



RUNNYMEDE SWIMMING CLUB

MEMBERSHIP INFORMATION PACK 2009/10



AFFILIATED TO EAST REGION ASA AND
ESSEX COUNTY ASA



Our Clubs Mission is:

To strive for excellence in swimming, from learning to swim to the Olympic stage.

To provide the environment that allows every swimmer the opportunity to achieve their potential.

Brief History of Runnymede Swimming Club

1973 to 1990

The pool opened in 1973. Tony Wright a local councillor and ex Northern Counties swimmer contacted the Castle point council and together with Pat Carlane, Jill Godsave, Joe Callighan, Carol Blakeney and Jim Muir started the Club. The club became affiliated to the Essex ASA and participated in Essex League's, Mini League and numerous friendlies.

The first coach was Molly Read, followed over the years by John Vinales, Eric Henderson, Martin Porter and Dave Day. During the time the Club grew at a rapid rate and its standing not only in the county but nationally.

Our first County Champion was Chris Barnard in 1979, over the next 15 years Runnymede had over 30 county champions and in most years 15/20 swimmers qualified for Nationals. One high point was our Senior Boys team of Chris Lines, Gary Stopford, Paul Cannon and Dave Smith not only won the Southern Counties but was just piped in the final for a National Title.

In Team competitions we were very strong and together with Southend and Killerwhales were highly rated in the country, our major achievement was reaching the National Speedo Final in 19—finishing sixth. Our junior team went one better by winning the National Diddy league Final at Liverpool in 1986, since renamed Junior Speedo league.

Senior swimming was very strong and several of our swimmers Qualified for the National Seniors championships. John Lines won gold in Butterfly and I/M.

In the early years we were fortunate to have a considerable number of parents that wanted to contribute to the club some were involved in the Official aspect and gave up there time to become Qualified officials, ASA teaching courses were arranged so that all our pool side help were trained and qualified and then we had many others who were involved in the Social and fund raising part of the club. All these areas helped to make the club successful.

The first 'Young Champions Gala' was held in 1982, this quickly became an important and sort after open gala with entries from all over the country. It became so popular that entries were capped at 1200; past Champions included Mark Foster, Karen Pickering and Sarah Hardcastle.

Apart from a very full home gala program Runnymede participated abroad, Overpelt in Belgium, Heidelberg in Germany, Leiden in Holland and Tenby in Wales. There was an exchange program each Easter with swimmers from the above clubs staying with Runnymede families. They were taken sight seeing to London on the Runnymede Double Decker Red Bus, competed in a Swimming Gala and finished the weekend with a Disco.

In 1998 our 25th Anniversary Reunion Dance was held in Runnymede Hall .Their was a tremendous response form with over 250 swimmers and parents over the years attending. All proceeds were given to the club.

By

Terry Belton
Spring 2008

COACHING MANAGEMENT & HELPERS TEAM

Head Coach	Grant Williams	grantwilliams@o2email.co.uk
Assistant Coach	Mandy Smith	mksmith44@hotmail.com
Assistant Coach	Stuart Jago	stuart.jago@orange.net
Assistant Coach	Steve Winnell	steve@winnell0407.fsnet.co.uk
Swim School Manager	Cheryl Ellis	ricky@ricky22.wanadoo.co.uk
Chairperson	Andrew Clarke	ptsessex@btconnect.com
Vice-Chair	Vacant	
Treasurer	Malcolm Turner	Debmalnat@Aol.Co.Uk
Secretary	Heather Davis	Heather.Davis@talktalk.net
Membership Secretary Assistant Membership Secretary	Lesley Elmy Paul Elmy	Lesley.Elmy@sky.com
Competition Secretaries	Colleen Pirrie	d.pirrie@SKY.COM
	Glen Knighton	glenn.knighton@newedgegroup.com
Welfare Officer	Gill Baynes	gb@foden-baynes.com
Disability Liaison Officer	Maria Neary	chris.neary@tesco.net
Volunteers Coordinator	Heather Davis	Heather.Davis@talktalk.net
Swim 21 Coordinator	Andrew Clarke	ptsessex@btconnect.com
Lifeguards Coordinator	Marie Kelly	MIAK196900@aol.com
Officials Coordinator	Marie Kelly	MIAK196900@aol.com
Media/Press Officer	Vacant	
Social Secretary incorporating Sponsorship, Fundraising & Jack Petchey	Dawn Hart	Dawn.Hart@bmwfin.com
Trophies Manager	Keith Muggleton	kdwem@tiscali.co.uk
Health & Safety/Risk Assessment Manager	John Smith	smiffy220@btinternet.com

The Club Membership year starts on 1st December

The competitive swimming season starts on 1st September each year.

FOR INSURANCE PURPOSES, YOU ARE REQUIRED TO TAKE OUT AN AMATEUR SWIMMING ASSOCIATION ANNUAL REGISTRATION BEFORE YOU CAN SWIM AT RUNNYMEDE SWIMMING CLUB, THE CLUBS INSURANCE CERTIFICATES ARE DISPLAYED ON THE COMMITTEE NOTICE BOARD IN THE CLUBROOM.

This is split into 2 levels for swimmers – Category 1 is for non-competitive cover and is required by members of the Junior Development Squad. Category 2 is required by all members of Black, Red and Performance Squads and any Masters who wish to take part in any competitive swimming. RSC will arrange this for you

upon joining the club or at the annual renewal of this in December. The cost for this varies according to which level of cover you require, and you will be notified of this when the prices for the forthcoming season have been published by the ASA.

Squads

Runnymede Swimming Club has four main squads of swimmers, plus a Masters section and our SwimAbility Squad. The Red and Black Squads are based on the clubs colours. Squad positions are allocated by the Club Chief Coach and are based on ability, age and dedication to the sport. Positions within each squad are regularly assessed and altered.

The **Masters** sessions are for swimmers over 19-years old of all abilities, from lanes for the social swimmer, up to the full competitive swimmer, completing a structured training program. There are 2 evening sessions dedicated to Masters swimming, but this does not stop the more competitive older swimmer from training with the full squads if they wish to.

SwimAbility Squad

This squad is for children with learning difficulties and/or physical difficulties. The swimmer must be at least 7 years old at the end of the year and be able to swim a reasonable front crawl to complete a length. Swimmers will attend the weekly session to improve fitness and technique. Progression from the SwimAbility Squad is to the Junior Development Squad.

Junior Development Squad

Comprised of the younger members of the club age range 7+ this squad is divided into two Silver and Gold with linked developmental progression in line with the LTAD (Long Term Athlete Development Plan) Main aim to promote Fundamental swimming skills and development of all four strokes.

Criteria for selection to each group are based on commitment and ability. Specific qualifications noted below.

Junior Development Gold Squad

Age 7+ and two stroke times.

FC: 50m 0:52; 100m 1:54
BC: 50m 0:54; 100m 1:58
BS: 50m 1:00; 100m 2:10
FL: 50m 1:00; 100m 2:19
IM: 100m 2:00

- Swim 50m of two recognized strokes
- Improvement of fundamentals in three strokes
- Commitment to train and compete
- Minimum 3 sessions a week

Junior Development Silver Squad

Age 7+ and two 25m stroke times.

FC 25m 0:35; BK 25m 0:40; BR 25m 0: 45; FL 0:45

- Swim 25m of two recognized strokes
- Perform breaststroke and butterfly leg kick
- Jump or sitting dive from deep end of pool.
- Minimum 2 training sessions a week

Black Squad

Swimmers age range 8-12

Improvement of all four strokes and swim skills development of Starts and Turns and sculling techniques.

Age 8+ and two stroke times

FC: 50m 0:47; 100m 1:44
BC: 50m 0:51; 100m 1:52
BS: 50m 0:57; 100m 2:04
FL: 50m 0:57; 100m 2:13
IM: 100m 1:55

Training sessions 60-90minutes

- Swim 2 strokes in given times
- Development of swim skills in four strokes
- Minimum of 4 sessions a week to include 2 morning sessions.
- Attend time trials, team gala and open gala as selected by the Coaching Team

Red Squad

Swimmers in Red squad form the nucleus of RSC's competitive team, swimming regularly at league and open galas.

Members of Red squad should be aiming to achieve the Essex County qualifying standards or higher and achieving 1:20.00 for 100m Freestyle.

There are 7 swimming sessions plus 1 land training session available to this squad each week, and swimmers should attend at least 4 sessions per week including 2 morning.

Performance Squad

Swimmers are selected for the Performance Squad by the Coaching team based on the Coaching Teams observations of the swimmers ability and commitment to training and competition. Places within the squad are reviewed by the Coaching Team on a monthly basis and any swimmers who are not maintaining the expected commitment will be placed in one of the Clubs other squads.

Performance Squad swimmers will be expected to:

1. Commit to the required training sessions set by the coaching team which will be appropriate to the ages as per the LTAD.
2. Maintain Log Books which will be regularly reviewed by the Coaching Team.
3. Compete in Open galas, team galas and relays teams as per the Coaching Teams instruction.

Runnymede Swim School

The swim school is one of best in the area with a waiting list of applicants. It is an important and valued part of the club, helping people of all ages to learn to swim, and providing the club with its next generation of competitors. The school takes pupils from the age of 3-years upwards from complete beginners to pupils who wish to improve their strokes. The swim school runs it's lessons at many pools and times in the local area, so there are sessions to suit most needs.

The swim school uses the Swimming Teachers Award Scheme to encourage a pupil to achieve specific target, and to provide rewards for doing so. All Teachers and Assistant Teachers within the swim school are qualified to the Amateur Swimming Association standards.

Pupils naturally progress from the swim school to the club, where the tuition builds on the firm foundations that the school gives them. The transition from school to club is seamless for the pupil, and provides a goal to aim for over time.

Equipment – All equipment is available from the club shop on Friday evenings at shop or cheaper prices. RSC swimmers should use this equipment where possible.

Basic Swimming Equipment:

- Costumes for girls (no bikinis). Trunks for boys (No baggy shorts).
- Goggles if required – soft framed goggles are usually better at an early stage.
- Swimming hats are compulsory for people with longer hair.

Squad Training Equipment: - In addition the following equipment should be brought to all squad swimming sessions.

- Flippers – The coach or club shop will advise on the types acceptable.
- Pull Buoy.
- Kick Board.
- Hand Paddles for higher squads
- Drinks bottle – containing either water or diluted juice to prevent dehydration during training – No fizzy drinks or high sugar content.

Gala and Competition Equipment:

- Black Swimming costume or trunks.
- Goggles if required
- Club swimming hat.
- Club T-Shirt.
- Club Tracksuit or similar – preferably black.
- Club Bag

General Information

- A Club member can participate in competitive swimming in galas from the start of the year that they are 9-years old. At this age they are restricted as an individual swimmer, to invitational galas of 8 clubs or less, and also compete in a relay team at open and league galas containing more clubs. In the year that they are 10-years old, a swimmer can compete at all open and league events in their age group. These Rules are specified by the Amateur Swimming Association and are strictly adhered to by all clubs. The only exception is "In-house" galas like the RSC's Club Championships, where a swimmer may compete at any age.
- League and Trophy Gala team sheets will be placed on the notice board in the pool foyer, and swimmers are asked to check their availability as soon as possible, and indicate if they available or not on the team sheets. This will help the coaching staff to select replacement swimmers in time and cause less inconvenience to those concerned. There is no entrance fee payable by the swimmer for this type of competition. There are varying levels of team and league galas to suit different grades of competitive swimming, so the fastest swimmers will not necessarily be picked to swim at every gala.
- Open Galas are placed on the notice board in the pool foyer, and in some instances a swimmer may receive a recommendation to compete by the Club's Coaches. All of the club's swimmers are encouraged to enter these galas, and most have trophies and medals for the placed swimmers in each age group. As with the team galas, most are graded for ability, with some having upper and lower time limits in order to provide a competitive event for all levels of swimmer, so these should be checked against your personal best records. There is normally a fee charged for each event by the host club.
- Swimmers who have achieved the qualifying standards for the Essex County ASA Championships, East Region and National Championships will be asked to compete an entry form by a club official. These Championships are optional, of course, but it is a great achievement to reach this level in a highly competitive sport. The club will usually pay the Regional and National entrance fees. The qualifying times for each age group are on the notice boards and must be achieved at the correct License Level Open Meet. Swimmers are encouraged to keep a note of their recorded times in competitions. The club does keep a record of swimmers times, but it may help if any are missed.
- The RSC Club Championships are usually held between June and July each year. This event is open to all club members, regardless of ability. There are many age groups from under-8 up to 55 and over, and events to cover most distances and strokes. Awards are presented at our annual Presentation Evening which is usually in January, with the winner receiving a Club perpetual engraved trophy for each event (These trophies must be returned each year). A single trophy for positions 1st to 6th is presented to each member, based on their highest placing in all events, and all other competitors receive medals.

- Notices about changes to training times or cancellations will be posted on the notice boards in the pool foyer and Club Room and on the Club's website, whenever possible. The cancellation of a session normally only occurs when the coaching staff are unavailable due to gala commitments or a pool closure.
- The club holds various social events throughout the year, and all swimmers, family members and friends are welcome to participate.
- The Club's Constitution and Code of Conduct containing specific rules and definitions concerned with the operation of Runnymede Swimming Club is attached and you are required to sign the relevant acknowledgment slips confirming that you have received and understand them and that agree to adhere to them at all times when at the Club or representing the Club. These documents can be downloaded from our website.
- The Management Committee of the club is elected each year at the AGM in June. Nominations for appointments are open to all club members and officials, or in the case of a minor, their parent or guardian. A full definition can be found in the Club's Constitution.
- The Club operates under the ASA's recommended Child Protection Policy, Code of Ethics and Equity Policy; copies of these policies are available in folders in the Club room and are also available on our website. www.runnymedesc.co.uk
- Remember - Swimming is a hard but rewarding sport. It can improve the fitness and strength of the body, and also focus the mind.



Cost of Club Membership – Includes non-competitive ASA registration & insurance. **A COPY OF THE CLUB'S INSURANCE CERTIFICATES ARE DISPLAYED ON THE COMMITTEE NOTICE BOARD IN THE CLUB ROOM**

Individual & Family Membership: Part year membership does not include renewals of existing membership.

New Member Joining Fee	£10.00
Club Membership - Full Year (1 st December – 30 th November)	£32.00
Concessions (Students 16 years + & OAP's)	£16.00
Family	£71.00
New Club Membership after 1 st January reducing by £2 (£5.50 Family) per month	
Renewal of Membership before 1st January	£25.00
Concessions (Students 16 years + & OAP's)	£12.00
Family	£67.00
ASA Membership per swimmer - Dependant on Category	£10.75 £26.00

Monthly Squad Fees - Payable in Advance by Standing Order or Cheque Only

SwimAbility Squad One session a week	£12.00
Junior Development Silver Squad Unlimited swims in available sessions	£23.00
Junior Development Gold Squad Unlimited swims in available sessions	£28.00
Masters Squad Unlimited swims in available sessions	£20.00
Black Squad Unlimited swims in available sessions	£35.00
Red Squad Unlimited swims in available sessions	£40.00
Performance Squad Unlimited swims in all available sessions	£45.00
Family Rate All immediate Family Members	£90.00
Students Aged 16 Years + Unlimited swims in available sessions	£20.00

Pay-as-you-go Sessions

This method of payment is only available to Masters and University Students.	£ 3.50
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If you experience financial difficulties at any time please speak to Club Treasurer – Malcolm Turner or Club Welfare Officer – Gill Baynes who will discuss the matter with you. All cases will be treated with discretion and individually assessed in the strictest of confidence.

Squad Training Sessions

Performance Squad

Must attend all available sessions.

Time	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
a.m.	5:30-7:00	5:30-7:00		5:30-7:00	5:30-7:00	6.00-8.00	
p.m.		7.00-8.00 Land Training 8:00-10.00			7.00-8.00 Land Training 14+ Only (Fitness Suite)		12:00-2:00

Red Squad

Should do a minimum of 4 sessions per week. - At least 2 morning sessions.

Time	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
a.m.		5:30-7:00		5:30-7:00	5:30-7:00	6.00-8.00	
p.m.		8.00-9.00			8:15-9:15		12:00-1:00

Black Squad

Should do a minimum of 4 sessions per week - At least 2 morning sessions

Time	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
a.m.	5:30-7:00		5.30-7.00		5.30-7.00am		
p.m.					7:30-8:15	1.00-2.00	1:00-2:00

Junior Development Gold Squad

Should do a minimum of 3 sessions per week.

Time	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
a.m.	6:00-7:00		6.00-7.00				
p.m.		7.30 – 8pm			7:00-7:30	1:00-2:00	

Junior Development Silver Squad

Should do a minimum of 2 sessions per week.

Time	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
a.m.	6:00-7:00						
p.m.		7.30 – 8pm			6.30-7.00	1.00-2.00	

SwimAbility Squad

Minimum Age: 7 years + at end of year

Time	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
a.m.							
p.m.						1.00-2.00	

Masters Sessions

Time	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
a.m.						6.00-8.00	
p.m.		9:00-10:00			9:15-10:15		

Note: All sessions are at Runnymede.

MEMBERSHIP APPLICATION FORM

Name (Full name including middle initials):	
Address:	Tel No:
Postcode:	Mobile:
Date of Birth:	E-mail:
	Sex: <input type="checkbox"/> Male / Female <input type="checkbox"/>
Contact in case of emergency	Tel. (Home):
Name:	Tel (Mobile):
Address:	Alternative Contact Name:
Relationship:	Tel. (Alternative):
Disabled Category:	Medical conditions:
Please tick any relevant Disability Category using the International Paralympics' Committee (IPC) Classifications below:	Declarable medication:
Physically Impaired Classes: (S1 to S10) <input type="checkbox"/>	Allergies:
Visually Impaired Classes: (S11, S12 & S13) <input type="checkbox"/>	Any other Disability/Condition or special needs:
Learning Disability Class: (S14) <input type="checkbox"/>	
Hearing Impairment Class: (S15) <input type="checkbox"/>	
Do you have an officially Registered IPC Classification?	
<input type="checkbox"/> Yes / No <input type="checkbox"/>	
If Yes, please state classification: S	
Ethnic origin:	Category of membership:
<i>(voluntary self-description)</i> <input type="text"/>	Swimming <input type="checkbox"/>
	Coach/Teacher/Official <input type="checkbox"/>
	Administrator <input type="checkbox"/>
	Social/Associate <input type="checkbox"/>
Please use the list of Ethnic Codes on the reverse of this form.	
Ability:	Would you be prepared to become a volunteer helper: Yes / No <input type="checkbox"/> <input type="checkbox"/>
<i>(self-description)</i>	Swimming related qualifications:
Novice / Club / County / Regional / National	e.g. Swimming Teacher, Lifeguard, Timekeeper
Are you currently registered/swimming at any other Swimming Club:.....	
If Yes which Club:.....	

<p>I acknowledge receipt of the Rules and Code of Conduct of Runnymede Swimming Club. I confirm my understanding and accept that the Rules and Code of Conduct shall govern my membership of the Club. I further acknowledge and accept the responsibilities upon members as set out in the Rules and in the Code of Conduct.</p> <p>N.B. Completed Membership Forms will only be Accepted with the correct Membership Fee .</p> <p>Signed: _____</p> <p>Signed: _____ Date: _____ Parent/Carer (if under 18 years) In signing this form in respect of the above person as their parent/carer I confirm my acceptance to the Parents Code of Conduct as detailed within the Club's Code of Conduct.</p>	<p style="text-align: center;"><u>Official use only:</u></p> <p>SQUAD:</p> <p>Membership fee £ <input type="checkbox"/> Individual / Family <input type="checkbox"/> Date paid / /</p> <hr/> <p>ASA Fee £ _____ Date Paid / /</p> <p>ASA Reg. Form Recd Y <input type="checkbox"/> / No <input type="checkbox"/></p> <hr/> <p>Application & Fees Received:</p> <p>Signed: _____ Date: _____ Club Treasurer</p>
<p>For club members under 18 years:</p> <p>I give permission for Runnymede Swimming Club to use photographs/images of:</p> <p>(Name) _____, in relation to the club's activities in news and sports publications, on the club website, or public relations activities. I understand that the club will not publish names specifically referring to these images on the website or public relations publications, unless specific consent is provided prior to each occurrence. I also understand that it is normal practice to publish names relating to a photograph in news and sports publications, and hereby give consent for this practice. I fully understand that the video equipment may be used during training sessions as a teaching aid, and I will be given prior notice of any such practice, and that I can subsequently view these video images. I also understand that I, or any other person responsible for the member, can withdraw permission for these activities at any time, and that we must provide written confirmation of this to the Club Secretary within 30 days.</p> <p>Runnymede Swimming Club will endeavour to conform to the ASA guidelines for the use of photographic and video equipment at every opportunity.</p> <p>Signed (Parent/Carer): _____ Date: _____</p>	

ASA Approved Ethnic Codes:

- | | |
|---------------------------------------|-----------------------------|
| A ~ White – British | B ~ White - Irish |
| C ~ White – Other | D ~ Asian - Indian |
| E ~ Asian – Pakistani | F ~ Asian - Bangladeshi |
| G ~ Asian – Other | H ~ Chinese |
| I ~ Mixed - White and Black Caribbean | J ~ Mixed - White and Asian |
| K ~ Mixed – Other | L ~ Black - Caribbean |
| M ~ Black – African | N ~ Black - Other |
| O ~ Other Ethnic Group | |

Swimmer Name _____

STANDING ORDER REQUEST

To the Manager _____ Bank plc

Address _____

Account Name _____

Account No. _____

Sort Code _____

Please arrange to pay by standing order the sum of £ _____ commencing on
_____ and thereafter every Month until further notice in writing

This is a new request

To the account of: Runnymede Swim Club

Bankers: Barclays Bank Plc
Gt Tarpots Branch

Reference _____
(name of swimmer)

Account No. 50769487

Sort Code 20 – 70 – 93

Customer Signature _____

Customer Signature _____

Date _____

RUNNYMEDE SWIMMING CLUB CONSTITUTION

RULES of RUNNYMEDE SWIMMING CLUB (Essex) June 2009

1 Name

1.1 The name of the Club shall be Runnymede Swimming Club

2. Objects

2.1 The objects of Club shall be to promote and provide the teaching development and practise of the amateur sport of swimming for its members in the local area of Castle Point and community participation in the same. In the furtherance of these objects:

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

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

2.2 The Club shall be affiliated to Amateur Swimming Association East Region and shall adopt and conform to the rules of this Association and to such other bodies as the Club may determine from time to time.

2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association ("ASA Laws") and in particular:

2.3.1 All competing members shall be eligible competitors as defined in ASA Laws; and

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

2.3.3 Members of the Club shall in accordance with ASA Laws comply with the ASA Child Protection Procedures.

2.4 By virtue of the affiliation of the Club to Amateur Swimming Association East Region the Club and all members of the Club acknowledge that they are subject to the laws and rules of:

2.4.1 ASA East Region and Essex ASA and:

2.4.2 The Amateur Swimming Association; (to include the ASA/IOC Code of Ethics); and

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

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

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

3 Membership

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

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

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

3.2 Any person who wishes to become a member of the Club must submit a signed application to the Secretary (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). The Committee shall determine election to membership but other persons authorised by the Committee may make recommendations as to the applicant's acceptability. 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 practical} include one independent member nominated by the ASA East Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for the review shall be at the discretion of the Review Panel whose decision shall be final and binding.

The Club 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.

3.2.1 As representatives of junior members, all parents/carers are responsible for abiding by all rules and articles of the club. They are duly expected to conduct themselves in an appropriate manner that does not bring the Club into disrepute and to ensure that the juniors that they are responsible for behave in an acceptable manner.

4 Subscription and Other Fees

4.1 The annual member's subscription and coaching and squad fees (as applicable) shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for different classes of membership and subscription on a non-discriminatory and fair basis, as it shall determine. The Club will keep subscriptions at a level that will not pose a significant obstacle to people participating.

4.2 The annual subscription and entrance fee (if any) shall be due on joining the Club and thereafter on the first day of December each year.

4.3 Any member whose subscription is unpaid by the date falling 30 days after the due date for payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made

4.4 The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual ASA Membership Fees to the ASA on behalf of members, be consequential upon an increase in individual ASA membership fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.

5 Resignation

5.1 A member wishing to resign membership of the Club must give to the Secretary written notice of his resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.

5.2 Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than two months in arrear shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he shall be informed in writing that he is no longer a member by notice handed to him or sent by post to his last known address.

6 Expulsion and other Disciplinary action

6.1 The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for that person to remain a member. The Club in exercising this power shall comply with the provisions of Rules 6.2 and 6.3 below.

6.2 The Club shall adopt and comply with the ASA Guidelines for handling Internal Club Disputes ("the Guidelines") as the same may be revised from time to time. The Guidelines are set out as an Appendix to the ASA Judicial Laws and appear in the ASA Handbook. A copy of the current Guidelines may be obtained from the ASA Legal Affairs Department.

6.3 A member may not be expelled or (subject to Rule 6.4 below) be made the subject of any other penalty unless the panel hearing the complaint shall unanimously vote in favour of the expulsion of (or other penalty imposed upon) the member.

6.4 The Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider club activities, when in their opinion; such action is in the interests of the Club. Where such action is taken the complaint will thereafter be dealt with in accordance with the Guidelines.

7 Committee

7.1 The Committee shall consist of the Chairman, Secretary; Treasurer (together "the Executive Officers of the Club") and additional secretaries as required elected to manage specific activities of the Club (together "the Officers of the Club") all of whom must be members of the Club. The Club must have a Welfare Officer. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.

7.1.1 Any person who has a conflict of interests may not hold the position of Chairman, Treasurer or Secretary on the Committee. Other Officers who have an interest in the Club may stand on the Committee but may be requested to leave the Meeting by the Chairman as he sees fit when relevant issues are to be discussed, nor shall they be eligible to vote on such matters. Also any such person must declare such an interest at the 1st Committee Meeting after the AGM.

7.1.2 Further to Paragraph 7.1.1: Where two or more members of a family wish to stand for various committee posts, it must be noted that said situation would mean that the members would only carry one vote. Furthermore, if a member currently carries out a poolside function (i.e. coach, assistant coach), then it is not recommended that either their partner or other family members hold a committee post.

7.1.3 Any person who holds a position which is subject to financial remuneration by the club or its affiliated organisations and bodies may not hold a committee position.

7.2 The Committee members shall be proposed, seconded and elected by ballot at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. The Committee may fill any vacancy occurring by resignation or otherwise. Retiring members of the Committee shall be eligible for re-election (See also 8.1)

7.3 Committee meetings shall be held not less than quarterly (save where the Committee itself shall by a simple majority resolve not to meet) or more frequently if and when required, and the quorum of that meeting shall be such number as shall represent not less than a simple majority of the Committee members (to include not less than one Executive Officer). The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than seven days oral or 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 absence a member of the Committee, shall take minutes.

7.4 In the event that a quorum is not present within thirty 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 times 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

7.5 In addition to the members so elected the Committee may co-opt further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present.

7.6 The Committee may from time to time appoint from among their number such sub-committees as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.

7.7 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Committee shall be responsible for ensuring that an independent examiner to be appointed by the members in General Meeting examines the Accounts of the Club for each financial year. The Committee shall also have power to make regulations and to settle disputed points not otherwise provided for in this Constitution.

7.8 The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

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

**7.10 The Committee shall maintain an Accident Book in which all accidents to club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the A.S.A. Office. The Club shall make an annual return to the ASA in the prescribed form.

8 Officers and Honorary Members

8.1 The Executive Officers and Committee of the Club shall be proposed, seconded and elected by ballot at the Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire. The Committee may fill any vacancy occurring by resignation or otherwise. Retiring officers shall be eligible for re-election.

8.2 The Annual General Meeting of the Club, if it thinks fit, may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the association and on election shall, *ex officio*, be an honorary member of the Club and must be included in the Club's Annual Return of Members to the ASA.

8.3 The Committee may elect any person as an honorary member of the Club for such period as they think fit and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as officers or on the Committee unless any such person shall have retained in addition his ordinary membership of the Club. Such honorary members must be included in the Club's annual return as to membership.

9 Annual General Meeting

9.1 The Annual General Meeting of the Club shall be held each year on a date in June. The Committee shall fix the date for the Annual General Meeting

9.2 The purpose of the Annual General Meeting is to transact the following business:

9.2.1 To receive the Chairman's report of the activities of the Club during the previous year;

9.2.2 To receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;

9.2.3 To remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he remain in office;

9.2.4 To elect the Executive Officers and other members of the Committee;

9.2.5 To decide on any resolution, which may be duly submitted in accordance with Rule 9.3

9.3 Nominations for election of members to any office or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary not later than 10th May. The nominee shall be required to indicate in writing on the nomination form his willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not less than 10th May.

10 Special General Meeting

10.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Secretary within (28) days of receipt by him of a requisition in writing signed by not less than 7 members entitled to attend and vote at a General Meeting or (if greater) such numbers as represents (one-tenth) in number of such members] stating the purposes for which the meeting is required and the resolutions proposed.

11 Procedure at the Annual and Special General Meetings

11.1 The Secretary shall personally be responsible for the handing out or sending to each member at his last known address a written agenda giving notice of the date, time and place of the General Meeting together with the resolutions to be proposed there 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 examined accounts. The Secretary may, alternatively, with the agreement of members concerned distribute these materials by e-mail or similar for of communication. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.

11.2 The quorum for the Annual and Special General Meetings shall be 7 members entitled to attend and vote at the Meeting or (if greater) such number as represents one-tenth in numbers of such members.

11.3 The Chairman, or in his absence a member selected by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3. In the event of an equality of votes the Chairman shall have a casting or additional vote. Only Paid up members who have reached their 16th birthday shall be entitled to be heard and to vote on all matters. Members who have not reached their 16th birthday (or a parent/carer on their behalf) shall be entitled to be heard and vote only on those matters determined by the Chairman as matters concerning juniors.

11.4 The Secretary, or in his absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.

11.5 The Chairman shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

12 Alteration of the Rules and other Resolutions

12.1 The rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least two-thirds of members present and entitled to vote at the General Meeting. No amendment to the rules shall become effective until such amendment shall have been submitted to and validated by such person as is authorised to do so by the County Association/ ASA East Region

12.2 Any member shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him /her not later than 10th May in the case of the Annual General Meeting or (in the case of a Special-General Meeting) 14 days before the date of the meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 11.1

13 By-Laws

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

14 Finance

14.1 All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum above £50 shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer. Any moneys not required for immediate use may be invested as the Committee in its discretion think fit.

14.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club, save as set out in Rule 17.3.

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

14.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee think fit.

14.5 The financial year of the Club shall be the period commencing on 1st April and ending on 31st March. Any change to the financial year shall require the approval of the members in a General Meeting.

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

15 Borrowing

15.1 The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion [up to such limits on borrowing as may be laid down from time to time by the General Meeting] for the general upkeep of the Club or with the prior approval of a General Meeting for any other expenditure, additions or improvements.

15.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sum or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.

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

16 Property

16.1 The property of the Club, other than cash at the bank, shall be vested in not more than four Custodians. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.

16.2 The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

16.3 The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

17. Property and Fund

17.1 The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the club

17.2 The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.

17.3 The Club may also in connection with the sports purposes of the Club:

- a. sell and supply food, drink and related sports clothing and equipment;
- b. employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present;
- c. pay for reasonable hospitality for visiting teams and guests;
- d. indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

18. Dissolution

18.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three - quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.

18.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

18.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to another Club or organisation having objects similar to those of the Club for the furtherance of such objects) nominated by the last Committee which should be one or more of the following:

- (i) to another Club with similar sports purposes which is a registered charity and/or

- (ii) to another Club with similar sports purposes which is a registered CASC and/or
- (iii) to the Club's governing body for use by them for related community sports.

Where there is any conflict between any of the above Rules ("key Rules") and any other rule or rules the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002.)

19 ACKNOWLEDGEMENT

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



RUNNYMEDE SWIMMING CLUB CODE OF CONDUCT



Objective and Scope

The purpose of this document is to establish and reaffirm a set of guidelines and procedures, which outline the responsibilities and behaviour of both staff and swimmers who are members of RUNNYMEDE SWIMMING CLUB. This is aimed at all training sessions, competitions at home and away whilst in the pool and out and including away trips where travel and accommodation are required.

It is expected that all members comply with the Club's Code of Conduct as part of their terms of membership.

Code of Conduct

Behaviour and Personal Conduct must at all times be of a high standard and reflect favourably on the sport, and the Club. Language in public or relevant group situations must always be appropriate and socially acceptable.

Swimmers Code of Conduct

All swimmers must:

- Attend and complete all the required training sessions for their respective squad or as directed by the Coaching Team.
- Put in 100% effort at all times.
- Arrive on poolside at least 5 minutes before the session commences in a positive frame of mind ready to train at the level your coach requires and be ready to start the session when instructed to do so.
- Apologise to the Coach and ask permission to join the session if you arrive late for whatever reason.
- Ensure that all training equipment is readily available for use, including drinks bottles and spare goggles.
- Advise the coach of any injury or illness before you start a training session or at the earliest opportunity. This includes any treatment being administered or professional advice given from e.g. a physio.
- Ask permission before leaving poolside for any reason.
- Listen silently and attentively whilst coaches give the session details and instructions.
- Complete every full length in a training set unless instructed not to.
- Concentrate on what your coaches tell you and do as they ask. Coaches are there for your benefit and they are there to make you a better swimmer.
- Do not pull, sit or hang on the lane ropes at any time.
- Only overtake other swimmers when it is safe to do so and with the consideration to other swimmers in the lane.

- Leave the correct distance as instructed by the coach between swimmers during training sets.
- Respect coaches, poolside helpers, officials, leisure centre staff and other club members at all times.
- Please observe and respect the rules of the training venue and other centre users
- Speak politely to the coaches and other swimmers at all times.
- Show care, consideration and respect to all swimmers, coaches, officials and other people's property at all times.
- Wear Club kit – black costumes, Club hats, t-shirts and tracksuits at all competition events whilst on poolside and when collecting awards.
- Remain on poolside during all galas/competitions until the end of the event or session, unless you have permission from the Coach/Team Manager to leave early.

Parents/Carers Code of Conduct

- Encourage your children to enjoy the sport and to give it your best effort, not just to please you or their Coach.
- Never argue with the Referee or other Officials' decisions. Any query should in the first instance be directed to your child's Coach, who can make representations to resolve disputes.
- Be a good sport. Recognise a good performance whether by another club member, or by those of other clubs.
- Treat all swimmers and members of the Club as you yourself would like to be treated.
- Remember the aims of the sport are to enjoy the sport, improve skills and feel good.

- Learn the laws of the sport together with your child. This will make your child a better competitor and you a better spectator.

- If you have any concerns relating to your child's performance, well-being, progression etc., talk in the first instance to your child's Coach either just before or after a session. To speak with a Coach during a session can be generally disruptive and in extreme circumstances can be dangerous to the participants, no matter how well intended. Coaches will always make themselves available to parents/carers at a suitable time.
- Please ask your child to inform their Coach about any reason why they may not be swimming at their best.
- Please inform your child's Coach of any medication that they may be taking. Allergies to any medication must be reported to the Coach.
- Please adhere to the regulations concerning the use of cameras, videos and mobile phone cameras by registering your details with the relevant personnel.
- Entrust the coaching of your child to the coaching team. Do not give instructions to your children that are contrary to the directives given by the coaching team.
- We would also advise all parents that RSC are only responsible for children/swimmers whilst they are in the pool area during their allocated training sessions.
-
- The Club is **NOT** responsible for children who are left unaccompanied at the premises i.e. vending area, club room and outside the building by their parents. All recommend that all parents should supervise their children whilst they are at the club.

Coaches and Teachers and Committee's Code of Conduct

All Coaches, Teachers, Committee Members and Volunteers have their Code of Conduct which is as per the ASA's Code of Ethics; all have agreed to adhere to this when taking up their respective roles within the Club.

Attendance, Team Selection, Open Competitions and Performance

- If selected to represent the Club for any Team Events swimmers are expected to be available, willing and able to swim at all times. If there is any reason for non-availability this should be discussed with the Head Coach at the earliest possible opportunity so that reserve swimmers can be sought.
- It is an honour to be selected and it is the Club's policy to field the best possible team for all events and we expect all members to want to swim for the Club in these events. When attending League/Team Galas swimmers are expected to arrive and remain in Club kit at all times and are to remain on poolside until the gala and any presentations have finished.
- Swimmers should make every effort to compete in all appropriate galas from the Club's approved and published competition schedule. Swimmers must **NOT** under any circumstances enter Open Meets/Galas that are outside of the published schedule unless advised to by the Head Coach.

Consumption of Alcohol is totally forbidden for athletes under age as defined by UK law. It must not be consumed by swimmers or staff members whilst en route, prior to, or following a competition event, training camp or team activities, without specific consent of the Team Manager. During competition alcohol is strictly forbidden to all swimmers and staff.

Smoking: is prohibited by swimmers and staff whilst en route, prior to, during or following a competition event, training session or team activities.

Personal Appearance: shall be appropriate to the circumstances and as indicated by the Team Manager. Team kit and equipment shall be worn as directed by the Team Manager when competing and training, when assembling or travelling, at official team functions or on other occasions as notified.

Attendance at all activities is expected unless agreed by the Team Manager. Throughout the duration of the trip swimmers should inform staff of their whereabouts. Punctuality on all occasions is essential and any curfew must be observed.

Illegal and Performance Enhancing Drugs and Substances are strictly forbidden. Swimmers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet.

Illegal Drugs and Substances: The use of these, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.

Accommodation at hotels or equivalent must be as directed by the organisers and at no times must anyone extra be accommodated in swimmers' rooms.

Medication: It is important that information on all medication being currently taken should be reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must be reported to the Team Manager.

Sanctions: Breaches of the Code of Conduct shall be dealt with in the first instance by the Team Manager or Coach and the Executive Committee who shall take such further action as is deemed necessary.

In addition it is expected that all members of RUNNYMEDE SWIMMING CLUB, when attending any event or training session shall:

- Comply with the codes, rules and laws within the guidelines set out by the ASA
- Behave without discrimination on the grounds of race, colour, language, religion, birth or social status as set out in the equal opportunities policy.
- Respect the basic human rights, worth and dignity of each member.
- Not encourage swimmers, volunteers, officials or parents to violate the rules of the club or the sport.
- Observe the authority and the decisions of all officials.
- Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
- Treat other competitors and teams with respect, in victory and defeat.

I hereby confirm that I accept the contents and implications that are set out in this Code of Conduct and that any violations to this may affect the terms of my membership.

Name (please print)

Signed Date

For members under 12 years

As the parent/carer of the above named member, I hereby confirm that I have explained to them the contents and implications of this Code of Conduct.

Signed.....(parent/carer)Date.....

ANTI BULLYING POLICY

Runnymede Swimming club follow the guidelines in the ASA Child Protection Policy on bullying procedures.

Statement of intent

Runnymede S C want all swimmers to feel they are in a friendly club which makes them feel safe and cared for so they can swim in a relaxed and happy way. We are a TELLING club which means that:

IF WE KNOW BULLYING IS OCCURRING WE TELL THE CLUB WELFARE OFFICER OR ANY COMMITTEE MEMBER (or the coach, if preferred, who will in turn tell the club welfare officer) so they can deal with it.

What is bullying?

Bullying is being aggressive towards other people with the intentions of hurting or upsetting them. Bullying can be:

- Emotional Being unfriendly – sending hurtful text messages, tormenting (eg hiding goggles/floats, using threatening gestures), asking for money.
- Physical Pushing, kicking, hitting punching or any use of violence
- Racist Racial taunts, graffiti, gestures
- Sexual Unwanted physical contact or any comments which make you feel uncomfortable in a sexual way including homophobic comments
- Homophobic because of, or focussing on the issue of sexuality.
- Verbal Name calling, sarcasm, spreading rumours, teasing.

Why is it important to respond to bullying

Bullying hurts and no one deserves to be hurt – everyone should be treated with respect. Swimmers who are bullying need to learn different ways of behaving.

RUNNYMEDE S C WILL RESPOND TO BULLYING PROMPTLY AND EFFECTIVELY

Object of this policy

- To ensure that all committee members, coaches, teachers, swimmers, and parents have an understanding of what bullying is.
- To ensure all committee members, teaching and coaching staff know what the club policy is on bullying and follow it when bullying is reported.
- All swimmers and parents know what the club policy is on bullying and what they should do if bullying arises. As a club we take bullying seriously. Parents and swimmers supported when bullying is reported.

BULLYING WILL NOT BE TOLERATED

Signs and symptoms:

A child may show they are being bullied by physical signs or by behaviour. Adults should investigate if a child:

- Says they are being bullied
- Is unwilling to go to club sessions
- Becomes withdrawn, anxious, or lacking in confidence
- Falls ill before training sessions
- Comes home with clothes torn or swimming equipment damaged
- Has possessions go “missing”
- Asks for money or starts stealing money (to pay bully)
- Has unexplained cuts or bruises
- Is frightened to say what’s wrong
- Gives improbable excuse for any of the above

In more extreme cases:

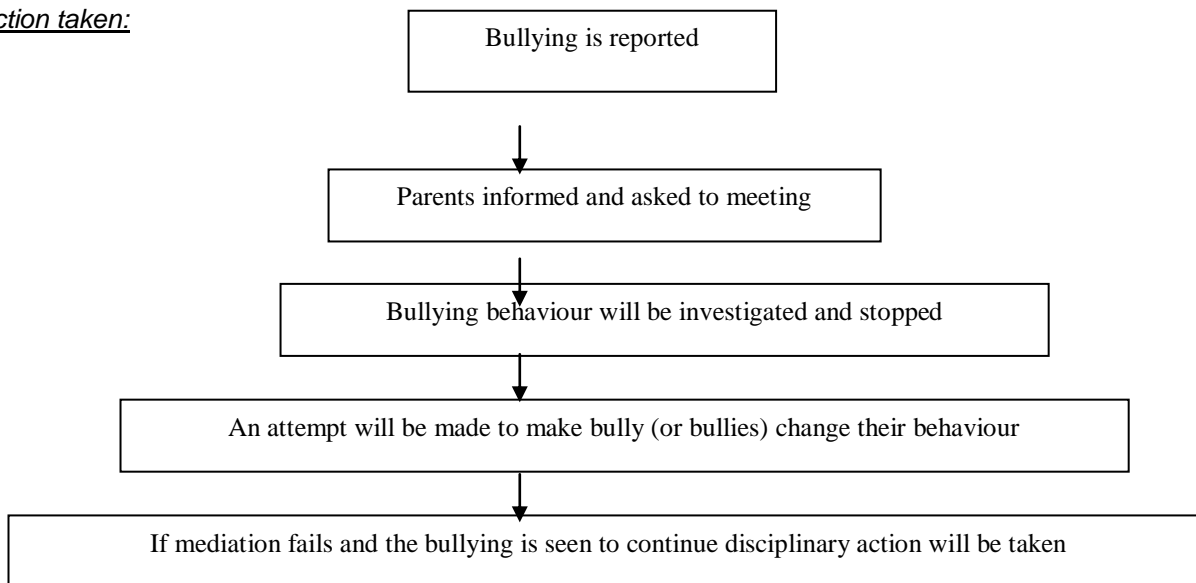
- Starts stammering
- Cries themselves to sleep at night or has night mares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

- These signs may indicate other problems but bullying should be considered as a possibility and should be investigated.

Procedures

If you are being bullied or suspect that someone else is being bullied you must report the incident either to the club welfare office or by ringing Swimline – (0808 100 4001). Alternatively you can tell you coach who will in turn inform the club welfare officer or any Committee member

Action taken:



Club action on bullying

1. An attempt will be made to get those involved together, and see simple action like an apology will solve the problem
2. If this is not appropriate or possible a small panel comprising of the welfare officer and at least one other member of the executive will meet with the child who claims they are being bullied and their parents. Minutes will be taken to ensure no misunderstandings and agreed as a true account.
3. The same group of people will meet with the alleged bully and their parents to tell them of the accusations and to give them a chance to give their own views. Minutes will be taken to ensure no misunderstanding and agreed as a true account.
4. If bullying is deemed to have occurred the following action(s) will be taken:
 - The bully will be warned and put on notice of further action – i.e. suspension or expulsion.
 - The club will monitor the situation to ensure the bullying is not being repeated.
 - The coaches involved with all parties will be kept informed of the process i.e. the warning.
 Other additional actions may include:
 - The parties may be asked to attend a reconciliation meeting.
 - The parents of the bully or bullied swimmer may be asked to attend training sessions for a given period of time.

If the reported case involves adults bullying swimmers under 18 then:

1. The ASA will be informed and advice taken on possible action.
2. Child protection awareness training will be recommended if appropriate.
3. Serious cases will be referred to the police, social services or judicial complaints procedure.

Name.....

I accept the Runnymede Swimming Club’s Anti- Bullying Policy and confirm that I will abide by the policy.

Signed (Swimmer).....

Signed (Parent).....

Date.....