

September 2019

## **Rushmoor Royals Swimming Club Bye-Laws**

**Bye Laws have the same authority as the Rules but relate to matters that are under the control of the Club Committee and which do not need to be referred to the Annual General Meeting.**

### **The Club shall have the following Categories of Membership:**

**Swim England Registered Members:** this category includes all competitive swimmers who are members of any squads above the level of the Teaching Groups, irrespective of whether membership is on a full-time basis or holiday basis. A Junior Swimming Member is defined as being under 16 years of age as of 31st December, of each year.

This category of membership shall also be open to any person, amateur or professional, interested in the teaching of and the sport of competitive swimming, including the parents and guardians of swimming members of the Club. Swim England Registered Membership will also be a requirement for Coaching and Teaching Staff, who are defined as those who are suitably qualified and appointed to coach and teach swimming at the Club and Swimming Technical Officials, who are defined as those who are registered with Swim England to perform such duties and who actively do so at the Club.

It will be a requirement for a person to be a Swim England Registered to have voting rights or be considered for election as an Executive Officer or a Committee Member at the Annual General Meeting or any Special Meeting of the Club. Additionally, those seeking election as an Executive Officer or Committee Member must not hold an Executive Officer or Committee position at another Swim England registered swimming club. Any Parent / Guardian member of another Swim England registered competitive swimming club are also ineligible to be considered for election as an Executive Officer or a Committee Member. The minimum age to vote is 16 years and the minimum age to stand for office is 18 years.

All Registered Members will be required to pay the appropriate Swim England Annual Registration Fee, unless the fee is paid by the Club in line with any appropriate duties they perform.

Those wishing to stand for office or vote at a forthcoming AGM must have their membership registered with Swim England at least 30 days before the published date of the AGM.

**Teaching Group:** these are children who are enrolled in the Club's Learn to Swim Section.

**Parent/Guardian Associate Members:** The Club requires at least one Parent or Guardian of any child who under 16 years of age as at 31st

December of each year who is a member of either the Learn to Swim or Competitive Sections of the Club to be an Associate Member.

Parent/Guardian Associate Members will not have voting rights or be eligible to be considered for election as an Executive Officer or a Committee Member at the Annual General Meeting or any Special Meeting of the Club unless Membership as defined above is held.

**Honorary Members:** The Club Committee may elect any person as an Honorary Member of the Club for such period as they may think fit and they shall be entitled to all the privileges of membership, except they shall not be entitled to vote at meetings and serve as Officers or on the Club Committee unless any such person shall have retained Swim England Registered Membership as defined above. Such Honorary Members must be included in the Club's annual return of membership.

**Resignation:** any member of the Club who wishes to resign from any of the above-mentioned categories of membership must give one calendar month notice of their intent to resign. Any appropriate membership subscriptions and teaching or squad fees must be paid up to the end of the notice period.

### **Codes of Conduct**

The Executive Officers and the Club Committee members will be responsible for the maintenance and updating of the Parents/Guardians, Swimmers and Teachers/Coaches Codes of Conduct.

All Members/ Parents/Guardians, Swimmers and Teachers/Coaches who are registered as members of the Club will be required to abide by and sign where appropriate the relevant Code (s) of Conduct applicable to their membership of the Club.

### **Subscriptions**

The Executive Officers shall have the power to waive or reduce the membership subscriptions due from Teaching and Coaching Staff and Club Officials. The Club will still, however, still be required to pay in full any amount required to meet the Swim England Membership Registration Fees for such members.

The Fees for Students who are in full time education and who are living away from home, will be set at the discretion of the Executive Officers, but will include the full Swim England. Annual Membership Registration Fee.

The Executive Committee shall have the power to offer a reduction in Squad fees where there are three or more swimming members (excluding the Masters squad, which has a separate fee structure) from the same family. The full Swim England Membership Registration Fee must still, in such circumstances, be paid.

**Head Coach**

The contract of employment of the Head Coach will be negotiated and agreed by the Executive Officers. They will also have the powers of appointment and dismissal. All aspects of remuneration and expenses shall require to be approved by the Executive Officers prior to implementation. The Chairman and the Club Secretary shall have the right to sign the contract of employment between the Club and the Head Coach and the Chairman shall be responsible for ensuring that the terms and conditions of employment are discharged in a satisfactory manner. The Head Coach shall be expected to co-ordinate the coaching and teaching throughout the Club and shall co-ordinate these activities through the paid Coaching and Teaching staff

**Other Paid Teachers and Coaches**

The contracts of employment will be negotiated and agreed by the Executive Officers. They will also have the powers of appointment and dismissal. All aspects of remuneration and expenses shall require to be approved by the Executive Officers prior to implementation. The Chairman and Club Secretary shall have the right to sign the contracts of employment on behalf of the Club. The Head Coach shall be responsible for ensuring that agreed duties of such staff are discharged in a satisfactory manner.

**Club Colours**

The Club Kit design and colours shall be determined by the Club Committee. The appropriate Club approved kit shall be worn at all representative events.

**Club Captains**

The Head Coach may appoint the Boys and the Girls Club Captains and Boys and the Girls Club Vice-Club Captains on an annual basis at the start of the swimming season and will formally announce the appointments at the Annual General Meeting. The Head Coach may also appoint Boys and Girls Junior Club Captains on the same basis. Such appointments would be for the duration of the club swimming season. The Club Captains may be invited to attend Club Committee meetings in a non-voting capacity.

**Additional Coaching and Teaching**

Club members may only undertake swimming training and accept coaching outside the Club provided the Head Coach has given prior agreement for any such arrangement.

### **Club Championships**

The Championships shall be conducted annually on dates and at pools approved by the Club Committee. The pools concerned will be either 50 metres or 25 metres in length.

The entry fees shall be set by the Club Committee annually. Entries shall be submitted to the Championship Secretary by the respective closing dates and no late entries will be accepted. Following the closure date for entries if there is sufficient time, the Promoter may after discussion with the Executive committee, allow time trials but such entries would not be eligible for medals or Club Championship records.

A swimmer must satisfy the following conditions in order to swim in the Championships:

Have membership of Rushmoor Royals Swimming Club as their main club at the time of entry and throughout the Championships and with no intention of competing in the Championships of any other Club where membership is held.

Be a paid-up squad member of the club on either a full-time or a holiday/university basis

Having achieved, in the 12 months prior to each Championship, any required entry standard for an event, where the Club Committee has approved such a standard.

Failure to comply with the entry conditions stated above and those contained in the relevant Promoter' Conditions shall involve disqualification and forfeiture of the entry fee paid.

Any dispute arising from the conditions shall, if not resolved by the Championship Secretary or the Referee at event concerned, be referred to the Club Executive Committee for a decision. The decision of the Club Executive Committee shall be final.

### **Open Water Swimming**

For consideration for open water swimming within the Club, the swimmer must have swum a minimum of 800m Freestyle, in a licensed meet in the 12 months prior to the start of the open water season and times available to verify on Swim England rankings. There-after , following a pool session focused upon open water techniques , invitation will be made to join open water swimming sessions at the Club.