

MARKET HARBOROUGH SWIMMING CLUB

MHSC BY-LAWS 2013

These by-laws are intended to be read in conjunction with the Club Constitution and Club Policies and Procedures (as detailed below).

- i. Club Championship Rules
- ii. Complaints & Disciplinary Procedure
- iii. Data Protection Statement
- iv. Emergency Procedure
- v. Equity Policy Statement
- vi. Late Collection Policy
- vii. Medical Conditions Statement
- viii. Philosophy and Programme for Teaching Swimming
- ix. Pupil Teacher Ratios
- x. Safeguarding Policy Statement
- xi. Succession Planning Policy

In the event of a conflict between the Constitution and these by-laws the Constitution will prevail.

In accordance with clause 13.1 of the Club's constitution the Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the wellbeing of the Club which by-laws providing that nothing in such alterations shall prejudice the Club's C.A.S.C. status under Schedule 18 of the Finance Act 2002. Repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

These Bye-Laws shall be regulated by the Committee, and any disputes shall be resolved by the Executive Officers, whose decision shall be final.

1. The Club shall take reasonable measures to ensure the safety and wellbeing of members, spectators and all others whilst at training sessions and at competitive events.
2. Safety at training sessions is the responsibility of the senior coach on duty at the session and at competitive events is the responsibility of the Team Manager.
3. Swimmers with medical or other serious conditions shall make these known to the senior coach on duty at any training or teaching session or to the poolside Team Manager at competitions, and submit to the Club written authority from a carer (if not of age) to partake in the sport of swimming.
4. All long-term illnesses or disabilities must be notified by the swimmer or carer to the Welfare Officer immediately on joining the Club or becoming aware of the condition. The Welfare Officer will maintain a register of such notifications and ensure that any swimmers with such conditions are identified on the squad registers and that, to the extent necessary, details of the condition are made available to the coaching staff. Confidentiality requests may be considered if thought appropriate.
5. Any concerns regarding safety in any activity of the Club must be drawn to the attention of the Committee immediately by the observer.
6. Carers remain responsible for the safety of their children until any training or teaching session commences and resumes responsibility as soon as the training or teaching session ends.
7. Any member joining the Club after commencement of a season shall pay a pro-rata annual membership fee, determined from the date of joining.

8. Level 1 teachers and coaches shall pay a reduced annual membership fee equal to a quarter of the current full subscription if they are a swimming member.
9. Level 2 teachers and coaches shall pay a reduced annual membership fee equal to a quarter of the current full subscription for each swimming family member.
10. Non-Swimming Members (including all teachers, coaches, ASA Registered Officials who do not take part in any Club activities) shall pay a reduced annual membership fee equal to the amount of the current ASA Category 3 Registration level.
11. Students who live away from their usual address during term time shall pay a reduced annual membership fee equal to a quarter of the current full subscription.
12. Students who live away from their usual address during term time shall pay the full training fees for all sessions attended.
13. Nominations for members to be considered for Life Membership shall be forwarded to the Club Secretary for consideration by the Committee. The nomination must be proposed and seconded by Club members eligible to vote. Life membership will normally only be given for services to the club over a long period; normally more than a good swimming record. The nomination should therefore state the reasons for the proposal. Life Members are not required to pay any annual membership fee and if attending training sessions are only required to pay half the monthly fee.
14. Life Members may only be appointed by a 2/3rds majority decision at a General Meeting, following a majority recommendation by the Committee. This honour shall be bestowed for meritorious service to the Club. A Life Member shall be entitled to attend and vote at a general meeting.
15. Any member who needs to be registered with the ASA as a Category 2 Swimmer shall be asked to pay to the club the difference between Category 1 and Category 2 membership fees. The registration will only be made upon receipt of this amount and should be paid to the Club in January for existing Category 2 members and at the time a new registration is required for new Category 2 Swimmers.
16. In case of severe financial hardship consideration will be given to waiving part or all of the swimmer's membership fees until the situation has improved. Such matters will be considered by the Committee on a case by case basis.
17. Full members who train shall pay monthly subscriptions by standing order. It is the swimmer's (or parent's) responsibility to ensure that the standing order is correct. Where a swimmer is not able to swim for a period of 8 weeks or more due to illness and the club is informed immediately, the standing order may be postponed for the illness period. In such cases, when the swimmer returns to training, the coaching staff needs to be consulted in order that the swimmer can be included in appropriate sessions. Note, there is no absolute guarantee that the swimmer will be able to return to all of the same sessions as before, however the Club will make best endeavours to accommodate individual requirements.
18. Transport will be provided free for all swimmers and officials for all Nuneaton Diddy League galas, regardless of distance.
19. Transport will be provided free for all swimmers and officials for away galas in excess of 50.0 miles; from the Leisure Centre (LE16 9HF) to the away gala venue by the most direct route.
20. The President of the Club shall be given the opportunity to Chair the Annual General Meeting and Special General Meetings in place of the Chairman.
21. The Head Coach will be an honorary member of Market Harborough Swimming Club and attend meetings of the Committee, as appropriate. The role at the Committee meetings should be to offer advice and to hear the views of members and will be in an ex officio capacity.
22. The Head Coach of Market Harborough Swimming Club shall be a paid role, with the pay scale revisited annually. The coach will work to a contract and job description and will be required to work within ASA guidelines. The Head Coach will report to the committee and annually to the AGM.
23. If appropriate, the Head Coach shall award the "Honest Endeavours" Cup each year to the swimmer who is, in his sole opinion, considered to be the most deserving. No member may receive this award more than once, in their own right.

24. The Club shall conduct tests in speed swimming, distance swimming and other A.S.A. awards and will apply for the badges and certificates for successful entrants.
25. The Club shall compete in appropriate A.S.A. competitions and provide a team or individuals as appropriate.
26. The Club shall hold Club Championships each year. See separate rules.
27. The Club shall arrange friendly galas during the year as and when it is considered advantageous to do so. All galas shall be conducted under A.S.A. Laws and Technical rules pertaining at the time of competition.
28. Club costumes (Black with Silver logo), Club hats (Silver with Black logo) and Club T-shirts (Black with Silver logo) shall be worn by all swimmers when representing the Club.
29. All Club Members shall abide by the MHSC Code of Conduct.
30. In addition to the Officers of the Club, the Coach of MHSC or in his absence the senior coach on duty at the session shall have authority under rule 6.5 to temporarily suspend or exclude a member from particular training sessions and/or wider club activities for a maximum period of 1 week without further reference to the Committee. If the swimmer is a minor, the Coach must also ensure that the swimmer's parents are informed of the exclusion and reason for the exclusion as soon as reasonably possible. All temporary suspensions or exclusions must be reported to the Secretary or Chairman of the Club within 48 hours.
31. At all training sessions, galas and internal competitions, swimmers will be expected to obey the reasonable instructions of the coaches, team managers and other officials, and to behave in a manner that is not detrimental to the reputation of the club. Failure to do so will be brought to the Committee's attention and may result in disciplinary action.
32. The Committee may from time to time agree to specific duties of the members of the committee being delegated to other members of the club, although any duties that are so delegated shall remain the overall responsibility of the relevant member of the committee including reporting to the Committee and General Meetings.
33. Any age related restrictions which apply to a Committee position shall, for the avoidance of doubt, apply at the time the appointment is made.
34. If the Welfare Officer(s) holds any additional positions on the Committee, then any restrictions that apply to the Welfare Officer's position shall also apply to these additional positions.
35. The Secretary will take minutes at all General Meetings, Special General Meeting and the Annual General Meeting.
36. Team selection is to be decided by the Team Selection Manager.
37. A swimmer will not be considered for team selection unless he/she attend a minimum of one training session per week.
38. No neck jewellery, bracelets, wristbands, ankle bracelets, watches, rings etc to be worn during training sessions. Earrings are limited to small studs only and no looped or dangling earrings are allowed. Wherever possible, earrings should be covered by swim hats. No facial piercings/jewellery is permitted. Any swimmers wearing the above will be asked to remove these before getting into the water. Should they refuse, the matter will be reported to the committee and repeat offenders may be suspended.
39. For hygiene reasons, make up should be waterproof in order that it does not contaminate the water.
40. No mobile phones are permitted in the changing rooms or on poolside.
41. It is strictly forbidden to consume alcohol whilst on the premises during periods of pool hire, at any other premises during away competitions, or during transit to and from any such event and is subject to the provisions of Club Constitution Rule 6.
42. It is strictly forbidden to smoke whilst on the premises during periods of pool hire, at any other premises during away competitions, or during transit to and from any such event and is subject to the provisions of Club Constitution Rule 6.
43. A report of any accident that occurs during any Club activity wheresoever the accident may occur shall be placed in the Club's Accident Report Book and the Accident Book of the Establishment where the incident took place, a copy of the report sheet shall be given to the Club. Members have a Duty of Care to inform the Club of any such incidents.

44. The members shall elect two Club Captains, one male and one female for each office, each year for the period 1st September to 31st August. Captains may be re-elected. The nominees shall be subject to the approval of the Head Coach. Their appointment will be from the following guidelines.

Criteria for the role of the Club Captain:

- Fully paid up members of Market Harborough Swimming Club.
- Minimum 16 years of age.
- Have demonstrated a responsible and mature attitude.
- Train at Market Harborough Swimming Club and be selected for galas on a regular basis.
- Be able to organise, support and motivate swimmers in liaison with the team managers.
- Have demonstrated team commitment.
- Be a popular and well known member of the club.
- Be able to attend and positively contribute to the running of the club via the Market Harborough Swimming Club Committee.

Responsibilities of the Club Captain:

- To assist the Club's coach and team managers at competitions.
- To foster team spirit and encourage all swimmers to support their team members.
- To act as point of contact between the swimmers and team managers and be a spokesperson for any issues the swimmers may wish to raise.
- Assist young and new members to settle into the club and help them to feel part of the team.
- Be available as a first port of call for any problems a club member may have.

The Club Captain shall:

- To set an example to other swimmers through commitment to training sessions.
- Be a regular attendee at galas.
- Show respect to all coaches, swimmers and parents.
- Remember that he/she is representing the club and act accordingly.
- Be aware of the ASA code of ethics, actively promote them and put them into practice when necessary.
- Set an example to all other Club members with a positive attitude towards the Club, its members, activities and swimming.
- Remember that this position should not be abused.

Should a Club Captain fail to support the team on the poolside during galas on more than three consecutive occasions without a valid reason, the Committee will have the power to appoint a successor.