



# **SWIMMING SECTION WELCOME PACK**

This Club Welcome Pack is maintained and issued by the Competitive Section Membership Secretary. It is issued directly to new members or, as required, issued via the Head Teacher at Court Garden for swimmers moving into the Competitive Section (last update, January 2016)

**[www.bejsc-swimming.org.uk](http://www.bejsc-swimming.org.uk)  
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**Bourne End Swimming Club**  
The Swimming Section of Bourne End Junior Sports Club

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Bourne End Swimming Club  
The Swimming Section of Bourne End Junior Sports Club

## **CHAIRPERSONS' LETTER**

### **Dear Swimmer and Parent(s) of Swimmer**

Welcome to the **Competitive Swimming Section** of the Bourne End Junior Sports Club. We have regular swimming sessions at Handy Cross and at Wycombe Abbey School from September until July each year and some additional sessions during the summer holidays. Details of the current swimming sessions are included in this pack and training camp details are published during the year as appropriate.

Included in this folder is all the information that you need to guide you through your initial membership of the Club.

Please take the time to read this important information and keep it in a safe place for ready reference. Please keep your file updated from information provided on the Swim Club website.

The involvement and participation of parents and senior swimmers in the operation of the Club is essential, from coaching to life-guarding, time-keeping, judging, announcing or even just helping out at social events. The Club always looks to ensure that all volunteers are provided any necessary training and they are all great ways of getting involved in the club, meeting new people and enjoying yourselves. If you are able to help in any way at all, please contact any member of the Committee.

One of the things that makes us most proud about our club is the way that our senior swimmers and former swimmers choose to get involved in non-swimming roles within the club. It is a great credit to all concerned that we are able to create and maintain such a family spirit. I know of no other swimming club that has the same level of volunteering from its swimmers to help build and maintain their club.

We hope that you will enjoy your swimming with our Club and being part of the Club "family", as well as all of the other activities that we do together.

Best wishes  
Chairperson of Competitive Swimming Section

# Bourne End Swimming Club

## The Swimming Section of Bourne End Junior Sports Club

### **INTRODUCTION TO THE COMPETITIVE SWIMMING SECTION**

Bourne End Junior Sports Club ("the Club") is a Registered Charity with its main facility in New Road, Bourne End, Bucks. It consists of several sections each responsible for a particular sport. The Swimming Section ("the Section") known as Bourne End Swimming Club, is operated entirely by volunteers, including Amateur Swimming Association (ASA) qualified Teachers and Coaches, supported by a committee to run the Section's administration.

The aim of the Swimming Section is the promotion and teaching of the art of swimming from basic water skills, stroke improvement, to competitive swimming. Included in swimming development, we also emphasise the importance of commitment, team spirit, confidence building and having fun.

#### **The Bourne End Swimming Club objectives are:**

- Maintain the BEJSC club ethos of being a friendly inclusive swimming club open to all
- Continue to provide opportunity for senior club swimmers to develop by gaining leadership opportunities as helpers, coaches, teachers and lifeguards
- Provide an environment for swimmers wanting to develop competitively and for those that continue to swim actively in the club but not wanting to compete outside of club championships
- Enhance the ability of club swimmers whilst ensuring that we develop our competitive swimmers fully and to gain entry to our County swimming championships

#### **Club Structure:**

There are three distinct types of swimmer at our club, defined as follows:

- Junior Swimmers – These are our younger swimmers who are developing their skills and are starting to consider competing as part of their sport.
- Club Swimmers – These swimmers take an active part in our swimming training sessions, but do not take up the opportunity to compete outside of our Club Championships. These swimmers often do not attend all their available training sessions.
- Performance Swimmers – These swimmers typically attend all or nearly all their training sessions and compete regularly in external galas and open competitions. These swimmers have set clear goals for their performance in competition and are training to achieve these goals.

**Bourne End Swimming Club**  
The Swimming Section of Bourne End Junior Sports Club

## **MEMBERSHIP FEES**

All members and new members of BEJSC pay a fee on joining the club; this is renewed each year and is incorporated into the monthly standing order paid.

The fee is set by the Directors of BEJSC and is reviewed annually. In order to ensure the club activities are accessible to all, the fee is kept at a modest amount and is subsidised by the income from hall hire to outside organisations.

The fee goes directly into the Club's funds and helps towards the cost of running the Club. By far the biggest outlay for the Swim Section is pool hire. In addition it pays for the personal insurance for every registered club member – this is why it is vital to have all members properly registered through submission of their completed forms.

## **MONTHLY SWIMMING FEES (FROM JAN 2016)**

These are the subscriptions paid to the Swimming Section on a monthly basis by standing order scheduled on the 1<sup>st</sup> of each month, spread over a period of 12 months. This money covers each individual's BEJSC and ASA membership fees, pool hire and any incidental resources.

Squad	Monthly Fees	Annual Fees
<b>Senior Performance</b>	£39.00	£468.00
<b>Junior Performance</b>	£37.00	£444.00
<b>Senior Club</b>	£35.00	£420.00
<b>Junior Club</b>	£33.00	£396.00
<b>Development 2</b>	£29.00	£348.00
<b>Development 1</b>	£29.00	£348.00
<b>Masters</b>	£12.00	£144.00

## **SWIMMING MEETS/GALAS FEES**

Separate fees are payable for qualifying swimmers taking part in swimming galas and meets and these are payable on event participation and may vary from one swim gala/meet to another as indicated on the entry forms issued by the Head Coach.

Bourne End Swimming Club  
The Swimming Section of Bourne End Junior Sports Club

## **CODE OF CONDUCT**

### **BOURNE END JUNIOR SPORTS CLUB CODE OF CONDUCT**

What can children expect from parents, leaders and helpers?

Children can expect adults **NOT** to:

- attempt to 'coach' or manipulate the swimmers while they are swimming
- shout, argue, swear, become violent or use sarcasm
- ignore children who need help
- assess swimmers by their incompetence
- abuse or argue with the referee

But children can expect adults to:

- praise effort and performance more than results
- look for aspects to praise particularly in swimmers who might otherwise not attract attention
- give them clear examples of excellent behaviour
- show consistency
- assess swimmers with regard to their skills and attitudes
- praise good behaviour quickly to show that adults value it
- help, encourage and support

### **REMEMBER CHILDREN DO NOT MEAN TO MAKE MISTAKES**

### **ASA CODES OF CONDUCT**

As an ASA Swim21 accredited club the club expects that all coaches, helpers, volunteers, swimmers and parents follow the ASA specific code of conduct. These are reproduced below.

# Bourne End Swimming Club

## The Swimming Section of Bourne End Junior Sports Club



Wavepower 2012 - 2015 (September 2012)

### Code of Conduct for Swimming Coaches and Teachers



This Code is an extension to the ASA Code of Ethics. Both should be followed.

#### The Teacher / Coach must:

- Put the well-being, health and safety of members above all considerations including developing performance.
- At all times adhere to the ASA Code of Ethics, Rules and Regulations.
- At all times adhere to Wavepower the ASA Child Safeguarding Policy and Procedures.
- At all times adhere to the ASA Equality Policy.
- Consistently display high standards of behaviour and appearance.
- Treat all swimmers with respect and dignity, value their worth and treat everyone equally, recognising their needs and abilities within the context of their sport.
- Develop an appropriate working relationship with swimmers based on mutual trust and respect.
- Always place the well-being, health and safety of swimmers above all other considerations including developing performance.
- Always ensure that all teaching, coaching and competition programmes are appropriate for the age, ability and experience of the individual swimmer.
- Always identify and meet the needs of the individual swimmer as well the needs of the team / squad.
- Be fair and equal in team and training squad selection.
- Never exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with an athlete or someone close to them.
- Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
- Continue to seek and maintain their own professional development in all areas in relation to coaching and teaching children.

- Treat all information of a personal nature about individual swimmers as confidential, except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
- Encourage all swimmers to obey the spirit of the rules and regulations both in and out of the pool.
- Co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors, and physiotherapists) in the best interests of the swimmer.
- Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club or the sport and report any violations appropriately.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Treat all competitors and other club teams with respect, whether that is in victory or defeat and encourage all team members and fellow club members to do the same.
- Refer all concerns of a child safeguarding nature in line with the procedures detailed in Wavepower 2012/15.

Signed:

Date:



# Bourne End Swimming Club

## The Swimming Section of Bourne End Junior Sports Club



Wavepower 2012 - 2015 (September 2012)

### Code of Conduct for Swimmers from all disciplines



#### General behaviour

1. Treat all members of and persons associated with the ASA with due dignity and respect.
2. Treat everyone equally and never discriminate against another person associated with the ASA on any grounds including that of age, sexual orientation, ethnic origin or nationality.
3. The use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the club disciplinary or child welfare policy.
4. Display a high standard of behaviour at all times. Always report any poor behaviour by others to an appropriate club officer.
5. Recognise and celebrate the good performance and success of fellow club and team members.

#### Swimming training

1. Treat your coach and fellow swimmers with respect.
2. Make your coach aware if you have difficulties in attending training sessions as laid down for your squad.
3. Arrive in good time on poolside before the training session starts to complete poolside warm up as directed by your coach.
4. If you arrive late report to your coach before entering the pool.
5. Ensure you have all your equipment with you, i.e. paddles; kick boards, hats, goggles etc.
6. If you need to leave the pool for any reason during training inform your coach before doing so.
7. Listen to what your coach is telling you at all times and obey instructions given.
8. Always swim to the wall as you do in a race, and practice turns as instructed.
9. Do not stop and stand in the lane, or obstruct others from completing their training.
10. Do not pull on the ropes as this may injure other swimmers.
11. Do not skip lengths or sets - you are only cheating yourself.

12. Think about what you are doing during training and if you have any problems discuss them with your coach at an appropriate time.
13. If you have any problems with the behaviour of fellow club members report them at the time to an appropriate adult.

#### Competition

1. At competitions whether they be open meets, national events or club galas always behave in a manner that shows respect to both your club coach, officers and team mates and the members of all competing clubs.
2. You will be required to attend events and galas that the Chief Coach has entered / selected you for unless previously agreed otherwise with the relevant club official and coach.
3. You must wear appropriate swimwear, tracksuits, T shirts/shorts and hats as laid down by the club.
4. Report to your club coach and / or Team manager on arrival on poolside.
5. Warm-up before the event as directed by the coach in charge on that day and ensure you fully prepare yourself for the race.
6. Be Part of the Team. Stay with the Team on poolside. If you have to leave poolside for any reason inform and in some cases get the consent of the Team manager / coach before doing so.
7. After your race report to your coach for feedback.
8. Support your team mates. Everyone likes to be supported and they will be supporting you.
9. Swim down after the race, if possible again as advised by your coach. Your behaviour in the swim down facility must be appropriate and respectful to other users at all times.
10. Never leave an event until either the gala is complete or you have the explicit agreement of the club coach or team manager.

Signed:

Date:



# Bourne End Swimming Club

## The Swimming Section of Bourne End Junior Sports Club



Wavepower 2012 - 2015 (September 2012)

### Code of Conduct for Parents



#### Parents are expected to:

1. Complete and return the Medical Information Form as requested by the club and detail any health conditions / concerns relevant to your child on the consent form. Any changes in the state of your child's health should be reported to the coach prior to coaching sessions. Ensure the club has up to date contact details for you and any alternative person.
2. Deliver and collect your child punctually to and from coaching sessions/swim meets. Please inform a member of the committee or coaching staff if there is an unavoidable problem. If the club changes your child's lane and changing times, please remember the change is to provide appropriate levels of training and enable your child to progress and should be facilitated and encouraged at all times.
3. Ensure your child is properly and adequately attired for the training session/events including all required equipment, i.e. hats, goggles etc.
4. Inform the Coach/Welfare Officer before a session if your child is to be collected early from a coaching session/meet and if so by whom.
5. Encourage your child to obey rules and teach them that they can only do their best.
6. Behave responsibly as a spectator at training / meets and treat swimmers, coaches, committee members and parents of yours and other clubs with due respect meeting the ASA commitment to equality.
7. Ensure you do not use inappropriate language within the club environment.
8. Show appreciation and support your child and all the team members.
9. Ensure your child's needs are met in terms of nutritional needs and listen to advice given from the club coach / nutritionist.
10. Support the club coach and committee appropriately and raise any concerns you have in an appropriate manner. Details of the club Welfare Officer can be found on [complete as appropriate].
11. Do not enter poolside unless requested to do so or in an emergency. If you wish to have a discussion with the coach check

with the club Welfare Officer how this can be arranged.

12. Most of all help your child enjoy the sport and achieve to the best of their ability.

#### The club will undertake to:

1. Inform you at once if your child is ill and ensure their wellbeing until you are able to collect him / her.
2. Ensure good child safeguarding guidelines are followed at all times to keep your child safe.
3. Ensure all activities are properly supervised / taught / coached and consent is obtained for any activity outside of that previously agreed.

#### The parent has a right to:

1. Make a complaint to the club if they feel the club or a member of the club is not acting appropriate to ASA / club rules and regulations. Details of how to do this can be obtained from the club Welfare Officer.
2. Make a complaint on behalf of their child to the ASA Office of Judicial Administration.

Signed:

Date:

# Bourne End Swimming Club

## The Swimming Section of Bourne End Junior Sports Club



Wavepower 2012 - 2015 (September 2012)

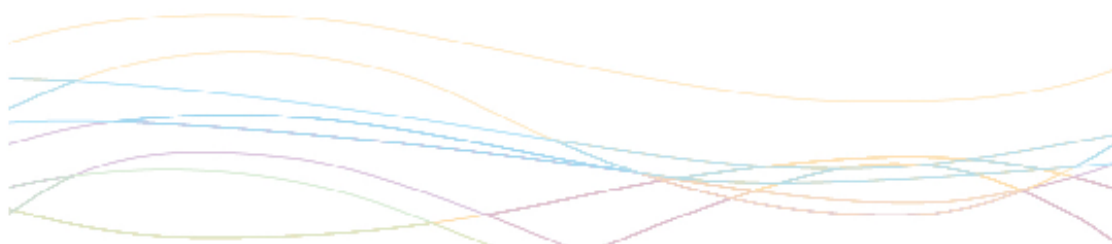
### Code of Conduct for those Committee Members, Officials and Volunteers who work directly with children in the Swimming Club



- At all times adhere to the ASA Code of Ethics, Rules and Regulations.
- At all times adhere to Wavepower the ASA Child Safeguarding Policy and Procedures.
- At all times adhere to the ASA Equality Policy.
- Adhere fully to the role and job description as outlined by the club and never use that role to gain favour for yourself or any individual swimmer.
- Consistently display high standards of behaviour and appearance.
- Treat all swimmers with respect and dignity, value their worth and treat everyone equally recognising their needs and ability within the context of the sport.
- Encourage and guide swimmers to accept responsibility for their own behaviour and performance.
- Continue to seek and maintain your own development in line with your role and complete a Safeguarding Children in Sport course, if appropriate to your role.
- Treat all information of a personal nature about individual swimmers as confidential, except in circumstances where to do so will allow the child to be placed at risk of harm or continue to be at risk of harm.
- Encourage all swimmers to obey the spirit of the rules and regulations both in and out of the pool.
- Never encourage or condone swimmers, volunteers, officials or parents to violate the rules of the club or the sports and report any violations appropriately.
- Observe the authority and the decision of the officials and only question those decisions in the appropriate manner.
- Treat all competitors and other club teams with respect, whether that is in victory or defeat and encourage all team members and fellow club members to do the same.
- Refer all concerns of a child safeguarding nature in line with the procedures contained in Wavepower.

Signed:

Date:



# Bourne End Swimming Club

## The Swimming Section of Bourne End Junior Sports Club

### **CHILD PROTECTION**

Bourne End Junior Sports Club - Swimming section is compliant with the ASA Wavepower policies as described out below. A full description of the Wavepower policies can be found on the ASA website <http://www.swimming.org/asa/clubs-and-members/safeguarding-children/>

#### **Key principles underlying the ASA safeguarding policy (Wavepower policies)**

- The BEJSC is committed to all children who take part in ASA activities to have fun and enjoyment in an environment that keeps them safe from harm.
- The welfare of the child is, and must always be, paramount.
- It is every child and young person's right to be protected from abuse irrespective of their age, sex, gender, culture, disability, racial origin, background, religious beliefs or sexual orientation.
- Allegations of abuse or concerns regarding children will be treated seriously and will be responded to swiftly and appropriately.
- The BEJSC recognises the responsibilities of the statutory agencies and is committed to complying with the Local Safeguarding Children Board Procedures and the statutory guidance "Working Together to Safeguard Children" 2010.
- At all times confidentiality will be maintained appropriately and the child's safety and welfare must be the overriding consideration when making decisions on whether to share information about them.
- BEJSC and the ASA will support all adults involved in the sport to understand their roles and responsibility for safeguarding and protecting children in the sport.
- BEJSC will provide training and education to all adults involved in the sport to be aware of and understand what best practice is and how to manage any child welfare concerns they identify or are informed of.
- Parents, young sports persons, and all participants involved in the sport can access advice and guidance on a child welfare matter from the ASA Swimline helpline, the NSPCC directly, the ASA Child safeguarding team or the statutory agencies.
- BEJSC has adopted Wavepower and will ensure that the policy is updated as required by the ASA.
- Bourne End Swimming Club takes every precaution to ensure the welfare and safety of swimmers. All poolside helpers and officials are registered with the Amateur Swimming Association and the club takes up references as directed by the ASA from the CRB (Criminal Records Bureau).

Should your child ever have cause for concern, please follow the procedure below and be assured that any incident will be fully investigated and any necessary action will be taken.

#### **CHILD PROTECTION INCIDENT PROCEDURES**

In the event of an incident occurring, which causes concern for a swimmers safety, the following procedure should be followed:

- The incident should be reported to a coach or teacher, a poolside helper or any other club official named in the current welcome pack.
- The person to whom the incident is reported should immediately inform the Welfare Officer with as many details of the incident as possible so that it can be recorded in the incident book.
- Where appropriate, the Chairman of the swimming club should be informed in writing, the pool at which the incident took place and any clubs using such pool in order to heighten awareness of any such incident.
- The Welfare Officer should, in consultation with the Chairman of the swimming section, take any other action as appropriate in accordance with the ASA guidelines and the law in force at the time.

**Bourne End Swimming Club**  
The Swimming Section of Bourne End Junior Sports Club

**USE OF CAMERAS AND VIDEO EQUIPMENT**

Please note that the Coach may from time to time use video and camera equipment for the purposes of training only.

Parents may also from time to time, at Galas and Championships wish to take photographs of their children swimming. The Club requires any parent wishing to do this to first register such intention with the Competitive Section Administrator as, in accordance with the ASA guidelines, records need to be kept as to who has taken photographs or video of the children at any time. On Championship and Gala days, please look out for notices to tell you where to register.

For the purpose of celebrating success, the Club may wish to place photographs of swimmers on the Club web site and/or on the Club Notice Board at Handy Cross Swimming Pool.

Should you have any objection to your child(ren) being photographed or videoed or for such photographs/stills to appear on the Club's web site or notice board, please contact the Secretary by completing and returning the form below.

Bourne End Swimming Club  
The Swimming Section of Bourne End Junior Sports Club

**REGISTRATION OF OBJECTION TO PUBLICITY**

I ..... (please print).

as the parent/guardian of

..... (please print)

hereby register my objection to my child being photographed or videoed (except by the coach in a training environment) and/or for such photographs to appear on the Club's web site and/or Notice Board or the Press.

Signed ..... Dated .....

To be returned to:

**The Membership Secretary  
Bourne End Swimming Club**

**Bourne End Swimming Club**  
The Swimming Section of Bourne End Junior Sports Club

## **COMMITTEES**

### **MANAGEMENT SUB-COMMITTEE**

Meets to review any section matters arising between Main Committee meetings. Attended by Chairman, Vice Chairman, Secretary, Treasurer, Chief Coach, Membership (Main Section). Chaired by Chairman.

### **COACH SUB-COMMITTEE**

Meets as required to make necessary arrangements regarding training issues, including training topics, rotas and squad compositions. Attended by Chief Coach, Senior Teacher (Teaching Section), Chief Lifeguard and Teachers. Chaired by Chief Coach.

### **AD HOC SUB-COMMITTEES**

Ad Hoc Sub-Committees will be established from time to time to address specific policy or administration issues as directed by the main Committee. Meetings to be chaired by members of sub-committee in rotation. Ad Hoc Sub-Committees to report to each main Committee meeting.

## **SQUADS AND TRAINING**

### **LEARN TO SWIM PROGRAMME**

The Learn to Swim Programme operates from Court Gardens, Marlow where children aged 5 and above are assessed and placed into the appropriate level of ability. Whilst at Court Gardens the emphasis is on basic water skills, confidence building and teaching the basics of Front and Back Crawl and Breaststroke. On completion those children with aptitude, enthusiasm and commitment may be invited to join the Competitive Swimming Section for a trial.

### **SQUAD PROFILES**

#### **Development 1 (approx. 2-3 hrs p/w)**

This is the start of swimmers journey into the competitive section. Swimmers generally progress into the squad from Court Garden, or alternatively can join through the assessment by Head Coach.

They should have legal front crawl, back crawl and breaststroke. The focus in these squads is to teach butterfly, to start to develop legal turns in all four strokes and improve stamina.

#### **Development 2 (approx. 2-3 hrs p/w)**

Time is spent on stroke correction to ensure that all strokes are as efficient as possible and to further refine the effective starts, turns and finishes. Swimmers should be able to complete 1000m+ in an hour.

#### **Junior Club Squad (approx. 3 -4 hrs p/w)**

This squad is aimed at swimmers, who do not want to commit to a competitive training program, but still want to swim and compete. Progression through the squad will be based on ensuring effective training sessions and maintaining a good social balance. Most swimmers moving from D2 to Junior Performance will transition via JC to allow them to build strength and stamina.

#### **Senior Club Squad (approx. 3 -4 hrs p/w)**

This squad will contain swimmers who are typically 14 and over and will continue the training program from Junior Club squad ensuring that our swimmers are able to swim socially, retain a good level of fitness and compete when suitable for them either internally or at external competitions. It is especially suitable for those where swimming is a second sport.

#### **Junior Performance Squad (approx. 4-5 hrs p/w)**

These swimmers have shown that they are training regularly and training well. The early indications are that these swimmers are committed to performance swimming and are developing into competitive swimmers. The training program for these swimmers is focused on competitive skills and high levels of fitness to prepare these swimmers for open meets.

#### **Senior Performance Squad (approx. 5-6 hrs p/w)**

It is expected that swimmers will progress to the senior performance squad when they are regularly attending external competitions and have the potential to achieve County times. These swimmers will have the most training time in our club and will develop a high level of fitness and develop strategies for competing effectively at a wide range of competitive events.

Bourne End Swimming Club  
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## TRAINING TIMES

Squad	Monday	Tuesday	Thursday	Saturday	Alternate Sundays
Senior Performance	WA 7 - 8.30	WA 7.30 - 8.30	HX 6.30 - 8.00	HX 7 - 8	HX 7 - 8.30
Junior Performance	WA 7 - 8.30	No Training	HX 6.30 - 8.00	HX 7 - 8	HX 7 - 8.30
Senior Club	No Training	WA 7.30 - 8.30	HX 7.30 - 8.30	HX 7 - 8	HX 7 - 8.00*
Junior Club	No Training	WA 6.30 - 7.30	HX 6.30 - 7.30	HX 7 - 8	HX 7 - 8
Development 2	No Training	WA 6.30 - 7.30	No Training	HX 7 - 8	HX 7 - 8
Development 1	No Training	WA 6.30 - 7.30	No Training	HX 7 - 8	HX 7 - 8

Please ensure the following:

- You have a copy of the swimming times and locations and ensure that you are aware of the dates when there is no swimming.
- Swimmers are **changed and at poolside 5 minutes prior to the start of each training session.**
- Swimmers who arrive **at poolside more than 10 minutes after the start of session, may be excluded to swim.** This is to a health and safety issue as proper warm-up routine is required prior to the commencement of actual training sets being carried out.

## SWIMMING EQUIPMENT

You can order all of your child's swimming equipment from Mailsports, via the 'swimshop' tab on the website or by following this link: <https://www.mailsports.co.uk/clubs/bourne-end-swimming-club>. All our swimmers MUST bring the following to all training sessions:

Kick Board	Pull Buoy	Fins
Trunks / Costumes	Goggles	Swimming Hat
	Swimming Bag	

**It is compulsory for all swimmers who choose to participate in external swim meets/galas to have the following:**

BEJSC Swim Team Shirt	BEJSC Swim Hat	2 sets of towels
Goggles (plus spare)	Flopflops/crocs to wear poolside	



# Bourne End Swimming Club

## The Swimming Section of Bourne End Junior Sports Club

### **TRAINING ADVICE**

#### **RE-FUELLING**

Eat well-balanced meals regularly. You cannot expect your body to perform without the necessary fuel intake. It is essential to re-fuel the muscles immediately after an intense workout. A snack in the form of fruit, bread or cake and a carbohydrate drink will ensure that you get a good nutritional intake.

**This is particularly important for younger swimmers. Please do not be tempted to whisk them off to some other activity before the refuelling exercise has taken place.**

#### **STAYING HYDRATED**

Staying hydrated during training is a very easy way to improve performance and reduce the likelihood of cramps setting in. A 1% loss in body weight through fluid loss reduces performance. Swimmers rarely notice that they perspire. Estimates indicate that during swimming training, 1-2 litres of sweat is lost per hour! Most swimmers replace only 30-70% of these fluids.

General advice on staying hydrated:

- Ensure the swimmer is well hydrated before training or competition
- Ensure to have at least 500ml of fluid (1-2 hours) pre training
- Ensure that all swimmers have a bottle of water / squash or sports drink at poolside, when training
- Aim to have 200ml of fluid every 15 minutes of high intensity exercise

#### **MOBILITY/STRETCHING**

It is important to warm up poolside before a swim by gently mobilising the muscles, but it is just as important after the session. Stretching after a session will help the muscles recover more quickly, so you are able to get the most out of the next session. Partner stretching can be carried out at the pool or in the shower or changing rooms after the training session.

## **PARENTS' ROLE IN SUPPORTING THEIR CHILD'S COMPETITIVE PROGRESS**

Competitive swimming helps young athletes develop self-discipline, good sportsmanship and time management skills. Competition allows the swimmer to experience success and to learn how to deal with defeat, while becoming healthy and physically fit.

As a parent, your major responsibility is to provide a stable, loving and supportive environment. This positive environment will encourage your child to continue. Show your interest by ensuring your child's attendance at practices, and by coming to meets.

Parents serve as role models. Be aware of this and strive to be positive models. Most importantly, show good sportsmanship at all times toward coaches, officials, opponents and teammates.

### **Be Enthusiastic and Supportive**

Children need to establish their own goals, and make their own progress towards them. Be careful not to impose your own standards and goals. Do not over-burden your child with winning or achieving best times. It doesn't happen all the time – not even to Michael Phelps! The most important experience is to learn about their capabilities, while enjoying the sport to help develop a positive self-image.

### **Let the Coach Coach**

The best way to help a child achieve his/her goals and reduce the natural fear of failure is through positive reinforcement. Encourage effort and point out the things they did well. They can only do their best on any given day. Sometimes things just don't work out, but 24 hours later, the same thing might go perfectly – that's life!

### **Ten Top Tips For Parents**

1. Make sure your child knows that, win or lose, scared or heroic, you love him/her, appreciate his/her efforts, and are not disappointed in him/her. This will allow him to do his best without fear of failure. Be the person in his or her life he can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic ability, his competitive attitude, his/her sportsmanship and his/her actual skill level.
3. Be helpful but don't coach your child on the way to the pool or on the way back, or at breakfast, and so on. It's tough not to, but it's a lot tougher for the child to be inundated with advice, pep talks, and often critical instruction.
4. Teach your child to enjoy the thrill of competition, to be working to improve his/her skills and attitude. Help your child to develop the feel for competing, for trying hard, for having fun.
5. Try not to re-live your athletic life through your child in a way that creates pressure; remember you made mistakes; didn't always feel like it; and even sometimes cried!
6. Don't compare the skill or ability of your child to another swimmer. All children have different strengths, develop at different rate and have different interests.
7. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before over-reacting.

If in doubt, just ask the coach

## COMPETITIONS AND AWARDS

### COMPETITION - EXTERNAL

#### County Championships, Regional or National Championships

The standard at these meets is very high and the Coaches will advise swimmers if they should enter. Swimmers must meet set times to enter.

#### Chiltern League & Team Galas

Team events are those your swimmers are selected for, such as Relay Galas or Chiltern League. These are NOT open meets.

The club participates in the Chiltern League, which is a team event (individual and relay events) that takes place between January and April of each year. Swimmers are selected to swim for the team in each age group (U-10s, U-12s, U-14s and Open) for both girls and boys, based on their times.

**As this is a team event, we consider participation to be vital. Once selected to swim, swimmers should make every effort to attend.** A great deal of time and effort goes into this and we do give as much advance warning of selection as we can.

#### Open Meets

These meets are aimed at individual swimmers rather than Club Teams and are held by Clubs. You must fill in the entry form, pay the entry fee and wait to see if you are accepted. Clubs can only accept so many swimmers at the meet. A programme of these events can be found on the club website at [www.bejsc-swimming.org.uk](http://www.bejsc-swimming.org.uk). **This does not stop swimmers from entering meets of their own choice, but please speak to your Coach first.**

#### Grading

Open meets are always graded using a system specified by the ASA:

##### Level 1

Requires swimmers to have previously achieved a qualification time possibly in a previously ASA licensed meet and usually within the last 12 months. A Level 1 meet is always held in a 50m pool. These meets will have qualifying times for entry, which will be just below the national qualifying times.

##### Level 2

Requires swimmers to have previously achieved a qualification time possibly in a previously ASA licensed meet and usually within the last 12 months. A Level 2 meet is always held in a 25m pool. These meets will have qualifying times and upper limit qualifying times - upper limit qualifying times should not be faster than ASA Age Group & Youth Qualifying Times for their respective age group.

##### Level 3

Requires swimmers to have previously achieved a qualification time in the events they wish to enter and usually also sets a lower, no faster than, time so as to restrict entries to slower swimmers.

##### Level 4 - NOT OPEN MEETS

These meets do not usually have qualification times and usually are run on a closed invitational basis only. An example of this is Club Champs or BBAT, our annual joint meet in September with Didcot, Aylesbury & Thame.

Bourne End Swimming Club  
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## **COMPETITION – INTERNAL**

**Under the ASA grading system, these are classed as Level 4 meets.**

### **Club Championships**

The Club runs its own internal Championships in the Spring and Autumn, in which our swimmers compete against each other in the age bands as shown below:

10 & Under at 31st August	14 & Under at 31st August
12 & Under at 31st August	16 & Under at 31st August

As a Club, we run these events twice per year. We consider it very important that each member takes part in the Championships, swimming in as many events as possible. This encourages competitiveness and provides both the swimmer and the Coach an opportunity to assess their progress. It also establishes the swimmers 'Personal Best' or PB times and sets targets for them to train to and improve on the next time.

Medals are awarded for the first 3 placed swimmers for all age groups. There are also a number of time trials for longer events held throughout the year.

### **Swimmer's Times**

All swimmers who have participated in either 'internal' or 'external' swim competitions would have their times recorded officially and this can be viewed at the club's website at [www.bejsc-swimming.co.uk](http://www.bejsc-swimming.co.uk) under '**Competition' – Swimmer's Times.**

### **Club Records**

Each event carries a Club Record time, both at short course (25m) and long course (50m) pool size. This record may be broken at any event, as long as the event is swum under A.S.A. Law. All records are based on the same age banding as the Club Championships.

Both short course and long course club records by age group can be viewed on the club's website at [www.bejsc-swimming.org.uk](http://www.bejsc-swimming.org.uk) under '**Competition' – Club Records.**

## **CLUB ANNUAL AWARDS**

Bourne End Junior Sports Club hosts a Presentation Awards evening in July of each year for worthy recipients of each section within the club. The swimming section has four discretionary awards, which are usually made at the end of each swimming year. They are as follows:

**Brudelin Trophy** - Services to the Club. This is normally awarded to someone in a non-swimming role who has made a major contribution to the club as a teacher, organiser, lifeguard, helper, fundraiser, or whatever. Nominations are normally made to the Chairman, who will recommend a recipient for agreement by the Committee.

**John Williams** - Senior Endeavour. Awarded to the senior swimmer who has consistently made an effort over the previous year. This is about effort, attitude and fortitude rather than pure results.

**Rimmer Trophy** - Junior Endeavour. This is awarded on the same basis as the John Williams Trophy, but to a swimmer from the junior end of the club.

## Bourne End Swimming Club

### The Swimming Section of Bourne End Junior Sports Club

**Sutton Williams Trophy** - Most Improved Swimmer. This is awarded to the swimmer who has made the most conspicuous advance in the last year.

The swimming trophies are normally nominated by the senior coaches for the committee to agree. These discretionary awards are special as they represent real recognition from the club for contribution and commitment.

**Sprint and Distance Trophies** are also awarded annually at this presentation evening to overall winners for both boys and girls, in each age group. The selection for these awards is purely based on performance from the Spring and Autumn Championships.

The club also recognizes swimmers who train hard and compete well, without necessarily being the fastest in their age group. We present '**Endeavour**' Awards for boys and girls in each age group who stand out as working hard in their training and who approach their involvement in the swimming club with enthusiasm and hard work.

Bourne End Swimming Club  
The Swimming Section of Bourne End Junior Sports Club

## **WYCOMBE ABBEY SCHOOL SWIMMING POOL CONDITIONS OF USE**

**Parents and Swimmers, please take note of the conditions of use of this private pool as stated under the headings of 'PARKING', 'CHANGING ROOM' & 'GENERAL'.**

### **PARKING**

When entering or leaving the school grounds, noise must be kept to a minimum. Access to the school is ONLY via the main gatehouse on Abbey Way.

The pool is in the heart of the school complex and as such all swimmers must be accompanied from the car parking area to the pool and back. It is essential that our swimmers are not seen walking through the school unaccompanied. **Bourne End Badges are provided for parents and swimmers for identification purposes** and should be worn in a visible location while walking from the car park to the pool and back. Parents are asked to arrive punctually at the end of the session and to collect swimmers from the pool rather than wait for them in the parking area.

You may only enter the pool complex by walking through the fire exit door under the reception area to the left of the steps, do not enter the reception area.

**If our swimmers or parents do not comply with these conditions we will be risking losing the use of this pool by our Club which would be a disaster for the Club!**

### **GENERAL**

1. PLEASE ALLOW AT LEAST 15 MINUTES TO WALK TO THE POOL AND GET CHANGED IN TIME FOR THE START OF YOUR SESSION.
2. Whilst within the pool area, swimmers must behave at all times in a disciplined manner and observe normal safety measures. Any swimmer indulging in any dangerous misconduct or failing to observe a satisfactory standard of hygiene will be excluded immediately.
3. Neither parents nor swimmers are permitted to wander around the school grounds.
4. **WE MUST NOT** cause inconvenience to or obstruct any pupil, parent or member of staff.
5. If you notice that a member of our club has caused an obstruction, please let a member of the coaching staff know immediately, before it is too late!
6. Access to the changing rooms is via the Male and Female Staff changing rooms, onto poolside and through the doors either side of the shower area.
7. Swimmers should remove their outdoor shoes and leave them in the staff changing room before entering the pool area. This ensures that the pool area remains clean and mud free. NOTE: in previous years, particularly in the winter months, we have had complaints from the school that our swimmers are not removing muddy shoes when entering the pool complex. Please abide by the school rules, but better still, please keep to the paths and avoid getting mud on the shoes in the first place.
8. Fire Evacuation Procedure

On hearing the Fire Alarm, swimmers, parents and all present in the Pool area should assemble poolside at Assembly point 1 and await further instructions. These will be made via the PA system. One of two instructions will then be issued:

1. This is a false alarm, you may continue swimming.
2. Could all swimmers and parents, and coaches please leave the building using the nearest fire exit and proceed to Assembly point 2 (Grass in front of the PE office). There are two Fire Exits at pool side.

**ANYONE WHO FAILS TO KEEP ANY OF THESE CONDITIONS WILL BE EXCLUDED FROM USING THE WYCOMBE ABBEY POOL.**

## **BOURNE END JUNIOR SPORTS CLUB – SWIMMING SECTION CONSTITUTION**

### **RULES of Bourne End Junior Sports Club - Swimming Section ("the Section")**

#### **1. Name**

1.1 Bourne End Junior Sports Club - Swimming Section is a section of the Bourne End Junior Sports Club.

1.2 The name of the Club shall be the Bourne End Junior Sports Club, hereinafter known as the "**Club**".

1.3 The name of the Section shall be the Bourne End Junior Sports Club - Swimming Section, hereinafter known as the "**Section**".

1.4 The membership of the **Section**, hereinafter known as "**members**" shall comprise the **Section** Swimmers, the Parents and the Section Teachers and Coaches.

#### **2. Objectives**

2.1 The objectives of the **Section** shall be the teaching, development and practice of swimming, the promotion of competitions and championships for its **members** and entry into competitions and championships at Local, County and Regional level. In the furtherance of these objects:

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

2.1.2 The **Section** shall implement the A.S.A. Equal Opportunities policy.

2.2 The **Section** shall be affiliated to the Bourne End Junior Sports Club, ASA South East Region and the Oxfordshire and North Buckinghamshire County Swimming Association and shall adopt and conform to the rules of those Clubs and Associations, and to such other bodies as the **Section** may determine from time to time.

2.3 The business and the affairs of the **Section** shall at all times be conducted in accordance with the Laws, Regulations and Technical Rules of the A.S.A. 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 **Section** shall in accordance with A.S.A. Laws and Regulations 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 **Section** shall in accordance with A.S.A. Laws and Regulations comply with the A.S.A. Child Safeguarding Procedures.

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

2.4.1 Bourne End Junior Sports Club

2.4.2 Oxfordshire and North Buckinghamshire County Swimming Association, and

2.4.3 ASA South East Region and

2.4.4 the A.S.A. (to include the A.S.A./IoS Code of Ethics); and

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

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

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## The Swimming Section of Bourne End Junior Sports Club

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

### 3. Membership

3.1 The total membership of the **Section** 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 **Section**. 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 **Section**.

3.2 All persons who assist in any way with the **Section's** activities shall become **members** of the **Section** and hence of the A.S.A. and the relevant A.S.A. membership fee shall be paid. Assisting with the **Section'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 A.S.A.'s educational certificates.

3.3 Paid instructors, teachers and coaches who are not members of the **Section** must be members of a body which accepts that its members are bound by the A.S.A.'s Code of Ethics, the Laws and Regulations relating to Child Safeguarding and those parts of the Judicial Laws, Judicial Rules, Judicial Regulations and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the A.S.A. shall be subject to all the constraints and privileges of the Judicial Laws and Regulations.

3.4 Any person who wishes to become a **member** of the **Section** 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 Committee but other person(s) authorised by the Committee may make recommendation as to the applicant's acceptability.

3.5 The Secretary 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 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.

3.6 The **Section** shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, age, sex, religion, disability, political persuasion or sexual orientation.

3.7 The **Section** may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the **Section** 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 **Section** to the applicant for membership.

3.9 The category of membership shall be decided in accordance with the following

3.9.1 Senior Members shall be not less than 18 years of age, shall be eligible to hold office and to attend and vote at Committee and General Meetings.



# Bourne End Swimming Club

## The Swimming Section of Bourne End Junior Sports Club

3.9.2 Junior Members, shall be less than 18 years of age, shall not be allowed to hold office, attend meetings of the Committee, unless by invitation of the Committee or vote at Committee or General Meetings.

3.9.3 Honorary Members, shall be elected by the Committee, with the exception of the President or Vice President(s), for such a period as they think fit and they shall be entitled to all the privileges of membership except that they shall not be entitled to make proposals and resolutions, to vote at meetings or serve as Officers or on the Committee unless any such person shall have retained in addition their ordinary membership of the **Section**. Such Honorary Members must be included in the **Section's** annual return as to membership.

3.9.4 Life Members, shall be elected at the Annual General Meeting on a recommendation made by the Committee in recognition of outstanding services rendered to the **Section**. Life Members shall be entitled to all the privileges of membership except that they shall not be entitled to make proposals and resolutions, to vote at meetings or serve as Officers or on the Committee unless any such person shall have retained in addition their ordinary membership of the **Section**. Such Life Members must be included in the **Section's** annual return as to membership.

3.9.5 Associate Members, shall be elected by the Committee in recognition of support or services rendered to the **Section**. Associate Members shall be entitled to all the privileges of membership including the right to submit propositions and resolutions, to vote at General Meetings, to hold office and be elected to the Committee and must be included in the **Section's** annual return as to membership.

3.9.6 Temporary Members, shall be elected by the Committee in recognition of their participation in specific event(s) organised by the Section. Temporary Members shall not be entitled to make proposals and resolutions, to vote at meetings and serve as Officers or on the Committee.

### 4. Subscription and Other Fees

4.1 The annual **members'** subscription 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 Committee shall determine.

4.2 The annual subscription and entrance fee (if any) shall be due on joining the **Section** and thereafter on the 1<sup>st</sup> day of September 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 **Section** 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 **Section** pays the individual A.S.A. Membership Fees to the A.S.A. on behalf of **members**, be consequential upon an increase in individual A.S.A. 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 Committee shall have the power in special circumstances to remit the whole or part of the fees, including the A.S.A. membership fees, to address issues of social inclusion.

### 5. Resignation

5.1 A **member** wishing to resign membership of the **Section** must give to the Secretary written notice of his/her resignation. A **member's** resignation shall only take effect when agreed by the Committee and there is no financial commitment or disciplinary action outstanding against the individual and this Rule 5.1 has been complied with.

# Bourne End Swimming Club

## The Swimming Section of Bourne End Junior Sports Club

5.2 The **member** who resigns from the **Section** in accordance with Rule 5.1 above shall not be entitled to have any part of the annual subscription fee or any other fees returned.

5.3 Notwithstanding the provisions of Rule 5.1 above a **member** whose subscription is more than 3 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 A.S.A. Membership Department shall be informed should a **member** resign when still owing money or goods to the **Section**.

### 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 **Section** for the individual to remain a **member**. The **Section** 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 refunded and must return any **Section** or external body's trophy or trophies held forthwith.

6.3 The **Section** shall comply with the requirements and procedures of the Judicial Rules and Regulations for handling internal disputes.

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 dispute shall by a two-thirds majority vote in favour of the expulsion of, or other penalty imposed upon, the **member**.

6.5 The Committee, 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 **Section** activities, when in their opinion, such action is in the interests of the **Section**. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate Judicial Rules and Regulations.

6.6 The Officials in charge of a particular event shall be responsible for the discipline. If further action is required this is to be referred to the Internal Disputes procedures as laid down in A.S.A. Judicial Laws and Regulations.

### 7. Committee

7.1 The **Section** Committee shall consist of Chairman, Secretary, Treasurer, and 8 Committee Members. They shall be elected from **members** of the **Section**.

At least one member of the **Section** Committee shall be a member of the General Management Committee of the **Club**.

7.2 The Committee shall appoint as and when required a **member** of the **Section** 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 A.S.A. or other recognised Child Safeguarding courses. The Welfare Officer shall not be a member of the teaching and coaching staff or the Team Manager or a member of the family of an Officer, Committee Member, the teaching and coaching staff or the Team Manager. The Welfare Officer shall not be a Member of the Committee but will have a right to attend Committee meetings without a power to vote and shall report to the Committee on all aspects of welfare concerning members of the **Section**.

# Bourne End Swimming Club

## The Swimming Section of Bourne End Junior Sports Club

7.3 The 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 in any position previously filled at the Annual General Meeting may be filled by the Committee. Retiring Members of the Committee shall be eligible for re-election.

7.4 Committee meetings shall be held not less than monthly save where the Committee itself shall by a simple majority resolve not to meet, but there shall be not less than 6 meetings of the Committee per year. 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 **Section**. The Secretary shall give all the Members of the Committee not less than seven 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 The quorum for a Committee meeting shall be such number as shall represent not less than a simple majority of the Committee Members entitled to attend and vote, to include not less than one Officer. 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 2 further **members** of the **Section**, 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 be counted in establishing whether a quorum is present. Co-opted Members shall not be less than 18 years of age.

7.7 The Committee may from time to time appoint from among the membership of the **Section** 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 **Section** and shall have the sole right of appointing and determining the terms and conditions of service of employees and voluntary helpers of the **Section**. The Committee shall have power to enter into contracts for the purposes of the **Section** on behalf of all the **members** of the **Section**.

7.9 The Committee shall be responsible for ensuring that the Accounts of the **Section** for each financial year be included in the **Club's** accounts which are examined by an independent examiner to be appointed by the **Club**.

7.10 The Members of the Committee shall be indemnified by the **members** of the **Section** against all liabilities properly incurred by them in the management of the affairs of the **Section**.

7.11 The Committee shall maintain an Accident Book in which all accidents to **members** at swimming related activities shall be recorded. Details of such accidents shall be reported to the A.S.A. Membership Department. The **Section** shall make an annual return to the A.S.A.

# Bourne End Swimming Club

## The Swimming Section of Bourne End Junior Sports Club

Membership Department indicating whether or not an entry has been made in the prescribed form.

7.12 The Committee shall ensure that the financial records and minutes of meetings are retained for a period of at least 6 years.

7.13 At the first Committee meeting following the Annual General Meeting the Committee shall appoint the delegates to attend the meetings of the Bourne End Junior Sports Club, South East Region, the County Association and such other bodies and associations to which the **Section** is affiliated, as required.

### 8. Officers

8.1 The Officers of the **Section** shall be the Chairman, the Secretary and the Treasurer.

8.2 The Officers 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 in any position previously filled at the Annual General Meeting may be filled by the Committee. Retiring Officers shall be eligible for re-election.

8.3 The Annual General Meeting of the **Section**, if it thinks fit may elect a President and Vice-Presidents. A President or Vice-President need not be a **member** of the **Section** but on election shall, *ex officio*, be an Honorary Member of the **Section** and must be included in the **Section** Annual Return of **members** to the A.S.A.

### 9. Annual General Meeting

9.1 The Annual General Meeting of the **Section** shall be held each year before the end of **March**. 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 **Section** during the previous year;

9.2.2 to receive and consider the accounts of the **Section** for the previous year and the Treasurer's report as to the financial position of the **Section**;

9.2.3 to elect the Officers and other Members of the Committee;

9.2.4 to decide on any resolution which may be duly submitted in accordance with Rule 9.4.

9.3 Nominations for election of **members** to any office, position or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary not later than 10<sup>th</sup> February. The nominee shall be required to indicate in writing on the nomination form his/her willingness to stand for election.

9.4 Notice of any resolution, proposal or nomination to be moved at the Annual General Meeting shall be given in writing to the Secretary not later than 10<sup>th</sup> February.

### 10. Special General Meeting

10.1 A Special General Meeting may be called at any time by the Committee.

10.2 A Special General Meeting shall be called by the **Section** within 28 days of receipt by the Secretary of a requisition in writing signed by not less than 8 **members** entitled to attend and vote at a General Meeting stating the purposes for which the meeting is required and the resolutions proposed.

# Bourne End Swimming Club

## The Swimming Section of Bourne End Junior Sports Club

10.3 A Special General Meeting shall be called in response to a resolution to that effect passed at the Annual General Meeting or at any other Special General Meeting.

### **11. Procedures at the Annual and Special General Meetings**

11.1 The Secretary shall personally be responsible for the handing out, sending to each **member** at his last known address, or posting on the **Section** website, 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 14 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 accounts. The Secretary may, alternatively, with the agreement of **members** 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 **Section** Notice Board where one exists.

11.2 The quorum for the Annual and Special General Meetings shall be 7 **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 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 one month 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 the minimum notice contained in Rule 11.1 shall not apply.

11.4 The Chairman, or in the Chairman's absence a **member** appointed by the Committee, shall chair the meeting. Each **member** present shall subject to Rule 3.9 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 12.3. In the event of an equality of votes the Chairman shall have a casting or additional vote.

11.5 **Members** who have reached their 18th birthday who are not excluded under the conditions of Rule 3.9.3, Rule 3.9.4 and Rule 3.9.6 shall be entitled to be heard and to vote on all matters. **Members** who are excluded under the conditions of Rule 3.9.3, Rule 3.9.4 or Rule 3.9.6 may be heard by invitation of the Chairman only. **Members** who have not reached their 18th birthday shall be entitled to be heard by invitation of the Chairman only on those matters determined by the Chairman as matters concerning juniors, such as the election of club captains of the **Section**.

11.6 The Secretary, or in his/her absence a Member of the Committee, shall take minutes at the Annual and Special General Meetings.

11.7 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.

12.2 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 Association or at a later date decided by the meeting.

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12.3 Any Senior Member who is not excluded under the conditions of Rule 3.9.3, Rule 3.9.4 and Rule 3.9.6 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 **Section** so as to be received by him/her not later than 10th February in the case of the Annual General Meeting or 18 days prior to a Special General 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 well-being of the **Section** 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 are the Chairman, Secretary and Treasurer.

14.2 The income and property of the **Section** shall be applied only in furtherance of the objects of the **Section** and no part thereof shall be paid by way of bonus, dividend or profit to any **members** of the **Section**.

14.3 The Committee shall have power to authorise the payment of remuneration and expenses to any Officer, **member** or employee of the **Section** and to any other person or persons for services rendered to the **Section**.

14.4 The financial transactions of the **Section** shall be recorded by the Treasurer in such manner as the Committee thinks fit.

14.5 The financial year of the **Section** shall be the period commencing on **1<sup>st</sup> January** and ending on **31 December**. 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 only borrow money on behalf of the **Section** with the prior approval of the **Club**.

15.2 The Committee shall have no power to pledge the personal liability of any **member** of the **Section** or any member of the **Club** for the repayment of any sums so borrowed.

### 16. Property

16.1 The property of the **Section**, other than cash in the **Clubs** bank account, 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 **Section** and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

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16.3 The Custodians shall be entitled to an indemnity out of the property of the **Section** 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 **Section** shall only be considered 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 **Section**.

17.3 Any property remaining after the discharge of the debts and liabilities of the **Section** shall be given to the Bourne End Junior Sports Club

**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 **Section**.

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**BYE LAWS AND REGULATIONS**

1. Any member swimming in competition for the Section shall wear regulation costume in accordance with ASA Laws.
2. The Club colours shall be Royal Blue and Gold.
3. Discipline shall be observed at all times and any member indulging in any dangerous misconduct or failing to observe a satisfactory standard of hygiene may be immediately excluded from the rest of that session at the discretion of the person in charge of that group.  
All members must at all times observe ordinary safety measures both during training and when representing the Club.
4. The Section shall not be held responsible for any losses or damage to members' property incurred during sessions.
5. The Boy and Girl Captains shall be appointed annually by the Section Committee prior to the start of the new academic year and will normally be confirmed at the first Section Committee meeting of the new academic year. Proposals for the Boys and Girls Captains and Vice Captains shall be made by the Head Coach after consultation with the teachers, coaches and the Chairman.
6. If a member attends less than two thirds of the available training sessions over a period of 3 months, or fails to attend any sessions for 3 consecutive weeks without notifying the Section Committee of the cause in writing, the Section Committee reserves the right to terminate that Member's membership of the Section and refund any unexpended session fees.
7. All members have been allocated training session on one or more of the following: Mondays, Tuesdays, Thursdays, Saturdays and Sundays.
8. Parents shall notify the Section Committee of any condition or disability that may affect their child whilst under the jurisdiction of the Section.
9. Members must observe the Rules, Bye Laws and Regulations of Court Garden Leisure Centre, Handy Cross Sports Centre and Wycombe Abbey School, whilst on the premises.
10. Total membership of the Section shall be determined by the Section Committee. The Committee shall at regular intervals review the Section membership and facilities available.
11. The Trophies shall remain the property of the Club and shall be presented annually to the winner of the appropriate category.