

INVERLEITH

AMATEUR SWIMMING CLUB

Members' Handbook

Revised 11/09

INTRODUCTION

I am delighted to welcome you as a member of Inverleith Amateur Swimming Club (I.A.S.C.) and sincerely hope that your association with the Club will be a long, successful and happy one.

While the main objective of the Club is successful competitive swimming, it also aims to ensure all members feel at home within the Club and that fun and enjoyment will also have its place alongside the training schedules.

While this is not designed to be a 'rule book' I am sure that you will appreciate that, as in almost every organisation, it is essential to have some discipline not only in the interests of safety but to ensure the Club's continued use of facilities throughout the City. Certain rules must be complied with so that the Club can continue to obtain the co-operation and use of the best facilities available. In this respect I would ask for your assistance in ensuring that all instructions are enforced in the interests of the Club as a whole.

In an effort to facilitate the Club's growth and success in future years it is essential that the Club be run on a sound financial basis and assistance in this field is given by the Social Committee who, by arranging various social and fundraising events, provides financial support to the Club. I would ask that wherever possible you give support to these events and enjoy the social activities while supporting the Club.

Thank you for your interest in the Club, enjoy your swimming and I wish you every success.

Cameron Watson
Club President

Club History

Inverleith ASC is a relatively young Club having been formed in 1969. The strength of the Club is that it caters for swimmers of all ages from 'Learn to Swim' and preparatory Group, through age group swimming to 24 years and for Masters swimmers of 25 years and over. We have also contributed swimmers to International Teams including one to the Commonwealth Games.

The Club's swimming activities are organised into groups and squads primarily based on ability. There is set criteria for progression from one to the next.

While Inverleith ASC is primarily a competitive Club it also encourages swimmers (16 and over) and parents to consider gaining teaching or coaching qualifications.

Since 1982 Inverleith ASC has run a programme of training camps. These activities have proved beneficial both in a competitive and social sense.

Each December we hold the annual Club Championships. Swimmers compete in their own age groups for various Cups and Medals which are presented at Annual Dinner Dance in February.

Operating in parallel with the Club is the Social Committee which is open to all parents of swimmers and has the twin objectives of providing financial assistance to the Swimming Club and organising social functions. The hard work of the parents contributes greatly to the success of the Club.

Inverleith ASC membership is set annually together with Scottish Amateur Swimming Association membership.

Training fees are charged on a monthly basis according to the requirements of each training group. Training and competitive kit and competitive costs are additional.

The Club is open to all swimmers who meet the swimming standards necessary for entry.

Administration

The Club management is conducted by a committee as provided for in the Constitution which is detailed in the appendix at the end of this handbook. The Committee is elected at the Annual General Meeting held in December each year. The Committee meets normally on a monthly basis or as required.

After initial contact with the Club, usually through the Secretary, the next and most regular contact for swimmers and parents will be the Coach.

The Secretary and Coaches are there to assist you and they will make every effort to be friendly and helpful, particularly in your early period with the Club while you settle in. They will provide you with a considerable amount of general information, newsletters and dates of social functions etc.

If for any reason a swimmer decides to leave the Club, then it is essential that a letter of resignation be submitted to the Club Secretary without delay as training fees will remain payable until such time as the letter is received. Should a swimmer wish to change to another Club they must obtain a 'Change of Club' form from their new club.

It is the responsibility of each swimmer/parent to read the Club notice board at Leith Victoria. Please ensure that the Club has an email address and telephone number where the Secretary or Coaches can get in touch to inform them of any changes or cancellations. This may save you a wasted journey.

Should a problem, complaint or enquiry regarding swimming performance come to light, then an approach may be made to the Secretary, requesting that arrangements be made to discuss the matter with the Coach in charge of the Group. This will be arranged at a time suitable to the Coach and will not be on the poolside during a swimming session.

Child protection

Inverleith ASC is committed to promoting the welfare of the athletes within our sport to allow them to enjoy a positive experience of swimming and encourage lifetime participation. Remember it's not just the athletes that we want to protect it's ourselves too, and common sense should prevail.

It is a constitutional requirement for clubs to appoint a Child Protection Officer (CPO). The Club's Child Protection Policy, along with the name and telephone number of our CPO is at the back of this handbook.

Swimming Groups and Training

The Club covers a wide range of ages and ability which are broadly reflected in the current swimming structure - a structure which is modified from time to time to take account of the overall 'shape' of the Club.

Preparatory Group

Swimmers accepted for entry into this Group become Preparatory Junior Members of the Club and are only eligible to compete in the Internal Club and Anderson Cup events. Swimmers in this Group should try to attend on a regular basis to maintain fitness and continuity of training.

'Intermediate' Squad

This is the first of the competitive swimming squads. This Group develops the work done in the Preparatory Group and prepares swimmers for a limited number of competitions during the year. Swimmers in this squad should also try to attend on a regular basis to maintain fitness and continuity of training.

'Intermediate 2' Squad

This is the second of the competitive swimming squads. This squad develops the stroke teaching work done in the previous groups and prepares swimmers for more competitions during the year. Swimmers in this squad should try to attend a reasonable number of sessions per week.

'Advanced' Squad

This squad is for swimmers of proven ability to train and compete at Club, District and National levels of competition. A minimum of three sessions per week is a requirement for swimmers in this advanced squad who wish to attain the levels of competition as detailed above. Swimmers of 16 years or older may opt for periods of proportional training to cover study and examination times in the year.

'Club' Group

This group is open to;

- a) swimmers who are 16 years or over who, due to college/university or work commitments, cannot always maintain a regular number of sessions per week
- b) Masters swimmers i.e. 25 years and over.

Swimmers in this Group however, still maintain a high standard of training and compete at all levels of competition.

Movement from Group to Group will be made in the interests of the swimmer and their ability and will be made after individual consideration and only on the recommendation of the Coaching Group.

Coaches and Teachers attached to the Club are generally holders of the S.A.S.A. or A.S.A. Assistant Teacher, Assistant Coach, Teacher and Club Coach Certificates.

General Information

The Club is based at Leith Victoria Swim Centre but makes use of other Edinburgh Leisure pools as well as school pools for teaching and training purposes.

The overall Club objective is to achieve the highest possible standards in junior and senior swimming by a process of teaching and coaching through the age groups, this is a long term process and patience and dedication is required from swimmers, coaches, parents and all concerned with the Club in order that these aims may be reached. Progress can only be achieved through a regular attendance and commitment to succeed by the swimmer.

Training Kit

The following should be included in the training kit and it is the swimmers responsibility to ensure that they bring it to their training sessions:

- Trunks/costume
- Towel

- Goggles (if worn) adjusted to fit
- Flip-flops/poolside shoes for poolside
- Float/kickboard/flippers etc
- Spare trunks/costume & towel if possible

Training procedures

- 1 Check your kit before leaving home.
- 2 Always be punctual for your session.
- 3 Change quickly and go to the poolside with your coach, taking goggles, float, kickboard etc with you.
- 4 Use any time before the session starts to work through your flexibility routine - head, shoulders, arms, waist, legs and ankles.
- 5 Listen, think, swim and enjoy your training session. At the end of the session shower, dry and dress quickly. Check your kit carefully again before you leave the pool. Should you be ill or unable to attend for any reason let your coach know.
- 6 Enjoy your training and go for each challenge, distance, time or stroke to the best of your ability.
- 7 Keep a record of your sessions, personal bests or other achievements.

Swimming Year

Whether your birthday is 1st January or 31st December in any year, you swim for the whole year at your age as at 31st December in that year. In some cases competitions are based on 'Age on the Day'.

Coaches

Your coaches will devote a great deal of time and effort to your training programme and often willingly forego their social and domestic life in the interests of the Club and the swimmers. Many hours are spent with swimmers during normal sessions, training camps and competitions. It is very much in everyone's interest to build on this relationship in trust and commitment and any problems or difficulties should be freely discussed.

General Conduct

As the Club hires pools from Edinburgh Leisure and other organisations, we must rely on the continued good reputation of the Club for the care of these premises for use in future years. For this reason your co-operation is required to ensure the following guidelines are strictly adhered to and that the general conduct of swimmers and parents are beyond reproach from any quarter.

All swimmers attending either training or competitions are under the coach present and must follow instructions given

All swimmers must stay within the confines of the training and competition areas. Do not wander off

No adult will be allowed on the poolside unless invited to do so by a member of the coaching staff.

Swimmers must arrive on time for their sessions unless special arrangements have been made.

Where possible Club colours and club t-shirts/track suits should be worn at all competitions.

Swimmers should not arrive too early for sessions or competitions and should leave promptly after as Coaches can not be held responsible.

Swimmers must at all time show respect to coaches, poolside staff, officials and other swimmers. Swearing, name calling and or bullying is not acceptable and will not be tolerated.

Illegal drugs or substances and performance enhancing drugs are strictly forbidden.

Care must also be taken with prescription drugs prior to competitions.

It is important that medication, injuries and allergies be reported to the Club.

Swimmers will be given one verbal warning about misbehaviour. Parents will be informed if this should persist. This could then result in the swimmer being excluded from one or more sessions.

Failure to abide with these guidelines will result in the strongest possible disciplinary measures being taken by the Club against any offending swimmer or parent to protect the interests of other members.

Copies of the Codes of Conduct for Swimmers, Coaches, Officials and Volunteers and Parents and Spectators are included in the Appendix.

Use of pools

Sessions will be held as planned unless notification to the contrary has been given.

However, it is the responsibility of the parents to check that the session will go ahead. Please remember to check the notice board each Sunday.

Detailed below is a list of the pools in regular use by the Club, however, it may be necessary to use other pools for special reasons.

Training

Leith Victoria	25 yds
Ainslie Park	25 mtrs
R.C.P.	50 mtrs
Trinity Academy	20 yds
Glenogle	25 yds

Teaching

Broughton Primary
James Gillespie High
Trinity Academy

Please adhere to any parking restrictions in force on any of the venues that we use.

Delivery and collection of Swimmers

Parents must ensure that the Coach is present before leaving children at a session. Swimmers should be prompt for each session.

Parents should return to collect their children at least 15 minutes before the end of the session. Once a session is finished the Club has no responsibility for the swimmers. While, on occasions a Coach may wait with swimmers, particularly younger ones, they are under no obligation to do so as they may have other sessions to attend or other important commitments.

Entry to Pools

It is a strict rule that no swimmer may ever enter the water without the approval of the Coach. On rare occasions the Coach may be late for a session, then it is the parents' responsibility to ensure that their child does not enter the water. In the event that the Coach does not turn up parents should telephone the Coach concerned or contact the Coaching Convener.

Footwear

At all of the pools, outdoor footwear is prohibited in certain areas unless covered by plastic covers (freely available at the poolside doors).

Selection for Competitions and Events

A swimmer's selection for competition is made by the Coaches and their decision may be based on a number of factors e.g. the grade of the Meet or the qualifying times necessary for entries.

There is usually a time delay between the entries being submitted and the Club being told who has been accepted. Once your entry has been accepted you will receive an email which will be your final notice of your selection to swim in that

particular competition. It will detail the time and date of the competition and the cost of each swim.

Certain competitions e.g. leagues, relay swims etc are paid for by the Club. In these competitions the coach will decide which stroke each swimmer will swim to be most beneficial for the team.

Competition Kit

- Club trunks/costume plus spare (available from the Club gear shop)
- Towels - three at least
- Training shoes/gym or poolside shoes suitable for poolside
- Socks/leg warmers
- Tracksuit plus spare t-shirt (Club ones)
- Goggles plus spares - all adjusted to fit you properly
- Club swim hat

Individual swims are paid for by the Club in advance and then recovered from the swimmer when entries have been accepted. If you know in advance that you are unavailable for any dates, please inform the Coach as early as possible, as this will avoid unnecessary work by the Competition Secretary and reduce the costs for you. If, at a later date, you realise you will be unavailable, please notify your coach immediately.

It is most important to keep yourself extra warm between your warm up session and your swim. Your muscles can stiffen up if you let yourself cool down. Remember you may not feel the cold after your warm up.

Swimmers should always wear their tracksuits, socks and poolside shoes right up until the time of their swim. This applies to all competitions whether they are Club, inter Club or major meets.

For the younger swimmers it may be useful to take a book, comic or pencil and paper for entertainment between events for day-long meets.

Food

Glucose tablets/fruits, digestive biscuits and jelly cubes are all good for energy nibbles. Pure fruit juice or diluting juice is best for drinking before or between swims. Avoid such things as apples, fizzy drinks, ice cream and iced drinks.

Procedures

At each competition the swimmer should check their entry card for the event and heat number. They should also remember the lane number. Listen closely to the coach and to any announcements made at the pool which may affect you.

Please stay on the poolside - if you wander off you may miss your swim. Your Coach will keep you notified of when your swim is due.

At the end of your swim stay in the water until you are told to come out - otherwise you may be disqualified. Ask the timekeeper for your unofficial time. A

timekeeper is not obliged, however, to tell you your time. Speak to your coach after your race/s.

Remember - when the referee blows his whistle for the next event, keep quiet until the race starts, then cheer on your team mates.

Enjoy each meet or competition you attend and do your best.

Keep a swim notebook and write a few lines about each competition. Record your times and mark up any personal bests you have done.

Check your targets and see if you are nearer achieving them.

Internal Club competition for younger swimmers

Anderson Cup (1 length - 25yds)

This competition is held quarterly and is open to members of the Preparatory group, who are selected by their coach. The cup is awarded to the swimmer with the best aggregate times recorded over all four strokes.

Huntly Cup (2 lengths - 50yd.s)

This competition is also held quarterly and is open to all swimmers under 12 years of age on the day of the event. The cup is awarded to the swimmer who records the greatest improvement in their time in any one of the four strokes compared with their time in the preceding Huntly cup.

Swimming records

The Club Competition Secretary is responsible for the keeping of swimming records in respect of each swimmer and is assisted by a Record Keeper.

Swimming records are informative to the Club as well as to the swimmer. The times are all converted to metres and contain competition and time trial information. The coaching staff is regularly supplied with up to date lists of swimmers Personal Bests and should a swimmer wish to know details of their own times these can be obtained from the Record Keeper.

Social Committee

The Social Committee is responsible for the majority of the fundraising and consists of parents willing to give up sometime to help raise money for the Club and also organise the social events. Every Parent automatically becomes a member.

Parental Involvement

There are many ways that parents can help. Most of our Management Committee and all the Social Committee are parents. If you do not think that is for you how about trying your hand as a poolside helper, where you could progress to becoming a coach, assistant teacher or teacher.

Parents can also become involved with the technical side as a Club timekeeper, progressing to timekeeper, judge, recorder etc if you wish.

Swimming Jargon

The following terms which are in regular use within the Club and swimming circles are explained to be of assistance to any new swimmer in understanding their meaning.

<i>IH</i>	Club code for Inverleith ASC
<i>S.A.S.A.</i>	Scottish Amateur Swimming Association
<i>Back</i>	Back stroke/back crawl
<i>Breast</i>	Breaststroke
<i>Free</i>	Freestyle stroke/front crawl
<i>Fly</i>	Butterfly stroke
<i>I.M.</i>	Individual medley (fly, back, breast, free)
<i>Land training</i>	Flexibility/strength exercises
<i>Long course</i>	50 metre pool
<i>Short course</i>	25 metre/25 yard pool
<i>Medley relay</i>	Relay race (back, breast, fly, free)
<i>Meet</i>	Competition
<i>P.B.s</i>	Personal bests - record times achieved by a swimmer for a certain stroke and distance
<i>Time trials</i>	Timed swims usually set up within Club sessions to get new times or to keep times up to date for entry into competitions
<i>Warm up</i>	Short session prior to competition/event when swimmers get the opportunity to exercise and loosen up prior to the event starting
<i>Swim down</i>	Short period after sessions and races for the swimmer to stretch out and relax
<i>R.C.P.</i>	Royal Commonwealth Pool

APPENDICES

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- 2. Codes of Conduct**
- 3. Club Equity Policy Statement**
- 4. Club Child Protection Policy Statement**
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APPENDIX 1 – Constitution, Bye-Laws and Regulations

INVERLEITH AMATEUR SWIMMING CLUB

CONSTITUTION, BYE-LAWS AND REGULATIONS

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Regulations

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CONSTITUTION

C1.0 NAME

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

C2.0 OBJECTS

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 Aqua Sports, in accordance with paragraph C2.2 & C2.5 of the SASA Constitution

C3.0 MEMBERSHIP

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

(a) Adult Member

An Adult is an individual 16 years and over, as recognised in Law

(b) Junior Members

A Junior is an individual not recognised in law as an adult and not as defined in SASA Company Rule R13.5.6

(c) Life 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 sub-categories defined in SASA Bye-Law BL3.2

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

4.0 GOVERNANCE

C4.1 The Club shall be subject to and bound by, the Constitution and Bye-Laws of the SASA, Memorandum, Articles and Rules of SASA Ltd and the appropriate SASA District Rules

C4.2 The Club shall comply with the SASA Code of Conduct, the SASA Code of Ethics and the SASA 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 a 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 Executive Committee shall have the power to publish and enforce such Regulations as the Committee feels necessary to govern the activities of the Club.

5.0 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 five other Adult Members and ex-officio members set out in Bye-Laws BL5.1
- C5.2 The Officers of the Club, who shall be honorary, 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.
- 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 members 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 unless specifically excluded from doing so by the Club's Constitution.
 - C6.1.3 Voting

With the exception of changes to the Constitution, decisions put to a 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 eight members eligible to vote
 - C6.1.5 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.
- C6.2 Annual General Meeting (AGM)
 - C6.2.1 The Club shall hold an Annual General Meeting in the month of November to
 - Approve the minutes of the previous year's AGM.
 - Receive reports from the President and Secretary.

Receive a report from the Honorary Treasurer and approve the Annual Accounts.

Receive a report from the Auditors.

Elect Management Committee Members

Appoint Auditors for the Club's Accounts

Consider changes to the Constitution

Consider changes to the Bye-Laws.

Present Life Membership(s)

Deal with other relevant business

C6.3 Extraordinary General Meeting (EGM)

C6.3.1 An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least ten 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.

C6.4 Management Committee Meetings (MCM)

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 ten Adult Members of the Club.

C6.4.3 A quorum for Management Committee Meetings shall be at least one Officer of the Club and five 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 October to 30th September 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 which, are, in excess of £500 shall be signed by the Treasurer and one other nominated Officer of the Club.

C7.5 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.

C7.6 All 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 re-invested in the Club and not distributed to its members

C8.0 DISCIPLINE

C8.1 The Management Committee may take action (e.g. fine, suspend or cancel membership) against any Club Member proved guilty of infringing the Club Regulations or acting in such a 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 SASA Constitution Bye-Laws and the SASA Company Rules, 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 SASA Chief Executive within 48 hours, in accordance with SASA Ltd Rule R16.1.3

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 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 the SASA.

C11.2 As 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 the AGM) shall become due on the 1st January in each year and those of new members on the date of acceptance for 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, competitions or meetings until their annual subscription is paid.

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 SASA Bye-Law BL8.2.4.

BL3.6 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 the SASA, 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), plus five other Adult members. The Squad Coaches will be ex officio members

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

- BL5.3 Not Used
- BL5.4 The term of office for the other Adult Members shall be two years, 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 The Management Committee shall be responsible for:-
- a) The organisation and control of all members during Club hours.
 - b) The annual appointment of coaches and instructors.
 - c) The selection of members to represent the Club.
 - d) The handicapping of Club events as necessary.
 - e) The organisation of swimming activities as may be requested by other bodies.
 - f) Appointing the Boy and Girl Captains in January each year.
 - g) Presenting annually their nominations for Hon. President and Hon. Vice President(s) to the AGM for ratification.
 - h) 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 an SASA 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 that business is concluded. The meeting shall be presided over by a substitute Chairperson elected from among those present.

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 of 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 30th September

BL6.2.4 Proposed alterations to the Constitution and Bye-Laws and notices of motion must be received by the Secretary not later than 30th September October

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:

Apologies for Absence

Approval of minutes from previous AGM & matters arising.

Presidents Remarks

Hon. Secretary Report

Coaching Convener Report

Financial Report

Proposed changes to Constitution

Proposed changes to Bye-Laws

Election of Management Committee Members

Appointment of Auditors

Life Membership Awards

Appointment of Hon. President & Hon Vice President(s).

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 days prior to such meetings being held.

BL6.3.2 The order of Business for an EGM shall be:

President's 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 deliberative vote.
- BL6.4.4 No decision of the MCM may be altered or revoked without 14(fourteen) days prior notice of intent, in writing, being given to the Secretary.

BL7.0 FINANCE & ACCOUNTS

- BL7.0.1 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.
- 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 frequently than every 3(three) calendar Months.
- BL7.0.4 All outgoing payments shall be made by cheque, signed 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 Management Committee, provided Paragraph C8.1 of the Constitution has been satisfied
- BL8.1 Suspensions and Fines
 - BL8.1.1 The Management Committee 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
 - Any 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 An Enquiry Panel will be set up by the club to consider the grievance in accordance with the Club Regulations.
 - BL8.2.4 If the decision of the Enquiry Panel does not satisfy the person who made the grievance, that person shall have the right of appeal to SASA 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 the SASA
 - BL8.3.2 A complaint must be made in accordance with Swction16 of the SASA LTD Rules
- BL8.4 Appeals
 - BL8.3.1 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

BL8.3.2 An appeal must be made in accordance with Section 18 of the SASA Ltd. Rules

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.

BL9.1.2 A recommendation for Life Membership may be made by any Adult or Life Member to the Secretary for submission to the MCM. Full details of the nominee's service should be included with the recommendation.

BL10.0 TROPHIES

BL10.1 The winner of a 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 trophies.

BL11.0 Not Used

Regulations

CODE OF CONDUCT SWIMMER

Aim: To ensure that all athletes involved within the sport of Swimming participate within an agreed philosophy and set of standards.

Principal Statement on Ethics

Sporting integrity is based on the acceptance of rules, fairness equality, respect for others, moral conduct and a sense of what is right. Scottish sport's goal is to create a sporting environment where violence, breaking the rules, the abuse of drugs, the lack of fair play and other unethical behaviour are automatically rejected as being irrelevant to the true purpose of sport.

I agree to:

1. abide by the principal statement on Ethics above,
2. practice and play within the spirit of the game/sport,
3. behave with respect to others including coaches, officials, other players, athletes, team manager, spectators,
4. treat all others how I would like to be treated, with integrity,
5. refrain from inappropriate conduct towards others whether, physical, verbal or emotional,
6. set a good example at all times in aspects of dress, punctuality, language, behaviour and respect of equipment and others.

CODE OF CONDUCT COACHES

I agree to:

1. Consider the wellbeing and safety of swimmers before the development of performance.
2. Develop an appropriate working relationship with swimmers, based on mutual trust and respect and promote respect for the ability of opponents as well as for officials and fellow coaches.
3. Always promote the positive aspects of the sport (e.g. fair play)
4. Make sure all activities are appropriate to the age, ability and experience of those taking part.
5. Encourage swimmers to value the performance and not just results.
6. Hold the appropriate valid qualifications and insurance cover.
7. Never consume alcohol immediately before or during training or events.
8. Never condone rule violations or use of prohibited substances.
9. Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved in club activities.
10. Follow all guidelines laid down by the national governing body and the club.
11. Never exert undue influence over swimmers to obtain personal benefit or reward.
12. Encourage and guide swimmers to accept responsibility for their own performance and behaviour.
13. Follow the advice of a physician when a performer is injured.
14. Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children.
15. Ensure that the equipment and facilities meet safety standards and are suitable for training.

CODE OF CONDUCT OFFICIALS AND VOLUNTEERS

I agree to:

1. Consider the wellbeing and safety of swimmers before the development of performance.
2. Develop an appropriate working relationship with swimmers, based on mutual trust and respect.
3. Always promote the positive aspects of the sport (e.g. fair play)
4. Make sure all activities are appropriate to the age, ability and experience of those taking part.
5. Encourage swimmers to value the performance and not just results.
6. Hold the appropriate valid qualifications and insurance cover.
7. Never consume alcohol immediately before or during training or events.
8. Never condone rule violations or use of prohibited substances.
9. Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved in club activities.
10. Follow all guidelines laid down by the national governing body and the club.
11. Never exert undue influence over swimmers to obtain personal benefit or reward.
12. Encourage and guide swimmers to accept responsibility for their own performance and behaviour.

CODE OF CONDUCT PARENT'S AND SPECTATORS

I agree to:

1. Consider the wellbeing and safety of swimmers before the development of performance.
2. Always promote the positive aspects of the sport (e.g. fair play)
3. Encourage swimmers to value the performance and not just results.
4. Do not ridicule or shout at a child for making mistakes or losing and race.
5. Never consume alcohol immediately before or during training or events.
6. Never condone rule violations or use of prohibited substances.
7. Display consistently high standards of behaviour and appearance, dressing suitably and not using inappropriate language at any time whilst involved in club activities.
8. Follow all guidelines laid down by the national governing body and the club.
9. Encourage and guide swimmers to accept responsibility for their own performance and behaviour.
10. Always remember that the involvement in swimming is for the child NOT YOU!
11. Do not shout or abuse officials. Most officials give their time and effort for your swimmers involvement.
12. Do not shout or abuse coaches or volunteer staff. They give their time and effort to help your swimmers.
13. Support all efforts to remove verbal and physical abuse from sporting activities.

APPENDIX 3 – Club Equity Policy Statement

CLUB EQUITY POLICY STATEMENT

Inverleith ASC is committed to ensuring that every person will be treated equally within the swimming club regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The Club recognises and adopts SportScotland's definition of Sports Equity: **Sports Equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.**

The Club is committed to making equity an integral part of all development plans for the future.

The Club welcomes individuals from all parts of the community to enjoy the sport in an environment that is free from all forms of discrimination.

The Club ensures that any incidences of discrimination will be treated fairly and according to the club disciplinary procedures.

CLUB CHILD PROTECTION POLICY STATEMENT

We, the Club, believe that Good Practice at Inverleith Amateur Swimming Club is as follows;

1. The welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in swimming – administrator, Club official, coach, parent, friend, children themselves, everyone – can help. Children and young people have a lot to gain from swimming. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Swimming provides an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. The Club will place the needs of the child first and winning and competition second.
2. The underlying principles with respect to Child Protection are that:
 - the child's welfare is the first consideration.
 - all children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse.
 - Children and young people must be treated with integrity and respect.
 - Children and young peoples' programmes and competitions will be relevant to their ages and stages of development.
3. We are committed to following the current Scottish Swimming's Child Protection guidelines. All our volunteers / staff are members of Scottish Swimming.
4. The Club:
 - aims to create an enjoyable environment, where young people have the right to be safe, secure and free from threat,
 - acknowledges that young people have the right to be treated with respect and for their concerns to be listened to and acted upon,
 - will aim to ensure that junior members have specific programmes designated for them, with adequate supervision,
 - is committed to ensuring that all helpers, whatever their role, complete a Club Registration Form, sign a Code of Conduct and complete a Disclosure Scotland Application (for coach, chaperone, team manager or poolside helper) and a Self Declaration Form in relation to Child Protection, provides clear, comprehensive, easily understood procedures for dealing with
 - allegations of abuse
 - requests for help and support on a confidential basis,
 - is committed to an equitable recruitment selection policy for coaches, will always emphasise fair play.
5. Our Child Protection Officer is:

Derek Huggan

0131-467 3821

APPENDIX 5 – Club Grievance Procedure

CLUB GRIEVANCE PROCEDURE

A grievance can be raised by anyone over the age of 16 or a parent of younger children against a Club member in relation to any comments, conduct or gestures which are considered by them to be insulting, hurtful, humiliating, intimidating , or in any other way offensive.

This may include:

- Unwelcome remarks

- Jokes

- Taunting about a person's body, gender, race, age etc

- Physical assault

- Written or verbal abuse

APPENDIX 6 – Club Job Descriptions

JOB DESCRIPTION – PRESIDENT

AIMS AND OBJECTIVES

- To represent Inverleith Amateur Swimming Club professionally.
- To liaise with partners, members and the media.
- To ensure the effective general management of the club.
- To manage paid and voluntary staff.

DUTIES AND RESPONSIBILITIES

- To chair the General Committee meetings and the AGM.
- To provide line management for paid and voluntary staff.
- To ensure the club has up to date policies, such as Child Protection, Discipline and Complaint etc.
- To support and encourage the work of all involved.
- To handle complaints appropriately.
- To promote the need for regular training for staff.
- To ensure an effective, safe environment for all.
- To liaise with Scottish Swimming, local authority, other clubs and partners as required and maintain effective relationships.
- To work closely with the Treasurer to ensure effective financial management of the club.

JOB DESCRIPTION – SECRETARY

AIMS AND OBJECTIVES

- To support the activities of Inverleith Amateur Swimming Club, and contribute to its' development.
- To provide administrative support for the general committee.
- To ensure effective liaison with key partners.

DUTIES AND RESPONSIBILITIES

- To attend committee meetings and produce minutes.
- To distribute agreed minutes to relevant parties.
- To receive correspondence on behalf of the club.
- To respond to all enquiries etc. as appropriate.
- To maintain an up to date membership register and liaise with Scottish Swimming as required. (Membership Secretary)
- To organise meetings and other events.
- To collate entries for competitions and forward to relevant organiser in partnership with the coach(es). (Competition Secretary)
- Other general administrative duties.
- To maintain the club noticeboard.
- To collect monies for special events/competitions, collate and forward as required.
- To arrange transport, accommodation and other aspects of trips as required.
- To bring forward correspondence to the general committee.
- To contribute to the clubs general development.

JOB DESCRIPTION – TREASURER

AIMS AND OBJECTIVES

- To support the activities of Inverleith Amateur Swimming Club, and contribute to its' development.
- To provide financial support for the general committee.
- To ensure effective financial liaison with key partners.

DUTIES AND RESPONSIBILITIES

- To attend committee meetings and provide regular financial updates.
- To provide a yearly budget forecast for the club.
- Provide sound record keeping for the club.
- To respond to all financial enquiries etc. as appropriate.
- To be able to look after the basic profit and loss statements for the club.
- To put forward new fundraising ideas for the club.
- To look after all PAYE issues for the club.
- To look after all VAT issues for the club.
- To maintain records of yearly invoices received by the club.
- To deal with monies collected by the club secretary in regards to special events/competitions.
- To arrange payment from the club for transport, accommodation and other aspects of trips.
- To contribute to the clubs general development.

JOB DESCRIPTION – COACH

AIMS AND OBJECTIVES

- To create an appropriate environment in the Inverleith Amateur Swimming Club, which will deliver International (Potential) Swimming.
- To assist swimmers to achieve their full potential with the objective of achieving district / national / international standards.
- To provide quality coaching programmes, and to lead the coaching team.
- To provide clear, progressive and accessible development paths for swimmers and coaches of all abilities.
- To support club development initiatives.

DUTIES AND RESPONSIBILITIES

- To provide practical coaching with pool and land work to swimmers in the Training Programme.
- To develop, organise and promote a Coach Development Programme for the coaching team.
- To manage the feeder squads.
- To advise on suitable competition for all coaches and swimmers in the club.
- To provide periodic written reports to the Management Committee.
- To attend appropriate conferences, seminars and training.
- To work with other local clubs and to liaise with schools, colleges and universities to promote swimming with the area.
- To maintain strong links with local and national associations and the National Governing Body to ensure development of excellence.
- To carry out appropriate administration work particularly relating to swimmers ranking lists and any required team selections.
- To prepare a personal Work Programme identifying targets, objectives and programmes of activity on an annual basis.
- To attend and contribute to appropriate club meetings and events.
- To manage an agreed budget for each area identified in the Work Programme.
- To sign, and agree to comply with, a Coaches Code of Conduct and attend Child Protection training as required, and to promote same to others.

JOB DESCRIPTION – TEAM MANAGER

AIMS AND OBJECTIVES

- To manage teams of swimmers attending events.
- To liaise with staff, swimmers and parents.
- To supervise, along with others, the safety, wellbeing and behaviour of teams.

DUTIES AND RESPONSIBILITIES

- To ensure all planning of events is carried out fully, e.g. transport, accommodation, medical records.
- To be responsible for all documentation and bookings relating to each event.
- To ensure all swimmers in your care are in a safe, appropriate environment with adequate supervision.
- To ensure all staff adhere to Codes of Conduct.
- To report any incidents, accidents and poor practice.
- To be responsible for swimmers off poolside.
- To provide reports, including coach, swimmer and parent feedback, after each event to the General Committee.
- To evaluate your own performance regularly.
- To attend training as available/agreed.
- To contribute to the positive image of the club to high standards.
- To manage budgets for each event, including floats and cash handling.

JOB DESCRIPTION – CHILD PROTECTION OFFICER

AIMS AND OBJECTIVES

- To promote and assist in the provision of an effective, safe environment for all.
- To promote training opportunities for volunteers and staff.
- To handle complaints and disclosures of a Child Protection nature.
- To ensure an up to date Child Protection Policy is maintained and easily available.
- To be the point of contact for advice and liaison for Child Protection issues.

DUTIES AND RESPONSIBILITIES

- To liaise closely with Scottish Swimming and other organisations as required and maintain effective working relationships.
- To produce and maintain an effective Child Protection Policy and relevant guidelines and information.
- To attend training regularly and ensure local training opportunities are available for coaches and other helpers.
- To handle all complaints and disclosures according to the policy and procedures.
- To maintain the Child Protection folder.
- To assess requests for the use of photographic and video equipment.
- To ensure all coaches and other helpers sign and act according to the relevant Code of Conduct.
- To establish and monitor appropriate recruitment and selection procedures and offer advice as required.
- To attend General Committee meetings to advise the club on matters of a Child Protection nature and contribute to the general management of the club.

APPENDIX 7 – Scottish Swimming Equity Policy

SCOTTISH SWIMMING Equity Policy

1 Introduction

- 1.1 Scottish Swimming is the governing body for Swimming, Diving, Water Polo, Synchronized Swimming, Masters and Open Water activity in Scotland. It has been selected by **sportscotland**, along with 12 other governing bodies, to pilot the UK Sport's 'Equity Standard – a Framework for Sport.'
- 1.2 The Equity Standard is a framework that organisations can use to help take steps towards achieving equity, making sure all policies, procedures and decisions are fair. It is also a process that encourages sports organisations to identify under-privileged or under-represented groups within the community and to attempt to eliminate the barriers that may be affecting their ability to take part in sport. Based on a four tier system, Scottish Swimming is currently working towards the foundation level of the equity standard.
- 1.3 Scottish Swimming, through achieving the equity standard, is hoping to help its membership, be that coaches, swimmers, officials, volunteers or staff.
- 1.4 The purpose of this document is to outline the proposed Scottish Swimming equity policy.

2 Key Definitions

- 2.1 *Equity* is fairness. All people are respected and treated without discrimination and there is access for all.
- 2.2 *Equality* is treating people equally or making sure equal numbers (members) from all community groups are offered and participate in the same opportunities.
- 2.3 *Equal Opportunity* is the prevention, elimination or regulation of discrimination between people because of their sex or marital status, race, disability, age, sexual orientation, language or social origin.....religious or political beliefs (Scotland Act 1998)..
- 2.4 *Direct Discrimination*. This means treating someone less favourably than you would treat others in the same circumstances.
- 2.5 *Indirect Discrimination*. This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one sector of society, because fewer from that sector can comply with it and the requirement cannot be justified in relation to the job.

2.6 *Harassment* is described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be directed towards people because of their gender, appearance, race, colour, ethnic origin, nationality, age, sexual preference, a disability or some other characteristic.

2.7 *Victimisation* is defined as when someone is treated less favourably than others because he or she has taken action against Scottish Swimming under one of the relevant Acts/regulations or the governing body.

3 Purpose of the Policy

3.1 Scottish Swimming recognises that certain sections of the community have been affected by past discrimination and may have been, or may still be denied the opportunity to participate equally and fully in sport at all levels.

3.2 Scottish Swimming has adopted this policy to prevent/tackle any potential/current discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against employees and members in aquatic disciplines under its jurisdiction.

3.3 Other Scottish Swimming policies, such as employment and recruitment, complaints and disciplinary, will address equity and this policy will provide the overall framework for this to happen.

4 Statement of Commitment

4.1 Scottish Swimming is fully committed to the principles of equity and equal opportunities and is responsible for ensuring that no job applicant, employee or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.

4.2 Scottish Swimming vision is “to ensure that every single person in Scotland has access to quality swimming programmes, regardless of age or ability”.¹ To this end Scottish Swimming will endeavour to provide open access to all those who wish to participate in swimming within the competitive environment through its organisation of affiliated clubs and it will work closely with key partners and local authorities to help influence other organisations do the same within different aspects of the sport.

4.3 All staff, Board, Council and Committee members are required to sign an equity code of conduct, committing them to act equitably.

4.4 Scottish Swimming will work towards the various levels of the Equity Standard for Sport in a manner, and at a pace, that will ensure equity is embedded within the organisation itself and all services it provides.

¹

Everyone Can Swim Scottish Swimming Vision for the Future 2012, November 2005 Scottish Swimming Equity Policy_Final_26July06 3

5 Actions

- 5.1 Scottish Swimming will produce and maintain an action plan to ensure the commitments made within this policy are delivered.
- 5.2 All areas of the organisation will be affected by this action plan, which will be incorporated into the overall corporate plan and annual business delivery plans, reviewed and updated on an annual basis.
- 5.3 Scottish Swimming recognises that, in some cases, to achieve the principles of equality, unequal effort is required and, if appropriate, will consider positive action to tackle underrepresentation.

6 Legal Requirements

- 6.1 Scottish Swimming is required by law not to discriminate against its current, or potential, employees and recognises its legal obligations under, and will abide by the requirements of, the following:
 - Equal Pay Act 1970.
 - Rehabilitation of Offenders Act 1974.
 - Sex Discrimination Act 1975 (as amended in 1986& 1999).
 - Race Relations Act 1976 (as Amended in 2000).
 - Disability Discrimination Act 1995 (along with elements implemented in 1999 and 2004).
 - Human Rights Act 1998.
 - The Scotland Act 1998.
 - Children Act 2004.
 - Employment Equality (Sexual Orientation) Regulations 2003.
 - Employment Equality (Religion and Belief) Regulations 2003.
 - Gender Recognition Act 2004.
 - Civil Partnership Act 2004.
 - Employment Equality (Age) Regulations 2006.

- Any later amendments to the above Acts/regulations, or future Acts/regulations that is relevant to Scottish Swimming.

6.2 Scottish Swimming will seek legal advice each time the policy is reviewed to ensure it continues to comply with all legislation requirements.

7 Discrimination, Harassment and Victimisation

7.1 Scottish Swimming is committed to everyone having the right to enjoy their sport in an environment free from the threat of discrimination, harassment, victimisation, intimidation and abuse.

7.2 When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.

7.3 Scottish Swimming will not tolerate discrimination on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.

7.4 Scottish Swimming regards discrimination, harassment, victimisation, intimidation or abuse as serious misconduct. Any member who discriminates against, harasses, victimises, intimidates or abuses any other person will be liable to action under Scottish Swimming's Complaints and Disciplinary Procedure. Any employee who discriminates against, harasses, victimises, intimidates or abuses any other person will be liable to action under the Company's disciplinary procedure.

8 Responsibility, Implementation and Communication

8.1 The following responsibilities will apply:

8.1.1 The Board and CEO are publicly accountable for equity and will receive regular updates on the Equity Standard and the implementation of the Equity Policy from a member of staff. It is their role to deal with any actual or potential breaches of the policy.

8.1.2 Scottish Swimming will ensure that it has a staff member responsible for Equity within the organisation. The staff member will be responsible for monitoring the implementation of the Equity Policy. They will have overall responsibility for overseeing the delivery of an equity action plan and the overall progress and status of equity within Scottish Swimming reporting regularly to the CEO, Board and Council.

8.1.3 Scottish Swimming will continue to employ officers with responsibility for specific areas of equity, such as a Swimming Youth Development Manager, a Disability Swimming Development Officer/Coach and a Volunteer Development Manager. Scottish Swimming will also look to develop posts which can focus on other areas of equity, if funding permits.

8.1.4 All employees and members have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy and, where appropriate, individual work programmes will be amended to include equity related tasks.

8.2 The new/amended policy will be implemented immediately following Board agreement and, at a corporate level, will result in the following:

8.2.1 A copy of this document will be available to all staff (both permanent and contract) and members of Scottish Swimming.

8.2.2 Scottish Swimming will take measures to ensure that its employment practices continue to be non-discriminatory.

8.2.3 No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination.

8.2.4 A planned approach will be adopted to eliminate existing barriers which prevent anyone accessing Scottish Swimming information, services, and professional or voluntary positions.

8.2.5 Consultants and advisers used by Scottish Swimming will need to demonstrate their commitment to the principles and practice of equity and that they abide by this policy.

8.3 The new/revised policy will be communicated in the following ways:

8.3.1 It will be part of the staff handbook and reference will be made to it in all Codes of Conduct.

8.3.2 It will be covered in all staff and volunteer induction training.

8.3.3 All clubs will be made aware of the policy's existence and will be required to adopt and implement an Equity Policy of their own under the direction of Scottish Swimming.

8.3.4 It will be available as a download on the Scottish Swimming Web site.

8.3.5 Scottish Swimming will make sure all partners understand the commitment to equity, via this policy, and the commitment to working toward the Equity Standard.

8.3.6 A mechanism will be put in place to allow all staff, members, and partners to be part of the consultation process when reviewing this Equity Policy.

9 Monitoring and Evaluation

9.1 Once approved, the policy will apply until 2008, and any amended version thereafter will apply for 2 years before a formal review takes place, unless any proposal to the Board, or legislation change, requires an interim review and/or amendment.

9.2 The implementation of the Equity Policy will be monitored by a member of staff.

9.3 An annual monitoring report will be produced by a staff member for the CEO, Board and Council. This will be published internally and, where appropriate, externally, to show the impact of this policy.

10 **Complaints and Disciplinary Procedures**

10.1 To safeguard individual rights under the policy a member who believes that he/she has suffered inequitable treatment within the scope of the policy, may raise the matter through the Scottish Swimming Complaints and Grievances Procedure. An employee, who believes that he/she has suffered inequitable treatment within the scope of the policy, may raise the matter through their line manager.

10.2 Disciplinary action will be taken against any employee or member who *is deemed to have violated* Scottish Swimming's Equity Policy.

11 **Further Information**

11.1 For further information on the Scottish Swimming Equity Policy please contact Youth Development Manager, Jemima Coates at Scottish Swimming, National Swimming Academy, University of Stirling, Stirling, FK9 4LA. Email j.coates@scottishswimming.com or call 01786 466520.