



# **CITY OF NEWCASTLE-UPON-TYNE ASC**

## **Club Rules**

**2005**

## **1.0 CLUB RULES**

### **1.1 Membership**

- 1.1.1 All swimmers wishing to train with City of Newcastle ASC must become members of the club. The current annual subscription for swimmers is shown in 3.9.2.
- 1.1.2 The club reserves the right to refuse membership.
- 1.1.3 Parents and non-swimmers may enrol as associate members of the club for the annual subscription shown in 3.9.2.
- 1.1.4 Application for membership must be made on the official forms.
- 1.1.5 Only swimmers and associate members will have the right to vote at the Annual General Meeting or at any Extraordinary General Meeting that may be called.
- 1.1.6 Any swimmer or associate member who wishes to resign from the club must do so in writing to the Club Secretary.
- 1.1.7 All members must abide by the rules of the club.

### **1.2 ASA Membership**

- 1.2.1 An annual membership fee is claimed by the Amateur Swimming Association for all swimmers aged 10 years and over who wish to compete in Competitions.
- 1.2.2 This compulsory fee is a licence to swim under ASA laws.
- 1.2.3 An annual membership fee is also claimed by the Amateur Swimming Association for all associate members, coaches, club officers, swimming officials, life members.

### **1.3 Competitive Swimming**

- 1.3.1 City of Newcastle ASC will compete in the Northumberland & Durham Counties championships, North Eastern Counties championships, National championships, Long course and Short course championships, plus any other ASA sanctioned competitions deemed appropriate.

#### 1.4 Conduct of Swimmers during Training Sessions

- 1.4.1 Punctuality at training sessions is essential. Latecomers will only be allowed into the session if a satisfactory explanation is given to the coach.
- 1.4.2 If a swimmer does not comply with the training programme, only ONE verbal warning will be given before the swimmer is asked to leave that session.
- 1.4.3 The coach has the authority to suspend any swimmer for one session and must report any serious concerns to the Swimming Development Officers.
- 1.4.4 Any serious misconduct of a club member should be referred as soon as is practical to the Executive Committee for a decision.

#### 1.5 Conduct of Swimmers at Competitions

When attending Competitions, swimmers are reminded that they are representing City of Newcastle ASC and are expected to maintain the good name of the club.

- 1.5.1 Swimmers must arrive in good time, before the stated warm-up time.
- 1.5.2 They must, on arrival or before the commencement of the session, ensure that their entry cards are posted by the closing time and in the correct box. It is the swimmers responsibility to ensure cards are posted correctly.
- 1.5.3 They should report to the Team Coach/Manager who will notify them of the required warm-up session.
- 1.5.4 After the warm-up, swimmers should return to the Team Coach/Manager and stay as a group throughout the session. (Anyone leaving the group for any reason should notify the coach of their whereabouts before leaving).
- 1.5.5 Swimmers should ensure that they are at the starting/marshalling locations in ample time before the commencement of the event in which they are swimming, and have their entry cards ready.
- 1.5.6 Swimmers must wear club hats (or a black fast skin hat) at all competitions unless there is a valid medical reason why not.

- 1.5.7 All swimwear worn at galas should be SPEEDO.
- 1.5.8 Swimmers who appear in a presentation should wear a club tracksuit, polo shirt or t-shirt.
- 1.5.9 Swimmers should not withdraw from events without first consulting with a club coach.
- 1.5.10 Swimmers must remain on the poolside, unless they have been dismissed by a club coach, after first checking whether or not they are required for a final or semi-final.

## 1.6 Competition Entry

- 1.6.1 Entry procedures are basically the same for all events. Parents' responsibility begins around 5 - 6 weeks prior to an event, when all initial entry information provided by the coach and squad rep. is shown on the entry board. The board should be checked at this time and all discrepancies brought to the attention of the squad rep, (see also the note at the end of 4.6.2). The date on which the competition entry sheets are transferred from the entry board to the meets board is indicated on the top right hand corner of the entry sheet. This date will generally be a Monday.
- 1.6.2 Swimmers should consult their coach before deleting entries. All entries must be paid for prior to the end of the closing date, otherwise they will not be processed. The Treasurer is available to accept payment for competition entries on Friday nights at the City Pool from 18:00 to 21:00 and on Monday nights from 18:00 to 20:00 when a competition is closing (instead of the previous Friday night). The Competition Secretary will confirm with the Treasurer that all bills submitted to the proposed entrants have been paid. Swimmers who have not paid their bills or who are 2 or more months in arrears with their membership payments will not have their entries forwarded to the event organiser. Any swimmer whose entries have not been forwarded will be advised of this by the Competition Secretary. After the closing date, usually 4 weeks before an event, the entry sheets are finalised and a copy displayed on the Meets board, where no further changes can be made and all entries displayed must be paid for.  
(NOTE: All squads should forward the appropriate entry and accommodation fees with their individual entry forms to the Competition Secretary.)

- 1.6.3 Competition entries are paid in advance by the club. A credit will be made to a swimmer's account for any rejections received from the event organiser.
- 1.6.4 Team entry fees and individual entry fees for the ASA National competitions are met by the club.

## 1.7 Accommodation at Competitions

- 1.7.1 When Hotel accommodation is booked through the Club, it is the responsibility of the swimmer to advise the Club of their requirements, (see also the note at the end of 4.6.2).
- 1.7.2 A list will be put up on the Meets notice board showing the nights covered by the meet. If accommodation is required it is the responsibility of the swimmer to add his/her name to the list for the number of nights accommodation required. The list will show the latest date by which this must be done, so that the accommodation can be booked. After this date the notice will be taken off the notice board.
- 1.7.3 Once the accommodation requirement has been agreed, payment can be made to the Treasurer or any Executive Committee member, even though a bill may not have been received. Accommodation must be paid for before departure.
- 1.7.4 Payment for the accommodation must be made before the swimmer goes to the meet. If payment is not made by this time, the subsidised flat rate will no longer apply and the swimmer will have to pay the full cost of accommodation for the period. A further bill will be issued to cover this additional amount. Swimmers who do not use the accommodation they requested will be liable to pay the actual cost of the unused accommodation as charged to the Club.
- 1.7.5 The cost of accommodation will be subsidised at a maximum flat rate per night of £30 per swimmer as agreed at an A.G.M. held in January 2001.

Any swimmer who requires special hotel arrangements, (eg a single room), other than those arranged by the club, will be required to pay the full cost themselves.

The club reserves the right to decline to offer any subsidy should finances not permit.

Swimmers who travel with their parents and stay in accommodation arranged by them, rather than accommodation arranged and subsidised by the club, are entitled to a £5/ swimmer/ night refund from their next competition bill, provided the hotel invoice is made available for inspection by the Treasurer on a Friday evening.

- 1.7.6 Swimmers must show respect at all times for other guests staying in hotels. Excessive noise from televisions and radios etc. is an invasion of their privacy.
- 1.7.7 Swimmers must be quiet in corridors of a hotel especially early in the morning and late in the evening.
- 1.7.8 Swimmers should only use telephones in hotel rooms in an emergency to contact a Club coach or the hotel staff. Personal phone calls should preferably be made from a public pay phone. Payment for personal calls made using room telephones is the responsibility of the swimmer and must be made prior to the swimmer checking out of the hotel.
- 1.7.9 Swimmers must remain in their own room and go to bed in the evening at the time advised by a Club coach.
- 1.7.10 Swimmers must always accept the authority of the Club officials.
- 1.7.11 Swimmers must not be in possession of, or consume, alcohol, tobacco or any other controlled substance.
- 1.7.12 Any breach of these rules will be dealt with locally by a Club coach or official as soon as is practicable. Penalties may include withdrawal from the competition and/or a request for the swimmer to return home immediately. Any breach of conduct will be reported to the Club Executive for further deliberation.

## 1.8 Transport to/from Competitions

- 1.8.1 When transport is booked through the Club, it is the responsibility of the swimmer to advise the Club of their requirements.
- 1.8.2 A list will be put up on the Meets notice board showing the nights covered by the meet. It is the responsibility of the swimmer to add his/her name to the list if return transport is required. The list will show the latest date by which this must be done, so that the transport can be booked. After this date the

notice will be taken off the notice board.

- 1.8.3 Any amendments to the list must be confirmed with the senior coach for the meet and the Club Treasurer. Once the transport requirements have been confirmed payment can be made to the Club Treasurer or any Executive Committee member, even though a bill may not have been received. Transport must be paid for before departure. If this is not done the swimmer will not be allowed to use the transport but will still have to pay the charge.
  - 1.8.4 When transport is by minibus or coach a flat rate of £15 will be charged, as agreed at an E.G.M. held in December 1997.
  - 1.8.5 The club reserves the right to decline to offer any subsidy should finances not permit.
  - 1.8.6 Swimmers may travel home by their own transport from a Competition, providing they have advised a Club coach beforehand.
- 1.9 Sickness/Injury
- 1.9.1 In the event of sickness the following rules apply to the payment of monthly training fees and competition entry fees. The Executive Committee reserve the right to change these rules in exceptional circumstances.
  - 1.9.2 Competition Entry Fees
    - 1.9.2.1 All entries submitted prior to illness must be paid.
    - 1.9.2.2 The Competition Secretary should be informed of any long term sickness or injury
- 1.10 Bank Signatories
- 1.10.1 The signatories for the club's Bank and Building Society accounts shall be any two of the following: the Chairman, Honorary Treasurer, Chief Coach (or one other nominated Executive Committee member if a second member of the previous three is not available), (see also 2.7.2.5).
- 1.11 Grievance/Complaint Procedure
- 1.11.1 If any person believes they have a legitimate grievance or complaint they should approach a member of the Executive Committee, who if unable to advise personally, will endeavour to put the person in contact with someone able to help.

- 1.11.2 If the matter cannot be resolved in this way, then the complaint should be put in writing to the club Secretary, who will bring the matter before the Executive Committee at the next meeting. The Executive Committee may request the complainant and any other relevant person/s to attend the Executive Committee meeting to explain their views.
- 1.11.3 If any person believes they have a legitimate complaint about any aspect of a swimmer's coaching, they should first discuss the matter with the relevant coach and attempt to come to an amicable agreement.
- 1.11.4 If the matter cannot be resolved in this way, the Chief Coach (or a nominee designated by the Chief Coach) should be approached who will then hear both sides of the problem and attempt to resolve the matter.
- 1.11.5 Only if and when both of the above (4.11.3, 4.11.4) have failed should a written complaint be made to the club Secretary, who will then bring the matter before the Executive Committee at the next meeting for resolution.
- 1.11.6 No complaints will go before the Executive Committee unless submitted in writing. The Committee will discuss the matter at their earliest convenience, but not more than twenty-eight days after receiving the complaint, and shall give their decision, in writing, to the person(s) concerned as soon as is practicable.
- 1.11.7 If the person(s) concerned are still dissatisfied with the decision of the Executive Committee, they may request an Extraordinary General Meeting. Such a request is to be made in writing to the club Secretary stipulating the specific complaint or suggestion, and endorsed by no less than twelve members.
- 1.11.8 The Executive Committee shall, on receipt of this request, call an Extraordinary General Meeting within 21 days but not less than fourteen days of the request. A notice informing all members of the meeting must be posted on the club notice boards for a minimum of fourteen days prior to the meeting.
- 1.11.9 The business transacted at such an Extraordinary General Meeting shall be limited solely to the specific complaint or suggestion embodied in the request.

## 1.12 Child Protection

- 1.12.1 In line with ASA Policy and Law the club recognise that it has a responsibility to:-
  - 1.12.1.1 Safeguard and promote the interests and well-being of children under 18 years of age,
  - 1.12.1.2 Take all reasonable and practical steps to protect them from harm, discrimination or degrading treatment, and
  - 1.12.1.3 Respect their rights, wishes and feelings.
- 1.12.2 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.  
A copy of the booklet entitled "Child Protection Procedures in Swimming", published in 1996 by the ASFGB is held by the club and is available for reference, on request to an Executive Committee member.
- 1.12.3 The use of video and other photographic equipment at club competitions will be regulated in line with ASA recommendations.
- 1.12.4 At all competitions the club will endeavour to have both a male and a female coach on the poolside or a nominated chaperone of the appropriate sex.
- 1.12.5 The club will appoint a Welfare Officer to oversee the club's compliance with ASA law.
- 1.12.6 As a minimum the following club personnel will be required to complete the ASA Club Coach and Helper registration form
  - 1.12.6.1 Coaches and Assistant Coaches,
  - 1.12.6.2 Club Officials,
  - 1.12.6.3 Swimming Officials,
  - 1.12.6.4 Chaperones,
  - 1.12.6.5 Competitors' Stewards,
  - 1.12.6.6 Squad Reps.

## 1.13 Equality and Diversity

- 1.13.1 In accordance with current anti-discrimination legislation the club recognise that Newcastle-upon-Tyne is a multi-cultural community and will ensure that:-
  - 1.13.1.1 All individuals are treated fairly and openly, with dignity and respect,
  - 1.13.1.2 Opportunities available are open to everyone,
  - 1.13.1.3 A safe, supportive and welcoming environment is provided for all swimmers, coaches, staff, volunteers and parents/guardians,
  - 1.13.1.4 Any complaints regarding discrimination of any kind will

be handled promptly by means of the club's Grievance procedure (see 4.11).

1.13.2 In conjunction with Newcastle City Council Neighbourhood Services Directorate, the club, Swimming Development Officers and coaching staff will:-

1.13.2.1 Actively promote the equality of opportunity for all,

1.13.2.2 Create an environment, in which individual goals may be pursued without fear or intimidation,

1.13.2.3 Not discriminate unfairly in the way they provide or procure services on behalf of the club,

1.13.2.4 Not discriminate unfairly in the selection or supervision of swimmers,

1.13.2.5 Not encourage other staff, coaches or swimmers to practice unfair discrimination or harassment,

1.13.2.6 Not victimise any person who has complained of harassment or unfair discrimination, or who has given information in connection with such a complaint.