

## **BEXLEY SWIMMING CLUB BYE-LAWS**

- 1 The membership of the club shall comprise of Swimming and Non-swimming members. All new applications for membership shall be on a trial basis, as agreed by the Head Coach, swimmers may, upon payment of the appropriate fees and having signed the Club's code of Conduct, train and use the club's facilities.
  - 1.1 The swimming membership shall be sub-divided into the following classes:
    - (a) SWIMMING MEMBERS (including swimmers with a disability): these will be swimmers who have been accepted by the Head Coach as meeting their entry requirements.
    - (b) SENIOR SWIMMING MEMBERS: these will be swimmers who have been members of the club under bye-law 1.1(a) for a total of at least five consecutive years and will be no younger than seventeen years next birthday on or before 31<sup>st</sup> December next. This will not apply to swimmers who benefit from the Beacon Programme, when Beacon fees will continue to apply
    - (c) MASTERS
  - 1.2 The Non-swimming membership shall be:

HONORARY MEMBERSHIP: these shall be members who have been invited at the discretion of the Management Committee and accepted such membership. They shall have no voting rights unless they are appointed to the Management Committee. From such persons may be appointed a President or Vice President. To clarify this rule a President or Vice President can be selected, if desired, from Honorary Members, which would enable the membership to place such an honour where it would be of most benefit to the Club.

NON SWIMMING MEMBERSHIP: Shall be members which include (But shall not be limited to) Coaches, Parents, Officials, Poolside Helpers, and Volunteers who act for the good of the Club. This class of membership will attract an annual subscription (to be decided by the Committee, which will include the annual affiliation to the A.S.A) and will entitle any such member the right to vote, provided they have completed all the necessary A.S.A paperwork and have signed both the Club's membership application and Code of Conduct.
  - 1.3 The fee for a second family member of the same family under bye-law 1.1(a) will be reduced by the sum of £1.00. The fee for a third and any subsequent members under bye-law 1.1(a) in the same family will be entitled to a 20% reduction off of the standard fee due, there will be no further reductions.
  - 1.4 Senior swimming members who go on to attend a full time Higher Education course that requires them to live away from home and restricts their training are eligible for reduced fees. This will only apply to those senior swimming members whose registration with Bexley is the longest unbroken membership of any club, if membership with another club is longer senior swimmer membership fees will apply whilst attending further education. The fees as set by the Management Committee shall consist of a single payment due by the 7<sup>th</sup> of February of each year. The reduced fee will start on the January following their entry into Higher Education and the final year fee will cover the period up to the end of December of that year. Existing swimming members who attend a course of Higher Education, who live at home and have been a Club member for a minimum of 12 months, are then eligible to pay a reduced fee, equal to the current Senior swimmer membership fee.
- 2 The membership of the Management Committee will comprise of the Officers of the Club, i.e. The Chairperson, Honorary Treasurer, Honorary Secretary and the following committee posts; Assistant Secretary/ Communications, Minutes Secretary/Disability, Assistant Secretary/Membership, Competition & Trophies Secretary, and five further members.
- 3 The Club Captains (one male, one female) will be appointed by the Head Coach. The Captains must be swimming members of the club and will be 14 years or over in the year of Captaincy, 1st September to 31st August. Club Captains will be entitled to attend and address all committee meetings but will have no voting rights.
  - 3.1 Junior Captains (one male, one female) will be swimming members of the Club who will not attain their 14th birthday in the forthcoming swimming year (1st September - 31st August) . Junior Captain(s) will be appointed by the Head Coach.
- 4 The Management Committee shall meet at least every three months at the discretion of the Honorary Secretary, including the Chairperson or Vice Chairperson and Honorary or Assistant Secretary. The quorum required at such committee meetings shall be five.
  - 4.1 The Management Committee may appoint any sub-committee it so desires but the Honorary Secretary shall be ex-officio member of all such sub-committees.
  - 4.2 Honorary life Presidents, such appointees are subject to approval of the Club Membership at a General Meeting with nominations the prerogative of the Management Committee.
  - 4.3 The Management Committee may make a nomination from person(s) who: Are and have been members of the Club for five or more consecutive years at the time of nomination, have been an officer of the Club, other than Club Captain, have during their period of membership made a substantial contribution in the service of swimming and are person(s) whose expertise the committee wishes to retain to the benefit of the Club.
  - 4.4 The Honorary Secretary in making the nomination to the General Meeting must inform members of the Meeting how these criteria have been met.
  - 4.5 The Management Committee may only make one nomination in any one year
  - 4.6 Persons appointed as Honorary Life Presidents will in addition to having the same rights as full Club Members will also, provided they are not a committee member of another club, be ex-officio members of the Management Committee. They may not hold office as either Chairperson or Secretary of the Club after appointment as an Honorary Life Vice President.

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- 5 Occasionally it may be necessary to discipline a member for minor incidents of misbehaviour and this can be dealt with fairly by the coaches/ team managers.
- 5.1 In more serious cases of breach of discipline where immediate action is required such as exclusion from the training session or from other Club training sessions, Coaches and Officers of the Club have the power to invoke a temporary exclusion. The parent/guardian must be informed of this action in the case of a swimmer being under 18. Any dispute must be dealt with in accordance with ASA guidelines.
- 5.2 Parents are not allowed on poolside at any time whilst the club has a training session in progress. (Except when their assistance is requested by the coach, should the child become unwell and have to be collected before the end of the session The coaching staff are not to be interrupted whilst coaching under any circumstances. If a parent fails to comply with this bylaw, they will face an immediate seven day exclusion from attending any Bexley S.C training session or club event. Any further breaches of this bylaw will result in the Officers of the Club and Committee deciding on an appropriate sanction to be applied to the individual concerned in compliance with the Club's Code of Conduct and ASA Law
- 6 Swimming Members under rules 1.1(a) and (b) may compete in the Club Championships and must have held continuous membership of the Club. All swimming members must have been members for three calendar months prior to a Championship final with full fees having been paid in accordance with club rules.
- 7 A minimum acceptable standard of performance or attendance shall be set for all swimming members.
- 8 Swimmers selected to swim at any event shall in accepting automatically agree to swim as directed by the Team Manager.
- 9 All coaching staff shall be appointed only by the Management Committee and at its discretion after recommendation of the Head Coach.
- 10 All monies received by the Club shall be deposited in the Club's bank account.
- 11 All outgoing monies will only be for the promotion and benefit of Bexley Swimming Club members in official swimming activities as sanctioned by the Committee.
- 12 No person either swimmer or supporter will be permitted to smoke or drink alcohol on a coach conveying a Bexley Swimming Club Team to or from a Gala.
- 13 When swimming members compete in any competition representing the Club, the following attire should be worn;
  - (a) If hats are used then only official Bexley Swimming Club hats to be worn,
  - (b) Official club polo shirts or tracksuits to be worn on poolside at all times and if shorts are used they should be Club colours.
  - (c) Official Club polo shirts or tracksuits to be worn for any poolside presentations.
- 14 Swimming members are entitled to claim club swimming records providing they have been a member for at least three months and are paying the appropriate squad fees. It is the swimmer's responsibility to provide proof of the recorded time achieved, such as a result sheet or entry card, at an approved gala, within thirty days of the swim taking place. All claims are to be ratified by the Management Committee who are empowered to stipulate if a gala is approved after the event. Such approved galas include County, District, and National Competitions, open galas, inter club galas and Club Championships run under ASA Law and Technical Rules.
- 15 The Club will comply with A.S.A rules regarding the eligibility of swimmers who hold dual club status. Dual Club is not preferred but individual cases will be reviewed by the Head Coach after consultation, with the swimmer and where necessary parents (under 18). If the swimmer is representing Bexley Swimming Club in a competition and is paying the appropriate squad fee, they are entitled to claim records and trophies, provided they have been a full fee paying member of Bexley Swimming Club for more than three months.
- 16 All trophies presented to swimmers at the Annual Presentation (excepting commemorative plaques) are perpetual and must be returned to the Trophy Secretary upon request. Should any trophy holder cease to be a swimming member then the trophy must be returned to the Trophy Secretary before memberships ends. It is the holder's responsibility to ensure that the trophies are retained in good order and pay the cost of restoration or replacement if this is not the case.
- 17 If the number of elected committee members lessens following the AGM the Committee are empowered to co-opt members to fill any vacancy.
- 18 From 1st January 2014, all children who are members of Bexley Swimming Club must have at least one parent/guardian who becomes a member of Bexley Swimming Club. To this affect they the member will annually pay the ASA fee to become a CAT3 member of the ASA. The fee is currently £6 (but this may change as per the ASA)

4th January 2010  
2<sup>nd</sup> Amendment 25<sup>th</sup> February 2018

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Revision Date	Revisions Made
31/07/2013	<p>Current wording: on bylaw 3 is The Club Captains (one male, one female) will be appointed by the Chief Coach. The Captains must be swimming members of the club and will be 16 years or over in the year of Captaincy, 1st January to 31st December. Club Captains will be entitled to attend and address all committee meetings but will have no voting rights.</p> <p>Changed to read The Club Captains (one male, one female) will be appointed by the Head Coach. The Captains must be swimming members of the club and will be 14 years or over in the year of Captaincy, 1st September to 31st August. Club Captains will be entitled to attend and address all committee meetings but will have no voting rights.</p> <p>Current wording: on bylaw 3.1 is Junior Captain(s) will be swimming members of the Club who will not attain their 14th birthday in the Forthcoming year. Junior Captain(s) will be appointed by the Chief Coach.</p> <p>Change to read Junior Captains (one male, one female) will be swimming members of the Club who will not attain their 14th birthday in the forthcoming swimming year (1st September - 31st August) . Junior Captain(s) will be appointed by the Head Coach.</p> <p>Addition of a new bylaw 18 to read . From 1st January 2014, all children who are members of Bexley Swimming Club must have at least one parent/guardian who becomes a member of Bexley Swimming Club. To this affect they the member will annually pay the ASA fee to become a CAT3 member of the ASA. The fee is currently £5 but this may change as per the ASA)</p>
25/02/18	<p>Reviewed. Change all references of Chief Coach to Head Coach Change ASA Fee to current at £6</p>