



PORTSMOUTH
AND DISTRICT

SYNCHRO

Club Welcome Pack

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Welcome to Portsmouth and District Synchronised Swimming Club

On behalf of Portsmouth and District Synchronised Swimming Club (PADS) we would like to welcome you to the club. The club provides opportunities for our swimmers to receive coaching in a friendly environment as well as the chance to join in competitions at various levels.

This pack contains some basic information about our structure and sessions and hopefully answers some of the many questions you may have. We also have a website where all the latest information can be found www.portsmouthanddistrictsynchro.co.uk

ABOUT US

Portsmouth and District Synchro Club is an ASA affiliated club that has been running since January 2012. In 2016 we gained Swim 21 status, a quality mark for swimming clubs across the UK.

We offer synchronised swimming to all ages from children to adults, and at all levels from recreational to competitive swimming.

Our club has very experienced coaches, many with level 2 qualifications, and experience at County and National Levels. The club also has qualified skill assessors, team managers and two National judges.

Many of our coaches and masters swimmers have experienced great success in their swimming careers achieving selection into the County, District and National swimming squads, as well as being National Champions.

MISSION STATEMENT

Our aim is:

- To encourage and promote synchronised swimming
- To encourage swimmers to develop their swimming technique, stamina, flexibility, general fitness and confidence in order to maximise their potential.

CLUB STRUCTURE

The Committee is responsible for running the club on a day-to-day basis. It consists of a Chairman, Treasurer, Secretary and a number of elected members. If you have any questions regarding the running of the club, please feel free to speak to anyone on the Committee.

Please make a point of checking the website regularly as it is constantly updated with news and events. We also have a regular Newsletter that is emailed to parents.

All of the people who run the club are volunteers. All personnel who have any contact with the children are DBS (Disclosure and Barring Service) checked. PADS is committed to upholding the ASA policies on Child Protection. Our Club Welfare Officer, Angela Morrison, is responsible for ensuring that our Child Protection Policy is implemented and can be personally contacted with any queries.

CLUB ORGANISATION & COMMITTEE MEMBERS

All committee members can be contacted at portsmouthanddistrictsynchro@hotmail.co.uk

Committee Officers:

Chairman:	Mark Jillett
Treasurer:	Karen Harfield
Secretary:	Chris Martin
Welfare Officer:	Angela Morrison (<i>mark.morrison_mogs@btopenworld.com</i>)
Registrations Officer:	Liz Pounder
Health & Safety Officer:	Kathryn Davison
Competition/Assessment Secretary:	Mark Morrison
Administration:	Lynzi Hewitt
National Scorer Affiliated to PADS:	Phil Hebblethwaite
Publicity Officer:	Lucy Harfield
Website:	Lynzi Hewitt
Parent Representatives:	Becky Mitchell & Pam Alford
Head Coach:	Lindsay Martin

Level 2 Coaches:	Chris Martin	Lindsay Martin
	Barbara Brailey	

Level 1 Coaches:	Lucy Harfield
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Coaches/Pool Side Helpers:	Laetitia Shaul	Beth Morrison
	Ann Webb	Lynzi Hewitt
	Nikki Stones	Chloe Moore
	Ellie Holland	Amanda Cadwell
	Isabelle Lewis	Trinity Hatherley
	Kirsty Collins	Ellie O'Connor

Level 2 Team Managers:	Chris Martin	Laetitia Shaul
	Lucy Harfield	Beth Morrison
	Lynzi Hewitt	

Level 1 Team Managers:	Becky Mitchell	Jocelyn Neill
	Sian Griffiths	

General Judges:	Chris Martin	Barbara Bailey
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Basic Judges:	Laetitia Shaul	Beth Morrison
	Nikki Stones	Lucy Harfield
	Amanda Cadwell	Linda McDougall

Advanced Assessors:	Chris Martin	Linda McDougall
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Basic Assessors:	Barbara Brailey	Laetitia Shaul
	Lucy Harfield	Jennifer Richards
	Lynzi Hewitt	

CLUB SESSIONS

Thursday	18.30-19.30	Churchers College, Petersfield	Junior Figure Training
	19.30-20.00	Churchers College, Petersfield	Stamina Training
	20.00-21.00	Churchers College, Petersfield	Adults & Masters Training
Saturday	9.30-10.30	Redwood School, Cosham	Gym Session
	10.30-11.30	Redwood School, Cosham	Beginners Training
Sunday	17.00-18.00	Fleming Park Leisure Centre, Eastleigh	Junior Training
Sunday	17.00-19.00	Churchers College, Petersfield	Choreography Skills & Routine Training

During figure training, all swimmers will be working towards gaining their skills levels. There are five skill levels and they are tested at assessment days held all over the country. In addition to improving the swimmers' abilities, completing skill levels also increases the competitive opportunities available. More information about skills can be found on our website.

CLUB KIT & EQUIPMENT

All swimmers will need to bring the following equipment to every training session:

- One-piece swimming costume
- Hat
- Goggles
- Nose clips
- Drinks bottle filled with water/non-fizzy drink

Club kit is compulsory for competitions and displays. This consists of:

- Club tracksuit
- Club T-shirt
- Black shorts
- Club holdall bag

We also stock optional kit including club drinks bottle, swimming hat and drawstring bag.

For figure competitions swimmers are required to wear a plain black costume and plain white hat.

For routine competitions, team costumes will be provided by the club but solo and duet costumes are to be provided by the swimmers.

All club kit can be ordered and bought from the club shop that is available at every training session or through the club website.

JOINING INSTRUCTIONS

When joining our club there are various forms that need to be completed. You will find the following forms with this welcome pack:

Registration Form

Please fill in the PADS registration form; this will be kept on file. Please note that on this form we require emergency contact information. If this information changes at any time please ask for an update form from Chris Martin, Club Secretary.

Once completed please pass back to Chris, who will send your child's details to the ASA. Your child will then be allocated an ASA number. They will require this number when entering competitions.

Club Constitution, Club Equity Policy, Code of Ethics, Parents Commitment and Refunds Policy

Please read through these policies, sign the registration form and return it to Chris Martin.

Swimmer Code of Conduct & Declaration

Please read, sign and return.

Standing Order Form

All swimmers are required to pay by Standing Order. The fees will come out of your account on the first day of each month. You will be required to pay the first two month's fees up front until the Standing Order is set up with your bank. Please complete this form and return to Chris or, if you are signed up with your bank for internet banking, set up a new payment instruction using the information from this form.

Medical and Disability Form

This is required for all swimmers, please complete and return to Chris Martin. Disclosures are treated completely confidentially. This form will need to be completed annually.

It is extremely important that you hand all forms back before your child commences sessions with the swimming club so that we can make sure your child is properly covered by our insurance.

FEES

Portsmouth and District Synchronised Swimming Club has always aimed to keep its fees as low as possible. We are a non-profit making organisation and all those involved with the club are volunteers.

In order that we can keep our fees low, we ask two things of our members:

- Please pay by monthly standing order from your bank.
- Understand that the cost of belonging to the swimming club is based on an annual fee, spread over twelve months. This minimum charge entitles the swimmer to one swim per week. The fees include the additional costs the club is required to pay, such as music licences and insurance. The club operates throughout school holidays therefore members are expected to continue their standing orders. Opting in and out of payment, as and when your child can swim, may incur a "rejoining fee". This rule is relaxed when a child is injured or ill for an extended period of time.

Please note that if a swimmer decides to leave the club, we require notice in writing and it is the members responsibility to cancel the standing order.

ASA FEE

There is also a yearly payment of £15 which goes towards your child's ASA annual registration fee, this is payable every December. This is a compulsory annual contribution to Swimming's Governing Body with the most relevant benefits being insurance for the swimmers and the Club's eligibility to swim in competitions. Failure to pay this fee will result in the swimmer becoming suspended from the ASA and subsequently will not be insured to take part at sessions with Portsmouth and District. New members are required to pay their ASA fee at the time of their first standing order payment.

COST OF SESSIONS

For one swimmer attending one session a week	£30.00 per month
Additional weekly session	£15.00 per month (per additional session)
<i>Please note if swimmers are requested to attend additional sessions, for example in preparation for a display, there will be no extra fees charged for the session.</i>	
Additional swimmers	£15.00 per month (per session)
ASA Registration Fee per Swimmer	£15 due every December

New members are required to pay their ASA fee at the time of their first standing order payment

Competition Entry fees are additional and vary in cost

PAYMENT DETAILS

Bank & Branch	HSBC plc, Petersfield branch
Sort Code	40-36-16
Account Number	21526472
Account Name	Portsmouth & District Synchro Club
Quoting Reference	NAME OF SWIMMER

Please ensure you enter the name of the swimmer as the reference so that we can identify your payments on our statements

FEE REFUNDS POLICY

Introduction:

PADS is a not for profit voluntary organisation and all its membership fees are used to provide members with pool time, competitions, gym sessions, insurances, licence fees and coaches training.

PADS strives to keep all fees to a minimum by the use of a qualified volunteer workforce with no person involved with the club taking any remuneration.

This policy is to explain the refund policy of the Club and is applicable to all sites where PADS offer training.

Cancelled/reduced training sessions:

PADS offers training at various venues, on different days of the week. Membership fees are not for a contracted numbers of hours of training per month, week or year and sometimes sessions are cancelled for reasons and circumstances that are beyond the control of the club.

Wherever possible, alternative extra pool time will be offered.

In general, the club operates a no refund policy unless there have been more than three consecutive weeks of cancelled training sessions with no alternative/extra sessions having been offered. *Usually this will relate to a lengthy pool closure for maintenance and repair.*

Swimmers leaving:

It is recognised that members may wish to leave the club from time to time.

If a member leaves the club; there will be no refund of any fees paid during the calendar month in which they leave.

Fees will not be due for any period following their resignation and any fees paid in advance will be refunded in full.

Non-attendance:

Swimmers occasionally miss sessions due to medical or other reasons.

The club is required to fulfil its pool hire commitments and therefore membership fees are still payable for periods of absence, the exception to this being the swimmer having a long term injury or illness (in excess of 3 weeks).

No refunds will be made for family holiday periods.

(March 2016)

PORTSMOUTH & DISTRICT SYNCHRONISED SWIMMING CLUB

(Affiliated to S.E.R., A.S.A.)

REGISTRATION FORM

NAME.....

PARENTS/GUARDIANS NAME.....

DATE OF BIRTH..... AGE.....MEMBERSHIP NUMBER (if known).....

ADDRESS.....

.....POSTCODE.....

TEL NO: HOME.....MOBILE.....

E MAIL ADDRESS.....

PLEASE SIGN IF YOU AGREE WITH THE FOLLOWING STATEMENTS

1. I WILL ENSURE THAT MY CHILD IS FIT TO ATTEND CLUB SESSIONS
2. I AGREE TO INFORMATION BEING HELD ON THE CLUB DATABASE
3. I AGREE TO MY CHILD BEING PHOTOGRAPHED OR FILMED FOR THE PURPOSE OF CLUB PROMOTION AND ON-GOING TRAINING.
4. SYNCHRONISED SWIMMING IS A TACTILE SPORT WHERE IT MAY BE NECESSARY FOR COACHES OR OTHER SWIMMERS TO BE IN PHYSICAL CONTACT WITH EACH OTHER OR THE COACH AND I AGREE TO THIS WITHIN THE CONTEXT OF THE SPORT.
5. I ACKNOWLEDGE RECEIPT OF THE RULES OF PORTSMOUTH AND DISTRICT SYNCHRO CLUB AND CONFIRM MY UNDERSTANDING AND ACCEPTANCE THAT SUCH RULES (AS AMENDED FROM TIME TO TIME) SHALL GOVERN MY MEMBERSHIP OF THE CLUB. I FURTHER ACKNOWLEDGE AND ACCEPT THE RESPONSIBILITIES OF MEMBERSHIP UPON MEMBERS AS SET OUT IN THESE RULES.

SIGNED..... Please print name.....
(Swimmer)

SIGNED..... Please print name.....
(Parent/Guardian if swimmer under 18)

DATE.....

Is the swimmer a current member of another swimming club YES/NO

If yes please give the name.....

Portsmouth and District Synchronised Swimming Club Medical Information & Consent Form

To be completed by parents or guardians of all children under 18 and all swimmers 18 and over

I am completing this form on behalf of myself / my child [delete as appropriate].

Name of Swimmer:

Home Telephone Number:

Address:

..... Postcode:

Email: Date of Birth:

Emergency Contact 1 Name: Mobile number:

Emergency Contact 2 Name: Mobile number:

Do you / your child have any specific medical conditions or take any regular medication?

Yes No Please give details:

Do you / your child have any food, drug or other allergies? Yes No

Please give details:

Do you / your child take any medication for asthma? Yes No

Please give details:

Do you / your child suffer from any learning difficulties? Yes No

Please give details:

Do you / your child have any specific dietary needs? Yes No

Please give details:

Declarations:

1. To the best of my knowledge and belief, the information given above is complete and accurate.
2. I undertake to keep the club informed of any changes that may arise in relation to the above information.
3. In the event of an emergency I give my permission for teachers, coaches or team management to obtain urgent medical treatment which may be required by myself/my child. I understand that by signing this declaration, I am giving consent for myself/my child to undergo any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my/my child's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.
4. I am aware of the type of activities likely to be undertaken and consent to myself/my child taking part. I acknowledge that the club will be liable in the event of an accident only if they have failed to take reasonable steps in their duty of care for me/my child. I understand that the staff have a common law duty to act in the capacity of a reasonable prudent parent.
5. I understand that, in compliance with the Data Protection Act 1998, all efforts will be made to ensure that this information is accurate, kept up to date and secure and that it is used only in connection with the purpose and activities of the club. Information will not be kept once a person is no longer a member of the club. The information will be disclosed only to those members of the club for whom it is appropriate and relevant officers of the Amateur Swimming Association or British Swimming.

Signed by Swimmer/Parent/Guardian: Date:

Portsmouth & District Synchro Club

BANK STANDING ORDER AUTHORITY

To: The Manager

Please make payments to:

Bank	HSBC plc
Branch	Petersfield branch
Sort Code	40-36-16
Account Number	21526472
Account Name	Portsmouth & District Synchro Club
Amount	£30/£45*
Frequency	Monthly
Commencing on	
	Until Further Notice
Quoting Reference	NAME OF SWIMMER

* Please delete as appropriate

Please ensure you enter the name of the swimmer as the reference so that we can identify your payments on our statements

From my account:-

Bank Name and branch	
Branch Sort Code	
Account Name	
Account Number	

Signed: _____

Date: _____

CLUB CONSTITUTION

RULES of Portsmouth and District Synchro Club ("the Club") as at 12th January 2012

1. Name

- 1.1 The name of the Club shall be *Portsmouth and District Synchro Club*.

2. Objects

- 2.1 The objects of the Club shall be the teaching, development and practice of swimming and synchronised swimming, for its members and shall, where appropriate, be to compete. In the furtherance of these objects:

2.1.1 The Club is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of sex, ethnic origin, religion, disability or political persuasion, on any grounds.

2.1.2 The Club shall implement the A.S.A. Equal Opportunities policy.

- 2.2 The Club shall be affiliated to ASA *South East* Region, and shall adopt and conform to the rules of this Association, and to such other bodies as the Club may determine from time to time.

- 2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the A.S.A. ("A.S.A. Laws") and in particular:

2.3.1 all competing members shall be eligible competitors as defined in A.S.A. Laws; and

2.3.2 the Club shall in accordance with A.S.A. Laws adopt the A.S.A. Child Safeguarding Procedures; and shall recognise that the welfare of children is everyone's responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.

2.3.3 members of the Club shall in accordance with A.S.A. Laws comply with the A.S.A. Child Safeguarding Procedures.

- 2.4 By virtue of the affiliation of the Club to ASA *South East* Region, the Club and all members of the Club acknowledge that they are subject to the laws, rules and constitutions of:

2.4.1 ASA *South East* Region and

2.4.2 the ASA (to include the ASA/IOS Code of Ethics); and

2.4.3 British Swimming (in particular its Doping Control Rules and Protocols and Disciplinary Code); and

2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together "the Governing Body Rules").

- 2.5 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.

3. Membership

- 3.1 The total membership of the Club shall not normally be limited. If however the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club.

- 3.2 All persons who assist in any way with the Club's activities shall become members of the Club and hence of the ASA and the relevant ASA membership fee shall be paid. Assisting with the Club's activities shall include, but not be restricted to, administrators, associate members, voluntary instructors, teachers and coaches, Committee members, helpers, Honorary members, life members, Officers, patrons, Presidents, technical and non-technical officials, temporary members, Vice Presidents and verifiers or tutors of the ASA's educational certificates.

- 3.3 Paid instructors, teachers and coaches who are not members of the Club must be members of a body which accepts that its members are bound by the ASA's Code of Ethics, the Laws relating to Child Protection and those parts of the Judicial Laws, Judicial Rules and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the ASA shall be subject to all the constraints and privileges of the Judicial Laws and Rules.
- 3.4 Any person who wishes to become a member of the Club must submit a signed application to the Secretary (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). Election to membership shall be determined by the Membership Applications sub-committee but other person(s) authorised by the Committee may make recommendation as to the applicant's acceptability.
- The Membership Applications sub-committee shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a Review Panel appointed by the Committee ("Review Panel") comprised of not less than three members (who may or may not be members of the Committee). The Review Panel shall wherever practicable include one independent member nominated by the ASA *South East* Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for review shall be at the discretion of the Review Panel whose decision shall be final and binding.
- 3.5 The Club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, sex, religion, disability, political persuasion or sexual orientation.
- 3.6 The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, or, in the case of a swimmer, being unable to achieve the entry standards as laid down and provided by the Club to the applicant for membership.

4. Subscription and Other Fees

- 4.1 The annual members' subscription and coaching and squad fees (as applicable) shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for different classes of membership as the Annual General Meeting shall determine.
- 4.2 The annual subscription and entrance fee (if any) shall be due on joining the Club and thereafter on the 1st January each year.
- 4.3 Any member whose subscription is unpaid by the date falling 30 days after the due date for payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made.
- 4.4 The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual ASA Membership Fees to the ASA on behalf of members, be consequential upon an increase in individual ASA membership fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.
- 4.5 The Executive Officers (or the Committee) shall have the power in special circumstances to remit the whole or part of the fees, including the ASA membership fees, to address issues of social inclusion.

5. Resignation

- 5.1 A member wishing to resign membership of the Club must give to the Secretary written notice of his/her resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.
- 5.2 The member who resigns from the Club in accordance with Rule 5.1 above shall not be entitled to have any part of the annual membership fee or any other fees returned.
- 5.3 Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than *two* months in arrear shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he/she shall be informed in writing that he/she is no longer a member by notice handed to him/her or sent by post to his/her last known address.
- 5.4 The ASA Membership Department shall be informed should a member resign when still owing money or goods to the Club.

6. Expulsion and Other Disciplinary Action

- 6.1 The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for the individual to remain a member. The Club in exercising this power shall comply with the provisions of Rules 6.3 and 6.4 below.
- 6.2 Upon expulsion the former member shall not be entitled to have any part of the annual membership fee to be refunded and must return any Club or external body's trophy or trophies held forthwith. Clubs in exercising this power are required to comply with the provision of Rules 6.3 and 6.4 below.
- 6.3 The Club shall comply with the relevant Judicial Rules for handling Internal Club Disputes ("the Rules") as the same may be revised from time to time. The Rules are set out in the ASA Judicial Laws and appear in the ASA Handbook. (A copy of the current Rules may be obtained from the ASA Department of Legal Affairs.)
- 6.4 A member may not be expelled or (subject to Rule 6.5 below) be made the subject of any other penalty unless the panel hearing the complaint shall unanimously vote in favour of the expulsion of (or other penalty imposed upon) the member.
- 6.5 The Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider club activities, when in their opinion, such action is in the interests of the Club. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate Judicial Rules.

7. Committee

- 7.1 The Committee shall consist of the Chairman, Secretary, Treasurer (together "the Executive Officers of the Club") and elected 4 members all of whom must be members of the Club. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.
- 7.2 The Committee shall appoint a member of the Club as Welfare Officer who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with ASA Child Safeguarding courses. The Welfare Officer will have a right to attend Committee meetings without a power to vote.
- 7.3 The Executive Officers and Committee members shall be proposed seconded and elected at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting and will take office when the Chairman has closed the meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring Executive Officers and members of the Committee shall be eligible for re-election.
- 7.4 Committee meetings shall be held not less than quarterly (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be such number as shall represent not less than a simple majority of the Committee members (to include not less than one Executive Officer). The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than two days written notice of a meeting. Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote.) The Secretary, or in his/her absence a member of the Committee, shall take minutes.
- 7.5 In the event that a quorum is not present within 30 minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 11.1 shall not apply.
- 7.6 In addition to the members so elected the Committee may co-opt up to 3 further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present.
- 7.7 The Committee may from time to time appoint from among their number such sub-committees as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall

conduct their business in accordance with the directions of the Committee.

- 7.8 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner to be appointed by the members in General Meeting.
- 7.9 The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in the management of the affairs of the Club.
- 7.10 The Committee shall maintain an Accident Book in which all accidents to Club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the A.S.A. Membership Department. The Club shall make an annual return to the ASA Membership Department indicating whether or not an entry has been made in the prescribed form, which is to be found on the membership renewal form.
- 7.11 The Committee shall have power to make regulations, create by-laws (see Rule 13.1) and to settle disputed points not otherwise provided for in this Constitution.

8. Ceremonial Positions and Honorary Members/Life Members

- 8.1 The Annual General Meeting of the Club, if it thinks fit may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the Club on election shall, *ex officio*, be an honorary member of the Club and must be included in the Club's Annual Return of Members to the ASA
- 8.2 The Committee may elect any person as an honorary member of the Club for such period as it thinks fit, or as a Life Member, and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as Officers or on the Committee unless any such person shall have retained in addition their ordinary membership of the Club. Such honorary members and Life Members must be included in the Club's annual return as to membership.

9. Annual General Meeting

- 9.1 The Annual General Meeting of the Club shall be held each year on a date in February. The date, time and venue for the Annual General Meeting shall be fixed by the Committee.
- 9.2 The purpose of the Annual General Meeting is to transact the following business:
- 9.2.1 to receive the Chairman's report of the activities of the Club during the previous year;
 - 9.2.2 to receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;
 - 9.2.3 to remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he/she remain in office;
 - 9.2.4 to elect the Executive Officers and other members of the Committee;
 - 9.2.5 to decide on any resolution which may be duly submitted in accordance with Rule
- 9.3 Nominations for election of members to any office or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary not later than 42 days prior to the AGM. The nominee shall be required to indicate in writing on the nomination form his/her willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not later than 42 days prior to the AGM.

10. Special General Meeting

- 10.1.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Club within 28 days of receipt by the Secretary of a requisition in writing signed by not less than seven members entitled to attend and vote at a General Meeting or, if greater, such number as represents one-tenth in number of such members, stating the purposes for which the meeting is required and the resolutions proposed.

11. Procedure at the Annual and Special General Meetings

- 11.1 The Secretary shall personally be responsible for the handing out or sending to each member at his/her last known address a written agenda giving notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least twenty eight days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. The Secretary may, alternatively, with the agreement of member(s) concerned distribute these materials by e-mail or similar form of communication. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.
- 11.2 The quorum for the Annual and Special General Meetings shall be seven members entitled to attend and vote at the Meeting or, if greater, such number as represents one-tenth in number of such members.
- 11.3 The Chairman, or in the Chairman's absence a member appointed by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3. In the event of an equality of votes the Chairman shall have a casting or additional vote.
- Only paid up members who have reached their 16th birthday shall be entitled to be heard and to vote on all matters. (Members who have not reached their 16th birthday shall be entitled to be heard and vote only on those matters determined by the Chairman as matters concerning juniors, such as the election of club captains.)
- 11.4 The Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 11.5 The Chairman shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

12. Alteration of the Rules and Other Resolutions

- 12.1 The Rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least (two-thirds) of members present and entitled to vote at the General Meeting. No amendment(s) to the Rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorised to do so by the *ASA South East Region*.
- 12.2 Any member shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him/her not later than 42 days prior to the Annual General Meeting or, in the case of a Special General Meeting, 18 days before the date of the meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 11.1.

13. By-Laws

- 13.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the wellbeing of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

14. Finance

- 14.1 All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer. Any monies not required for immediate use may be invested as the Committee in its discretion think fit.
- 14.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club, (save as set out in Rule 17.3.).
- 14.3 The Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member or employee of the Club and to any other person or persons for services rendered to the Club.
- 14.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.
- 14.5 The financial year of the Club shall be the period commencing on *1st Jan* and ending on *31st Dec*. Any change

to the financial year shall require the approval of the members in a General Meeting.

- 14.6 The Committee shall retain all financial records relating to the club and copies of Minutes of all meetings for a minimum period of six years.

15. Borrowing

- 15.1 The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time up to such limits on borrowing as may be laid down from time to time by the General Meeting for the general upkeep of the Club or with the (prior) approval of a General Meeting for any other expenditure, additions or improvements.
- 15.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.
- 15.3 The Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.

16. Property

- 16.1 The property of the Club, other than cash at the bank, shall be vested in not more than four Custodians. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 16.2 The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- 16.3 The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

17. Dissolution

- 17.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three - quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.
- 17.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 17.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be divided equally among the members of the Club at the date of dissolution.

18. Acknowledgement

- 18.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.

The following statement needs to appear on Club membership forms and is to be signed by the member and must also be countersigned by the parent, or a person having parental responsibility for the member, if under 18 years of age:

"I acknowledge receipt of the rules of Portsmouth and District Synchro Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules."

EQUITY POLICY STATEMENT

The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion.

The Club will ensure that equity as stated in the club rules is incorporated in all aspects of it's activities and also recognises and adopts the Sport England 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 that it becomes equally accessible to all members of society, whatever their age, ability, gender, race, ethnicity, sexuality or socio-economic status.

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

All Club members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity. The Club will deal with any incidence of discriminatory behaviour seriously, according to the club disciplinary procedures

ASA CODE OF ETHICS

As part of achieving the NSPCC Child Protection in Sport Unit Advanced Standard in Child Safeguarding, the ASA has released a revised and shortened Code of Ethics. The new general Code is for Swimmers, Parents, Coaches and Teachers and Committee members, officials and volunteers who work directly with children.

Terms of Reference

The content of this Code of Ethics applies to all those involved within the sport of Swimming, Diving, Water Polo, Open Water Swimming and Synchronised Swimming.

The Code of Ethics should be read in conjunction with the ASA Codes of Conduct contained in Wavepower (ASA Child Safeguarding Policy and Procedures). More information can be found on the ASA website. This is a general "umbrella" code and is supplemented by the ASA Codes of Conduct which can be found in Wavepower 2009/11 under section 2, page 68 – 71.

ASA Code of Ethics

All individuals within the ASA aquatic disciplines will at all times:

- Respect the rights, dignity and worth of every person, be they adult or child, treating everyone equally within the context of the sport.
- Respect the spirit of the sport adhering to the rules and laws in and out of the pool, incorporating the concept of friendship and respect for others.
- Promote the positive aspects of the sport and never condone the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Accept responsibility for their own behaviour and encourage and guide all ASA members and parents of junior members to accept responsibility for their own behaviour and conduct.
- Ensure all concerns of a child safeguarding nature are referred in accordance with Wavepower (ASA Child Safeguarding Policy and Procedures).
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and never behave or encourage or condone others to behave in a manner that is liable to bring the sport into disrepute.
- Adhere to Wavepower the ASA Child Safeguarding Policy and Procedures.
- Adhere to the ASA Anti-Doping Rules.
- Adhere to the ASA Equity Policy.
- Adhere to the ASA Laws and Regulations.
- Adhere to the ASA Codes of Conduct.

PARENTS COMMITMENT

PADS will make a commitment to your child. Please remember, all the coaches at the club are volunteers and give their time freely to help ensure your child develops their swimming skills in a safe, protected environment.

We ask in return that you make a commitment to the club in line with the club's commitment to your child. It doesn't have to be very time-consuming and can be as simple as ensuring your child turns up for training on time.

Here are a few ways in which we ask you show your commitment:

- Take an interest in your child's activity and progress and be supportive.
- Find out what the club has to offer in terms of coaching sessions and competitions.
- Be punctual when dropping off and picking up your children for/from coaching and competitions.
- Please inform your child's coach if your child cannot attend a session.
- Whilst spectating at training sessions we ask that you allow the coaches to conduct the session. If you would like to take part we always welcome volunteers.
- Whilst spectating we respectfully ask you to stay in the designated seating area and refrain from entering poolside. Please only interact with your child at the end of the session, if you need to speak to your child during the session please approach their coach first to avoid disrupting the other swimmers.
- We actively promote our swimmers to be independent; therefore we ask that parents do not enter the changing rooms. At competitions and displays parents are not allowed in the changing rooms and swimmers will be expected to dress themselves.
- Take an interest in your child's swimming and have clear lines of communication to keep up with your child's progress.
- If you are unable to stay at training/competitions, ensure your child has all the required equipment and ensure that the club has an emergency contact number for you. A mobile would be preferable, and ensure you leave it switched on so you can be contacted in an emergency.
- Advise the club Welfare Officer if your child has any particular needs, such as allergies or learning difficulties, to ensure they are provided for in the best way possible, and ensure any relevant new concerns/illnesses or ongoing treatments are reported appropriately to the club welfare officer or coach.

Consider becoming a volunteer. Once your child starts to feel comfortable at the club, you may wish to get more involved yourself. Feel free to offer your services as a volunteer. People giving time freely are the lifeblood of any club. You may have specific skills that you can offer. Clubs are always looking for people to help run it, assist at competitions or displays, join the committee, or take part in fundraising activities. Alternatively, you may wish to train as a poolside helper or coach, assessor or judge. PADS will assist in this, both by finding suitable courses and assisting with the cost involved.

The club can only run with the help of the parents like you who become willing volunteers. Please do not hold back from offering to help.

Speak to any of the committee members about what help is required and see if you can assist to help in the smooth running of the club for your child as well as all club members.

PERSONAL CONDUCT, ETIQUETTE AND DISCIPLINE PROCEDURES

All members of Portsmouth and District Synchronised Swimming Club (PADS) are expected to conduct themselves in a suitable manner at all training sessions, displays, assessments and competitions. Personal behaviour and conduct must be of a high standard at all times. All members are to treat coaches, other helpers and fellow swimmers with respect at all times.

TRAINING SESSION ETIQUETTE

- Coaches are to ensure that training sessions will start at the scheduled time
- Swimmers are expected to arrive promptly on poolside 5 minutes prior to the session with their hat on, goggles, nose clips and drink, ready to begin the warm up.
- Once swimmers have entered the poolside their club session has begun and they will not be allowed to visit their parents unless permission from a coach has been granted.
- If swimmers arrive late they will be expected to report to their coach before entering the pool. Swimmers who are more than 20 minutes late to a session without a valid reason will not be able to swim as this will be disruptive to other swimmers.
- Swimmers are not to enter the water unless instructed to do so by the coaches. For safety reasons, swimmers should not go underwater during the training session unless instructed to do so.
- Swimmers should ensure they have all necessary equipment at every session:
 - Suitable swimming costume
 - Swimming hat
 - Goggles
 - Nose clip
 - Water bottle

We ask that all personal equipment is labelled or initialled so that any lost equipment can be easily returned.

- If swimmers need to leave the pool for any reason during the session they should ask their coach first and should inform their coach if they have any problems during the session.
- If a session cannot be attended, swimmers should inform their coach via the club email or phone at the earliest opportunity.
- During the sessions swimmers who are swimming routines to music have right of way in the pool, other swimmers are expected to move quickly out of the way if they are travelling towards them.
- The whistle will be blown to signify a 5 minute warning to the end of the session. The pool should be promptly cleared.
- Mobile phones will not be permitted in the changing rooms. They must be left with parents on poolside or must be handed into the office before going into the changing rooms.
- Swimmers are expected to listen to their coach's directions to ensure that all swimmers get the most out of their training session.
- Any swimmers deemed to be rude, disrespectful or disruptive will be disciplined according to the clubs disciplinary procedures.

COMPETITION ETIQUETTE

- Personal behaviour and conduct is to be of a high standard at all times. Swimmers are to remember they are representing the club as well as themselves.
- Swimmers will always behave in a manner that shows respect to the club, their team mates, coaches and members of other competing clubs.
- Whilst away at competitions the appointed Team Manager will be in charge at all times.

- All swimmers are expected to be part of the team and must stay with the team on poolside at all times. If a swimmer needs to leave the poolside they must get consent from the appointed Team Manager before doing so.
- All swimmers are expected to show support for their team mates and will be expected to stay to the end of the competition.
- Personal appearance should be appropriate.
- Team kit is to be worn on arrival and during all competitions, displays and other team functions. Swimmers should ensure they have all appropriate equipment with them. It is not acceptable to forget kit.
- Language in public and group situations must be appropriate and socially acceptable.
- Consumption of alcohol is totally forbidden to swimmers under age as defined by UK law. It is not to be consumed by swimmers or coaches at any point prior to, during or following the competition without consent of the Team Manager.
- Smoking is prohibited to swimmers and coaches at any point prior to, during or following the competition.
- Illegal and performance enhancing drugs and substances are strictly forbidden. Swimmers may be drugs tested at any competition and should be aware of the current list of banned substances.
- Any medication that swimmers are taking should be reported to the Team Manager. The Team Manager should also be made aware of any allergies that swimmers may have.
- When accommodation is necessary, swimmers will be expected to stay in the same location and will be allocated rooms. At no point must anyone extra be accommodated in swimmers rooms than those allocated by coaches.
- Whilst at competitions attendance for all activities is expected unless agreed by the Team Manager. Punctuality is essential and curfews must be observed.

DISCIPLINARY PROCEDURE

We expect all our swimmers to maintain a sense of discipline and represent the club including training sessions, displays, assessments and competitions.

We expect all swimmers to treat their fellow swimmers and coaches with respect at all times and to listen to directions during training sessions.

These disciplinary procedures apply to any training session and competition where a PADS coach or team manager is appointed.

1. If a coach feels that a swimmer is not participating fully or is being disruptive they will have the backing of the committee to ask the swimmer to refrain from such actions.
2. If the swimmers that has been asked to refrain from such actions, continues to do so then the coach may ask the swimmer to sit out of the sessions for a period of time. They will inform the swimmer that further action may result in them leaving the session completely. If at a competition their behaviour will be reported to the team manager who will consult with coaches present.
3. If the swimmer continues to disrupt the session then the coaches have the backing of the committee to ask the swimmer to remove themselves from the session immediately. They will need to promptly get changed and return to the pool side or sit out of a land session until the end of the session.

The swimmers parents/guardians will be informed as to the reason the action was taken and the committee will also be informed of the action carried out. If the parent disagrees with the actions taken they may present their concerns to the chairman of the committee.

The committee will discuss the actions of the swimmer and whether further action need to be taken.

In the event of a spectator disrupting a sessions, a coach may request that the spectator ceases the disruptive behaviour. If they fail to stop then they will be asked to leave poolside.

Portsmouth and District Synchronised Swimming Club

ETIQUETTE DECLARATION

When attending training sessions or events, all members of Portsmouth and District Synchronised Swimming Club shall:

- Comply with the codes, rules and guidelines set by the ASA.
- Respect the rights, dignity and worth of every person and behave without discrimination on the grounds of race, language, religion, social status, age, sex or marital status as set out by the ASA equal rights opportunities.
- Observe the authority and decisions of all officials.
- Treat fellow team members and members from other clubs with respect.
- Allow photographs to be taken of themselves for publicity purposes. All professional photographers at competitions are approved by the ASA, amateur photographers will have signed a declaration book for both photography and videos.

I confirm I have read the above guidance and will adhere to the code of conduct.

Name (please print):

Signed: Date:

For members under 12 years old

As the Parents/Guardian of the member named above I confirm that I have explained the content and implications of the Code of Conduct to the member.

Signed: (parent/guardian)

Date: