

# **RULES of Sandbach Sharks Swimming Club as at (Feb 2008)**

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## APPENDIX A: Aims of the club

- To challenge swimmers and for swimmers to enjoy the challenge;
- To develop competitive swimmers who have the character to win with humility and to lose with resolve;
- To encourage swimmers to commit themselves to doing their personal best at all times;
- To show swimmers the value of supporting the team and the value of support from the team; to foster a sense of responsibility and obligation towards the Club and its teams;
- To encourage swimmers to see that hard work and honest endeavour achieve success;
- To develop respect for the coaches and respect for other team members within a competitive environment; to encourage high standards of behaviour at all times;
- To assist and enable swimmers in the Masters Section to develop and maintain higher levels of fitness at all ages.

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## APPENDIX B Training Sessions

B.1.1 The Club will run and manage three separate sets of teaching/development, training and coaching sessions for members:

- Sharkies,
- Main Competitive
- Masters sessions

The Club shall endeavour to maintain all the sessions but the Committee shall have the discretion, if teaching and coaching resources become inadequate, or if the numbers of swimmers attending falls off, or if a venue becomes temporarily or permanently unavailable, to curtail, temporarily, any session.

The Committee shall put revised proposals for sessions to the membership, at the next AGM, if the problem persists.

B.1.2 The squads swimming in the sessions shall comprise:

- **Sharkies** – dedicated to improving the youngest swimmers' technique and ability, and the Main competitive squads:
- **Main competitive squads:**
  - **Development squads** – for the further development of technique and the introduction of training methods to increase strength, speed and endurance.
  - **Performance squads** – for the training of the Club's competitive swimmers. Movement of members between these squads shall be solely at the discretion of the coaches who will consider each swimmer's full capabilities, needs and potential in the decision. The criteria for movement between the squads will be open to individual members (and parents of members) for discussion and review. Guidelines for the broad workload and outline work plans of each squad will be available for members, their parents / guardians (or potential members) to inspect.
- **Masters squads** - open to all members over 18 to enable them to pursue their individual fitness and training goals.

Younger swimmers may attend Masters Sessions provided, in the opinion of the resident coach, that there is sufficient lane space to accommodate them. Over 18's shall take precedence in these sessions. If the lanes become too full then under 18's will be unable to swim; in this event the coach will ask the youngest swimmers to leave the session

B.2 Members swimming in the main competitive, coaching and training squads shall, in principle, be willing to swim in the Club's teams; they shall make themselves available for galas and shall endeavour to attend if selected. If they cannot attend when selected they must notify the Gala Manager (or designated Member) as soon as possible to allow a replacement swimmer to be selected.

B.3 Members wishing to swim in the main competitive, coaching and training squads shall not be committed to swim for the team of another club if it precludes their selection for a Sandbach Sharks SC team. They may be members of another club, they may swim in another club's teams, but they shall not swim for that club's team in preference to a Sandbach Sharks' SC team on a particular day. Members who wish to swim for other clubs, and who decline selection for SSASC teams, shall swim only in the Masters sessions – but shall be subject to Rule B.1.2.

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- B.4. Members swimming in the Masters Sessions do not need to conform to Rule B.2 or B.3
- B.5. Team Selection:
- B.5.1 Selection of the Club's teams, to compete in galas, shall be made by the coaches or other assigned selectors nominated by the Committee. Criteria for selection shall be made explicit and explained to swimmers (and parents). In general, the main criterion shall be the records of swimmer's recorded times from previous galas. All swimming members are in principle eligible to be in the Club's teams provided that they are appropriately registered and conform to the above rules.
- B.5.2 In addition to the Club Championships there will be opportunities within the training sessions, at all levels, for members to have time trials. Any swimmer may request a time trial, alone or with competition, which will be arranged at the coaches' discretion (usually within their session).

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## APPENDIX C: FINANCIAL

- C.1 Our membership fees offer a discount for families and thus are billed as single membership and family membership. The membership covers the cost of ASA registration and other expenses associated with being a member of Sandbach Sharks ASC.
- C.1.1 The club shall ensure that ASA registration fees are paid for out of membership fees, however given that membership fees are collected by the 31<sup>st</sup> of January each year and that ASA registration is not required until the 1<sup>st</sup> April, the committee reserves the right to increase the membership fees to cover any increase in the ASA which may result in a short fall of club funds. Should this be the case then the membership will be informed via the usual channels, giving no less than 14 days notice for payment of additional monies.
- C.1.2 The club basis its squad fees upon the cost of running the club and to ensure that it remains a viable non-profit making organization. With this in mind the committee reserve the right with out redress to a general meeting to increase the squad fees in order to cover the day to day running costs of the club (pool hire, coach and life guard payments etc.) Should their be a requirement to increase squad fees to prevent short fall then the membership will be informed via the usual channels, giving not less than 14 days notice in order that payment methods may be adjusted by the member(s) accordingly.
- C.1.3 The club shall upon the receipt of a request from a member/potential member, consider any request for financial assistance with regard to membership and pool fees that arise from that person or their parent/guardian being or becoming financially disadvantaged. Any such request will be considered at the next available committee meeting provided that the request is reasonable, and evidenced.
- C.1.4 The options open to the committee as a result of a request made under C.1.3 shall be a full or partial waiver of fees associated with being a member of the club for a specified time or no further action based upon the evidence provided and the necessity of the request.

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## APPENDIX D: POOLSIDE CODE OF CONDUCT

### TRAINING SESSIONS

- Punctuality
- Be changed and on poolside by the start of the session
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- Politeness
- The more you listen, the more you will learn. Please ask questions, but choose the right moment. Rudeness will not be tolerated no matter how good a swimmer you are.
- Praise.
- Always be the first to congratulate your team mates (even when they beat you).
  - Parents: praise your children and other people's for effort as well as success.
- Practice.
- Training sessions are there to improve your swimming. So work hard and save the chatting for the changing rooms.
- Prevention.
- Never bring anything dangerous into the changing rooms or onto the pool deck.
  - Anything sharp or breakable is a serious accident waiting to happen. Try to leave valuables at home; if you bring mobile phones, for example, put your bag in a locker or take it onto poolside.
- Safety
- The qualified coaches and lifeguards are responsible for safety but everyone in the pool and on the poolside has a duty to be aware of health and safety issues. If anyone sees anything which could be potentially unsafe then they should not hesitate to draw it to the attention of the responsible official – immediately if necessary.
- Problems
- If you or your parents have queries or questions, do ask the coach at the end of the session (but never while they are coaching). In the case of more serious matters, contact the head coach, chairman or welfare officer. However, any member of the coaching staff or committee will be pleased to help in any way that they can, so never be afraid to ask.

### CONDUCT GALAS

- Behaviour
- Be sporting and friendly to the other teams. We often swim against the same teams regularly and it is a good opportunity to meet people. Sharks reputation is your reputation.
  - Look at the team list – it is the swimmer's responsibility to be on the block at the right time for the right event.
  - The team manager and poolside assistants will help to direct swimmers to their events but swimmers must keep in touch and stay with the team. Do not "wander off". Make sure you know when you events are.
- Safety
- In strange pools be aware of the differences. Listen to the gala manager's announcement about pool safety at the beginning of the meet. The older swimmers have a duty to look after the younger swimmers with regard to health and safety. Look after each other.

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Check that your team members are on the return coach.

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## APPENDIX E DISCIPLINARY CODE

Members of the Sandbach Sharks A.S.C (the Club) are not required to conform to a formal code of behaviour. However, every member of the Club is expected to follow the instructions and directions of the Club coaching staff and other officers of the Club and to behave at all times in a reasonable manner. An officer of the Club shall mean any member of the committee of the Club duly elected at the AGM. Where disciplinary action is considered appropriate, this may take any of the forms below:

- Lane coaches can give any reasonable instruction to any member or swimmer requiring the member or swimmer to modify their behaviour.
- The senior coach in charge of any of the Club sessions can suspend any member or swimmer from a session. Any such suspension shall be noted on the swimmer's record with the Club.
- The Club may through a notice from the Head Coach, suspend any swimmer for a specified period. Such suspension shall exclude the swimmer from all of the Club's sessions during the specified period. Any such suspension shall be noted on the swimmer's record with the Club. Such suspension shall usually include suspension from the Club's teams but the Head Coach shall have discretion, on a case by case basis, to allow gala team selection.
- Where a swimmer's or member's behaviour is considered to warrant such action the Club may, through a written notice signed by at least two officers of the Club, permanently exclude any member from the Club. Where a swimmer is excluded temporarily or permanently from the Club, fees for the month in which the suspension occurred shall neither be waived nor refunded. Nor shall any refund of Annual Membership or Individual ASA Registration be made.
- **The club and its poolside staff will have the children's welfare and safety as a priority at all times whilst they are engaged in/on club activities. However, should the child(ren) choose to leave the activity of their own volition whilst the clubs activities are still on going, then the club, it's staff and officials will not be responsible for the continued supervision of any such individuals. In such instances the duty of care shall transfer back to the parent/guardian or chaperone for the remaining period of the activity in question.**
- At all times every member or swimmer shall have the right to bring to the Club's attention any complaint which affects them and to appeal against any disciplinary action taken by the Club which affects them.
- The Club recognises that every member has a right to a fair hearing and will investigate any appeal to the fullest extent possible without incurring excessive cost.
- In respect of instructions given by the lane coaches, the right of appeal shall initially be to the senior coach in charge of the session.
- In relation to any action taken by the senior coach in charge of a session, the right of appeal shall initially be to the Head Coach.
- Where an appeal is against a decision of the Head Coach, the right of appeal shall initially be to the committee of the Club.
- An appeal to the committee of the Club is the highest level of appeal available within the structure of the Club.
- In any appeal to the committee, the appeal shall be heard by the Chairman, Vice Chairman and Welfare Officer or such members of the committee as shall be designated by majority vote at a committee meeting (known here as the appeals panel). An officer of the committee shall be precluded or exempted from the appeals panel for any reason that might prejudice a fair hearing. The Committee may, at its discretion, discuss the matter, issues and possible resolution with the parents or guardians concerned prior to the appeal hearing. Nothing within this disciplinary procedure shall prevent any member who is dissatisfied with the result of the Club's disciplinary actions from referring an appeal to the A.S.A. Nor shall this procedure limit an appeal by a parent or legal guardian on behalf of a member.