

THURSO AMATEUR SWIMMING CLUB CONSTITUTION, BYE-LAWS AND REGULATIONS

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CONSTITUTION

C1.0 NAME

The Club shall be called "Thurso Amateur Swimming Club"
(Hereinafter referred to as the Club)

C2.0 OBJECTIVES

The objectives of the Club shall be to:-

a) Advance the public participation in Aquatic Sports by promoting and managing the teaching, knowledge and practice of one or more Aqua Sports, in accordance with Paragraphs C2.2 & C2.5 of the SASA Constitution.

C3.0 MEMBERSHIP

C3.1 The membership shall consist of the following categories:

Adult Members (16 years and over), as recognised in Law

- a) Swimming / Competitive
- b) Non swimming

Junior Members (Under 16 years), not recognised in Law as an adult and not defined in Scottish Swimming Company Rule R4.5.6.

- a) Swimming / Competitive
- b) Novice (As defined in SASA Bye-law BL3.2.2)

Life Members

Associate Members

C3.2 Membership fees shall be as agreed at each Annual General Meeting

C3.3 All Club Members must be Registered with the SASA in accordance with the categories as defined in SASA Constitution C3.3.3.

C3.4 All members joining the Club shall be deemed to accept the terms of this Constitution, the Club Bye-Laws and any Regulations from time to time adopted by the Club.

C3.5 The Management Committee shall have the power to turn down an application for membership, provided they act in accordance with Club Bye-Law BL3.6.

4.0 GOVERNANCE

C4.1 The Club shall be subject to and bound by, the Scottish Swimming Governance Documentation (SASA Constitution, Company Articles and Company Rules) and the appropriate SASA District Rules.

C4.2 The Club shall comply with the Scottish Swimming Codes of Conduct, Ethics and Child Protection Guidelines.

C4.3 The Club shall be governed by the Constitution, Bye-Laws and Regulations.

C4.4 Amendments to the Constitution shall only be made at a General Meeting, provided at least two thirds majority of those present and voting is secured..

- C4.5 Amendments to the Bye-Laws shall only be made at a General Meeting provided a simple majority of those present and voting is secured.
- C4.6 The Management Committee shall have the power to publish and enforce such Regulations as the Committee feels necessary to govern the activities of the Club.

5 MANAGEMENT

- C5.1 The affairs of the Club shall be conducted by a Management Committee which shall consist of the Officers of the Club plus ten other Adult Members and ex-officio members set out in Bye-Law BL5.1
- C5.2 President, Vice President, Treasurer and Secretary who shall be elected at an Annual General Meeting, as shall be the said Adult Members.
- C5.3 If the post of any Officer or Adult committee member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy.
- C5.4 All Management Committee shall be Adult members of the Club.

C6.0 MEETINGS

C6.1 General Meetings

C6.1.1 Notices

At least 30 days notice and the Agenda shall be given to all Adult members of any General Meeting.

C6.1.2 Attendance

All Adult members and Life Members are entitled to attend, take part and vote.

C6.1.3 Voting

- With the exception of changes to the Constitution, decisions put to vote shall be resolved by simple majority at General Meetings.
- Voting shall be by a show of hands unless decided otherwise by a majority of those attending the meeting.

C6.1.4 Quora

The quorum at General Meetings shall be two Officers of the Club plus thirteen eligible to vote.

C6.1.5 Changes to the Constitution

Any change to the Constitution shall require a two third's majority of those present and eligible to vote and voting at General Meeting.

C6.4.1 The Club shall hold Management Committee Meetings no less frequently than every three months.

C6.4.2 A Management Committee Meeting shall be called by the Secretary when there is business to transact or on request of an Officer of the Club or by an application in writing by at least seven Adult Members of the Club.

C6.4.3 A quorum for Management Meetings shall be at least one Officer of the Club and six Committee Members.

C6.4.4 The business of the meeting shall be enacted in accordance with Section 6 of the Bye-Laws.

C7.0 FINANCE & ACCOUNTS

C7.1 The financial year shall run from 1st November to 31st October each year.

C7.2 The honorary Treasurer shall be responsible for the preparation of Annual Accounts of the Club.

C7.3 The Accounts shall be audited / examined by an independent person(s) elected annually at the Annual General Meeting.

C7.4 All cheques drawn against the Club's funds shall be signed by a minimum of two officers of the Club.

C7.5 The Management committee can enter into contacts and / or partnerships, on behalf of the Club, provided each proposal is fully discussed at and recorded in the minutes of a quorate committee meeting prior to the commencement being made.

C7.6 All adult members of the Club shall be jointly responsible for the financial liabilities of the Club.

C7.7 Any surplus of the Club's income will be reinvested in the Club and not distributed to its members.

C8.0 DISCIPLINE

C8.1 The Management Committee may take action (eg fine, suspend, or cancel membership) against any Club Member proved guilty of infringing the Club Regulations or acting in such manner as to bring disrepute to the Club. Such action shall only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspension & Fines sections of the Scottish Swimming Governance Documentation, have been applied.

C8.2 All Grievances, Complaints and Appeals, except for doping, child abuse or alleged criminal offences shall be dealt with in accordance with Section 8 of the Club Bye-Laws.

C8.3 Grievances and Complaints involving doping, child abuse or other criminal offences shall be referred to the Scottish Swimming Chief Executive within 48 hours, in accordance with SS Company Rule R12.1.4.

C9.0 AWARDS

C9.1 Nomination and selection procedures shall be in accordance with Section 9 of the Bye-Laws.

C10.0 TROPHIES

C10.1 All trophies belong to the Club in perpetuity and cannot be won outright.

C10.2 The Club Honorary Treasurer shall act as Trustee of the Club Trophies.

C11.0 DISSOLUTION

C11.1 In the event of the dissolution of the Club, any funds, property and other assets shall not be distributed amongst the members of the Club in any way whatsoever, but shall be applied towards the objective of Scottish Swimming.

C11.2 So long as three members agree to support the Club it cannot be dissolved.

BYE-LAWS

BL1.0 Not used

BL2.0 Not used.

BL3.0 MEMBERSHIP

BL3.1 The subscription of existing members (agreed at AGM) shall become due on the 1st January in each year and those of new members on the date of acceptance of membership.

BL3.2 Members not renewing by 31st March will be deemed to be non-members and will be notified in writing accordingly.

BL3.3 All members will be excluded from taking part in any of the Clubs activities if they fail to renew their membership.

BL3.4 A member wishing to resign from the Club shall inform the Secretary in writing.

BL3.5 A Club member wishing to change their 1st or 2nd Claim Club must do so in accordance with SS Company Rule R5.2.

BL3.6 When an application for membership has been turned down by the Management Committee, the applicant must be advised of the reason and their right of appeal to Scottish Swimming in writing.

BL4.0 Not used.

BL5.0 MANAGEMENT

BL5.1 The Management Committee shall comprise the Officers of the club (as defined in paragraph C5.2), Membership Secretary, Meet Secretary, eight other Adult members and the Swimming Co-ordinator.

BL5.2 The term of office for President, Secretary and Treasurer shall be three years, one retiring annually in rotation.

BL5.3 The Vice-President, the Membership and Meet Secretaries shall be elected for a term of two years.

BL5.4 The term of office for the other Adult Members shall be two years, half retiring annually.

BL5.5 Retiring Members of the Management Committee may offer themselves for re-election.

BL5.6 Management Committee member(s) elected or co-opted to fill a vacancy part way through a term of office shall retire in sequence with the original order of rotation.

BL5.7 Management Committee members co-opted by the committee shall be subject to endorsement at the first EGM or AGM thereafter.

- BL5.8 a) The organisation and control of all members during Club hours.
a) Coaches and instructors to be appointed as required by the GMC.
b) The selection of members to represent the Club.
c) The handicapping of Club events as necessary.
d) The organisation of swimming activities as may be requested by other bodies.
e) A team captain (boy / girl) can be nominated prior to an event if required.
f) Presenting annually their nominations for Hon President and Hon Vice President(s) to the AGM for ratification.
g) Considering and approving or otherwise nominations for Life Membership of the Club.
- BL5.9 The Management Committee shall appoint such sub-committees as may be considered necessary.
- BL5.10 The Management Committee shall appoint at least one Child Protection Officer (CPO) who has attended a Scottish Swimming Approved training course.

BL6.0 MEETINGS

BL6.1 General

- BL6.1.1 At all meetings, if a quorum is present, the Chair shall be taken not later than fifteen minutes after the appointed time of the meeting.
- BL6.1.2 All Members when called to order at any meeting or gathering of the Club and not complying with the "rule of order" shall be expelled from the meeting.
- BL6.1.3 The Chairperson at all meetings of the Club shall be the President. In the absence of the President, the Vice President shall substitute. In the absence of the President and Vice President, those in attendance shall appoint a substitute.
- BL6.1.4 In the event of equality of votes in any resolution before the meeting which requires a choice to be made for the continued good governance of the Club, The Chairperson of a meeting shall have a second or casting vote.
- BL6.1.5 The Chairperson of a meeting, shall be the sole judge of questions of order and interpreter of the "rules" governing the Club.
- BL6.1.6 The Chairperson shall not speak to, oppose or move any motion from the Chair. In order to do so, they shall vacate the Chair until the business is concluded. The meeting shall be presided over by a substitute Chairperson elected from amongst those present.
- BL6.1.7 The minutes of all meetings (after approval by the GMC) will be posted on TASC notice board. Adult and Life Members will be asked at the commencement of the year if they wish to receive minutes and upon request will receive them for the ensuing year by the most cost effective way.

BL6.2 Annual General Meeting (AGM)

- BL6.2.1 The Secretary shall give written notice of not less than 30 (thirty) days prior to the date of the AGM. This notice shall be published on the Club notice board and circulated to all Adult and Life Members.
- BL6.2.2 Appended to the notice on intimation of an AGM shall be the Agenda, minutes of the last AGM, a note of the process governing alteration to the Constitution, Bye-Laws and nomination for the Management Committee.
- BL6.2.3 Nominations for Officers of the Club and other members of the Management Committee shall be submitted in writing, signed by two Adult Members and the nominee, to the Secretary no later than 20 November.
- BL6.2.4 Proposed alterations to the Constitution and Bye-Laws and notices of motion must be received by the Secretary not later than 20 November.
- BL6.2.5 Having received all nominations and proposed alterations, the Secretary shall arrange for this information to be displayed on the Club notice board at least 7 (seven) days before the meeting.
- BL6.2.6 The order of business for an AGM shall be:
- Presidents Remarks
 - Apologies for Absence
 - Approval of minutes from previous AGM & matters arising
 - Hon Secretary Report
 - Swimming Convenor Report
 - Financial Report
 - Proposed changes to Constitution
 - Proposed changes to Bye-Laws
 - Election of Management Committee Members
 - Appointment of Hon President & Hon Vice President(s)
 - Appointment of Auditors
 - Life Membership Awards
 - Other relevant business

BL6.3 Extraordinary General Meeting (EGM)

- BL6.3.1 The Secretary will give notice, in writing of all Extraordinary General Meetings, stating the Agenda, to all Adult and Life Members at least 30 (thirty) days prior to such meetings being held.
- BL6.3.2 The order of Business for an EGM shall be:
- Presidents Remarks
 - Apologies for Absence
 - Business to be transacted of which due notice has been given.
- BL6.3.3 No business shall be transacted at the EGM other than business of which due notice has been given.

BL6.4 Management Committee Meetings (MCM)

- BL6.4.1 Notice of the date, time and venue of each MCM shall be published on the Club notice board at least 7 (seven) days prior to the meeting.
- BL6.4.2 Adult Members who are not members of the MCM, may attend, but may only participate with the agreement of the Chairperson.
- BL6.4.3 All, except ex-officio members shall have a deliberate vote
- BL6.4.4 No decision of the MCM may be altered or revoked without 14 (fourteen) days prior notice or intent, in writing, being given to the Secretary.

BL7.0 FINANCE & ACCOUNTS

- BL7.0.1 The Treasurer shall arrange for the Auditor(s) to examine and certify the Club accounts and balance sheet before presentation of an audited summary to the AGM.
- BL7.0.2 The Treasurer shall submit a budget, to the last meeting of the MCM prior to the AGM, for the following financial year.
- BL7.0.3 The Treasurer shall submit a financial statement to the MCM no less than
- BL7.0.4 All outgoing payments shall be made by cheque, in accordance with paragraph C7.4 of the Constitution.

BL8.0 DISCIPLINE

- BL8.0.1 Any member guilty of conduct or breach of the Constitution, Bye-Laws, Regulations which is detrimental to the interests or aims of the Club may be disciplined by the MCM, provided Paragraph C8.1 of the Constitution has been satisfied.

BL8.1 Suspension & Fines

- BL8.1.1 The MCM may Suspend, from activities wholly within its own jurisdiction, impose a Fine or Expel a member as a means of discipline.

BL8.2 Grievances

- BL8.2.1 A Grievance, which is a formal expression of dissatisfaction or allegation of unfair practice in connection with the management of the Club, can be made by:
Any member of the Club
A parent or guardian on behalf of a member under the age of 16 years
An individual.
- BL8.2.2 A grievance is made in writing to the Club Secretary not later than 30 (thirty) days after the incident.

BL8.2.3 If the decisions of the Enquiry Panel do not satisfy the person who made the grievance, that person shall have the right of appeal to Scottish Swimming in accordance with Club Bye-Law BL8.4.

BL8.3 Complaints

BL8.3.1 A complaint is a formal expression of dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by Scottish Swimming.

BL8.3.2 A complaint must be made in accordance with SS Company Rules Section 12.

BL8.3.3 A complaint must be made in writing to the Club Secretary not later than 30 (thirty) days after the incident.

BL8.4 Appeals

BL8.4.1 An appeal may be made against decisions taken by the National Enquiry Panel.

BL8.4.2 An appeal must be made in accordance with SS Company Rules Section 14.

BL9.0 AWARDS

BL9.1 Life Membership

BL9.1.1 Life Membership may be presented to person(s) who have given outstanding service, over many years, to the Club and shall be presented at the Annual General Meeting or at any other time decreed suitable by the MCM.

Life Member to the Secretary for submission to the MCM. Full details of the nominee's service should be included with the nomination.

BL10.0 TROPHIES

BL10.1 The winner of a Club trophy shall guarantee safe custody and return of the trophy when requested by the Management Committee.

BL10.2 The Club shall be responsible for arranging and funding the engraving of the winners name on all Club trophies.

BL11.0 Not used.

**THURSO AMATEUR SWIMMING CLUB
REGULATIONS
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TASC REGULATION No 1 Committees

R 1.1 General

- R1.1.1 Committees shall operate in accordance with the Club Constitution and Byelaws.
- R1.1.2 The Chairperson of a Sub-Committee shall be appointed from within the Management Committee membership.
- R1.1.3 Sub - Committees shall have the right to co-opt committee members who are Club members, subject to approval by the Management Committee.

R 1.2 Management Committee

- R1.2.1 The Management Committee must define Terms of Reference for each Sub – Committee it appoints.
- R1.2.2 The Management Committee, supported by a majority of the committee members, can disband a Sub-Committee.

R1.3 Swimming Sub-Committee.

- R1.3.1 The sub-committee has the following Terms of Reference:-
 - a) Co-ordinate the coaching activities of the Club.
 - b) Ensure coaches are kept up to date with coaching techniques and Club information.
 - c) Identify and make proposals to the Management Committee on the following:-
 - Coach training requirements.
 - Equipment requirements.
 - Events to be targeted by the Club.
 - Dates for timing sessions.
 - d) Report to each meeting of the Management Committee unless otherwise agreed by the Management Committee.
- R1.3.2 The committee membership shall consist of the Swimming Co-ordinator, who shall be the chairperson, all squad coaches and the club night convener, all of whom have voting rights.
- R1.3.3 The Swimming Committee shall appoint a Swimming Co-ordinator to represent them at all GMC Meetings. This position will be ratified at the first GMC following appointment. This position will be renewed on a yearly basis. If, for any reason the appointee cannot attend a GMC then a nominated substitute should attend.
- R1.3.4 Club Night Helpers / Coaches can attend meetings for information purposes only.

R1.4 Meet Management Sub-Committee

R1.4.1 The sub-committee has the following Terms of Reference:-

- a) To manage and facilitate home meets and events.

R1.4.2 The committee membership shall consist of the Meet Secretary, who shall be the chairperson, the STO Convener and up to four additional members.

R1.4 Fundraising Sub-Committee

R1.4.1 The sub-committee has the following Terms of Reference:-

- a) Manage and co-ordinate fundraising activities, including, but not exclusive to, raffles, coffee mornings, the swim shop and sponsorship for events.
- b) Manage and co-ordinate the 100 Club.
- c) Provide a report to each meeting of the Management Committee unless otherwise agreed by the management committee.
- d) Seek advice when necessary from outside sources.

R1.4.2 The committee membership shall consist of the Fundraising Convener, who shall be the chairperson and up to four additional members.

R1.4.3 The member of the Committee responsible for the running of the swim shop shall ensure sufficient / suitable stock is available for sale. Monies received shall be passed via the Monday night membership secretary to the club treasurer.

TASC REGULATION No 2

Finance

R 2.1 General

- R2.1.1 Finances of the club is the responsibility of the Treasurer who shall provide a report to each meeting of the Management Committee.
- R2.1.2 The responsibilities of the Treasurer are detailed in a job profile. (see Appendix 9)
- R2.1.3 The club shall subsidise the cost of travel and accommodation other than Masters, participating in supported events provided they travel as part of the team.
- R2.1.4 Payment of invoices and fee's due to Club should be made within 21 days of receipt.

R 2.2 Membership

- R2.2.1 The Membership fee (agreed at the AGM) becomes due on the 1st. March each year and remains valid until the last day of February in the following year.
- R2.2.2 The Membership fee for persons joining after the 1st March becomes due on the date they are accepted into membership and remains valid until the last day of February.
- R2.2.3 Members not renewing their membership by the 31st March shall be deemed to have resigned and can no longer take part in any of the club's activities. Each person deemed to have resigned will be notified, confirming this status, by the Membership Secretary.
- R2.2.4 Members shall receive a Membership Card each new membership year.

R2.3 Training Squad Fees

- R2.3.1 Fees, agreed by the Management Committee, shall be levied on all members of all squads.
- R 2.3.2 Payments become due on 1st August, 1st November, 1st February & 1st May.
- R 2.3.3 Squad members failing to make payment by the first Monday following the above dates will be refused entry to subsequent squad sessions.

R2.4 Away Meets

- R2.4.1 Entry fees for individual events are met in full by the swimmer, except for Masters, with relay entry fees being the responsibility of the Club for “supported” events.
- R2.4.2 Entry fees for Masters “supported” events are met in full by the club.
- R2.4.3 The Club will subsidise the cost of travel and accommodation for “supported” events for swimmers, except Masters, representing the Club. The percentage of subsidy will be agreed by the Management Committee.
- R2.4.4 Travel, accommodation and meal costs for the Club Team Staff (ie. Team Coach, Team Manager, Chaperones and STOs) are considered part of the overall cost of a trip and therefore swimmers will be required to contribute proportionately.
- R2.4.5 Swimmers are expected to use travel, accommodation, etc arrangements organised by the Club. Failure to do so may result in non payment of the Club Subsidy. If swimmers choose to make other arrangements a nominal fee will be billed to the swimmers to cover the Team Staff costs.
- R2.4.7 A swimmer who withdraws from an event after the final cost of the trip has been calculated (ie. after any rejections have been received by the club) shall be liable for the costs, except in exceptional circumstances (eg. illness, injury etc when normally a doctor’s note will be required). The Club will however endeavour to recover the entry fees on behalf of the swimmer provided the meet regulations allow such a claim to be made.

R2.5 Fund Raising

- R2.5.1 Support / Grants shall be sought from various bodies as agreed by the Management Committee.

R2.6 Assets

R2.6.1 Trophies

- R2.6.1.1 The trophies owned by the club are listed in Appendix 6. The Management Committee shall decide the policy to be adopted regarding insurance.
- R2.6.1.2 The Club is responsible for the maintenance and engraving of trophies.
- R2.6.1.3 Persons awarded trophies are required to ensure such trophies are kept in good order. Those returning trophies damaged may be required to pay for the cost of repair.
- R2.6.1.4 A Database shall be maintained listing persons who are awarded trophies.
- R2.6.1.5 A swimmer leaving the club is required to return all trophies they hold.

6 R2.6.2 Equipment

- R2.6.2.1 A Database of Equipment owned by the club shall be maintained.
(see Appendix 6.)

R2.6.2.2 The Management Committee shall decide the policy to be adopted regarding insurance.

R2.6.2.2 The Club is responsible for the upkeep and maintenance of the Equipment.

TASC REGULATION NO 3

Meets / Events

R3.1 General

- R3.1.1 All meets/events shall be held in a 25 metre indoor pool (preferably Thurso)
- R3.1.2 All meets, will be licensed by Scottish Swimming.
- R3.1.3 Although a Scottish Swimming licence is not required for the Annual Club Gala and Timing sessions involving only TASC members, a licence may be applied for when deemed appropriate by the Management Committee.
- R3.1.4 Technical Officials will be organised by the TASC STO convener in accordance with the Scottish Swimming STO Regulations when appropriate and the Meet/Event Referee advised of the situation in advance of the meet/event.
- R3.1.5 Arrangements shall be made to ensure the Meets are included in the SASA North District Calendar.

R3.2 Annual Meet

- R3.2.1 The meet will be held in September on a date agreed by the Management Committee.
- R3.2.2 Dates and consideration times for the meet, will be reviewed and set (if appropriate) at the January/February meeting of the Management Committee.
- R3.2.3 All North district Clubs will receive an invitation pack in April.
- R3.2.4 Entries must be made on the official forms (and timecards supplied as required) and returned to the meet secretary by the declared date. No late entries or entries with times slower than the consideration times will be accepted, except that Thurso Club reserve the right to enter swimmers with times slower than the consideration times.
- R3.2.5 The number of heats will be determined by the Meet Management Sub-Committee once all entries are received. If an event has only one entry TASC reserve the right to allow the swim to take place in another event to ensure the most economical use of pool time.
- R3.2.6 The meet programme shall be created using "TASC Meet Programme" which is installed on the TASC computer. (see Appendix 3 – example programme).
- R3.2.7 Lists of accepted entries will be posted to each club at least 10 days prior to the Event. Participating Clubs are required to notify the Meet Secretary of any withdrawals and/or amendments no later than 5 days prior to the first day of the event.
- R3.2.8 Withdrawals on the day of the meet must be notified in accordance with the Meet Information Pack.

- R3.2.9 Medals will be presented, during the meet, for 1st, 2nd & 3rd places and a pennant will be awarded for 4th place in each event including relays.
- R3.2.10 Eligibility to compete:
- Eligibility is as defined in Scottish Swimming Rule R13.5.
 - A competitor must be able to produce their SASA membership card on request.
 - Age groups are as defined in the Meet Information Pack. No one shall compete outside their own age group. This applies to both individual events and relays.

R3.3 Annual Mini Meet

- R3.3.1 The meet will be held in May / June on a date agreed by the Management Committee.
- R3.3.2 Dates and consideration times for the meet will be reviewed and set at the January meeting of the Management Committee.
- R3.3.3 All North district Clubs will receive an invitation pack in February.
- R3.3.3 Paragraphs R3.2.4 to R3.2.10 inclusive shall also apply to the Mini Meet.

R3.4 Annual Club Gala

- R3.4.1 The Gala, with two sessions of heats and one session of finals, will be held no earlier than November, on dates agreed by the Management Committee.
- R3.4.2 The following events shall be included in the gala programme:-
- Beginners Width
 - Beginners Length
 - 8 years & under – 25 metres – Back, Breast, Fly and Free
 - 9 years – 25 metres – Back, Breast, Fly and Free
 - 10 years – 50 metres – Back, Breast, Fly and Free
 - 11/12 years – 50 metres – Back, Breast, Fly and Free
 - Junior/Senior – 100 metres – Back, Breast, Fly and Free
 - Open – 50 metres – Free
 - Masters – 50 metres – Back, Breast, Fly and Free
 - Minor Handicap – 25 metres
 - Junior Handicap – 50 Metres
 - Senior Handicap – 100 metres.
- R3.4.3 Junior/Senior events are open to any club member who has the ability to compete at this level. Masters swimmers who choose to enter Junior/Senior events are not eligible to enter Masters Events. A Junior is as defined in the Club Constitution ie a person under 16 years.
- R3.4.4 All events except the Beginners Width, Beginners Length, 8 years & under and 9 years will be judged in accordance with FINA/SASA Rules.
- R3.4.5 In the Heats Sessions, swimmers in the 8 years & under and 9 years who infringe FINA stroke rules will not be disqualified. The Referee will note on their timecard the offence and whether the fault resulted in the swimmer recording a faster time than

- would otherwise be the case. When determining which swimmers qualify for finals, in these age groups, the Meet Sub - Committee in consultation with the Referee will take the comments on the timecards into account.
- R3.4.6 Swimmers must compete in at least one heats session and swim the appropriate events to qualify for any final in the finals session.
- R3.4.7 The Meet sub-committee shall ensure that all swimmers eligible ie. Members of TASC, will have the opportunity to participate in at least one event in the finals session.
- R3.4.8 Once the swimmers for the finals and two reserves are known, the Meet Sub- Committee shall list the unsuccessful swimmers in the appropriate handicap Event. Reserves shall be included as “unsuccessful” swimmers but will be withdrawn from the handicap event if they swim in a final in the finals session.
- R3.4.9 All other details regarding the gala shall be run as for the meets.
- R3.4.10 Points will be awarded for swims in the Finals Session, and if necessary for swims in the heats to determine the male and female age group Champions and Junior and Senior Champions. The fastest swim will be given 5 points, the second fastest 3 points and so on until 1 point is awarded.
- R3.4.11 A separate prize-giving shall be organised by the Management Committee at which certificates for beginners events, medals to the 1st, 2nd & 3rd and a pennant presented for 4th place in all events. Trophies as appropriate will also be presented at the prize-giving.
- R.3.4.12 Swimmers from the Learn to Swim Sessions will be eligible to enter the following events at the Annual Club Gala:
Lane 1 – 3 (inclusive) Beginners Width
Lane 4 – 5 (inclusive) Beginners Length
Lane 6 – 8 (inclusive) The relevant age group event as detailed in R3.4.2.

R3.5 Timing Sessions

- R3.5.1 Timing sessions will be held as required by the Management Committee who will decide whether a Scottish Swimming Licence will be applied for.
- R3.5.2 The software for producing a programme, which is available on the TASC computer, will be used.
- R3.5.3 Technical officials will be organised by the TASC STO convener. When a licence is not obtained the STO convener has even more scope to introduce “trainee” officials. Guidance can be obtained from the Scottish Swimming STO Regulations and/or the Session Referee.
- R3.5.4 Swimmers taking part in the session must pay the swim entry due. The Management Committee shall decide when entry dues are required to be paid.
- R3.5.5 Club Records can only be achieved by members whose first claim club is Thurso.

R3.6 “Away” Meets

- R3.6.1 The events which will be “supported” shall be identified by the Management Committee.
- R3.6.2 The club will subsidise costs in accordance with section 2.4 of Regulation 2.
- R3.6.3 Entries shall be processed in accordance with the flowchart in Appendix 5.
- R3.6.4 Team Staff duties will be in accordance with the appropriate job profile in Regulation 5.
- R3.6.5 Swimmers who enter competitions out-with Regulations 3.6.1, 3.6.2 & 3.6.3 shall be responsible and accountable for their own entry fees, travel costs, accommodation and accommodation costs in full. They will also be accountable for all fines and penalties on the Club as a result of their entries.
- R3.6.6 The Team Staff required for each event are, a Team Manager, Chaperone(s), Coach(s) and STOs.
- R3.6.7 If insufficient Team Staff are available to participate in away meets, the Management Committee reserves the right not to process entries.
- R3.6.8 Swimmers and officials representing the club must comply with the Code of Conduct (see Appendix 11).

TASC REGULATION No. 4
Learn to Swim and Squad Training Sessions

R4.1 General

- R4.1.1 The Club operates learn to swim and squad training sessions at the pool and land training sessions based in a local sports hall.
- R4.1.2 Learn to swim sessions are held, during the Club Night pool session on a Monday evening. Squad training sessions are scheduled through out the week (see appendix 8 for details).
- R4.1.3 Coach and Club Night Convener duties are detailed in Regulation 5.
- R4.1.4 Squad promotions shall be carried out in accordance with criteria which takes into account stroke technique as well as times.
- R4.1.5 Stroke analysis assessments shall be conducted jointly by coaches from the two squads involved in the promotion. The assessment should take approximately 1 hour per swimmer to adequately cover all strokes and shall be undertaken as soon as possible after the swimmer has achieved the requisite qualifying times. The result of the stroke assessment must be communicated to the swimmer. Assessment details are to be found in Appendix 5.
- R4.1.6 In the event that a swimmer does not achieve the required stroke analysis standards, the swimmer must be informed of their faults and what corrective action is required in order to achieve the standard.
Re-evaluation must be undertaken on at least a monthly basis.
- R4.1.7 The detailed notes to be used in the Stroke Analysis assessment are to be found in appendix 5. Appendix 5 provides the check sheets to be used for the assessment.
- R4.1.8 All breakages or damage caused, wilfully or otherwise to the pool and its Annexes, during Club hours or Squad sessions must be reported to the Pool management and the Club official on duty. The replacement or repair of any such damage, which must be to the satisfaction of the Pool management, will be the responsibility of the party in default.

R4.2 "A" Squad

- R4.2.1 To qualify to be a member of the squad a swimmer must attain the qualifying times and demonstrate technical ability in the stroke analysis assessment as listed in Appendix 5.
- R4.2.2 A swimmer must attend training sessions regularly ie. > 75% of available sessions to remain a member of the squad, unless the Management Committee accept a "good" reason for non-attendance.

R4.3 “B” Squad

R4.3.1 To qualify to be a member of the squad a swimmer must attain the qualifying times and demonstrate technical ability in the stroke analysis assessment as listed in Appendix 5.

R4.3.2 A swimmer must attend training sessions regularly ie. > 70% of available sessions to remain a member of the squad, unless the Management Committee accept a “good” reason for non-attendance.

R4.4 “C” Squad

R4.4.1 To qualify to be a member of the squad a swimmer must attain the qualifying times and demonstrate technical ability in the stroke analysis assessment as listed in Appendix 5.

R4.4.2 A swimmer must attend training sessions regularly ie. > 60% of available sessions to remain a member of the squad, unless the Management Committee accept a “good” reason for non-attendance.

R4.5 “D” Squad

R4.5.1 Swimmers who are promoted into lane 8 in the Learn to Swim Sessions will be invited to become members.

R4.5.2 To qualify to be a member of the squad a swimmer must attain the qualifying times and demonstrate technical ability in the stroke analysis assessment as listed in Appendix 5.

R4.5.3 A swimmer must attend training sessions regularly ie. > 50% of available sessions to remain a member of the squad, unless the Management Committee accept a “good” reason for non-attendance.

R4.6 Learn to Swim Sessions.

R4.6.1 Two sessions are held at the weekly Club Night.

R4.6.2 At each session the pool is divided into eight lanes across the pool. Lanes 1 & 2 are for teaching non swimmers and lanes 3 to 8 are for improvement swimming, where swimmers in lane 3 are the least proficient and those in lane 8 the most proficient.

R4.6.3 As a swimmer gains the necessary skills they are promoted up through the lanes. Such promotions are agreed between the appropriate Lane Helper/Coach and the Club Night Convener.

- R4.6.4 Lane Helpers/Coaches are normally appointed by the Management Committee, however in exceptional circumstances the Club Night Convener may make short term appointments to ensure the numbers of Helpers/Coaches required is maintained. The Management Committee must be advised of such appointments at the first available opportunity.
- R4.6.5 On promotion to Lane 8 the Club Night Convener will issue the swimmer with a letter advising them that once a swimmer has completed 12 weeks in Lane 8 the Learn to Swim Programme has been concluded. If following this time they have not achieved at least 1 "D" Squad Qualifying time, do not wish to compete or have no wish to progress to competitive squads there will be no place available within the Club as we currently do not have a facility for recreational swimmers. They will be invited to swim out the remainder of the membership year ending 28th February.

R4.7 Masters

- R4.7.1 To qualify to be a member of the squad a swimmer must be over 18 years of age and have a swimming ability which allows the swimmer to participate fully in the training session provided.
- R4.7.2 A swimmer must attend training sessions regularly ie. > 60% of available sessions to remain a member of the squad, unless the Management Committee accept a "good" reason for non-attendance.

TASC REGULATION No. 5 Club Officials

R5.1 General

- R5.1.1 All appointments made by the club have job profiles. See Appendix 9.
- R5.1.2 Officials travelling on behalf of the Club (Team Managers, Chaperones, Coaches, etc) shall require to be members of the Club.

R5.2 Squad Coaches

- R5.2.1 Squad coaches are appointed by the Management Committee.
- R5.2.2 It is desirable that all coaches are trained to Club Coach Certificate standard. Support from the Club will be forthcoming for those willing to undertake the necessary training.

R5.3 Club Night Helpers/Coaches

- R5.3.1 Club Night Helpers/Coaches are appointed by the Management Committee except when appointed in accordance with Regulation 4, paragraph R4.6.4.
- R5.3.2 It is desirable that all Helpers/Coaches are trained to Teacher Certificate standard. Support from the Club will be forthcoming for those willing to undertake the necessary training.

R5.4 Swimming Technical Officials (STOs)

- R5.4.1 Any member of the club will receive full support from the club in order to gain SASA STO qualifications as a Club Timekeeper, Timekeeper, Recorder, Judge, Starter, Referee or AOE Operator. Details of the requirements can be found in the Scottish Swimming STO Regulations.
- R5.4.2 It is a requirement of SASA North District Swimming Regulations that when the club enters swimmers for a District event that a specific number and grade of official must be provided to take part in the running of the event. The club will cover STOs costs in accordance with section 2.4 of Regulation 2.
- R5.4.3 There is no mandatory requirement for the club to provide STOs at non North District events which are attended by club swimmers. However as the club depends on support from STOs from clubs attending Thurso meets it is courteous for the Club to reciprocate.

R5.5 Team Managers

- R5.5.1 Team Managers are Adult Club Members who accept the responsibility set out in the Job Profile and are on a list agreed by the Management Committee from which Team Staff can be appointed.

R5.6 Chaperons

- R5.6.1 Chaperons are Adult Club Members who accept the responsibility set out in the Job Profile and are on a list agreed by the Management Committee from which Team Staff can be appointed.

REGULATION No. 6

Grievance / Discipline

R6.1 General

- R6.1.1 Members representing the club are required to conduct themselves in accordance with the Code of Conduct (see appendix 11) while travelling to and from events, attending the event and during overnight stays.
- R6.1.2 The club shall take appropriate disciplinary action against any member not conforming with the Code of Conduct or guilty, after investigation, of conduct detrimental to the interest or aims of the Club. (Reference Club Bye-Laws BL8.1)

R6.2 Grievances

- R6.2.1 A Grievance shall be a formal expression of dissatisfaction or allegation of unfair practice with the management of the Club and may be made by:-
- a) Any member of the club
 - b) A parent or guardian on behalf of a member under the age of 16 years.
 - c) Any individual.
- R6.2.2 The grievance must be sent in writing to the Club Secretary for the attention of the Management Committee.
- R6.2.3 The Management Committee will make the necessary arrangements for the grievance to be investigated. Any individual who is the subject of the grievance must be offered the opportunity to be heard in their defence.
- R6.2.4 If deemed necessary the Management Committee may set up a group chaired by one of the Club's Honorary Members to carry out an investigation.
- R6.2.4 The results of the investigation must be transmitted, in writing, to the person who raised the grievance, stating what next course of action is open to them if they are not satisfied with the outcome.

R6.3 Protests

- R6.3.1 The Scottish Swimming Protest process is used if the rules / regulations for the conduct of a competition are not observed. (Reference Scottish Swimming Rule R15.0)
- R6.3.2 A protest may not be made against a decision of the Referee or any other official regarding placing, fouling or any other fact of the competition.
- R6.3.3 Protests made on behalf of the Club shall be the responsibility of the Team Manager or in their absence by the appointed Coach.

R6.4 Complaints

- R6.4.1 The Scottish Swimming Complaints procedure is used to express dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by SASA. (Reference Scottish Swimming Rule R16.0)

- R6.4.2 A complaint may be made by:-
- a) Any member of the SASA.
 - b) A parent or guardian on behalf of a member under the age of 16 years.
 - c) Any individual
 - d) An Affiliated Club.

R6.5 Appeals

- R6.5.1 The Scottish Swimming Appeals procedure is used to appeal against decisions taken by the Club and/or the SASA or part thereof. (Reference Scottish Swimming Rule R18.0)