



**Scottish  
Swimming**



**DUNFERMLINE**  
Amateur Swimming Club

# **Club Safeguarding Policy Statement**

## **Dunfermline Amateur Swimming Club – DASC Framework**

**Version 2, Date 22/02/23**

# **CLUB SAFEGUARDING POLICY STATEMENT**

## **Safeguarding Document**

We, the Club, believe that Good Practice at Dunfermline Amateur Swimming Club is as follows.

1. The safeguarding of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in aquatics sports – administrator, Club official, coach, parent, friend, children themselves, everyone – can help. Children and young people have a lot to gain from the sport. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Aquatic sports provide an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. The Club will place the needs of the child first and winning and competition second.
2. The underlying principles with respect to Wellbeing & Child Protection are that:
  - The child's wellbeing is the first consideration
  - All children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse.
  - Children and young people must be treated with integrity and respect
  - Children and young peoples' programmes and competitions will be relevant to their ages and stages of development
3. We are committed to following the current Scottish Swimming's Wellbeing & Protection: Child & Young People policy & guidelines. All our volunteers / staff are members of Scottish Swimming
4. The Club:
  - Aims to create an enjoyable environment, where young people have the right to be safe, secure and free from threat.
  - Acknowledges that young people have the right to be treated with respect and for their concerns to be listened to and acted upon
  - Will aim to ensure that junior members have specific programmes designated for them, with adequate supervision
  - Is committed to ensuring that all helpers, whatever their role, completes SASA membership registration and sign a Code of Conduct
  - Is committed to ensure that all regulated positions are PVG Scheme Members and complete a Self-Declaration Form
  - Is committed to ensure that all regulated positions complete the Child Wellbeing & Protection in Sport training
  - Provides clear, comprehensive, easily understood procedures for dealing with:
    - allegations of abuse
    - requests for help and support on a confidential basis
  - Is committed to an equitable recruitment selection policy for coaches
  - Will always emphasise fair play

Our Wellbeing & Protection Officer is:

**Name (print):** Linda Fletcher & Elizabeth Clark

**Telephone number:** +44 7508 835037

**Email:** wpo@dasc-swim.co.uk

A stylized graphic of an eye, rendered in black and white. The eye is composed of several thick, curved lines that form the eyelids and the iris. The iris is a solid black oval shape. The overall style is minimalist and modern.

DASC VISION & VALUES

**DUNFERMLINE**

# DASC Mission statement & vision

## **MISSION**

- Dunfermline Amateur Swimming Club (DASC) is a friendly and inclusive family club working to give all swimmers the opportunity to enjoy and develop their swimming.

## **VISION**

- To promote the joy of swimming recreationally and competitively to all club members, at all levels.



# **DUNFERMLINE**

## **Amateur Swimming Club**

# Values

## COMMUNITY

- Inclusive
- Friendly
- Positive
- Creative
- Safe
- Socially Responsible

## ENJOYMENT

- Training
- Learning
- Being Together
- Competitions

## TEAMWORK

- Encouraging
- Commitment
- Team Spirit
- Co-operative
- Motivational

# **“Dunfermline Amateur Swimming Club”**

## **CONSTITUTION AND BYE-LAWS**

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#### **Scottish Swimming Maintained Policies/Regulations (refer to Scottish Swimming)**

Links to the relevant parts of the Scottish Swimming web site ([www.scottishswimming.com](http://www.scottishswimming.com)) for the Scottish Swimming Policies are under <Club> – <Manage Your Club> – <Governance Documents>

(<https://www.scottishswimming.com/clubs/manage-your-club/governance-documents.aspx>)

Complaints & Appeals Procedure – Refer to Scottish Swimming Company Rules Sections R12 to R15 (within the “Scottish Swimming Governance Documents” for the current year)

Also refer to the Club Complaints Process

Wellbeing and Protection Policy

Equal Opportunities Policy

Data Protection Policy (GDPR)

Code of Conduct (Coach, Athlete, Parent, Volunteer)

Team Manager Policy (within Code of Conduct – Appendix 9g)

Photographic and Video Equipment

## CONSTITUTION

### C1.0 NAME

C1.1 **The Club shall be called Dunfermline Amateur Swimming Club** (hereinafter referred to as the Club)

### C2.0 OBJECTIVES

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

- a) **Advance the public participation in Aquatic Sports in accordance with paragraph C2.1 of the SASA Constitution.**

### C3.0 MEMBERSHIP

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

a) **Adult Member**

An Adult is an individual 16 years and over

- Swimming member
- Non-swimming members (this includes Masters who represent the club but do not train at club sessions)

b) **Junior Member**

A Junior is an individual 15 years or under (not as defined in Scottish Swimming Company Rule R4.5.6 which refers to Championship and Meets, Eligibility).

c) Life Member – as defined in paragraph C6.1

d) Honorary Members – as defined in paragraph C6.2

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

**C3.2.1 The Membership fees of existing members (agreed at the AGM) shall become due on 1 March in each year and those of new members on the date of acceptance for membership.**

C3.2.2 *Members not renewing by 31 March will be deemed to be non-members and will be notified in writing accordingly.*

**C3.2.3 All members will be excluded from taking part in any of the Club's activities, competitions or meetings until their annual subscription is paid. They may also be excluded if their club fees are not up to date.**

C3.2.4 Non-swimming Adult members of the club will have their SASA , East District and Fife Region fees paid by the club where due on a per capita basis. No club element will be liable. They may pay if they wish. SASA, East District and Fife Region fees will not be paid for Life members & Honorary members unless they are non-swimming adult swimming members, no club element will be required.

**C3.3 All Club Members must be registered with the SASA in accordance with the categories defined in SASA Constitution C3.3.3.**

**C3.4 All members joining the Club shall be deemed to accept the terms of this Constitution, the Club Bye-Laws and any Regulations adopted by the Club.**

C3.5 A member wishing to resign from the Club shall inform the Membership secretary, Treasurer and Head Coach via email.

**C3.6 A Club member wishing to change their 1st or 2nd Claim Club must do so in accordance with Scottish Swimming Company Rule R5.2.**

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

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

### C4.0 GOVERNANCE

**C4.1 The Club, and its members, shall be subject to and bound by, the Scottish Swimming Governance Documentation (SASA Constitution, Company Articles and Company Rules) and the appropriate SASA District Rules.**

- C4.2 The Club shall comply with the Scottish Swimming Codes of Conduct, Ethics, and Wellbeing and Protection Policies.
- C4.3 The Club shall be governed by its Constitution, Bye-Laws and Regulations.
- C4.4 Amendments to the Constitution shall only be made at a General Meeting, provided at least a two thirds majority of those present and voting is secured.
- C4.5 Amendments to the Bye-Laws shall only be made at a General Meeting provided a simple majority of those present and voting is secured.
- C4.6 The Management Committee shall have the power to publish and enforce such Regulations as the Committee feels necessary to govern the activities of the Club.

## C5.0 MEETINGS

### C5.1 General

#### C5.1.1 Notices

At least 30 days notice and the Agenda shall be given to all Adult members, adult representatives of Junior members and Life members of any General Meeting

#### C5.1.2 Attendance

All Adult members, adult representatives of Junior members, Life members and Honorary members are entitled to attend, take part and vote unless specifically excluded from doing so by the Club's Constitution. A Parent/Guardian, who is not a Club Member, is entitled to attend and take part on behalf of a Junior Member.

#### C5.1.3 Voting

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

#### C5.1.4 Quorum

The quorum at General Meetings shall be two Officers of the Club plus 7 members eligible to vote.

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

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

#### C5.1.6 Conduct of Business

The conduct of business shall be in accordance with Scottish Swimming Company Rules Section R16.

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

C5.2.1 The Club shall hold an AGM in the month of October or November.

C5.2.2 The Secretary shall give notice not less than 30 days prior to the date of the AGM to all Adult and Life Members. The format of the notice shall be agreed by the Management Committee.

C5.2.3 Appended to the notice of intimation of an AGM shall be the Agenda, minutes of the last AGM, a note of the process governing alteration to the Constitution, Bye-Laws and nomination for the Management Committee.

C5.2.4 Nominations for Officers of the Club and other members of the Management Committee shall be submitted in writing, signed by two Adult or Life Members and the nominee, to the Secretary no later than 10 days prior to the AGM.

C5.2.5 Proposed alterations to the Constitution and Bye-Laws, and notices of motion must be received by the Secretary not later than 10 days prior to the AGM

C5.2.6 The Secretary shall arrange for all nominations and proposed alterations to governance to be circulated at least seven days before the meeting. The format of the circulation shall be agreed by the Management Committee.

C5.2.7 The business for an AGM shall include:

- a) *Presidents Remarks*
- b) *Apologies for Absence*
- c) **Approval of minutes from previous AGM & matters arising.**
- d) **Secretary Report**
- e) **Financial Report** (to include the proposal for Annual fees for the following year)
- f) **Swimming Convener Report** (Squad coaches & Fife Leagues Convenors)
- g) **Proposed changes to Constitution**
- h) **Proposed changes to Bye-Laws**
- i) **Notices of Motion**
- j) **Appointment of President & Vice President(s)**



- k) **Election of Management Committee Members**
- l) **Appointment of Auditors / Independent Examiners**
- m) *Life Membership Awards*
- n) *Other relevant business*

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

**C5.3.1** An EGM shall be called by an application in writing to the Secretary supported by at least six Adult Members of the Club. *The Management Committee shall also have the power to call an EGM by decision of a simple majority of its members at a Management Committee Meeting.*

**C5.3.2** The Secretary will give notice, in writing of all EGMs, stating the Agenda, to all Adult and Life Members at least 30 days prior to such meetings being held.

**C5.3.3** The order of Business for an EGM shall be:

- a) **President's Remarks**
- b) **Apologies for Absence.**
- c) **Business to be transacted of which due notice has been given.**

**C5.3.4** No business shall be transacted at the EGM other than business of which due notice has been given.

### **C6.0 AWARDS**

#### **C6.1** *Life Membership*

**C6.1.1** *Life membership may be presented to person(s) who have given outstanding service, over many years, to the Club and shall be presented at the AGM or at any other time decreed suitable by the Management Committee.*

**C6.1.2** *A recommendation for Life Membership may be made by any Adult or Life Member to the Secretary for submission to the Management Committee.*

*Full details of the nominee's service should be included with the recommendation.*

**C6.1.3** *In the event that a Life Membership should require to be removed from any recipient, the Management Committee will make the decision to rescind and notify the Member concerned.*

#### **C6.2** Existing Honorary Membership

**C6.2.1** *Existing honorary membership held by persons who have given service, over many years, to the club will be renewed annually and confirmed at the Annual General Meeting.*

### **C7.0 TROPHIES**

**C7.1** *All trophies belong to the Club in perpetuity and cannot be won outright.*

**C7.2** *The Club Treasurer shall act as Trustee of Club Trophies.*

**C7.3** *The winner of a Club trophy shall guarantee safe custody and return of the trophy when requested by the Management Committee.*

**C7.4** *The Club shall be responsible for arranging and funding the engraving of the winner's name on all Club trophies.*

**C7.5** Trophies will be presented at an Annual Prize giving event arranged by the Management Committee. In the event the Annual Club Championships cannot take place the winners of the trophies from the prior year will be allowed to retain the trophies until the following years Annual Prize giving. In the event of the Annual Club championship taking place but the Annual Prize giving is not able to take place the Management Committee will arrange for the Trophies to be given to the winners at a suitable club session via the coaches.

### **C8.0 DISSOLUTION**

**C8.1** **In the event of the dissolution of the Club, any funds, property and other assets shall not be distributed amongst the members of the Club in any way whatsoever, but shall be applied towards the objectives of Scottish Swimming.**

## **BYE-LAWS**

### **BL1.0 MANAGEMENT**

- BL1.1** The affairs of the Club shall be conducted by a Management Committee which shall consist of the Officers of the Club *plus seven other Adult Committee Members* and ex-officio members as set out in Bye-Law BL1.5.1.  
*Adult Committee Members can be Adult or Life Members of the Club.*
- BL1.2** The Officers of the Club, who shall be Honorary, shall consist of a President, Vice-President, Treasurer and Secretary who shall be elected at an AGM, as shall be the said Adult Committee Members.
- BL1.3** If the post of any Officer or Adult Committee Member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy.
- BL1.4** All Management Committee members shall be Adult or Life Members of the Club.
- BL1.5 Management Committee**
- BL1.5.1** The management committee shall comprise of the Officers of the club (as defined in BL1.2), seven other Adult Members and the Swimmers representative. The ex-officio members of the Management Committee consist of the Wellbeing & protection officer (where not one of the elected adult members), Meet Secretary, the Squad Coaches, x2 Club Captains.
- BL1.5.2** The term of office for President, Vice President, Secretary and Treasurer shall be three years. Re-election to the role will be required on an annual basis at the AGM
- BL1.5.3** The term of office for the Adult Committee Members shall be two years. Re-election to the role will be required on an annual basis at the AGM
- BL1.5.4** The Meet Secretary shall be elected for a term of two years.
- BL1.5.5** *Retiring members of the Management Committee may offer themselves for re-election.*
- BL1.5.6** Two Club Captains shall be appointed at the annual AGM for a period of one year. In exceptional circumstances where the Management Committee feel the role bearers have not had the opportunity to fulfil their roles the Management Committee can re-appoint the current Club Captains for a further one year on the agreement of the role bearers. If the current Club Captains decline the offer the usual criteria will be used to elect new Club Captains. The management Committee will arrange for the new Club Captains to be announced at a suitable club session via the coaches
- BL1.5.7** Management Committee members co-opted by the committee shall be subject to endorsement at the first EGM or AGM thereafter.
- BL1.5.8** The Management Committee shall be responsible for:
- a) Running the day to day management and affairs of the Club.**
  - b) The organisation and control of all members during Club hours.
  - c) The appointment of coaches and instructors.
  - d) The selection of members to represent the Club.
  - e) The organisation of swimming activities as may be requested by other bodies.
  - f) Appointing 2 Club Captains prior to the annual AGM each year with the appointment announced at the AGM.
  - g) Considering and approving or otherwise nominations for Life Membership of the Club.
- BL1.5.9** *The Management Committee shall appoint such sub-committees as may be considered necessary.*
- BL1.5.10** The Management Committee shall appoint at least one Wellbeing and Protection Officer (WPO) in accordance with section C10.6 of the SASA Constitution.
- BL1.5.11** The Management Committee shall appoint Convenors for External Meets, Fife Leagues, and Club organised Galas as required.
- BL1.5.12** The swimmer's representative (minimum age 14) shall be elected by the swimming members of Gold and Platinum squads and must be a member of the Club on 30<sup>th</sup> June prior to the AGM. The AGM approve the appointment.

### **BL2.0 COMMITTEE MEETINGS**

#### **BL2.1 Committee Meetings Standing Orders**

- BL2.1.1** At all meetings, if a quorum is present, the Chair shall be taken not later than fifteen minutes after the appointed time of the meeting.
- BL2.1.2** All Members when called to order at any meeting or gathering of the Club and not complying to the "rule of order" shall be expelled from the meeting.
- BL2.1.3** The Chair at all meetings of the Club shall be the President  
*In the absence of the President, the Vice President shall substitute.*

*In the absence of the President and Vice President, those in attendance shall appoint a substitute.*

- BL2.1.4 *In the event of equality of votes in any resolution before the meeting which requires a choice to be made for the continued good governance of the Club, the Chair of a meeting shall have a second or casting vote.*
- BL2.1.5 The Chair of a meeting shall be the sole judge of questions of order and interpreter of the “rules” governing the Club.
- BL2.1.6 A meeting must keep a record, in writing, of every decision taken by the meeting. The general rule is that any decision made by the meeting must be either a unanimous decision or a majority decision.
- BL2.1.7 The minutes of all meetings will be made available to all members in a club area on the website or by request to the Secretary.
- BL2.1.8 A person is able to exercise the right to speak and vote at a meeting when:
- a) that person is able to communicate and vote, during the meeting, on the business of the meeting; and
  - b) that person's vote can be taken into account in determining whether or not such motions are passed at the same time as the votes of all other persons attending the meeting.
- BL2.1.9 A meeting need not be held in any particular place and the meeting may be held without any number of those participating in the meeting being together at the same place. In determining attendance at a meeting, it is immaterial whether any two or more persons attending it are in the same place as each other.

## **BL2.2 Management Committee Meetings (MCM)**

- BL2.2.1 **The club shall hold MCMs no less frequently than every three months.**
- BL2.2.2 **A MCM shall be called by the Secretary when there is business to transact or on request of an Officer of the Club or by an application in writing by at least seven Adult or Life Members of the Club.**
- BL2.2.3 **A quorum for MCMs shall be at least one Officer of the Club and seven Committee members.**
- BL2.2.4 **The business of the meeting shall be enacted in accordance with Section BL2.1.**
- BL2.2.5 *The Secretary will give Notice of the date, time and venue of each committee meeting at least 7 (seven) days prior to the meeting. The format of the notice shall be agreed by the Management Committee.*
- BL2.2.6 *Adult or Life Members who are not members of the Committee, may attend, but may only participate with the agreement of the Chair.*
- BL2.2.7 *All, except ex-officio members shall have a deliberative vote.*
- BL2.2.8 *No decision of the Committee may be altered or revoked without 14 (fourteen) days prior notice of intent, in writing, being given to the Secretary.*

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

- BL3.1 **The financial year shall run from 1<sup>st</sup> October to 30<sup>th</sup> September each year.**
- BL3.2 **The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.**
- BL3.3 **The Accounts shall be audited/examined by an independent person(s) elected annually at the AGM.**
- BL3.4 **All invoices / expenses received by the club should be signed off by an Officer of the Club before being processed by the Treasurer. All cheques drawn against Club's funds shall be signed by a minimum of two Officers of the Club. When payments are required to be made by direct Bank transfer the Treasurer shall obtain e-mail/written agreement from the President or another Officer of the Club prior to making an electronic payment.**
- BL3.5 The Management committee can enter into contracts and/or partnerships, on behalf of the Club, provided each proposal is fully discussed at and recorded in the minutes of a quorate committee meeting prior to the commitment being made.
- BL3.6 **As an unincorporated organisation the responsibility for the financial liabilities of the club shall normally be dependent on who was responsible for the liability.**

- BL3.7** Any surplus of the Club's income will be re-invested in the Club and not distributed to its members by way of dividend, distribution, bonus, honoraria or otherwise by way of profit.
- BL3.8** The Treasurer shall arrange for the Auditor/Independent Examiner to examine and certify the accounts and balance sheet before presentation of a certified summary to the AGM.
- BL3.9** *The Treasurer shall submit a budget, to the last meeting of the Management Committee prior to the AGM, for the following financial year. The Budget will include proposals for membership fees for the next year.*
- BL3.10** The Treasurer shall submit a financial statement to the Management Committee no less frequently than every three months.
- BL3.11** All outgoing payments shall be made by cheque or direct Bank transfer duly authorised in accordance with paragraph BL3.4.
- BL3.12** The Treasurer shall lodge the Club funds at the discretion or direction of the MC.

#### **BL4.0 DISCIPLINARY PROCEDURE, COMPLAINTS and APPEALS**

##### **BL4.1 General**

- BL4.1.1** All complaints and appeals, except for doping, wellbeing or protection, or alleged criminal offences, shall be dealt with in accordance with Sections BL4.2, BL4.3 and BL4.4.
- BL4.1.2** Complaints involving doping should be referred to British Swimming as Per Scottish Swimming Company Rule R13.1.3.
- BL4.1.3** Complaints involving, wellbeing or protection, or other criminal offences shall be referred to Scottish Swimming within 48 hours, in accordance with Scottish Swimming Company Rule R13.2.1.

##### **BL4.2 Disciplinary Procedure**

- BL4.2.1** In the event that the behaviour of a swimmer, member of the coaching team or Management Group or a parent volunteer contravenes the Club's codes of conduct, the following action will be taken.
- BL4.2.2** The President, or a deputising club official, will conduct an investigation into the alleged breach of the Club's codes of conduct as they see fit and all persons and parties shall cooperate fully with the same. Failure to co-operate may amount to misconduct.
- BL4.2.3** The Investigating Club Official shall thereafter be entitled at any time to decide to:
  - a) Apply a sanction to the person(s) being investigated
  - b) Refer the matter to a Club Complaint panel
  - c) Take no further action
  - d) Pursue an alternative resolution, which may include Mediation, Arbitration or Conciliation.
- BL4.2.4** The Club will keep a record of each stage of the disciplinary process.

##### **BL4.3 Complaints**

- BL4.3.1** A complaint, which is a formal expression of dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by Scottish Swimming, can be made by:
  - a) Any member of the Club
  - b) A parent or guardian on behalf of a Junior member as defined in paragraph C3.1(b)
  - c) A parent or guardian on behalf of a Member classified as a Vulnerable Person, defined as a person who lacks sufficient capacity to present a complaint by themselves.
  - d) Any Individual
- BL4.3.2** A complaint must be made in accordance with Scottish Swimming Company Rules Sections R12 to R15.

##### **BL4.4 Appeals**

- BL4.4.1** An appeal may be made against decisions taken by the Club in respect to the outcome of a submitted complaint or against decisions taken by a National Complaints Committee.
- BL4.4.2** An appeal must be made in accordance with Scottish Swimming Company Rules Sections R12 to R15.

##### **BL4.5 Suspensions and Fines**

**BL4.5.1 The Management Committee may take action (e.g. fine, suspend or cancel membership) against any Club Member proved guilty of conduct or breach of the Constitution, Bye-laws, Regulations which is detrimental to the interests or aims of the Club or for acting in such a manner as to bring disrepute to the Club. Such action shall only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspension & Fines sections of the Scottish Swimming Governance Documentation (Company Rules Sections R12 to R15) have been applied.**

## **Document Status**

<b>Amendment Date</b>	<b>Rev. No.</b>	<b>Approval Status / Amendment</b>
November 2015	Amdt 08	Revision of Constitution in line with SASA model constitution issue 16 June 2015
October 2017	Amdt 09	Introduction of new age category 12 & under for both Graceful Swim and Butterfly Technique competitions
November 2018	Amdt 10	Revision of Constitution in line with SASA model constitution. Revision of Bye-Law Revision of Regulations
September / Oct 2019	Review & update	<ul style="list-style-type: none"> <li>• Revision of Full Constitution and Bye laws to bring in line with SASA model constitution issue 2019.</li> <li>• Removed Regulations.</li> </ul> Also, DASC own adjustments: - <ul style="list-style-type: none"> <li>• C5.2.1 – amended to include Oct &amp; Nov</li> <li>• C6.2 - Amended to existing Honorary Member as no new HM will be given. Club will recognise service through Life members only going forward.</li> <li>• C7.5 – amended to include Nov &amp; Dec</li> <li>• C8.2 - removed as no longer required.</li> <li>• BL1.5.6 &amp; BL1.5.8 (f) – amended to appointed at Annual Club Presentation night.</li> </ul>
November 2020	Annual review	<ul style="list-style-type: none"> <li>• C7.5 &amp; BL1.5.6 – proposed to amend wording to cover in event of Annual Prize Giving and/or Annual Club Championships not taking place.</li> <li>• No other changes required – same SASA Club Constitution template from September 2019 in place on SS website.</li> </ul>
November 2021	Annual Review	<ul style="list-style-type: none"> <li>• C7.5 – amended to remove the months of Nov/Dec for annual prizegiving. Prizegiving will be arranged annual in the month arranged by committee.</li> <li>• BL1.5.1 – amended to reflect x2 Club Captains (non-gender specific)</li> <li>• BL1.5.6 – amended to reflect x2 Club Captains (non-gender specific) and appointment to be made at AGM annually</li> </ul>

		<ul style="list-style-type: none"> <li>• BL1.5.8 – amended to reflect x2 Club Captains (non-gender specific) and appointment to be made at AGM annually</li> </ul>
November 2022	Annual Review	<ul style="list-style-type: none"> <li>• Revision of Constitution in line with SASA model constitution issue Dec 2021</li> <li>• C3.5 amended to ensure that member wishing to resign from the Club informs the Membership secretary, Treasurer and Head Coach</li> <li>• C.5.1.4 reduces the quorum to 7 members from 10</li> <li>• BL1.5.2 and BL1.5.3 removes the need for Officers and Committee Members to retire annually</li> <li>• Revision of regulations</li> </ul>
November 2023	Annual Review	<ul style="list-style-type: none"> <li>• No SASA Constitution revisions</li> <li>• No DASC Constitution revisions</li> </ul>



## **Dunfermline Amateur Swimming Club** **Policies and Regulations**

### **Compulsory Regulations/Policies (with Scottish Swimming versions)**

1. Club Complaint and Appeal Procedure – Refer to Scottish Swimming Company Rules Sections R12 to R15.
2. Wellbeing and Protection Policy
3. Equal Opportunities Policy
4. Data Protection (GDPR) Policy
5. Code of Conduct (Coach, Athlete, Parent & Volunteer)
6. Equality, Diversity and Inclusion

### **Optional Regulations / Policies in place (with Scottish Swimming versions)**

1. Photographic and Video Equipment
2. Team Manager Policy
3. Hard Ship Policy
4. New Swimmer entry procedure
5. Mobile Phone Policy

All of the above regulations/policies are on the DASC website and are regularly updated in line with any changes to documents as advised by Scottish Swimming.

### **DASC bespoke regulations: -**

1. Club sessions,
2. Training Squads
3. Coaches/Poolside Support
4. Team managers
5. Technical officials
6. Sub committees
7. Club captains
8. Swimmer of the week/month
9. Annual Competitions (speed, graceful & butterfly technique),
10. Trophies



## DASC REGULATIONS

### **R 1.0 – Club Sessions**

#### R 1.1

Swimming Members meet for practice weekly except where school holiday periods (July, October, December, April) and facility availability restrict this. Session timetables and cancellations are advised on the club website and by OnDeck communications.

#### R 1.2

Training times are by arrangement with the training facility management. Practice may continue in July as defined and at the discretion of the MCM.

### **R 2.0 – Training Squads**

#### R 2.1

Squads will be structured on a progressive training ability and achievement basis and will be called Dolphin, Bronze Development, Bronze, Silver Development, Silver, Gold, Platinum and Masters.

#### R 2.2

Each Squad will be led by a Squad Coach.

#### R 2.3

Standard and achievement levels required for progress through the Squads will be at the discretion of the Squad Coaches and will be based on Ability, Attendance and Attitude.

### **R 3.0 – Coaches and Poolside Support**

#### R 3.1

The Management Committee will appoint and approve poolside staff prior to them taking up a role on the poolside. Appropriate recommendation by the Well-being & Protection Officer must be obtained prior to such approval being given.

#### R 3.2

A Squad Coach will be appointed as and when required. Squad Coaches, Teaching Staff and Instructors shall be appointed by the MC at the first MCM after the AGM and in between times as required.

#### R 3.3

Where a shortfall of poolside help exists for a session that threatens to suspend that session, the Squad Coach shall request support from a member of the MC or exceptionally by a parent of one of the swimmers in the squad who is known to them.

Self-declaration forms will be available from the Well-being & Protection Officer and must be completed by all volunteers as required by the latest Protection of Vulnerable Groups and Scottish Swimming guidelines.





#### R 3.4

The Management Committee will ensure that appropriate opportunity is given for poolside support to obtain qualifications suitable to their role and that qualified instruction is available to all Squads.

### **R 4.0 – Team Managers**

#### R 4.1

Where the Club attends swim meets and competitions, suitable and approved adult support should be at poolside as Team Managers and to support the Club Coaching Team. Where mixed teams are present the aim should be to provide both male and female support. Approval will be as for Coaches etc as R3.1.

#### R 4.2

The Management Committee will encourage and promote appropriate opportunities for poolside support to obtain qualifications suitable to their role so that qualified instruction is available to all Squads.

### **R 5.0 – Technical Officials**

#### R 5.1

The Management Committee will encourage adults to provide support as Technical Officials and to facilitate any necessary training.

### **R 6.0 SUB COMMITTEES**

#### R 6.1

The Management Committee will appoint Sub Committees as deemed fit either on a permanent or Ad Hoc basis. The Convenor of any Sub Committee is to be a member of the MC. Other members of the Sub Committee do not have to be MC members, but must be approved by the MC. Convenors are to submit reports to MCMs.

### **R 7.0 - Club Captains**

#### R 7.1

2 named Club Captains are to be elected in October/ November each year prior to the AGM by the Gold and Platinum Squad Swimmers. Appointment of new Club Captains to be announced at AGM.

#### R 7.2

Duties shall be: -

- Lead by example in all aspects of Club activity
- Assist younger swimmers on a basis agreed with the Junior Squad Coaches
- Attend the Fife Novice League Meets as part of the poolside team
- Assist at Club organised Galas and Annual Competitions
- Represent the swimmers of the Club at Club functions



## **R 8.0 - Swimmer of the Month/Week Awards**

### R 8.1

Swimmers of the Month Awards will be made to each of the Gold, Silver and Bronze Squads at the discretion of the Squad Coach.

### R 8.2

Swimmer of the Week Award will be made to the Dolphins, Bronze & Silver to be retained for a period of one week. Winners will be selected by the Squad Coach.

## **R 9.0 - Annual Competitions**

### R 9.0.1

The Club Competitions are to be held annually at dates, times and locations arranged by the Management Committee and are as follows: -

- Speed Swimming Competition
- Graceful Swim Competition
- Butterfly Technique Competition

### R 9.1 - Qualification for Entry

#### R 9.2.1

Age to be as at 31st December of the calendar year.

#### R 9.2.2

Only persons who were members at 30th June will be eligible to enter the Club Championships. Other members will be able to take part but will not score points.

## **R 9.2 - Speed Swimming Competition**

### R 9.2.1

Shall be a series of events as follows for the listed age groupings: -

Age Group	Butterfly	Back	Breast	Free	Ind. Medley
Over 16	50	100	100	100	4 x 25
16 & Under	50	100	100	100	4 x 25
14 & Under	50	100	100	100	4 x 25
12 & Under	50	100	100	100	4 x 25
10 & Under	25	50	50	50	--
8 & Under	25	25	25	25	--

Note – Distances maybe yards or metres.

### R 9.2.2

Points shall be awarded as follows: -

First Place – Number of points equal to the number of swimmers competing in the age group.

The same number of points will apply to each race.

Second Place – One point less than first place

Third Place – Two points less than first place

Etc to Last place – One point

**R 9.2.3**

Dead heats and tied places in an event will attract equal placing and full points will apply.

**R 9.2.4**

Swimmers failing to finish (for any reason) – 0 points.

**R 9.2.5**

Disqualification – 0 points (applies to 12 years and above for incorrect strokes and turns)

**R 9.2.6**

The results of the Speed Swimming Competition will be announced on completion of the Competition.

**R 9.3 - Graceful Swim Competition****R 9.3.1**

There will be separate competitions for female and male swimmers with age groups split as follows:

- 10 and under (but these entrants must come from bronze squad and above)
- 12 and under
- 13 and above

**R 9.3.2**

Each swimmer will swim one length of the pool in each of Backstroke, Breaststroke and Front crawl and shall be swum in the swimmer's own time. Swimmers will start in the water. The swims will not be done continuously and a maximum of three swimmers will swim at any one time to allow fair assessment to be made.

**R 9.3.2**

Assessment will be made by judges working independently and where facilities exist, observing from a balcony. Ideally there will be three judges who will preferably come from out-with the Club.

**R 9.3.3**

Each swimmer will be awarded points out of ten (10) by each judge for correct stroke technique and all points awarded to that swimmer will be totalled. The swimmer with the most points will be declared the winner. A tied result will be valid.

**R 9.3.4**

The result of the competition will be announced at the Annual Prizegiving Event.

**R 9.4 - Butterfly Technique Competition****R 9.4.1**

There will be separate competitions for female and male swimmers with age groups split as follows:

- 12 and under
- 13 and above

**R 9.4.2**

Each swimmer will swim 2 lengths of the pool, starting with a dive from a starting signal, executing a turn and a finish. A maximum of three swimmers will swim at any one time and may be started at intervals to allow fair assessment of start, turn and finish.

**R 9.4.3**

Assessment will be made by a minimum of three judges working independently and where facilities exist, observing from a balcony. The judges will preferably come from out-with the Club. Each judge will assess the swim element plus one of the skills of start, turn or finish.

**R9.4.4**

Each swimmer will be awarded points out of ten (10) by each judge for correct swim stroke technique and further points out of ten (10) for the element of start, turn or finish allocated. All points awarded to that swimmer will be totalled. The swimmer with the most points will be declared the winner. A tied result will be valid.

**R 9.4.5**

The result of the competition will be announced at the Annual Prizegiving Event.

**R 10.0 - Trophies**

The Club trophies are awarded as listed below.

**R 10.1 Speed Swimming Competition**

<u>Age Group</u>	<u>Girls</u>	<u>Boys</u>
8 & Under	Wood Cup	Wood Cup
10 & Under	Taylor Cup	Taylor Cup
12 & Under	John Birnie Cup	John Birnie Cup
14 & Under	Anne Baxter Cup	Anne Baxter Cup
16 & Under	T Niven Cup	W Beck Cup
Over 16	T Niven Cup	W Beck Cup

These awards are made to those swimmers winning their age group in the speed swimming competition and are announced on completion of the competition. The awards are presented at the Annual Prizegiving Event.

**R 10.2 - Graceful Swim Competition**

<u>Age Group</u>	<u>Girls</u>	<u>Boys</u>
10 & Under	Anita Jeffries Trophy	Steven Fielding Trophy
12 & Under	Angela McFarlane Trophy	Iain Tait Trophy
13 & Over	The Webb Trophy	The Webb Trophy

The winners are announced at the Annual Prizegiving Event.



### R 10.3 - Butterfly Technique Competition

Age Group	Girls	Boys
12 & Under	Roz Disley Cup	Mike Tate Cup
13 & Over	Gail O'Connor Trophy	Anne Hodge Memorial Trophy

The winners are announced at the Annual Prizegiving Event.

### R 10.4 - Presidents Cup

This Award, The Phil Smithard Cup, is awarded by the President to that Member, Swimming or Non-Swimming, who, in their sole view, has made the most significant contribution to the Club during the previous year either in support or competition. The winner will be announced at the Annual Prizegiving Event.

### R 10.5 - 8 & Under Challenge Trophies

Girls	Boys
Dunfermline Building Society Cup	Wilson Watson McVinnie Trophy

These awards are decided by the Coaching Team and made to the Boy and Girl swimmer showing the most enthusiasm and endeavour over the year. A swimmer must have been a member of the Club for the full year to qualify for this award. The winners are announced at the Annual Prizegiving Event.

### R 10.6 - Most Improved Swimmers of the Year

Girls	Boys
Phil Smithard Trophy	Wilson Watson McVinnie Trophy

These awards are decided by the Coaching Team and made to the Boy and Girl swimmer showing the most improvement over the year. A swimmer must have been a member of the Club for the full year to qualify for this award. The awards are announced at the Annual Prizegiving Event.

### R 10.7 - Swimmers Swimmer of the Year

The Suzi Ramsay Trophy is awarded to that Club swimmer who, in the view of the Club Swimmers, has demonstrated the best swimming performances, enthusiasm and training over the year. It is awarded to that swimmer achieving the most votes in a secret ballot conducted by the Club Captains with ballot papers being counted by the Club Secretary. The winner will be announced at the Prizegiving Event. A tied result will be valid.

### R10.8 - Swimmers of the Year

Female	Male
Mary Kerr McIntyre Trophy	Black Trophy

These two Awards are made to the female and male Club swimmers who have demonstrated the best swimming performances, enthusiasm and training over the year. A swimmer must have been a member of the Club for the full year to qualify for this award. The winners are decided by the Coaching Team and announced at the Annual Prizegiving Event.

### R10.9 – Most improved Beginner

The Brenda Tate Cup  
To be decided by coaches for a beginner who has improved the most in stroke and technique throughout the year.



**R10.10 – Cannon Club Relay Competition**

Ken Vogel Shield

To be held at our Club Championships. Swimmers from all squads will be selected into teams with coaches/club captains as lead, swimmers swim 25m and the team can decide which order the swimmers swim in.



## **Document Status**

<b>Amendment Date</b>	<b>Rev. No.</b>	<b>Approval Status / Amendment</b>
10/3/2021	1	Revision of Regulations document
31/11/2022	2	Revision of Regulations document
07/10/2023	3	Add in Equality, Diversity and Inclusion Policies