



City of Aberdeen Swim Team

Constitution and Rules

(As of 18th November 2009)

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1.0 Name

- 1.1 The Team shall be called "City of Aberdeen Swim Team" (COAST) hereinafter referred to as "the Team".

2.0 Aims & Objectives

The Aims and Objectives of the Team are to operate within an integrated swimming development programme to: -

- 2.1 produce swimming squads capable of competing with success at United Kingdom level and beyond;
- 2.2 produce clear performance pathways for all swimmers to enable them to reach and fulfill their maximum potential;
- to provide the best possible facilities for training;
 - to deliver high level coaching expertise;
 - to provide appropriate "backroom staff" support to the Team in preparation for and attendance at swimming meets where the Team are competing
 - to deliver a high level of service to its members through its constituent clubs

3.0 Membership

- 3.1 Membership of the Team shall be open to all clubs operating within the City of Aberdeen and affiliated to both the Scottish Amateur Swimming Association (SASA) and the Scottish Amateur Swimming Association North District (ND) (hereinafter referred to as "the constituent clubs" or "a constituent club").
- 3.2 The training squads shall be open to members of the constituent clubs who have attained the necessary qualifying standard as set by the Coaches Panel. Individual swimmers not members of a constituent club may trial for the Team at the discretion of the Coaches Panel but will not be eligible to compete for the Team until they are members of one of the constituent clubs. However any such member must also be registered with the SASA or his or her national governing body before they may so trial.
- 3.3 Constituent club fees shall be determined at the Annual General Meeting and shall be payable in such manner as the Steering Committee shall determine. Subscription fees, paid by all swimmers, shall be discussed and determined by the Steering Committee.
- 3.4 Any constituent club or swimmer that fails to pay fees within one month of the due date shall be given a written reminder by the Treasurer and will have a further fourteen days within which to make payment failing which that constituent club or swimmer will have their membership suspended. In such a

situation members of any constituent club which has not paid on time shall, at the discretion of the Committee, not be entitled to participate in team competitions or activities including training sessions until payment has been received. Notwithstanding the foregoing any such club or swimmer will continue to be responsible for any liabilities already incurred within 12 months of the due date of their membership.

4.0 Governance

- 4.1 The Constitution and Rules shall govern the Team.
- 4.2 Amendments to the Constitution and Rules shall only be made at either an Extraordinary or Annual General Meeting.
- 4.3 Amendments to the Constitution may only be passed by a vote in favour by at least two – thirds of the delegates present and voting. Any other motions will be passed by a simple majority.
- 4.4 The Team shall comply with the SASA Code of Conduct, the SASA Code of Ethics and the SASA Child Protection Guidelines.

5.0 Annual General Meeting

- 5.1 The Annual General Meeting shall take place in November each year. The Steering Committee shall appoint the date, time and place. The Secretary shall place notices on the Team notice boards and send a copy of said notice to the Secretary of each of the constituent clubs not later than twenty one (21) days prior to the meeting.
- 5.2 The Annual General Meeting shall be an open meeting and may be attended by any SASA registered adult member of the constituent clubs, but only 10 delegates from each constituent club shall be entitled to vote. Serving members of the Steering Committee must be included in this number.
- 5.3 A quorum shall be fifteen (15) Members, personally present with representation of at least half of the Constituent Clubs.
- 5.4 Subject to Clause 8.6 hereof the following *Office Bearers* shall be elected at Annual General Meetings or at Extraordinary General Meetings as appropriate:-
 - Honorary President
 - Chairperson
 - Vice Chairperson
 - Treasurer
 - Secretary
 - Team Manager
 - Child Protection Officer

- 5.5 The Office Bearers shall be elected at the AGM or at an EGM, with the exception of constituent clubs liaison officers who shall be nominated at the Annual General Meeting or Extraordinary General Meeting, as appropriate. Nominations to the Steering Committee may be made at any time up to and including the Annual General Meeting. Proposed amendments to the Constitution and Rules, resolutions and motions must be made in writing to the Secretary at least twenty-eight (28) days before the Annual General Meeting.

All nominations, proposed amendments, resolutions and motions together with the agenda, annual report, financial report for the past year shall be displayed on the Team notice boards at least fourteen (14) days before the AGM. Notwithstanding the foregoing a copy shall also be sent to the Secretary of each of the constituent clubs at least fourteen (14) days before the AGM.

- 5.6 The order and conduct of business shall be:-

- Welcome
- Honorary President's address, if available
- Annual reports from Chairperson, Treasurer including approval of accounts and appointment of auditors for the forthcoming year, Secretary, Team Manager and Head Coach
- Any proposed amendments to the Team Constitution
- Any motions
- Election of Officer Bearers
- A.O.B.

- 5.7 Minutes of any Annual General Meeting or Extraordinary General Meeting published within thirty (30) days of the conclusion of the Annual General Meeting or Extraordinary General Meeting will be deemed to be approved unless objection is made in writing within a further thirty (30) days from the issue of the minutes. A copy of said minutes shall be sent to the Secretary of each of the constituent clubs within the said thirty (30) day period. A copy of said minutes shall be displayed on the Team notice boards within (30) days of the conclusion of said meeting.

6.0 Extraordinary General Meeting

- 6.1 The Steering Committee may call an EGM at their own discretion.
- 6.2 The Steering Committee shall call an EGM when requested to do so by fifteen (15) or more members. Such a request must be made in writing to the Secretary, setting forth the object(s) and the reason(s) therefore.
- 6.3 The Steering Committee shall convene the requested General Meeting within twenty-eight (28) days on receipt of a written request by the appropriate number of members. The Steering Committee shall appoint the date, time and place of the EGM.

- 6.4 Notice of the EGM shall specify the business to be transacted and shall be posted on Team notice boards and a copy sent to the Secretary of each of the constituent clubs not less than fourteen (14) days before the date of the meeting.
- 6.5 Paragraphs 5.2 and 5.3 shall apply to an EGM.
- 6.6 The order and conduct of business shall be:
- Welcome
 - Honorary President's address, if available
 - Motions.

No other business will be conducted at the EGM other than the motions above.

7.0 Steering Committee

- 7.1 The Steering Committee shall comprise the following positions:-

Elected Office Bearers:

- Honorary President
- Chairperson
- Vice Chairperson
- Treasurer
- Secretary
- Team Manager
- Child Protection Officer

Plus Standing Invitees:

- Head Coach
- Constituent Club Liaison Officers (one from each constituent club)
- Representative from Aberdeen City Council
- Representative from the Sports Trust

The Head Coach and Constituent Club Liaison Officers, or a delegate, shall be expected to attend all Steering Committee meetings and shall be invited to vote at such meetings.

- 7.2 Members may serve on the Steering Committee. This Steering Committee shall be empowered to co-opt such members when necessary, especially into supporting sub-committees (who may be invited to attend the Steering Committee, as required)
- 7.3 A quorum at a Steering Committee meeting shall be six (6), three (3) of whom shall be Office Bearers, plus at least three (3) of the clubs represented. The, Chairperson or Vice Chairperson shall chair the meetings. If neither is present the quorum shall elect a chairperson to conduct the meeting.

7.4 The duties of the Steering Committee are to transact and delegate all Team business between AGM including:-

- maintaining financial control of the Team;
- administering, delegating, supervising and generally attending to the day-to-day business of the Team;
- attending to the expected needs of those members competing at swim meets;
- securing sponsorship and organising such other fundraising activities as may be necessary or which they in their sole discretion consider appropriate and to apply any funds thus obtained to such ends as they consider appropriate and which ends are consistent with paragraph 2 hereof;
- reviewing resolutions, motions and proposed amendments to the Constitution and Rules and recommending approval or rejection as appropriate; and appointing delegates to represent the Team as required.

7.5 The Steering Committee shall meet not less than every two months.

7.6 Members of the Steering Committee shall retire at each Annual General Meeting but shall be eligible for re-election for the following year. However, no one shall hold the same position on the Steering Committee for more than three consecutive years. Should a position remain vacant, following the AGM, the retiring Committee member may be given the opportunity to continue in the role for a further 12 months.

The retiring Chairperson may remain a member of the Steering Committee ex officio for the period of one year, but only at the request of the Steering Committee.

7.7 In the event that the Committee is unable to reach agreement on any matter being discussed, then a vote shall be taken. The Chairperson or the person substituting for him or her shall have a casting vote in the event of a tie notwithstanding that he or she may have voted already.

8.0 Coaches Panel

8.1 The Coaches Panel shall comprise:

- COAST Head Coach
- COAST Squad Coaches
- Constituent Club Coach representative(s)

- 8.2 The Coaches Panel shall meet to discharge the following responsibilities:-
- select members for movement from Club to COAST
 - decide which swimming meets shall be attended by the Team
 - liaise with club coaches on suitable swimming development plans for clubs
 - liaise with club coaches to agree suitable arrangements for swimming meets and co-ordination with Team Manager
- 8.3 Squad members will compete at the appropriate level of competition as determined by the Coaches Panel. The published competition programme will identify which meets are to be attended by the squad members and which may be targeted by constituent clubs. The competition calendar is agreed prior to start of the season.
- 8.4 This Committee may co-opt members to assist it from time to time.
- 8.5 This Committee shall meet not less than every two months.
- 8.6 The Head Coach consults with the Steering Committee on issues related to the Coaches Panel and leads the Coaches Panel in achieving its responsibilities above.

9.0 Finance

- 9.1 The financial year of the Team shall end on 31 August each year.
- 9.2 The members shall be required to comply with the payment of fees as detailed in Section 3.
- 9.3 The Treasurer shall present recommendations for any constituent club fees to the Steering Committee for consideration and for presentation to the Annual General Meeting or an Extraordinary General Meeting as required.
- 9.4 All claims for expenses shall be receipted and submitted to the Treasurer with receipts. All receipts are to be retained by the Treasurer for one year for annual audit purposes.
- 9.5 All withdrawals and payments require signed authorisation by two of the following office bearers -
- Chairperson
 - Vice Chairperson
 - Treasurer
 - Team Manager

10.0 Complaints & Discipline

- 10.1 Swimming members of the Team shall show commitment to the training, competition and any other provision made for their further development.
- 10.2 All persons connected with the Team shall conduct themselves in accordance with the COAST Code of Conduct Policy Statement.
- 10.3 All complaints shall be made in writing to the COAST Secretary.
- 10.4 In dealing with complaints about breaches of the Team Constitution & Rules, District Rules, SASA Constitution Bye-Laws and regulations or unfair practice the appropriate body to consider the complaint will be in accordance with SASA Bye-Laws.
- 10.5 Any complaint where child abuse or other criminal offences are alleged should be referred to the Team Child Protection Officer (CPO) in the first instance. The complaints procedure shall be suspended until the CPO takes advice with SASA on how the process should proceed.
- 10.6 If a complaint involves the use of drugs the complaint shall be referred to the Secretary of the Amateur Swimming Federation of Great Britain (ASFGB) for action and no further action taken under the complaints procedure. The ASFGB shall deal with all cases involving drugs and SASA and the Team shall accept their decisions in such cases.
- 10.7 Any complaint must specify the matter causing concern and where possible a detailed note of the alleged problem or difficulty.
- 10.8 A complaint against any member shall be dealt with in the manner outlined below:
 - The Steering Committee shall either deal with the complaint itself or nominate five (5) members, all of whom shall be over eighteen (18) years old and one of whom shall be a member of the Steering Committee, to investigate and report on the complaint. This sub-committee shall be called the Complaint Sub-Committee.
 - The Steering Committee or Complaint Sub-Committee, depending on which is selected to deal with the matter, shall investigate the nature and circumstances surrounding the complaint and frame a recommendation on how to deal with the complaint
 - All parties shall be given the opportunity to state their case fully.
 - The Steering Committee shall receive a full written report from the Complaint Sub-Committee.
 - The Steering Committee shall, after due consideration of the information provided, take one of the following actions:

- Exonerate the individual(s) concerned
- Issue a written warning to any individual(s) concerned
- Suspend any individual(s) concerned
- Expel any individual(s) concerned

11.0 Appeals

11.1 Any appeal shall be addressed to the SASA North District Secretary in accordance with the SASA Constitution, Bye-Laws and regulations.

12.0 Disposal of Funds & Dissolution

12.1 All constitution clubs shall bear an equal share of any financial loss suffered by the Team.

12.2 In the event of dissolution of the Team, all funds, property and other assets shall be applied to clearing any debts. Any surplus shall be applied towards the furtherance of the objectives of the COAST constituent clubs. The body or bodies to whom funds are applied shall be determined at either an Annual General Meeting or at an Extraordinary General Meeting by resolution at or before the time of the dissolution.

End