

# **CUMBERNAULD Swimming Club**

***CONSTITUTION***

***BYE - LAWS***

***REGULATIONS***

Updated  
24 October 2016



# CUMBERNAULD SWIMMING CLUB

## CONSTITUTION, BYE-LAWS AND REGULATIONS

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## **CONSTITUTION**

### **C 1.0 NAME**

C1.1 The Club shall be called **Cumbernauld Swimming Club**. (Hereinafter referred to as the Club).

### **C2.0 OBJECTIVES**

C2.1 The objectives of the Club shall be to: -

Advance the public participation in Aquatic Sports by promoting and managing the teaching, knowledge and practice of one or more Aquatic Sports, in accordance with paragraph C2.1 of the SASA Constitution.

### **C3.0 MEMBERSHIP**

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

- a) Adult Members (swimming and non-swimming)
  - An adult is an individual 16 years and over, as recognised in Scots Law.
- b) Junior Members
  - A Junior is an individual not recognised in Law as an adult and not as defined in Scottish Swimming Company Rule R4.5.6
- c) Life Member

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

C3.3 All Club Members must be registered with the SASA in accordance with the sub-categories 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 adopted by the Club.

C3.5 A member wishing to resign from the Club shall inform the Secretary in writing.

C3.6 A club member wishing to change their 1<sup>st</sup> or 2<sup>nd</sup> Claim Club must do so in accordance With SS Company Rule R5.2.

C3.7 The Management Committee shall have the power to turn down an application for membership, provided they act in accordance with Club Bye-Law BL3.7.1.

C3.7.1 When an application for membership is turned down by the Management Committee, the applicant must be advised of the reason and their right of appeal to Scottish Swimming, in writing.

### **C4.0 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 its Constitution, Bye-Laws and Regulations.

C4.4 Amendments to the Constitution shall only be made at the General Meeting,

provided at least a 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.

## **C5.0 MEETINGS**

### **C5.1 General Meetings**

#### **C5.1.1 Notices**

At least 21 days notice and the Agenda shall be given to all adult members of any General Meeting.

#### **C5.1.2 Attendance**

All Adult Members and Life Members are entitled to attend, take part and vote unless specifically excluded from doing so by the Club's Constitution.

#### **C5.1.3 Voting**

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

#### **C5.1.4 Quora**

The quorum at General Meetings shall be two Officers of the club plus eight members eligible to vote.

#### **C5.1.5 Changes to the Constitution and Bye-Laws.**

A proposal to change the Constitution or Bye-Laws must be submitted in writing to the Secretary, signed by two members eligible to vote at a General Meeting.

## **C5.2 Annual General Meeting (AGM)**

C5.2.1 The Club shall hold an Annual General Meeting in September/October to:

- Approve the minutes of the previous year's AGM.
- Receive reports from the President and General Secretary
- Receive a report from the Treasurer and approve the Annual Accounts.
- Receive a report from the Auditor(s) / Independent Examiner(s).
- Elect Management Committee Members.
- Appoint Auditor(s) / Independent Examiner(s) for the Accounts.
- Consider changes to the Constitution.
- Consider changes to the Bye-Laws.
- Present Life Membership(s).
- Deal with other relevant business

C5.2.2 The Secretary shall give written notice of not less than 21(twenty one) days prior to the date of the AGM. This notice shall be published on the Club notice board and the Club Website.

- C5.2.3 Appended to the notice of intimation of an AGM shall be the Agenda, a note of the process governing alteration to the Constitution, Bye-Laws and nomination to the Management Committee.
- C5.2.4 All adult members and Life members are entitled to attend, take part and vote. Junior Members and Parents who are not registered members may attend, but cannot participate in the business of the meeting or vote.
- C5.2.4 At least 30minutes before the commencement of the AGM the Agenda, minutes of the last AGM, a note of the process governing alteration to the Constitution, Bye-Laws and nominations for the Management Committee shall be made available to all members.
- C5.2.5 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 not later than 14 days before the date of the AGM.
- C5.2.6 Proposed alterations to the Constitution, Bye-Laws, Regulations and Notices of Motion must be received by the Secretary not later than 14 days before the date of the AGM.
- C5.2.7 The order of business for an AGM shall include:
- a) President's Remarks
  - b) Apologies for Absence
  - c) Approval of minutes from the previous AGM and matters arising
  - d) General Secretary's Report
  - e) Treasurer's Financial Report
  - f) Convenors Reports
  - g) Chief Coach's Report
  - h) Proposed changes to Constitution
  - i) Proposed changes to Bye-Laws
  - j) Election of Management Committee Members
  - k) Appointment of Auditor(s) / Independent Examiner(s)
  - l) Life Membership Awards
  - m) Other relevant business

### **C5.3 Extraordinary General Meeting (EGM)**

- C5.3.1 An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least fifteen Adult Members of the Club. The Management Committee shall also have the power to call an EGM by decision of a simple majority of its members.
- C5.3.2 The order of business for an EGM shall be:
- a) Presidents Remarks
  - b) Apologies for Absence
  - c) Business to be transacted of which due notice has been given.
- C5.3.3 No business shall be transacted at the EGM other than business of which due notice has been given.

### **C6.0 AWARDS**

## C6.1 Life Membership

- C6.1.1 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.
- C6.1.2 Recommendation for Life Membership shall be made by any adult or Life Member to the Secretary for submission to the Management Committee Meeting. Full details of the nominee's service should be included with the recommendation.

## C7.0 TROPHIES

- C10.1 All trophies belong to the Club in perpetuity and cannot be won outright.
- C10.2 Swimmers who leave the Club must return all trophies to the club before clearance lines will be processed.
- C10.3 The Club Trophies Convenor shall act as Trustee of Club Trophies.

## C8.0 DISSOLUTION

- C8.1 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 objectives of the Scottish Swimming.

## BYE-LAWS

### BL1.0 MANAGEMENT

- BL1.1 The affairs of the club shall be conducted by a Management Committee which shall consist of the Officers of the Club (as defined in Paragraph C5.2) and ex-officio members set out in Bye-Law BL1.2
- BL1.2 The Officers of the Club shall consist of a President, Vice-President, Treasurer and Secretary who shall be elected at an Annual General Meeting, as shall be the said adult members.
- BL1.3 If the post of any Officer or committee member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy.
- BL1.4 The day to day management of the Club shall be delegated to the Officers of the Club, Technical Director and Head Coach who shall be called the Executive Committee. The Executive Committee shall report any actions/decisions taken by them to the Management Committee.
- BL1.5 All Management Committee members shall be Adult members of the Club.
- BL1.6 The Management Committee shall appoint at least one Child Protection Officer (CPO) Who has attended a Scottish Swimming approved training course.

### BL2.0 MEETINGS

#### BL2.1 Standing Orders

- BL2.1.1 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.

- BL2.1.2 The chair 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.
- BL2.1.3 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 chair of a meeting shall have a second or casting vote.
- BL2.1.4 The Chair of the meeting shall be the sole judge of questions of order and interpreter of the “rules” governing the club.
- BL2.1.5 The Chair shall not speak to, or 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 Chair elected by those present.

## **BL2.2 Management Committee Meetings**

- BL2.2.1 The Management Committee shall comprise the Officers of the Club (as defined in paragraph C5.2), Assistant Treasurer, Child Protection Officer, Membership Secretary, Entries Secretary, Meet Director, Meet Secretary, Website Operator, Press Officer, Trophies and Medals Convenor, STO Convenor, and Fundraising Convenor.  
  
The Squad coaches, Minute Secretary and Boy Club Captain and Girl Club Captain will be ex-officio members.
- BL2.2.2 Retiring members of the Management Committee may offer themselves for re-election.
- BL2.2.3 Management Committee members co-opted by the committee shall be subject to endorsement at the first EGM or AGM thereafter.
- BL2.2.4 Any employee or member with a personal interest in a particular issue will not be permitted to participate in any deliberations on any such matter.
- BL2.2.5 All members of the Committee must be adult members, but the Committee may allow younger member(s) to attend their meetings as observers without power to participate in the business.
- BL2.2.6 The Management Committee shall be responsible for:
- a) The appointment and Contract of Employment of all salaried staff.
  - b) Ratification of all appointed poolside staff and assistants.
  - c) Ratification of other staff Contracts of Employment and any honorariums.
  - d) Presenting annually their nominations for President and Vice President to the Annual General Meeting for ratification.
  - e) Considering and approving or otherwise nominations for Life Membership of the Club.
  - e) Consideration of reports from sub-committees.
- BL2.2.7 The Management Committee shall appoint such other Sub Committees as may be considered necessary.

BL2.2.8 The Secretary shall give all the members of the Committee not less than seven days oral or written notice of a meeting.

BL2.2.9 The Management Committee shall appoint at least one Child Protection Officer (CPO) who has attended a Scottish Swimming approved training course.

### **BL3.0 FINANCE & ACCOUNTS**

BL3.1 The financial year shall run from 1<sup>st</sup>. January to 31<sup>st</sup>. December each year.

BL3.2 The Treasurer shall be responsible for the preparation of the Annual Accounts of the Club.

BL3.3 The Treasurer shall arrange for the Auditor(s) / Independent Examiner(s) to examine and certify the accounts and balance sheet before presentation of a certified summary to the AGM.

BL3.4 All cheques drawn against the Club's funds shall be signed by a minimum of two officers of the club.

BL3.5 The Management committee can enter into contracts 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 commitment being made.

BL3.6 The club shall operate a Hardship Fund Policy (as per Appendix 1).

BL3.7 All adult members of the Club shall be jointly responsible for the financial liabilities of the Club.

BL3.8 Any surplus of the Club's income will be re-invested in the Club and not distributed to its members.

### **BL4.0 DISCIPLINE**

BL4.1 The Management Committee may take action (e.g. fine, suspend or cancel membership) against any Club Member proved guilty of conduct or breach of the Constitution, Bye-Laws, Regulations which is detrimental to the interest or Aims of the Club or for acting in such a manner as to bring disrepute to the Club. Such action will only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspensions section of the Scottish Swimming Governance Documentation have been applied.

BL4.1.1 All Grievances, Complaints and Appeals, except for doping, child abuse or alleged criminal offences, shall be dealt with in accordance with Sections BL4.2, BL4.3 and BL4.4.

BL4.1.2 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.

BL4.1.3 The Management Committee may Suspend, from activities wholly within its own jurisdiction, impose a Fine or Expel a member as a means of discipline.



## **BL4.2 Grievances**

- BL4.2.1 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 Junior member as defined in Para. C3.1(b)
  - Any individual.
- BL4.2.2 A grievance is made in writing to the Club Secretary, not later than 30(thirty) days after the incident.
- BL4.2.3 An Enquiry Panel will be set up by the Club to consider the grievance in accordance with the Club Regulations.
- BL4.2.4 If the decision of the Enquiry Panel does not satisfy the person who made the grievance, that person shall have a right of appeal to SASA in accordance with Club Bye-Law BL4.4

## **BL4.3 Complaints**

- BL4.3.1 A Complaint is a formal expression of dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by the Scottish Swimming.
- BL4.3.2 A complaint must be made in accordance with SS Company Rules, Section 12.

## **BL4.4 Appeals**

- BL4.4.1 An appeal may be made against decisions taken by the Club in respect to the outcome of a submitted grievance or against decisions taken by a National Enquiry Panel.
- BL4.4.2 An appeal must be made in accordance with SS Company Rules, Section R.14.

# **REGULATIONS**

## **R1.0 CLUB GRIEVANCE PROCEDURE**

- R1.1 The Club shall operate a grievance procedure in accordance Club Bye-Law BL8.2
- R1.2 Membership of the Enquiry Panel will consist of The Officers of the Club, and when appropriate shall include the Child Protection Officer.
- R1.3 Any member who is involved in the grievance will not be permitted to be a member of the Enquiry Panel.
- R1.4 A parent or guardian can represent any Junior member of the Club at the meeting.
- R1.5 The decision of the Panel will be notified in writing to the person submitting the grievance within 48 hours.
- R1.6 If the decision of the Enquiry Panel does not satisfy the person who made the grievance, that person shall have a right of appeal to SASA in accordance with Club Bye-Law BL8.4

## **R2.0 CPO APPOINTMENT AND TERMS OF REFERENCE**

- R2.1 A Child Protection Officer shall be appointed at the Annual General Meeting each year to promote Child Protection within the Club, and continually communicate '*good practice*' information to parents, swimmers, coaches and other volunteers who come in contact with young swimmers.
- R2.2 The Child Protection Officer shall carry out the duties which place the needs of each child first, and winning and competition second, as contained within the Club Child Protection Policy Statement.
- R2.3 The Child Protection Officer shall attend Seminars and Courses organised by Scottish Swimming, and deal directly with all matters relating to such.
- R2.4 The Child Protection Officer shall be involved in the appointments of all staff, committee members and volunteers who come in contact with club children, to ensure that the Disclosure Scotland conditions are rigorously applied.
- R2.5 The Child Protection Officer shall be in regular contact with Scottish Swimming to ensure that all persons working with children and vulnerable people at the Club are fully aware of up to date legislation and what is required of them within the protocols of the policy / Code of Good Practice as set out by Scottish Swimming and other appropriate agencies.
- R2.6 The Child Protection Officer shall be a member of the Management Committee and submit a report at least three times per year.

## **R3.0 MEMBERSHIP OF A SQUAD**

The Club through the coaching and technical staff will endeavour to provide:-

- R3.1 An environment in which individuals are motivated to maintain participation and improve performance.
- R3.2 Quality coaching through a progressive programme of safe, guided practice, measured performance and appropriate internal and external competition.
- R3.3 Operation of the guidelines laid down by the SASA which places the well being and safety of the swimmer above the development of performance.
- R5.4 Adequate facilities and coaching for swimmers with a disability.
- R3.5 An appropriate working relationship with swimmers (especially children), based on mutual trust and respect, and take all reasonable practical steps to protect them from harm, discrimination, or degrading treatment in all situations.
- R3.6 Encouragement and guidance to swimmers to accept responsibility for their own behaviour and performance, in both training and competition.
- R3.7 All staff with support and encouragement, and urge them to hold up to date UKCC/SASA qualifications and licence.
- R3.8 Staff who co-operate fully with other specialists (e.g. other coaches, officials, sports scientists, doctors and physiotherapists) in the best physiological and psychological interest of the swimmer.

The swimmer (or parent where appropriate) will commit to:-

- R3.9 Consistent attendance at training and recommended competitions.
- R3.10 Give respect and support to the staff and the training programme.
- R3.11 Hard work, both in the pool and land conditioning (where appropriate).
- R3.12 Always listen attentively and try to learn something on every occasion.
- R3.13 Be early for each session to enable a warm up before each training session starts.
- R3.14 Respond well to challenges which are set and always communicate self esteem.
- R3.15 Be responsible for keeping a record of your own best competition times.
- R3.16 Wear Club kit at training sessions, and particularly at competitions and medal presentation ceremonies.
- R3.17 Participate in fund-raising events when requested by the Fund-raising Committee.

#### **R4.0 RESPONSIBILITIES OF EMPLOYED STAFF**

R.4.1 The responsibilities of the employed staff is contained in the Job Descriptions. (Appendix)

#### **R6.0 CODE OF ETHICS AND CONDUCT**

All members, coaches, parents and volunteers must:

- R6.1 Not discriminate on the grounds of race, colour, language, religion, birth or social status.
- R6.2 Put the wellbeing, health and safety of members above all considerations.
- R6.3 Respect other person's basic human rights and dignity.
- R6.4 Treat all personal information about individual members as confidential, except in exceptional circumstances regarding health and safety or medical requirements.
- R6.5 Sign the club Code of Ethics and Conduct (Including parents of swimmers under 16 years) before being accepted into membership.
- R6.6 All club coaches working within the club must sign the Coaches Code of Ethics and Conduct, which has been endorsed by Scottish Swimming.

#### **R7.0 ANNUAL CHAMPIONSHIPS**

R7.1 There shall be annual championships for boys and girls as follows:-

##### **Sprint Championships**

10 years and under	50m. Fly	50m. Back	100m. I.M.	50m. Breast	50m. Free
11/12 years	100m. Fly	100m. Back	100m. I.M.	100m. Breast	100m. Free
13/14 years	100m. Fly	100m. Back	100m. I.M.	100m. Breast	100m. Free
15 years and over	100m. Fly	100m. Back	100m. I.M.	100m. Breast	100m. Free

#### **Rules**

1. Ages are determined as at 31 December in the year of the Championships.
2. Swimmers are permitted swim in all five events.

3. There will be Heats and Finals in all events.
4. Medals will be awarded to First, Second and Third in each individual event.
5. Pennants / Medals will be awarded to Fourth, Fifth and Sixth in each individual event.
6. Awards will made to the overall Champion.
7. The overall Champion will be decided on points as follows:-  
1<sup>st</sup> – 6 points. 2<sup>nd</sup> – 5 points. 3<sup>rd</sup> – 4 points. 4<sup>th</sup> – 3 points. 5<sup>th</sup> – 2 points. 6<sup>th</sup> – 1 point.
8. A trophy will be awarded to the Best Swim by a Male and Female, to be decided by the Chief Coach.

#### **Distance Championships**

11 years & under	400m. Free	200m. Back	200. Breast	200m. I.M.	200m. Free	200m. Fly
12 years	400m. Free	200m. Back	200. Breast	200m. I.M.	200m. Free	200m. Fly
13 years	400m. Free	200m. Back	200. Breast	200m. I.M.	200m. Free	200m. Fly
14 years	400m. Free	200m. Back	200. Breast	200m. I.M.	200m. Free	200m. Fly
15 years and over	400m. Free	200m. Back	200. Breast	200m. I.M.	200m. Free	200m. Fly

#### **Rules**

1. Ages are determined as at 31 December in the year of the Championships.
2. Swimmers are permitted to swim in all six events listed.
3. All events will be Heat Declared Winners, and will be seeded according to FINA Rules, irrespective of age.
4. . The overall Champion will be decided on points as follows:-  
1<sup>st</sup> – 6 points. 2<sup>nd</sup> – 5 points. 3<sup>rd</sup> – 4 points. 4<sup>th</sup> – 3 points. 5<sup>th</sup> – 2 points. 6<sup>th</sup> – 1 point.

R.7.2 The Management Committee will determine the Entry Fees for each Championships.

#### **R8.0 TRAINING SESSIONS**

R8.1 The allocation of training times for each squad shall be notified to each squad member and listed on the Club notice board when necessary.

#### **R9.0 LAND BASED CONDITIONING**

R8.1 Appropriate Land Based Conditioning for swimmers will be provided when suitable staffing, finance and facilities are available.

#### **R10.0 TECHNICAL OFFICIALS AND VOLUNTEERS**

R10.1 The Club will encourage parents to become Technical Officials at local, District and National level.

R10.2 Volunteers shall be recruited where appropriate to assist with the running of the club.

R10.3 The Club shall endeavour to provide incentive schemes for all volunteers in an attempt to acknowledge their contribution and encourage their involvement and support.

R10.4 The Recruitment and Selection Policy for Volunteers, Club Coaches and Officials as recommended by Scottish Swimming shall be adopted.

## **R11.0 FINANCE**

- R11.1 Payment of Monthly Training Fees are due on the first day of the month and should be paid to the Fees Administrator(s) at times and days notified on the Club notice board.
- R11.2 Competition entry fees should be made with the return of entry forms.
- R11.3 Entry fees for individual events are met in full by the swimmer. Relay Team entries being the responsibility of the club.
- R11.3 Travel, accommodation and meal costs for the Team Staff (i.e. Team Coach(s), Team Manager, Chaperones etc.) are considered part of the overall cost of a trip and therefore swimmers will be required to contribute proportionately.
- R11.4 Swimmers are expected to use travel and accommodation arrangements when organised by the club for away swim meets. If swimmers choose to make other arrangements a nominal fee will be charged to those swimmers to cover staff costs.

## **R12.0 GENERAL**

- R12.1 General questions about the operation of the Club should in the first instance be directed To the General Secretary who is the first line of communication with members / parents. The Secretary will normally be available on Tuesday, Thursday or Sunday evenings at the Tryst swimming pool.  
  
Many communications are carried out via the Club notice board and the Club Website. Swimmers and Parents are advised to check these regularly.
- R12.2 The Club colours shall be a combination of Yellow and Blue.  
Changes to the colours, design and logos etc. shall be implemented by the Club Kit Convenor after consultation with the Elite Squad swimmers and the authorisation of the Executive Committee.  
  
The Treasurer must be consulted both in terms of any expenditure and the level of resale charges to be made for any item of kit.
- R12.3 Methods of ordering and purchasing Club Kit will be advised on the Club notice Board and via the Club Website.
- R12.4 Outdoor footwear should not be worn by any person on the poolside, except during competitions when it is unavoidable for spectator purposes.
- R12.5 Parents should not walk onto the poolside during training sessions. Requests to speak to anyone working on the poolside should be conveyed by other means.

# CUMBERNAULD SWIMMING CLUB

## Hardship Fund Policy

Cumbernauld Swimming Club is committed to helping all members access the correct level of services within the club, as is needed by their level of commitment and ability.

The club is prepared to help members fund the above swimming related expenses if the member (or their parents) can provide the following evidence show they are currently suffering from financial hardship:

1. Have been a member of the club for more than six months.
2. Have volunteered their time and commitment to help with at least two club events over the past six months.
3. Can provide evidence of one of the following:
  - All wage earners for the family are currently unemployed but actively seeking work.
  - The family is currently supported by only one part-time wage earner.

All cases dealing with the hardship fund will be dealt with confidentially on an individual case by case basis by the following members of the club Executive Committee:

1. The Club President
2. The Club Treasurer
3. The Club Secretary

### **Conditions**

1. Cases will be reviewed every three months and the club reserve the right to stop any agreements with members at any time they deem necessary.
2. Families will be expected to notify the club immediately of any change in their financial circumstances.
3. Consideration must be given, if improved circumstances permit, to repay in part or in full any financial costs to the club.

*Annual General Meeting  
24 October 2016*

# CUMMBERNAULD SWIMMING CLUB

## ACCEPTABLE USE OF MOBILE PHONE POLICY

### Inappropriate Mobile Phone Usage

**Aim:**

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear acceptable use through guidelines.

**Scope:**

This policy applies to all members of the Club, and relates directly to the appropriate codes of conduct.

**Responsibility:**

It is the responsibility of the athletes / coaches / volunteers to adhere to the guidelines outlined in this document.

It is the parent's responsibility to allow their child to have a mobile phone, and should be aware if their child takes a mobile phone to club sessions. Permission to have a mobile phone during the club sessions/events will be contingent on the parent/guardian permission in the form of a signed copy of this policy.

**Policy Statement:**

It is recognised that smartphones contain a wide variety of functions which can be susceptible to misuse. Misuse includes taking and distribution of indecent images, exploitation and bullying.

Misuse of smartphones can cause distress to individuals, impact on self-confidence and mental well-being, as well as impact on privacy and right to confidentiality. Such concerns are not exclusive to children and young people.

It is appreciated that it can be very difficult to detect when smartphones are being used, particularly in relation to additional functions. The use of all mobile phones is therefore limited, regardless of their capabilities.

There are 'mobile phone free' areas within the Club setting. These are areas that are considered to be the most vulnerable and sensitive:

- Changing Rooms
- Toilets
- Showers

There is a zero-tolerance policy in place with regards to use of mobile phones by any individual in these areas.

### ***Inappropriate Use***

Members using vulgar, derogatory or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Club.

Members using their mobile phone to engage in personal attacks, harass other people, post private information about others using SMS messages, taking/sending photos or objectionable images, and phone calls will face disciplinary actions as sanctioned by the Club, and may be subject to criminal proceedings.

### ***Parent / Guardian Permission***

I have read and understand the above information and appropriate use of mobile phones within Club sessions / events.

I understand that this form will be kept on file and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to have a phone at club sessions and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the Club's supervision, as outlined in this document.

Parent Name (print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Swimmer's Name (print): \_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Swimmer's signature: \_\_\_\_\_

Date: \_\_\_\_\_



# CUMBERNAULD SWIMMING CLUB

## Confidentiality Statement

All staff and volunteers, regardless of their role, must commit to the following statement of integrity.

For the purpose of this statement “**information**” shall be taken to include the following areas (although it is not intended to be an exhaustive list);

- Sensitive information or data
- Personal information or data
- Financial information
- Commercial information
- Confidential documentation
- Child Protection investigations or other information

I \_\_\_\_\_ will not inappropriately discuss or transmit any information, either internally or externally, which may effect, harm or concern anyone in our sport or associated with Cumbernauld Swimming Club.

Regardless of my position within the club, I understand and agree that information and documentation, as detailed above, that I will receive, gain access to or be exposed to during and related to my involvement with the club is confidential.

I will never use people’s passwords to access personal information.

I also agree that I will not copy, or otherwise take, any confidential or sensitive documentation or written information without express permission from the Executive.

Regardless of my position within the club I further understand and agree that this confidentiality agreement continues after the end of my affiliation with Cumbernauld Swimming Club.

I understand that a breach of confidentiality on my part would be a breach of the Club policy.

Signed: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

