group also has a committee member who is spokesperson for that group and can answer most queries. If you have a problem, which relates to a coaching issue then feel free to discuss it with your child's coach/teacher but we ask you to please leave it until the end of the session as the teacher has responsibility for all the children in the group and needs to give all their attention to the session in progress.

### **Age of members**

Minimum age 4

No restriction on maximum age

Minimum age for club gala 5

A mini gala is held for those swimmers in learn to swim.

Minimum age to enter team galas is 9. The team is selected by the team manager.

### **Fees and ASA costs**

Each year the officers of the committee meet to assess the available funds and set the fee structure for the following year. This is dependant on the resources required to enable the club to provide a quality service and also on the facility costs. The club will make every effort to ensure there is equity, however if there are members who are having difficulty meeting the cost of swimming, the membership secretary in consultation with the treasurer will offer financial assistance.

Discounts apply when more than two children join the club (not including learn to swim).

All swimmers must be current members of the club by paying their fees monthly on the first day of the month by standing order.

In addition to membership fees there is an additional ASA registration fee. This is set by the ASA each year and is payable to the club in January.

There is a proforma in the appendices of this handbook. This informs you of the bank details of the club, you are required to take these to your bank and set it up. If you do not hold a current bank account, please inform the membership secretary when you

submit your membership application. We will make every effort to accommodate another payment method, however to facilitate the smooth running of the club standing order is the preferred method.

The fees incorporate an annual insurance premium and this ensures that all members are fully insured when participating in the clubs swimming activities. The insurance policy is displayed on the club notice board at Selwyn Jones and Ashton Leisure Centres.

**IMPORTANT Non-payment of fees results in lapse of membership and therefore lapse of insurance. Swimmers will NOT be then be allowed to swim in club swimming sessions.**

### **Club Rules and Constitution**

The club is affiliated to the Amateur Swimming Association (ASA) North West Region and therefore is required to have a set of rules and constitution which have been approved by them. You will find these in the appendices of this handbook and on the website. It is important that you read these and you will be asked to sign in agreement of them prior to you being accepted as a member of the club. Each month at the committee meeting new members are proposed and elected or declined.

### **Child Protection**

The club is committed to providing a safe, secure environment for you and your child/children. In support of this a child welfare officer is appointed at the Annual General Meeting each year.

- All the teachers, poolside helpers, committee members and parent helpers are subject to a Disclosure and Barring Service (DBS) check.
- All teachers are aware of the standard operating procedures of both the pools used for teaching swimming.
- All teachers are aware of the reporting procedures for child injuries.
- The club has insurance in respect of injuries for club members.
- The club has adopted the ASA equity and code of ethics.
- The club has a disability policy.
- The club has developed assessment strategies to minimise risk.

- All data obtained and identifiable information is regarded as confidential and will only be shared with your consent.
- The teachers need to know if a swimmer has any illness which may require urgent medical intervention e.g. asthma, epilepsy, allergic reactions.

If you have any concerns regarding the welfare or protection of your child please alert the welfare officer or an officer of the committee as soon as possible so that an investigation and an action plan can be implemented.

## Swimming Sessions

Ashton Central Amateur Swimming Club swim at Selwyn Jones Leisure Centre and Ashton Leisure Centre. When and where you swim will depend on a number of factors.

You will be invited to a trial and the assessing teacher will then advise you in which group the swimmer would be most suitable for. A two week trial period will be offered to you which will enable the swimmer to decide if they wish to request membership of the club.

## Group Structure

The club is divided into six groups, which provide a progressive structure in which swimmers can progress at a rate, which is appropriate to each individual. Within each group the swimmers are graded into swimming lanes according to their ability. The swimmers can then see that they are making progress within a group.

**Learn to Swim (LTS) & E:** this starts with swimmers that have achieved at least level 2 of the ASA swim plan. LTS introduces the basics of front crawl, backstroke and breaststroke as well as introducing other basic skills and water confidence. The minimum age at which we take in children is four years old.

**D Group:** This is a natural progression from E group and builds on the basic strokes and water skills. Here children are introduced to basic competitive skills such as diving and turns.

**C Group:** Within this group the swimmers develop their stroke with the emphasis on improving technique in the competitive swimming strokes, diving, starts and turns.

Building up basic fitness is also a high priority. At this stage some of the swimmers dependent on age and ability may start to enter club competitions.

**B Group:** Again the emphasis is on improving swimming technique, and fitness. Swimmers in this group (dependent on age and ability) may progress to open as well as club competitions.

**A Group:** Whilst training in this group still centers around developing quality, technique and fitness, the training schedules are based around the competitive calendar. A division of this group is reserved for our senior swimmers who perhaps wish to continue swimming but no longer wish to compete, and are over the age of 16.

**Masters:** The Masters swimmers are those who are competent swimmers over the age of 25, who want to keep fit and those who want to enter competitive competition.

**Although session times do vary from time to time at present they are as follows:**

Learn-To-Swim: & E group	Friday	6.30pm - 7.20pm	Selwyn Jones Leisure Centre
D Group	Friday	6.30pm - 7.30pm	Selwyn Jones
	Sunday	3.00pm - 4.00pm	Selwyn Jones
C Group	Thursday	7.30pm - 8.30pm	Ashton
	Saturday	9.00am - 10.00am	Ashton
	Sunday	4.00pm - 5.00pm	Selwyn Jones
B Group	Friday	7.30pm - 8.30pm	Selwyn Jones
	Saturday	8.00am - 9.00am	Ashton
	Sunday	2.00pm – 3.30pm	Ashton
A Group	Wednesday	8.00pm - 9.00pm	Selwyn Jones
	Thursday	8.30pm - 9.30pm	Ashton
	Saturday	10.00am -11.00am	Ashton
	Sunday	3.00pm - 4.00pm	Selwyn Jones
Masters	Tuesday	8.00pm - 9.00pm	Ashton



Session times are liable to change at the discretion of the Leisure Centre unfortunately we have no control over this but will endeavor to inform you if any changes are imminent.

## **Progression**

Progression within each group and into the next group is on ability and in the case of A group, age (children must be in or about to start Yr 7). When deciding whether or not to move swimmers into the next higher lane or group, three factors are taken into consideration:

1. The child's stroke technique
2. Their level of fitness
3. Their ability to cope mentally

A child may have the right level of stroke ability to merit a move into the next group, but the teacher / coach may feel that they are not physically fit enough for the next level, for example because their attendance is erratic. Generally we move swimmers following time-trials, which are held four times a year but if the coaches felt a move at any other time was warranted then the swimmer would be offered that opportunity. Movement between groups is at the discretion of the swimming teachers and chief coach.

## **Time trials**

Swimmers in all groups other than LTS will take part in time trials three times per year (club gala is in lieu of 4<sup>th</sup>). This involves swimming a set distance on each swimming stroke while someone is timing the swimmer. Time trials give the teaching staff a regular measure of a swimmers progress and also gives the swimmers a chance to measure how they have improved since the last time trial.

Some children find time trials stressful and it is important as a parent to remember that continual improvement is not always possible and that sometimes poorer times are recorded than have previously been achieved. There can be a number of reasons for this. Swimmers will be selected for team events based on time trial results. Should you have any questions regarding this process ask your teacher for clarification.

## **Associated Squads**

Prescott and Wigan both have excellent training schemes. They provide more pool time for those swimmers whose intentions are to enter open competition or have the ability to develop to National Competition level. If you are interested and require more information ask your swimming teacher or chief coach.

### **Equipment needed**

- Swimwear costume/trunks ( Women and girls - must be a costume or knee length suit and this must not have a zip back or clip so will have a traditional no back. Men and boys – They can wear suits only from knee to waist )
- Goggles
- Towel
- Flippers ( short )
- Floats and Pull buoys are provided but swimmers can have their own if preferred
- Drinks bottle
- T shirts, sweat shirts, equipment bags, caps can be purchased from the club equipment officer. ( ask for full details )
- Swimming hat

### **Hygiene**

All swimmers should shower and use the toilet before entering the pool.

### **Safety**

- Swimmers with long hair must wear a swimming cap during training sessions and competitions. Other swimmers with short hair can choose whether to wear a hat or not. It depends how comfortable they feel.
- Chewing gum or the consumption of food on the poolside is not permitted.
- Diving is not allowed into shallow water, or until the swimming teacher instructs you to do so.
- Jewellery should be removed prior to entering the water to avoid injury and loss.
- Swimmers should not enter the pool until a swimming teacher is present.
- All sessions have a qualified life guard present.
- No swimmer should dive into shallow water.

- Swimmers should not run on the poolside.
- Face masks and snorkels may not be used in the pool.
- 

### **Electronic Devices**

MP3 players or other water proof electronic devices are not allowed in the swimming pools.

Mobile phones, cameras and other photographic equipment are not permitted in the changing areas and the swimming pools. All parents will be asked to sign the clubs photograph policy.

### **Life Guards**

There is always a life guard on the poolside at every session. They hold a National Pool Lifeguard Qualification, all swimmers are required to listen to them. There are also signs to ensure that swimmers are safe.

Unruly behaviour, foul or abusive language will not be tolerated.

### **Nutrition and Diet**

During exercise the body loses fluid, which is not always obvious in swimming. It is essential that swimmers bring a drink with them to each session. This must be in a swimming bottle and not a proprietary packaged water bottle as these have small plastic parts that could cause choking if dropped into the pool.

Drinks could be water, diluted fruit squash or a sports drink. Fizzy drinks should not be used as the sugar content inhibits the body's re-hydration process.

Swimmers should avoid eating for at least an hour before swimming. Swimming depletes the body's natural storage of carbohydrates and so it is advisable that after a swimming session the swimmer has a health bar or a sandwich to increase their energy levels back to normal.

### **Parents Attendance at Sessions**

Parents are expected to be at the poolside for those children who are 12 years of age and under so that if any problem arises you are able to assist your swimmer. This will also enable parents to increase their knowledge of the sport and then be

able to encourage the swimmer. Swim watch with other parents is allowed to lessen the burden. Parent helpers are encouraged as this club is run by previous parents and swimmers.

### **Parents on Committee**

There is parent representation on the committee. If you have any questions or concerns regarding the running of the club, they will agenda them at the next meeting under 'any other business, on your behalf. Committee meeting dates are advertised on the notice board and on the club website, and are usually the last Monday of each month, with the exception of July.

### **Annual Presentation Evening**

This is held in December each year. Medals and trophies are awarded to swimmers who entered the annual gala. Some special trophies are also presented including the swimmers swimmer of the year.

All members and parents are invited to the presentation evening and admission is by ticket only. Unfortunately friends and extended family cannot automatically be included in this event, unless the room capacity allows. Members will therefore be offered places in the first instance.

### **Distance Swims**

These occur twice a year for learn to swim, D and E group and once a year for C, B and A. This allows swimmers to swim as far as they can and gain distance badges.

### **Galas**

#### **Badge Galas**

The club has 3 badge galas a year.

Swimmers swim in different events chosen by them selves to gain personal best times. Times are judged against levels, enabling swimmers to achieve badges.

#### **Team Galas**

The club participates in team galas throughout the year. There is no swimming season like in other sports such as football or cricket, swimming events occur all year.

As a club we enter a number of competitions each year, which covers swimmers from the ages of 8 upwards (swimmers are required to be 9 in that year). We currently have two team managers who have sole responsibility for team selection for galas.

Each competition will have different rules concerning the number of events in which an individual can swim. However, working within these rules the team managers will select the most suitable swimmer for each event, i.e. the one that can swim the event fastest.

We do, however, try to involve as many swimmers as possible in galas each year, and the various competitions we enter reflect this. Swimmers who have the inclination and the ability are encouraged to enter 'open' competitions, i.e. where they are swimming for personal glory rather than as part of a team.

The team lists are put up on the notice board at Ashton Leisure and on the desk at Selwyn Jones Pool. Please check regularly in case you have been selected. Having been selected you are expected to swim unless there is a good reason you cannot. Please inform the team manager of your availability as soon as possible so that a reserve team member can then be selected.

When the club competes in team galas, transport is often provided. Although this is subsidised there is a fee of £3 per person or £10 per family maximum. Poolside assistants travel free of charge. The details of the coach pick up times will be on the team sheet. All swimmers are expected to travel by coach unless otherwise agreed with the team manager. This is so that all team members can be together and build a team spirit and receive special instructions. This also ensures that participants can be accounted for before we leave for the venue and that the team arrives on time.

A lot of the competitions include 4x1 length relays and if only 3 competitors from the age group and gender turn up the rest of the group are unable to swim.

Parents and supporters are encouraged to travel, subject to space on the coach or by shared transport.

Anyone selected for a team who indicates availability for a gala and then does not attend the gala without prior notice will be dropped from the selection for the next gala.

If a swimmer completes their swimming events before half time in a gala, they will be able to get changed if they wish, but must remain on the poolside until the end of the gala. Any swimmer competing in events after half time will remain on the poolside

until the end of the gala before getting changed, unless otherwise agreed with the team manager.

Swimmers are asked to remain silent at the start of each race, to avoid false starts.

**Time trials and personal best times are used for team selection.**

### Wigan District Friendly Galas

Clubs in Wigan Borough swim against one another allowing 'B' grade swimmers to compete in a local arena. Each competing club hosts a home gala throughout the year. This allows swimmers who don't usually get the opportunity to swim.

'A' team swimmers will be asked to swim if no one else is available or if it is last minute. (If this is the case it is usual practice to ask 'A' team swimmers to swim up an age group).

### Central Lancashire and Bolton and District

We are affiliated to both of these associations. The galas we enter are selected by the team manager at the beginning of each year.

### Open Galas

Your swimming teacher will advise you as to which are the most appropriate competitions for you to enter, unlike a team gala you can choose what events to enter. Open Meets are available for all standards of competitive swimmer, from novice to senior international. Swimmers entering these competitions will hopefully will achieve personal best times and / or Qualifying times for the next level and medals.

Each meet has a licensing level according to the purpose of the competition and they all have qualifying or consideration times.

- **Level 1:** is aimed at National qualifiers, or swimmers close to National qualification who are looking to achieve National qualifying times. If swimmers are considering swimming at such a high level then they need to do other competitions to gain entry times.
- **Level 2:** is aimed at District qualifiers and swimmers who are looking to achieve Regional or National qualifying times.
- **Level 3:** is aimed at swimmers looking to achieve County qualification and are for all swimmers below Regional level

- **Level 4:** is aimed at swimmers looking to achieve County qualification and are for all swimmers below County level. The Annual Club Championships is a licensed Level 4 Open Meet and all club members in groups E and above should maximise their entry into this competition.

*\*National qualifying times are accepted from meets licensed at level 1 & 2.*

*District qualifying times are accepted from meets licensed at level 1, 2 & 3*

Occasionally a level 3 / 4 meet may run a speeding ticket system whereby there is an upper limit on the times allowed, this allows the lower grade swimmers to compete in an even arena.

The club identifies which galas it intends to take swimmers to at the beginning of each year. Parents can also take swimmers to any events they would like to as long as the swimmer swims under the Ashton Central club name.

Teaching staff will also alert swimmers if they think particular galas may be of interest.

Open galas usually have electronic timing. This means that the races are started using a starting signal and finished when the swimmer touches the pad at the end of the lane. The results will then be automatically displayed at the on the score board. These events will have a referee, starter, judges and timekeepers and the events will be run following ASA rules.

Swimmers who enter competitions must be 'Category 2' registered with the Amateur Swimming Association. If you don't understand which category you need to register for, ask your swimming teacher who will advise you.

### Annual Club Gala

Each year in November the Club holds its annual swimming gala. All swimmers who have been a member of the club for more than 8 weeks are eligible to take part in the competition. Swimmers compete in their own age group with medals being awarded to all swimmers who take part in the competition. A trophy is awarded to the overall age group winner provided they have swum in all the events for that age group. There are also special trophies awarded and a swimmers swimmer award.

For swimmers in the Learn to Swim category there is a mini gala held in November, where every child gets a medal as recognition of their ability.

## Medication

When you join the club the swimmer will be asked to declare any medication that they take. This must also be declared to the ASA. Forms are available from our membership secretary. It is also necessary to tell your General Practitioner that you are a swimmer as when being prescribed medication it will help them to decide on which medication to treat you with.

All swimmers are subject to anti-doping legislation. Consequently swimmers may be asked to provide a sample by the ASA for testing. Parent / guardian consent is required in the case of any swimmer under the age of 18 but everyone is subject to the legislation, regardless of age.

## Disability

The club welcomes all members and is committed to a policy of inclusivity, which is available upon request.

## Volunteering

Ashton Central Swimming Club is entirely run by volunteers, and if you would like to offer your services we would be grateful. This might be as a committee member, teacher or helper. There is an application form and process. If you are interested please ask a committee member for more information.

We also require timekeepers to time at our galas and we do provide training free of charge. You can then assist with time trials and galas if you wish to. Judges, starters and referees are required at a national level and if you are interested we would assist you to get this qualification.

All volunteers require DBS checks in line with the ASA Child Protection policy. If you would like to know more about helping in any way, ask any committee member.

## USEFUL TELEPHONE NUMBERS

Wendy Orr Treasurer home 01942 717023 mobile 07930711481  
e mail [w.orr@hotmail.co.uk](mailto:w.orr@hotmail.co.uk)

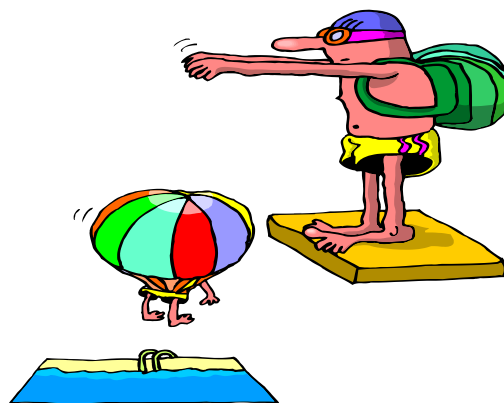


Trish Little Chairman home 01257 255428 mobile 07775623298 e  
mail [trish1608@gmail.com](mailto:trish1608@gmail.com)

## In Conclusion

Welcome to Ashton Central Swimming Club. We are pleased you have chosen to swim with us.

Happy Swimming!!!





## Ashton Central swimming club.

Within your starter pack you will find

- 1 ASA green form. Complete and return with the ASA annual fee of £14.30 asap. The payment can be made by either cash, cheque or bank transfer. If paid by bank transfer can you please ensure the reference states: ASA fees (and swimmers name) and is paid with the first fee payment and then January thereafter.
- 2 Membership application form. Complete and return.
- 3 Standing order mandate. Ensure you complete with the swimmers name in the reference section at the bottom of the form to aid us with identifying who the fees belong to. Take to your bank and set up the monthly fee payment. Fees become payable 2 weeks after commencing swimming, please ensure your standing order has been registered with your bank by this time.
- 4 Session times Information regarding contact numbers and the fees payable for the groups, and when and where the groups swim.
- 5 Medical Information and Consent Form - to inform the coaching staff if your child has an ailment that may affect them in the water or poolside. Also to give consent for club activities.
- 6 Photography consent form Required to publish photographs of swimmers on website and use for training purposes.(not compulsory)
- 7 Rules of the club Sign the consent form and return.

Full details about the club can be found on our website [www.ashtoncentral.co.uk](http://www.ashtoncentral.co.uk)  
Please register on the site for full membership to allow you access to all parts of the site. Can you please put the swimmers name in the registration details to identify as a current member.

*We would like to welcome you to the club and please feel free to contact any of the numbers within the pack if you have any queries.*

# ASA OFFICIAL FORM SUPPLIED

# Ashton Central Swimming Club



## Membership Application Form

PLEASE USE BLOCK LETTERS

NAME .....

ADDRESS .....

..... POSTCODE .....

TELEPHONE NUMBER .....MOBILE NUMBER.....

EMAIL .....DATE OF BIRTH ..... AGE THIS YEAR .....

Details will be filed on the computer for the sole use of the club. In order to comply with the data protection act this requires your permission. Please sign below to indicate your consent.

There are adult helpers in the water to assist swimmers when appropriate.

Signature .....

IF YOU ARE A MEMBER OF ANOTHER SWIMMING CLUB PLEASE STATE WHICH

.....

**PLEASE INFORM GROUP COACH AND COMPLETE ASA MEDICAL FORM IF ABOVE NAMED HAS ANY DISABILITIES, ILLNESS OR IS RECEIVING ANY REGULAR MEDICATION.**

SWIMMERS / PARENTS OR GUARDIAN(if swimmer is under 18yrs of age)PLEASE READ AND SIGN.

It is understood that the organising authority is under no liability whatsoever in respect of any personal loss or injury which the above applicant may sustain due to his/her participation in the club.

SWIMMER or PARENTS/GUARDIAN (if swimmer under 18 yrs of age)

SIGNATURE ..... DATE .....

Fees become due two weeks after commencement.

Proposed by ..... Seconded by .....

Accepted on behalf of Ashton Central Swimming Club .....  
(Chairperson / Secretary / Treasurer)

## STANDING ORDER MANDATE

TO THE BANK MANAGER

BANK: .....

ADDRESS: .....

.....  
 .....

Please set up the following standing order

PLEASE PAY TO THE BANK SHOWN BELOW THE AMOUNTS STATED, ON THE DATES SPECIFIED

Sort Code:	20-96-37	Payment Value	To Be paid	Date first payment due.
Bank:	Barclays Bank	£	Monthly / Quarterly (delete as appropriate)	
Branch:	Ashton-in-Makerfield			
Account name:	Ashton Central Swimming Club			
Account no:	70060437			
Please quote Reference:- (Please insert <b>swimmers name</b> )				

Date : ..... Bank A/C Number: .....

Sort Code: .....

Signature .....

Name and Address: .....  
 (Block Capitals please)

.....  
 .....  
 .....

(Please complete and forward direct to your own Bank)

**Session times**

A group	Wednesday 8-9pm Selwyn Jones Newton Thursday 8.30-9.30pm Ashton Leisure Centre Saturday 10-11am Ashton Leisure Centre Sunday 3-4pm Selwyn Jones Newton
Top B group	Wednesday 8-9pm Selwyn Jones Newton Saturday 8-9am Ashton Leisure Centre Sunday 3-4pm Ashton Leisure Centre
B group	Friday 7.30-8.30pm Selwyn Jones Newton Saturday 8-9am Ashton Leisure Centre Sunday 3-4pm Ashton Leisure Centre
Top C group	Friday 7.30-8.30pm Selwyn Jones Newton Saturday 8-9am Ashton Leisure Centre Sunday 4-5pm Selwyn Jones Newton
C group	Thursday 7.30-8.30pm Ashton Leisure Centre Saturday 9-10am Ashton Leisure Centre Sunday 4-5pm Selwyn Jones Newton
D group	Friday 6.30-7.30pm Selwyn Jones Newton Sunday 3-4pm Selwyn Jones Newton
E Group & Juniors	Friday 6.30-7.30pm Selwyn Jones Newton
Masters	Tuesday 8-9pm Ashton Leisure Centre

**Fees 2015**

A - D groups £25 per month from Jan 15

E & Juniors £21 per month from Jan 15

Masters £13 per month

Please ask for concessionary rates for squad swimmers (conditions apply).

**Contact names / numbers:**

Hon Treasurer Wendy Orr 01942 717023

Coach Trevor Little 01257 255428

Membership Secretary Nicola Prescott

Web site: [www.ashtoncentral.co.uk](http://www.ashtoncentral.co.uk)

# Ashton Central Swimming Club



Affiliated Club

## Club Medical information and Consent Form

for training session, land training, team competitions, open competitions, trips and fundraising events.

**To be completed by parents or guardians of all children under 18 and all swimmers 18 and over.**

I am completing this form on behalf of myself / my child ( delete as appropriate).

Name of swimmer:.....  
 Home Telephone Number:.....  
 Mobile Number:.....  
 Address:.....  
 .....  
 Postcode:..... Date of Birth.....  
 Emergency Contact Name.....  
 Relationship to Swimmer.....  
 Emergency Number.....  
 Emergency Mobile Number.....  
 E.mail address.....  
 General Practitioner.....  
 General Practitioner Address.....  
 General Practitioners Telephone Number.....

(delete as appropriate) box)	( tick correct	<b>YES</b>	<b>NO</b>
Do you/ does your child have any specific medical conditions requiring medical treatment and/ or medication? ( If yes, please give details, including dosage and frequency of any medication)			
Do you/does your child have any food, drug or other allergies? (If yes, please give details)			

(delete as appropriate) box)	(tick correct)	<b>YES</b>	<b>NO</b>
Do you/ does your child suffer from any disability? (Physical, sensory or learning) (If yes, please give details)			
Is there any other information that you think the club officials should be aware of?			

**Declarations:**

1. To the best of my knowledge and belief, the information given above is complete and accurate.
2. I undertake to keep the club informed of any changes that may arise in relation to the above information.
3. In the event of an emergency I give my permission for, coaches, teachers, assistant teachers, team manager, poolside helpers, club officials to obtain urgent medical treatment which may be required by myself/ or my child.
4. I am aware of the type of activities likely to be undertaken and consent to myself/ my child taking part.
5. I acknowledge that the club will be liable in the event of an accident only if they have failed to take reasonable steps in their duty of care for me/ my child.
6. I am aware of the club's Constitutional Rules and acknowledge the need to abide by these at all times.

**I understand that in signing this declaration I am giving consent for me/ or my child (delete as appropriate), to be involved in all club activities such as training sessions, land training, team competitions, open competitions, trips and fundraising events.**

Signature ( parent/ guardian if under 18 years of

age).....

Print

Name.....

Date.....

Signed by:

club chairman/ secretary/ treasurer/ membership secretary/

Signature.....

...

Print

Name.....

Date.....

...



# Ashton Central Swimming Club



Affiliated Club

## Ashton Central Swimming Club Photography Consent Form

Parent of .....  
 (you can withdraw your consent in writing to the committee at any time)

Advice can be sought from the club child protection officer, if required.

I give my consent to my child being photographed in the following situations:

Photographs to be used on the club website	Consent given *	Consent refused *
Photographs to be used in newspaper articles	Consent given *	Consent refused *
Photographs to be used on the notice board	Consent given *	Consent refused *
Photographs to be used in the news letter	Consent given *	Consent refused *
Photographs/videos to be used for training purposes	Consent given *	Consent refused *
Professional photographer (approved by committee) for competitions/galas/meets/club events	Consent given *	Consent refused *

*\*delete as appropriate*

Signed.....

Print Name.....

Date.....

**N.B Parents have a right to refuse agreement to their child being photographed.**



Affiliated Club



## RULES of Ashton Central Swimming Club as at 01/01/2015

### 1. **Name**

- 1.1 The name of the Club shall be Ashton Central ASC, herein after called the 'Club'.

### 2. **Objects**

- 2.1 The objects of the Club shall be the teaching, development and practice of swimming, diving, the promotion of competitions and championships for its members and entry into competitions and championships at Local, County, Region, National and International level.  
In the furtherance of these objects:

2.1.1 The Club is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of sex, ethnic origin, religion, disability, age or political persuasion, on any grounds.

2.1.2 The Club shall implement the A.S.A. Equal Opportunities policy.

- 2.2 The Club shall be affiliated to ASA North West Region and the Lancashire County Water Polo and Swimming Association, and shall adopt and conform to the rules of this Association, and to such other bodies as the Club may determine from time to time.

- 2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Laws, Regulations and Technical Rules of the A.S.A. ("A.S.A. Laws") and in particular:

2.3.1 all competition entrants from the club shall be members of the club and shall be eligible competitors as defined in A.S.A. Laws and Regulations.

2.3.2 the Club shall in accordance with A.S.A. Laws and regulations adopt the A.S.A. Child Safeguarding Procedures; and shall recognise that the welfare of children is everyone's responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.

2.3.3 members of the Club shall in accordance with A.S.A. Laws and regulations comply with the A.S.A. Child Safeguarding Procedures.

- 2.4 By virtue of the affiliation of the Club to ASA North West Region, the Club and all members of the Club acknowledge that they are subject to the laws, rules and constitutions of:

2.4.1 the Lancashire County Water Polo and Swimming Association; and

2.4.2 the A.S.A. North West Region; and

2.4.3 the ASA (to include the A.S.A./IOS Code of Ethics); and

2.4.3 British Swimming (in particular its Doping Control Rules and Protocols and Disciplinary Code); and

2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together "the Governing Body Rules").

- 2.5 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.

### **3. Membership**

- 3.1 The total membership of the Club shall not normally be limited. If however the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club. The members shall have the right to impose and remove from time to time any limits on total membership or any category of membership of the Club.
- 3.2 All persons who assist in any way with the Club's activities shall become members of the Club and hence of the A.S.A. and the relevant A.S.A. membership fee shall be paid. Assisting with the Club's activities shall include, but not be restricted to, administrators, associate members, voluntary instructors, teachers and coaches, Committee members, helpers, Honorary members, life members, Officers, patrons, Presidents, technical and non-technical officials, temporary members, Vice Presidents and verifiers or tutors of the A.S.A.'s educational certificates.
- 3.3 Paid instructors, teachers and coaches who are not members of the Club must be members of a body which accepts that its members are bound by the A.S.A.'s Code of Ethics and the Laws relating to Child Safeguarding and those parts of the Judicial Laws, Judicial Rules, Judicial Regulations and procedures necessary for all their implementation and whilst engaged in activities under the jurisdiction of the A.S.A. shall be subject to all the constraints and privileges of the Judicial Laws and Regulations.
- 3.4 Any person who wishes to become a member of the Club must submit a signed application to the Secretary (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). Election to membership shall be determined by the committee but other person(s) authorised by the Committee may make recommendation as to the applicant's acceptability.
- 3.5 The Secretary shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a Review Panel appointed by the Committee comprised of not less than three members who may or may not be members of the Committee. The Review Panel shall (wherever practicable) include one independent member nominated by the ASA North West Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for review shall be at the discretion of the Review Panel whose decision shall be final and binding.
- 3.6 The Club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, sex, religion, disability, age, political persuasion or sexual orientation.
- 3.7 The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, or, in the case of an athlete, being unable to achieve the entry standards as laid down and provided by the Club to the applicant for membership.
- 3.8 Membership shall be renewed on an annual basis through the process of reapplication not later than 1<sup>st</sup> January each year.
- 3.9 The category of membership shall be decided in accordance with the following
  - 3.9.1 Senior members, who shall be not less than 18 years of age, shall be eligible to hold office and to attend and vote at Committee and General Meetings.
  - 3.9.2 Junior Members, who shall be less than 18 years of age, shall not be allowed to hold office, attend meetings of the committee, unless by invitation of the committee or vote at Committee or General Meetings.
  - 3.9.3 Life Members, who shall be elected by the Committee, with the exception of the President or Vice President(s), for such a period as they think fit and they shall be entitled to all the privileges of membership except that they shall not be entitled to make proposals and resolutions, to vote at meetings or serve as officers or on the Committee unless any such person shall have retained in addition their ordinary membership of the club. Such Life members must be included in the Club's annual return as to membership.

- 3.9.4 Life Members, who shall be elected at the Annual General Meeting on a recommendation made by the Committee in recognition of outstanding services rendered to the Club. Life members shall be entitled to all the privileges of membership except that they shall not be entitled to make proposals and resolutions, to vote at meetings or serve as officers or on the Committee unless any such person shall have retained in addition their ordinary membership of the club. Such Life members must be included in the Club's annual return as to membership.
- 3.9.5 Associate Members, who shall be elected by the Committee in recognition of support or services rendered to the Club. Associate Members shall be entitled to all the privileges of membership including the right to submit propositions and resolutions, to vote at General Meetings, to hold office and be elected to the Committee and must be included in the Club's annual return as to membership.
- 3.9.6 Temporary Members, who are individuals granted temporary membership by the ASA by virtue of their participation in specific event(s) organised by the Club in conjunction with a club, body, association or organisation under the provision of the ASA Regulation on temporary membership. Temporary Members shall not be entitled to make proposals and resolutions, to vote at meetings and serve as officers or on the Committee.

#### **4. Subscription and Other Fees**

- 4.1 The annual members' subscription, membership, coaching, session fees shall be determined by the Committee and the Committee shall in so doing make special provision for different classes of membership, as the Committee shall determine.
- 4.2 Subscriptions shall be due two weeks after joining the Club for the part of the month and thereafter on the 1<sup>st</sup> day of each month.
- 4.3 Any member whose subscription is unpaid 30 days after the due date for payment the member may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made.
- 4.4 The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual A.S.A. Membership Fees to the A.S.A. on behalf of members, be consequential upon an increase in individual A.S.A. membership fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.
- 4.5 The Officers shall have the power in special circumstances to remit the whole or part of the fees, including the A.S.A. membership fees, to address issues of social inclusion.

#### **5. Resignation**

- 5.1 A member wishing to resign membership of the Club must give to the Secretary written notice of his/her resignation. A member's resignation shall only take effect when agreed by the Committee and there is no outstanding financial commitment or disciplinary action outstanding against the individual and this Rule 5.1 has been complied with.
- 5.2 The member who resigns from the Club in accordance with Rule 5.1 above shall not be entitled to have any part of the membership fee or any other fees returned.
- 5.3 Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than two months in arrear shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he/she shall be informed by e mail or in writing, sent by post to his/her last known address informing him/her is no longer a member. An evaluation form is sent to him/her as a way of auditing our Club.
- 5.4 The A.S.A. Membership Department shall be informed should a member resign when still owing money or goods to the Club.

- 5.5 On resignation from the club any trophies owned by the club but held by the **member** must be returned immediately.

## **6. Expulsion and Other Disciplinary Action**

- 6.1 The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for the individual to remain a member. The club in exercising this power shall comply with the provision of Rules 6.3 and 6.4 below.
- 6.2 Upon expulsion the former member shall not be entitled to have any part of the annual membership fee to be refunded and must return any Club or external body's trophy or trophies held forthwith.
- 6.3 The Club shall comply with the requirements and procedures of the Judicial Rules and Regulations for handling Internal Club Disputes as the same may be revised from time to time.
- 6.4 A member may not be expelled or subject to Rule 6.5 below, be made the subject of any other penalty (unless the panel hearing the dispute shall by a two-thirds majority vote in favour of the expulsion of or other penalty imposed upon) the member.
- 6.5 The Officers of the Club, or any person to whom the Committee shall delegate this power, may temporarily suspend or exclude a member from particular training sessions and/or wider club activities, when in their opinion, such action is in the interests of the Club. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate Judicial Rules and Regulations.
- 6.6 The Officials in charge of a particular event shall be responsible for the discipline. If further action is required this is to be referred to the Internal Disputes procedures as laid down in ASA Judicial Laws and Regulations.

## **7. Committee**

- 7.1 The Committee shall consist of the Chairman, Secretary, Treasurer and not more than 9 elected members all of whom must be members of the Club. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings by invitation of the committee without the power to vote.
- 7.2 The Committee shall appoint as and when required a member of the Club as Welfare Officer who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with A.S.A Child Safeguarding courses. The Welfare Officer shall not be a member of the committee, or teaching and coaching staff or the Team Manager or a member of the family of an officer, committee member, the teaching and coaching staff or the Team Manager. The Welfare Officer shall not be a member of the committee but will have a right to attend Committee meetings without a power to vote and shall report to the Committee on all aspects of welfare concerning members of the club.
- 7.3 The Executive Officers and Committee members ( with the exception of life members) shall be proposed seconded and elected at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting and will take office when the Chairman has closed the meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring Executive Officers and members of the Committee shall be eligible for re-election.
- 7.4 The Committee meetings shall be held not less than once a month with the exception of July, save where the committee itself by a simple majority resolve not to meet, but there shall be not less than eight meetings of the Committee per year. The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The secretary shall give all the members of the Committee not less than seven days notice of a meeting in writing or by e mail. Decisions of the Committee shall be made by a simple majority and in the event of an equality of votes the Chairman, or the acting Chairman of that meeting, shall have a casting vote. The Secretary, or in his/her absence a member of the Committee, shall take minutes.

- 7.5 The quorum for a Committee meeting shall be 5, to include not less than one officer. In the event that a quorum is not present within 30 minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman but shall be reconvened on a date within one month of the original date and a minimum of seven days advance notice given to the members of the rescheduled date, time and venue. At the meeting the same agenda as originally issued shall be used. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions s to minimum notice contained in Rule 11.1 and Rule 11.2 shall not apply.
- 7.6 In addition to the members so elected the Committee may co-opt up to 2 further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present. Co-opted members shall not be less than 18 years of age.
- 7.7 The Committee may from time to time appoint from among their number or club members holding specific skills as required, such sub-committees as they may consider necessary and to remove in whole or in part, or vary the terms of reference of such sub-committees and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 7.8 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of the voluntary helpers of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club.
- 7.9 The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner to be appointed by the members in General Meeting.
- 7.10 The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in the management of the affairs of the Club.
- 7.11 The Committee shall maintain an Accident Book in which all accidents to Club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the A.S.A. Membership Department. The Club shall make an annual return to the A.S.A. Membership Department indicating whether or not an entry has been made in the prescribed form, which is to be found on the membership renewal form.
- 7.12 The Committee shall have power to make regulations, create by-laws (see Rule 13.1) and to settle disputed points not otherwise provided for in this Constitution.
- 7.13 The Committee shall ensure that the financial records and minutes of meetings are retained for a period of at least 6 years.
- 7.14 At the first Committee meeting following the Annual General meeting the Committee shall appoint the delegates to attend the Council meetings of the North West Region, the County Association and such other bodies and associations to which the Club is affiliated, as required.

## **8. Officers**

- 8.1 The officers of the club shall be the chairman, secretary and Treasurer.
- 8.2 The officers shall be proposed, seconded and elected at the Annual General Meeting and each year and shall remain in office until their successors are elected at the next Annual General Meeting and will take office when the chairman has closed the meeting. Any vacancy occurring by registration or otherwise in any position previously filled at the Annual General Meeting may be filled by the committee. Retiring Officers shall be eligible for re-election.
- 8.3 The Annual General Meeting of the Club, if it thinks fit may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the Club on election shall, *ex officio*, be an

honorary member of the Club and must be included in the Club's Annual Return of Members to the A.S.A.

## **9. Annual General Meeting**

- 9.1 The Annual General Meeting of the Club shall be held each year on a date in December. The date, time and venue for the Annual General Meeting shall be fixed by the Committee.
- 9.2 Only in the event of exceptional circumstances shall at AGM be postponed by the Committee once the date, time and venue has been fixed and advised by members. A postponed AGM shall normally be reconvened on a date within one month of the original date and a minimum of 7 days advance notice given to the members of the rescheduled date, time and venue. At this meeting, the same agenda as originally issued shall be used.
- 9.3 In any event no more than 15 months shall elapse between any two consecutive Annual General Meetings.
- 9.4 The purpose of the Annual General Meeting is to transact the following business:
- 9.4.1 to receive the Chairman's report of the activities of the Club during the previous year;
  - 9.4.2 to receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;
  - 9.4.3 to remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he/she remain in office;
  - 9.4.4 to elect the Executive Officers and other members of the Committee;
  - 9.4.5 to decide on any resolution which may be duly submitted in accordance with Rule 9.6
- 9.5 Nominations for election of members to any office, named position or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary not later than 21 days before the date of the meeting. The nominee shall be required to indicate in writing on the nomination form his/her willingness to stand for election.
- 9.6 Notice of any resolution proposed or submission ,to be moved at the Annual General Meeting, duly proposed and seconded shall be given in writing to the Secretary not later than 21 days prior to the date of the meeting .

## **10. Special General Meeting**

- 10.1 A Special General Meeting may be called at any time by the Committee.
- 10.2 Only in the event of exceptional circumstances shall a Special General Meeting be proposed by the Committee once the date, time and venue has been fixed and advised to members. A postponed Special General Meeting shall be reconvened on a date within one month of the original date and a minimum of 7 days advance notice given to the members of the rescheduled date, time and venue. At this meeting, the same agenda as originally issued shall be used.
- 10.3 A Special General Meeting shall be called by the Club within 28 days of receipt by the Secretary of a requisition in writing signed by not less than seven members entitled to attend and vote at a General Meeting stating the purposes for which the meeting is required and the resolutions proposed.
- 10.4 A Special General Meeting shall be called in response to a resolution to that effect passed at the Annual General meeting or at any other Special General meeting.
- 10.5 Only in the event of exceptional circumstances shall a Special General Meeting be postpones by the

Committee once the date, Time and venue has been fixed and advised to members. A postponed Special General Meeting shall be reconvened on a date one month of the original date and a minimum of 7 days advance notice given to the members of the rescheduled date, time and venue. At the meeting the same agenda as originally issued shall be used.

## **11. Procedure at the Annual and Special General Meetings**

- 11.1 The Secretary shall personally be responsible for making available to each member a written notice of the date, time and venue of the Annual General Meeting together with the closing date for the receipt of any resolutions, proposals, nominations or reports to be considered thereat not less than 28 days before the date of the meeting. The secretary may, alternatively, with the agreement of member(s) concerned distribute these materials by e-mail or similar form of communication. The Notice of the meeting shall in addition wherever possible be displayed on the Club Notice Board.
- 11.2 The Secretary shall personally be responsible for making available to each member a written agenda for a General Meeting together with the resolutions to be proposed thereat at least fourteen days before the meeting and in the case of the Annual General meeting a copy of the reports to be considered, a list of nominees for the committee posts and other positions and a copy of the examined accounts. The secretary may, alternatively, with the agreement of member(s) concerned distribute these materials by email or similar form of communication.
- 11.3 The quorum for the Annual and Special General Meetings shall be 7 members entitled to attend and vote at the Meeting including at least one Officer.
- 11.4 Having called a General Meeting, it may only proceed to business if the correct quorum of members is present within 30 minutes after the time fixed for the meeting, otherwise, the meeting convened at the requisition of the members shall be dissolved; if convened by the direction of the Committee it shall be adjourned to the same time in the following week save that the adjourned meeting may proceed to business whatever the number of members present.
- 11.5 If the meeting commences but is adjourned for want of time (or other good reason); the members present at the meeting will be notified there and then of the adjourned date if practicable. If not and the matter is adjourned for more than 14 days all members shall receive 7 days notice in writing of the adjourned meeting; otherwise only those who attend the original meeting will be notified of the date..
- 11.6 Any adjournment meeting must be re-convened and business completed within 2 months of the adjournment.
- 11.7 The Chairman, or if the Chairman is not available or declines to act as Chairman a member appointed by the Committee, shall take the chair.
- 11.8 Each member present who is entitled to attend and vote shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman shall have a casting or additional vote.
- 11.9 Members who have reached their 18<sup>th</sup> birthday who are not excluded under the conditions of Rule 3.9.2, Rule 3.9.3, Rule 3.9.4 and Rule 3.9.6 shall be entitled to be heard and to vote on all matters. Members who are excluded under the conditions of Rule 3.9.2, Rule 3.9.3, Rule 3.9.4 or Rule 3.9.6 may be heard by invitation of the Chairman only. Members who have not reached their 18<sup>th</sup> birthday shall be entitled to be heard by invitation of the Chairman only on those matters determined by the Chairman as matters concerning juniors.
- 11.10 The Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 11.11 The Chairman shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

## **12. Alteration of the Rules and Other Resolutions**

- 12.1 The Rules may be altered by resolution at an Annual or Special General Meeting provided that the



resolution is carried by a majority of at least two-thirds of members present and entitled to vote at the General Meeting.

- 12.2 No amendment(s) to the Rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorised to do so by the ASA North West Region or at a later date decided by the meeting.
- 12.3 Any senior member who is not excluded under the conditions of Rule 3.9.2, Rule 3.9.3, Rule 3.9.4 and Rule 3.9.6 shall be entitled to put any proposal, resolution or submission, for consideration at any General Meeting provided the proposal, resolution or submission in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him/her not later than 28 days before the date of the meeting in the case of the Annual General Meeting or, a Special General Meeting, and thereafter the Secretary shall supply a copy of the proposal, resolution or submission to the members in the manner provided in Rule 11.1 and Rule 11.2.

### **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.

### **14. Finance**

- 14.1 All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be paid from the account except by cheque or by electronic means or online and sanctioned by one of the two authorised individuals who shall be the Chairman and Treasurer. Any monies not required for immediate use may be invested as the Committee in its discretion think fit.
- 14.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club, (save as set out in Rule 17.3.).
- 14.3 The Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member or employee of the Club and to any other person or persons for services rendered to the Club.
- 14.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.
- 14.5 The financial year of the Club shall be the period commencing on 1<sup>st</sup> November and ending on 31<sup>st</sup> October. Any change to the financial year shall require the approval of the members in a General Meeting.
- 14.6 The Committee shall retain all financial records relating to the club and copies of Minutes of all meetings for a minimum period of six years.

### **15. Borrowing**

- 15.1 The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion [up to such limits on borrowing as may be laid down from time to time by the General Meeting] for the general upkeep of the Club or with the (prior) approval of a General Meeting for any other expenditure, additions or improvements.
- 15.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.
- 15.3 The Committee shall have no power to pledge the personal liability of any member of the Club for the

repayment of any sums so borrowed.

## **16. Property**

- 16.1 The property of the Club, other than cash at the bank, shall be vested in not more than four Custodians. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 16.2 The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- 16.3 The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

## **17. Dissolution**

- 17.1 A resolution to dissolve the Club shall only be considered at a General Meeting and shall be carried by a majority of at least three- quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.
- 17.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 17.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to a charity or charities (or other non-profit making organisation having objects similar to those of the Club for the furtherance of such objects) nominated by the last Committee.

## **18. Acknowledgement**

- 18.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.

**ASA LAWS and REGULATIONS**

**INTERNAL CLUB DISPUTES**

**1. CLUB RIGHTS and RESPONSIBILITIES**

The rights and responsibilities of a club in terms of its discipline, its internal dispute procedures and the sanctions it can impose are given in ASA Law 281 which specifies:-

**ASA Regulation 281 Club discipline and internal dispute procedures**

281.1 For a breach of its own rules, an affiliated club or body may:

281.1.1 apply sanctions to a member relating to activities wholly within its own jurisdiction up to and including suspension from any or all of them;

281.1.2 expel a member, provided that before doing so it informs the member of the alleged offence and gives him a reasonable opportunity to defend himself against the charge. If the alleged offence is also a breach of ASA Law or Regulations the club or body shall not deal with it but may make a complaint under the Judicial Laws and Regulations.

281.2 A club or body may expel from membership and/or refuse to renew the membership of any member who has been suspended according to Regulation 109 or Regulation 241 provided that any such expulsion or initial refusal shall not be lawful after the twelve months immediately following the end of the suspension.

281.3 Each club shall include in its rules provisions specifying the procedures to be carried out to handle internal club disputes.

281.4 Any such provisions shall comply with the ASA Recommended Club Constitution and the accompanying Guidance Notes.

**2. COMPLAINT TO ASA**

Any dispute that involves an allegation of a breach of ASA Law must be submitted to the ASA and dealt with as a complaint under the condition of ASA Regulation 150.4 and ASA Regulation 281.1.2. ASA Judicial Regulation 102 deals with the circumstance of a complaint made to the ASA. It provides the necessary explanation that defines a complaint, the grounds on which a complaint can be made, who can make a complaint and the procedure to be used.

**ASA Judicial Regulation 102. Complaints**

102.1 A complaint is a formal expression of dissatisfaction with the actions or behaviour of any person, including an individual or a club, or other body, or organisation or with alleged unfair practice in connection with the sport.

**3. INTERNAL DISPUTES**

When a dispute arises between two or more members of the same club, body or organisation it must be handled using the Internal Disputes procedure specified in the Club Constitutional Rules and the following ASA Judicial Regulations 150 to 155.

**ASA Judicial Regulation 150 General**

150.1 The primary objective of the Regulations in this section is to set out ways by which a just outcome of an internal dispute between the members of a club, organisation, association or body may be secured as expeditiously as possible.

150.2 An ‘internal club dispute’ is a dispute involving an alleged breach of the club’s rules, between two or more club members, any or none of whom may be an officer of the club, or one or more club members and one or more employees of the club (the “parties”).

150.3 If a dispute cannot be resolved fairly and amicably between the parties concerned, and does not involve a breach of ASA Law, it may be dealt with under the relevant provisions of Regulation 281 which deal with club rights and responsibilities.

150.4 Any dispute which involves an allegation that there has been a breach of ASA Law by a member must be dealt with as a Complaint under Regulation 102 and the other relevant Regulations.

150.5 If the dispute involves an allegation against a paid employee of the club the issue must be dealt with under the terms of his contract of employment.

150.6 A failure by a club or any of the parties to comply with these Regulations 150 to 155 inclusive shall be grounds for a complaint under Regulation 102.

150.7 Organisations, associations or bodies affiliated to the ASA shall conform with such parts of Regulations 150 to 155 inclusive as may reasonably be applied to them, in all respects as if they were a club.

#### **ASA Judicial Regulation 151 Sequence of steps to deal with a dispute**

151.1 The parties shall use any reasonable means to settle the issues between them informally and amicably.

151.2 If such a resolution cannot be achieved, the dispute shall be referred to the chairman of the club committee or, if he is a party to the dispute, to another officer of the club who is not a party who within seven days of the reference shall appoint an independent person to act as a mediator between the parties. The mediator may be a member of the club or a member of another club affiliated to the ASA.

151.3 If the mediator is unable to bring about a satisfactory settlement within twenty one days, the club committee shall within a further fourteen days appoint a panel (the “panel”) to determine the dispute.

151.3.1 The panel shall consist of three persons who have not been involved in the dispute, either from the members of the club or, if this is not possible or desirable, from the members of any other club affiliated to the ASA.

151.3.2 The parties shall be given the opportunity to object to any of the members of the panel at least seven days before the scheduled date of any hearing. The club committee shall consider any such objections, decide whether they are justified and act accordingly.

### **ASA Judicial Regulation 152 Procedure before a hearing**

152.1 The panel members shall appoint one of their numbers to act as the Chairman and either appoint another of their number, or alternatively appoint an additional person without any other powers, to act as the clerk of the hearing.

152.2 The Chairman of the panel shall arrange the date of the hearing and notify the parties of the arrangements at least fourteen days in advance of the date set. The notified date shall not be changed unless one or more of the parties has a compelling reason for not being able to attend on the notified day or time.

### **ASA Judicial Regulation 153 Procedure at a hearing**

153.1 The procedure shall be flexible and it shall be the responsibility of the Chairman of the panel to ensure the orderly and effective conduct of the hearing.

153.2 The panel shall not be bound by the judicial rules of the courts of England and Wales governing procedure or the admissibility of evidence provided that the hearing is conducted in a fair and orderly manner and that each party is given a reasonable opportunity to give and call evidence, address the panel and present his case. The Chairman shall have the discretion to limit the number of witnesses that would otherwise have been called.

153.3 Witnesses shall normally be provided with an area outside the hearing room and not take any part in the hearing other than giving evidence and responding to questions

153.4 The parties shall be informed of their right to make a complaint under Regulation 102 if they are dissatisfied with the conduct of the hearing or the grounds upon which the decision was made or if they consider any sanction imposed to be disproportionate.

### **ASA Judicial Regulation 154 Procedure after a hearing**

154.1 The panel shall come to a decision as soon as reasonably practicable after the hearing and if possible announce its findings and decisions orally to the parties.

154.2 Notwithstanding anything in Regulation 154.1 the Chairman shall notify the parties and, if the club was not a party to the dispute, the club secretary in writing of its findings and decisions within five days of the hearing.

### **ASA Judicial Regulation 155 Considerations regarding children**

155.1 Any person under the age of eighteen (a “child”) who is a party to a dispute or who has been called as a witness shall normally be accompanied by a parent, a person with parental responsibility or a suitable adult. The Chairman shall have the sole discretion as to whether a child is permitted to present or defend a case or be questioned as a witness and may order that the child be assisted or represented by an adult.

155.2 The Chairman shall give due consideration to any child attending a hearing as a party to a dispute or to give evidence and in particular:

155.2.1 No child aged fourteen or under shall normally be expected to attend a hearing to give evidence in person. His evidence shall normally be given as a written statement with the assistance of a club welfare officer or other person acceptable to the child and parent. Questions and responses may be relayed by a panel member. If the child appears distressed the panel shall rely only on the written evidence:

155.2.2 A child over the age of fourteen shall only attend a hearing as a party to the

dispute or to give evidence in person provided he wishes to, and the Chairman has consulted with the parent and child and is satisfied that they both understand the nature of the hearing and what will happen and that the child is competent to attend:

155.2.3 If there is a disagreement between parent and/or child and the Chairman on any of the considerations above, the Chairman shall consider requesting advice from the Independent Child Protection Officer via the ASA Legal Department.

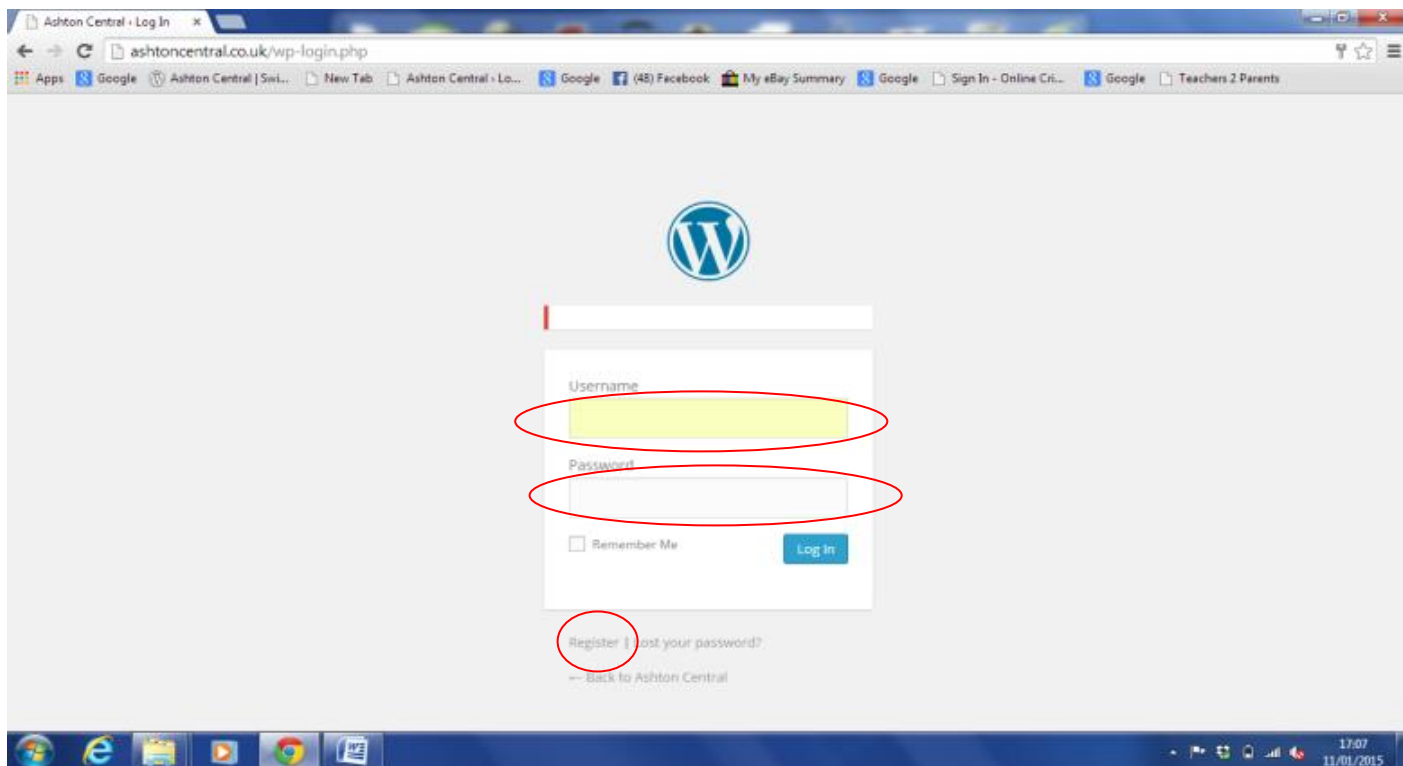
155.3 During the hearing, a child who is expected to give evidence in person and his accompanying adult(s) shall be required to attend only those parts of the hearing which are necessary for him to give his evidence and shall be provided with a separate waiting area with no contact with any of the [other] parties.

155.4 After the hearing the Chairman shall inform the parent of the panel's findings and decisions and shall discuss whether he or the parent shall inform the child.

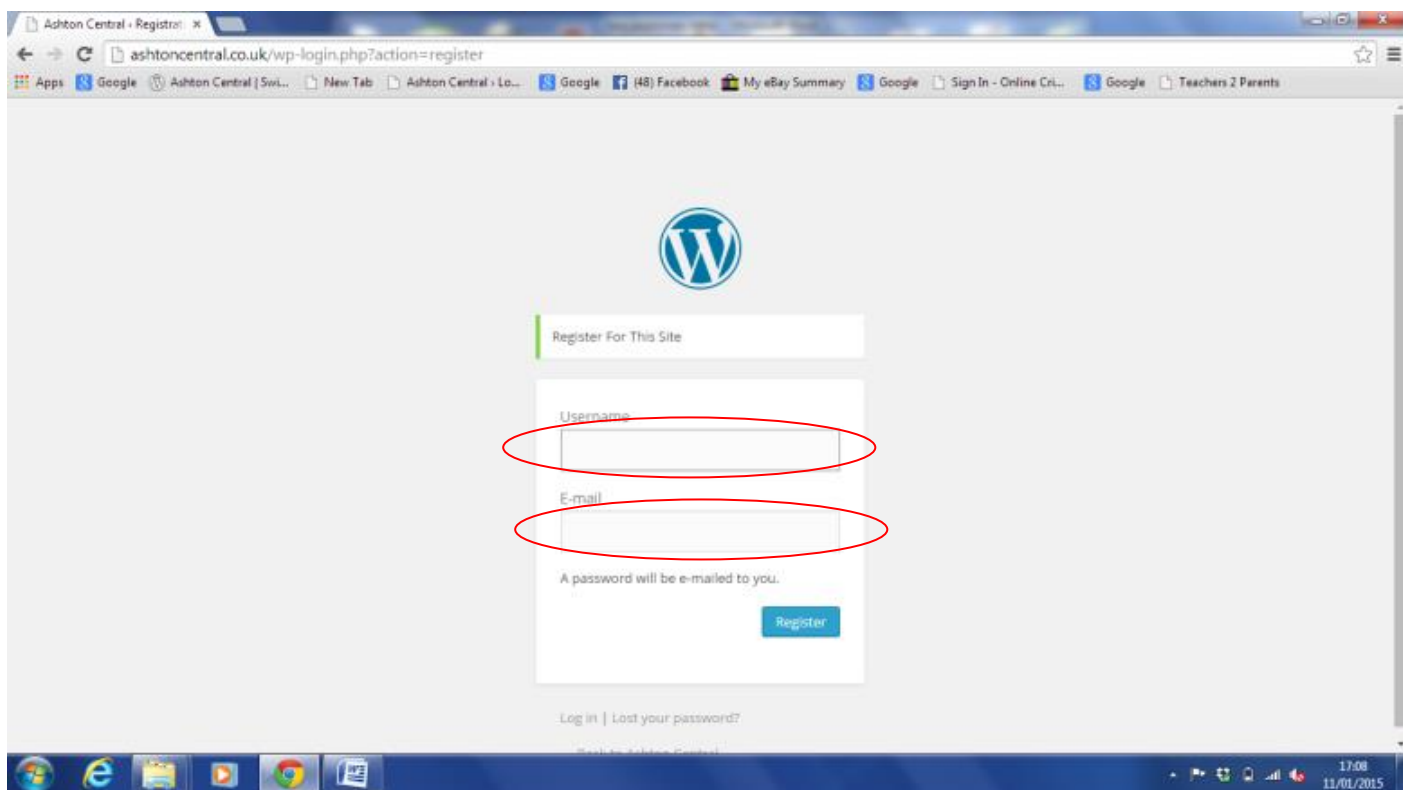
The following statement needs to appear on Club membership forms and is to be signed by the member and must also be countersigned by the parent, or a person having parental responsibility for the member, if under 18 years of age:

***I acknowledge receipt of the rules of Ashton Central Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules.***

**Signed .....**(parent if under 18 years of age)



Complete username & password and click on register NOT log in. You will then receive the following



Please ensure that you are recognisable by either your user name or email as you will not be upgraded to full membership until verified by an administrator. Only club members are able to browse the complete site as we publish children's details following time trials and competitions.



