



SUDBURY & DISTRICT SWIMMING CLUB

Guide for Members



WELCOME TO SUDBURY & DISTRICT SWIMMING CLUB

We hope that you find this Members Guide informative and a useful reference for the future. We have tried to include practical information as well as all those policies that a well-managed club has to adhere to, so please keep it handy.

We look forward to helping the swimmer to become an active member of the club and reach their full potential as a competitive swimmer whilst also enjoying the sport. We try to keep communication channels open at all times but if we fail please do not hesitate to contact the relevant person on the list accompanying this pack.

We also welcome parental involvement as we are an organisation run by volunteers and are entirely self funding. So if you would like to help please do not hesitate to offer your services.

RULES

Membership

- On application to join the Club, swimmers will be deemed to be probationary members. If, in the sole opinion of the Head Coach, sufficient progress is not maintained during the probationary period, probationary membership may be withdrawn.
- Swimmers are expected to train to the best of their ability and take part in regular competitions. If, in the sole opinion of the Head Coach, sufficient commitment is not maintained, membership may be terminated.
- We operate to a Code of Conduct which all swimmers (or parents if under 18) sign on joining. Please see page 13.

Complaints

- If you are at all concerned about your son's/daughter's progress please do not hesitate to discuss it at the earliest opportunity with the Head Coach or a member of the Committee. We are able to resolve the greater majority of problems in this way.
- If satisfaction is not gained, the following procedure should be followed: put the complaint in writing to the committee. From this, and after discussion, appropriate action will be taken.
- Please see Disciplinary Procedure page 16.

Fees

- All monthly fees are payable in advance during the first week of each month. They are payable in full, are not divisible and are non-refundable.
- The annual membership fee is payable in advance by October 30th of the applicable year. It is non-refundable, but may be apportioned pro-rata to the date of joining the Club at the Committee's discretion.
- The ASA registration is compulsory and the fee is payable by March 31st each year.
- We have an Equity Policy see page 14.

Failure to pay fees in a timely manner may lead to suspension of swimming rights and, ultimately, to expulsion from the Club, at the Committee's discretion.

General

The Committee reserves the right to amend these rules without notice.

TRAINING

Preparing swimmers for competition is a very complex affair and every coach has their own ideas based on what they have learned over a period of time. These ideas come from working alongside other coaches, from what they have learned from attending seminars, reading books and articles and from seeing what works for their own group of swimmers.

Every year the ASA publish a technical guide, which includes a calendar of events (including all licensed competitions, i.e. County Championships and 'Open' Meets such as Haverhill, Regional competitions, National competitions and International competitions. Every week of the year is given a number and certain events have to be completed during those weeks - County Championships by the end of April for example. These dates are vital to the Coach who then works out his/her cycles of training to ensure swimmers are at the peak of performance at the right time. For the majority of our swimmers, that would be March for the County Championships. For others, it is the District's and Nationals.

The good news is that those who achieve their very best at the Suffolk's are then on the cycle of work for District and National competitions whether they have made qualifying times or not. This, of course, means they reach two or three further peaks of performance before we rest in August.

Each cycle of work generally lasts about six to eight weeks, consisting of a build up of endurance to maintain a sound base of aerobic energy, a period of intensive work to push back anaerobic threshold – i.e. being able to swim at a maximum pace for a longer period of time – a period of stroke technique and race tactics, and a short taper period just before the competition we are aiming at. Rest before a competition is just as vital as flat out swimming during a particular cycle. Sometimes, other competitions take place during that cycle which generally provide good experience and some fun, but from a preparation point of view, they are generally disregarded.

Parents should be aware of this, because it means their children will not swim a personal best time at some of these meets. We have seen so many youngsters destroyed by their parents for not swimming a personal best time at a relatively unimportant gala when they have given their all, but have yet to be produced to a peak at the end of a cycle. ***Please be aware that they cannot swim personal best times every time they race!!!*** We know when they should be swimming fast, and believe me; we will let them know if they've let themselves down on that particular occasion having put in all the hard work beforehand.

Preparation at home is also extremely important. It begins with food. Six bowls of pasta the day before a gala is a waste of time. Six bowls of pasta every week of the year will have tremendous benefit to performance. Of course, it's not just pasta that is high in carbohydrate – rice, jacket potatoes etc. are essential to provide a consistent energy base over a period of time. The important thing to remember is that swimmers are growing all of the time and they need a diet that aids and repairs their growing bodies, boys and girls need a balanced diet of meat, vegetables and dairy products to aid that process and to help them perform to their best potential. Daily flexibility exercises, which they all know well, are also important. For the younger swimmers, any exercise where they are lifting their own body weight will also benefit – press-ups and chin-ups are great, sit-ups and step-ups as well will build strength, but not muscle. Parents can help with this by maybe doing some simple exercise daily with their children. Everybody benefits then!!

Never give them a main meal within two to three hours of a training session, and please, no fried or roasted food, or packets of crisps or chocolate bars just before they arrive on poolside!! – Save it for afterwards. It's also very important they are well hydrated before they train – i.e. drink water or very weak squash regularly before a training session and make sure they are provided with water or weak squash to drink during the session. You may not be aware, but they lose a lot of fluid during a training session, but because they are in the water we cannot see them sweating. Finally, make sure they have some food within an hour after a training session, even if it's a bowl of cereal and lots to drink.

If you wish to discuss any problems you may be having, please talk to Carl or Sam Cooper or Paul Murray.

TRAINING TIMES

Day	Time
Wednesday	5.30 – 7.00 p.m.
	7.00 – 8.30 p.m.
Thursday	7.30 – 8.30 p.m.
	8.30 – 9.30 p.m.
Friday	8.00 – 9.30 p.m.
Sunday	7.30 – 8.30 a.m.
	4.30 – 5.15 p.m. (land training)
	5.30 – 6.30 p.m.

All swimmers will receive notification from the Head Coach of which sessions they are expected to attend.

Lane Courtesy

- Swimming Pattern – during training sessions we swim in a clockwise circle. At galas, many pools define alternate directions for alternate lanes e.g. Lane 1 – anticlockwise, Lane 2 – clockwise etc. so if you are swimming away from home – check before your jump!
- Order – the fastest swimmer should lead followed by the next fastest and so on. This may change for different strokes and according to individual swimmers' stamina.
- Interval – leave 5 seconds after the swimmer in front has started before you begin.
- Overtaking – slower swimmers give way to faster swimmers. Try to let faster swimmers overtake at the turn. Faster swimmers should overtake on the right.
- Lane Ropes – keep off and do not pull yourself along with a sneaky push.

EQUIPMENT

Junior Squad

- Swimming Hat
- Goggles
- Plastic drinks bottle with suitable drink (e.g. water or dilute/weak squash)
- Pair of Flippers

Intermediate Squad

- Junior Squad equipment plus:
- Kick Board
- Pull Buoy

Senior Squad

- Intermediate Squad equipment plus:
- Old T-shirt (with arms cut out)
- Old Shorts

Please make sure you write your name clearly on each item, it makes it much easier to return goggles and other items left on poolside.

Competition Requirements

During competitions ALL swimmers are expected to have the following equipment:

- Club Costume/Trunks (black)
- Sudbury Storms Swimming Hat (silver)
- Sudbury Storms Polo Shirt (blue)

The Team Manager carries a selection of spare shirts for borrowing

SWIM SHOP

Some basic items are available from Bryan Poole on Wednesday and Thursday. These include:

Club Swim Hats	£4.00 each
Assorted Goggles from	£3.00 each
Kickboards	£7.00 each
Pullbuoys	£4.00 each
Maru Pacer Endurance/Training Costumes/Briefs from	£12.50 / £7.50

ALL OTHER ITEMS AVAILABLE BY SELECTION FROM CATALOGUES (Available from Bryan)

This is a 'mail order'-type facility for swimmers to purchase equipment/costumes at discounted Club prices (approximately 20%). Anyone wishing to make a purchase of any kind should either fill in an order form from Bryan or speak to Isobel Wooler (Tel: 01787 210357) to discuss individual requirements and prices.

Club shirts are made to order and take approximately one week. The Team manager holds a stock of shirts for borrowing if required.

The Club recommends that all swimmers should buy endurance costumes for general training purposes.

Swimmers are asked to have a black costume when representing the Club at galas.

Special competition costumes and trunks for should be at least one size smaller than a training costume to reduce drag.

EATING DO'S & DON'TS

DO.....

- ✓ allow 2 hours between eating and swimming,
- ✓ eat light, energy-rich meals (cereals, toast, bread, jacket potato, pasta, bananas etc.)
- ✓ drink plenty of fluid (dilute/weak squash or juice, water and 'energy' drink of the non-fizzy kind)
- ✓ take plastic bottle of drink to the poolside.
- ✓ take a sensible snack food to long competitions (bananas, raw jelly and/or cereal bars)
- ✓ eat when you get home from swimming – something rich in carbohydrates (pasta, rice, potatoes, bread etc.)
- ✓ drink when you get home (fizzy drinks are fine now!)

DON'T.....

- eat stodgy or greasy food before swimming (chips, roast potatoes, stews, dumplings, puddings, pies, fried foods etc.)
- eat anything less than 1 hour before swimming
- eat crisps or other junk food before swimming
- drink fizzy drinks before or during swimming

COMPETITIONS

As already stated we are a competitive swimming club and as such swimmers when they have reached the required standard will be expected to compete in races either as individuals or as a member of a team. When a swimmer competes as an individual (with club and team support) the meets are called "Open Meets", when they compete as part of a team they are called "Gala's or Leagues"

What to do at an 'Open Meet'

An 'Open' meet is a swimming competition that all swimmers are expected to enter individually. The following sequence of events will take place:

- You will receive notification of the meet/competition and will be asked to choose the events that you wish to enter. You can seek guidance from the Coaches as to which events he/she feels you should enter.
- Having handed in your entry form and entry money you will eventually receive cards indicating the events for which you have been entered. These will show such information as your name, the event you have entered, dates and times etc. Please check these, as it is easier to correct mistakes before the event. (*Tip: try and keep a copy of your entry form for later reference*)
- On the day of the event, **you should post these cards** into the designated 'box' as soon as you arrive at the designated pool. The organisers use these cards to identify those swimmers who have actually turned up and which races they are intending to swim.
- The cards are then sorted and re-issued to you just prior to each event. You should keep a track of the event number being swum at all times and be ready when your event number is being called.
- At the start of the race you should hand your card to the lane timekeeper for them to record your time.
- At the end of the gala, you may be given the cards back to allow you to record the times.

Although we talk of "cards" above an increasing number of clubs are now running card less meets, so cards will not always be issued but the club should still give you some form of notification of what races you have been entered for and when you will be swimming. Card less meets are run in such a way that you will know in advance what heat and lane you will be in. If in doubt ask.

Apart from Open Meets at other clubs and pools we also run our own Open Meets in our own pool, typically these are the

- Last Chance in January (as it says the last chance to get qualifying times for the Suffolk County Championships)
- Valentine Masters Meet in February (for swimmers 16 and over only)
- Last Chance Development Meet in May (last chance for Suffolk County Development Championships)
- Two Day Open Meet in June (a 'B' Grade open meet for developing swimmers)

What to do for a Gala or League

A Gala or League meet is where we are invited as a club to enter a team into a one off gala or swim on series of occasions in a League (e.g. like football leagues). The sequence of events for this is as follows:

- You will receive an invitation from the club to participate in the event with the date, time and place. This will also contain a reply slip to be returned to the current Team Manager. (*Tip: Please return these as soon as possible so that the Team Manager can organise the teams*). Unlike Open events you will have no choice as to which events you swim, the choice will be made by the Coach and the Team Manager and will be based on your past times and abilities to maximise the points for the club.
- Once you have accepted your place you will be required to meet at the designated pool at the time quoted on the invitation. We sometimes provide transport (nominal charge is made) to meets held a long way away, again this will be notified on the invitation.
- Once you have met up with your team mates you will be required to change and meet poolside with the Coach and Team Manager who will then provide you with a team sheet when you will be able to see what you are swimming.

We currently participate in the following leagues

- National Speedo League (North London Division) (for swimmers from 10-Over 18's)
- Suffolk County Winter League (for swimmers from 10-Over 18's)
- Suffolk County Summer League (for swimmers from 9-13 only)

SPEEDING TICKETS - HOW DO THEY WORK?

The speeding ticket scheme is a colourful award system for competitive performance. The qualifying times are equivalent to the ASA schemes, with the exception of the 'Merit' times (we have added this award to help our younger swimmers get started on the scheme.)

All you have to do is beat the times shown in the table below, in an authorised competition or time trial, to qualify for an award. The swim must comply with ASA law to count.

This scheme gives the swimmers a chance to target improvements in their times and to receive rewards for their efforts.

This scheme is voluntary. If a swimmer enters into the scheme, they are given a Club Folder (free of charge) to store their certificates in. Shortly after each competition the times are reviewed and any swimmer improving their time sufficiently to advance to the next coloured 'level' will be awarded a certificate. There is a small charge for each certificate issued and the money received goes toward the generation of the certificates and any remaining money is retained by the Club to help with the training and competition costs.

The cost for each certificate issued is £0.50

Speeding Ticket Times - 2003/04

25 metres	Merit	Bronze	Silver	Gold
Freestyle	24.3	21	18.3	16.7
Breaststroke	30.5	27.2	23.8	21.7
Backstroke	28.0	24.7	21.5	19.6
Butterfly	26.5	23.2	20.3	18.5

50 metres	Bronze	Silver	Gold
Freestyle	47.0	41.0	37.2
Breaststroke	60.4	52.7	48.0
Backstroke	54.4	47.5	43.0
Butterfly	52.4	45.7	41.5

100 metres	Bronze	Silver	Gold	Platinum
Freestyle	1:44.30	1:31.00	1:22.80	1:16.90
Breaststroke	2:12.00	1:55.40	1:44.80	1:37.30
Backstroke	1:56.80	1:39.40	1:30.40	1:23.90
Butterfly	1:53.80	1:39.40	1:30.40	1:23.90
I.M. (4x25m)	1:58.60	1:43.60	1:34.10	

GLOSSARY OF TERMS

Red Top / Bottom - refers to the time when the swimmer should begin the next section of the training programme during that training session. The hand on the 'clock' has a red tip and when the hand reaches the top it has reached 'Red Top' – likewise for 'Red Bottom'

'Off' (!) - a word frequently used to let swimmer know how much time they have to complete a particular 'section' of the training programme. e.g. "100m off 90" means swim 100m within 90 seconds (if the distance is completed in less than 90 seconds, then the remainder of the time becomes 'rest' time)

Drill - particular way of swimming during training – designed to improve technique.

Kick - swimming without use of arms (by use of Kickboard/Float). Used in training to strengthen legs and improve 'kick' technique for racing purposes.

Pull - swimming without the use of legs (by use of Pullbuoy). Used in training to strengthen arms and improve 'arm' technique for racing purposes.

I.M. - abbreviation for Individual Medley, which is a race consisting of equal distances of the four main swimming strokes swum in the following order: Butterfly ('Fly'), Backstroke ('Back'), Breaststroke ('Breast'), Freestyle ('Free').

P.B. - an abbreviation for 'Personal Best' – referring to the fastest time achieved to date for each given stroke/distance.

False Start - when, in a competition, a competitor dives or falls into the water before the starting signal is given. When this happens, the starter will re-call the swimmers. (A rope is dropped across the pool to stop any swimmers from continuing the race if they haven't heard the recall signal).

Disqualification - a swimmer may be disqualified for various reasons, i.e. faulty stroke (if the stroke does not comply with the ASA Law), faulty take-over (in a relay – where one swimmer leaves the wall before the incoming swimmer has touched the end of the pool), faulty turn, false-start etc.

Heat Declared Winner - an event (usually of 200m or more) where the winners are determined from the times they swam in their heats. There is NO final.

Heats and Finals - an event that is divided into heats or qualifying races, where the fastest swimmers go forward to swim in a 'Final' race to determine the order of placings.

'Open' Events or Meets - events that are open to swimmers of any affiliated club. Sometimes, entry into these is governed by qualifying times (i.e. unless you have achieved the qualifying time, you are not allowed to enter)

Age Groups - an abbreviated name for Age Group Competitions (competitions organised within specific age groupings from 10 years up to 16/17 years).

County, District and National Competition - a particular level of competition, each one progressively higher than previous. Qualifying times have to be achieved and there are age restrictions on entry. (District level – 10 years and above. National level – 11 years and above.)

RULES OF SUDBURY & DISTRICT SWIMMING CLUB AS AT 1 JANUARY 2005

1. Name

1.1 The name of the club shall be Sudbury & District Swimming Club

2. Objectives

2.1 The objects of the Club shall be the objects of the Amateur Swimming Association and in particular the teaching and practice of competitive swimming. In the furtherance of these objects:

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

2.1.2 The Club believes 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.

2.2 The Club shall be affiliated to Midland District Amateur Swimming Association and its successor body and to Suffolk County Amateur Association (and shall adopt and conform to the rules of such association) and 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

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 the Midland District ASA and its successor body the Club and the entire Club acknowledge that they are subject to the laws and rules of:

2.4.1 Midland District ASA and its successor body and Suffolk County ASA; and

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

2.4.3 The Amateur Swimming Association of Great Britain (to include in particular the ASFGB Doping Control Rules and Protocols and the ASFGB 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 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.

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). Election to membership shall be in the discretion of the Committee or other person(s) authorised by the Committee.

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 as it shall determine. They shall have the power to make such increase in the subscription as shall, for instance 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.

4.2 The annual subscription and entrance fee (if any) shall be due on joining the Club and thereafter on the 1st day of October 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.

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 him to remain a member.

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 only be expelled or (subject to Rule 6.4 below) following the use of the club's own Disciplinary Procedure.

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, the clubs Code of Ethics, Code of Conduct or Equity Policy have been broken. Where such action is taken the complaint will thereafter be dealt with in accordance with the club's Disciplinary Procedure.

7. Liabilities

7.1 Any accident that occurs during the period of hire shall be placed in the Clubs Accident Report Book and the Accident Book of the establishment where the incident took place, a copy of the report sheet shall be given to the Club, members have a Duty of Care to inform the club of such incidents.

8. Committee

8.1 The Committee shall consist of the Chairman, Vice Chairman, Secretary, Treasurer (together "the Officers of the Club") and elected members all of whom must be members of the Club. The number of elected members will be determined, from time to time, by the Committee. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings as observers without power to vote.

8.2 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. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring members of the Committee shall be eligible for re-election.

8.3 Committee meetings shall be held not less than once a month (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of a meeting shall be such a number as shall represent not less than a simple majority of the Committee members and must include not less than one 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 two days oral or written notice of a meeting. Decisions of the Committee shall be made by a simple majority of those present 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.

8.4 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 time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 12.1 shall not apply

8.5 In addition to the members so elected the Committee may co-opt by simple majority further members of the Club up to a limit of 15 committee members in total who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Committee and shall be counted in establishing whether a quorum is present.

8.6 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 report their proceedings to the Committee at their monthly meeting and shall conduct their business in accordance with the directions of the Committee.

8.7 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 the Accounts of the Club for each financial year be examined by an independent examiner to be appointed by the members in General Meeting.

8.8 The members of the Committee shall be indemnified by the members of the Club against all liabilities properly incurred by them in the management of the affairs of the Club.

8.9 The Chairman may serve for a period of not more than three consecutive years.

9. Officers and Honorary Members

9.1 The 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. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring officers shall be eligible for re-election.

9.2 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.

9.3 The President shall be elected at the Annual General Meeting and may serve for a period of not more than five consecutive years.

9.4 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.

10. Annual General Meeting

10.1 The Annual General Meeting of the Club shall be held each year on a date falling within the period 1 October ("the Opening Date") and 31 October ("the Closing Date"). The date for the Annual General Meeting shall be fixed by the Committee

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

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

10.2.2 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;

10.2.3 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;

10.2.4 To elect the Officers and other members of the Committee;

10.2.5 To decide on any resolution which may be duly submitted in accordance with Rule 10.3.

10.3 Nominations for election of members to any office or for membership of the Committee shall be made to the Secretary not later than the date of the Annual General Meeting. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not less than 21 days before the Opening Date.

11. Special General Meeting

11.1 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 10 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.

12. Procedure at the Annual and Special General Meetings

12.1 The Secretary shall personally be responsible for the handing out or sending to each member at his last known address written 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 Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board if one exists.

12.2 The quorum for the Annual and Special General Meetings shall be 15 members entitled to attend and vote at the Meeting or (if greater) such number as represents one-tenth in numbers of such members.

12.3 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 10.3. In the event of an equality of votes the Chairman shall have a casting or additional vote. Paid up members who have reached their 18th birthday shall be entitled to be heard and to vote on all matters. Members who have not reached their 18th birthday shall be entitled to be heard and vote only on those matters determined by the Chairman as matters concerning juniors.

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

12.5 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.

13. Alteration of the Rules and other Resolutions

13.1 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 The Midland ASA or its successor body.

13.2 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 not later than 10 September in the case of the Annual General Meeting or (in the case of a Special General Meeting) 21 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

14. By-Laws

14.1 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.

15. Finance

15.1 All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the three signatories who 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.

15.2 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.

15.3 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.

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

15.5 The financial year of the Club shall be the period commencing on 1 August and ending on 31 July. Any change to the financial year shall require the approval of the members in a General Meeting.

16. Borrowing

16.1 The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time with the prior approval of a General Meeting for any other expenditure, additions or improvements. The General Meeting shall approve the terms and conditions of such borrowing.

16.2 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.

17. Property

17.1 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.

17.2 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.

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.

18.2 The dissolution shall take effect from the date of 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 a charity or charities (or other non-profit making organisation having objects similar to those of the Club for the furtherance of such objects) nominated by the last Committee.

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.

CODE OF CONDUCT

All staff appointed to the team will have signed this Code of Conduct

STATEMENT OF COMMITMENT FROM SWIMMERS

Sudbury & District Swimming Club requires the following commitment from swimmers on acceptance of selection to the Sudbury & District Swimming Club Team:-

- I accept responsibility to maintain a high level of fitness up to and including the competition for which selected. I am aware of the need to seek appropriate medical advice if I have any concerns as to the state of my health.
- I have not been informed by any medical practitioner and I do not have any knowledge of any medical condition, which would make it inadvisable for me to participate in any swimming events or any other associated activities. Accordingly I hereby certify that I am physically fit and well to participate in any such training and events.
- I will notify to the Coach/Team manager any relevant health and fitness conditions (including medication) that may affect training and anticipated performance objectives in any competition for which selected.
- I will give adequate notification of any factors, which may necessitate declining to participate in any element of the programme for which selected or eligible for selection.

BEHAVIOUR AND PERSONAL CONDUCT

- Team kit and equipment shall be worn as directed by the team manager when competing for Sudbury & District Swimming Club.
- Punctuality on all occasions is essential.
- I will respect coaches and other swimmers and all others associated with swimming. I further undertake at all times to take all reasonable safety measures for the protection of myself and fellow swimmers and to inform the Coach, Lane Helper, Referee or any other responsible person on the poolside of any concerns I may have as regards to safety.
- I will comply with the instructions of the coaching staff
- I will comply with all rules and regulations of the host facility
- My behaviour and personal conduct must at all times be of a high standard and designed to reflect favourably on the sport and the Club. Any other behaviour is unacceptable.
- Language in public or relevant group situations will always be appropriate and socially acceptable.
- I am aware alcohol and tobacco products are forbidden for use by athletes under age as defined by law.
- I acknowledge that during training and any events I may be participating in, Sudbury & District Swimming Club cannot be held responsible for any loss or damage to personal belongings and that I must take all reasonable steps against any such loss or damage.

SANCTIONS

- Breaches of the Code of Conduct shall be dealt with in the first instance by the appointed Coach or Team Manager. He/she shall report any incident to the club committee who may take such further action as deemed necessary in the Club Disciplinary Code.

AMATEUR SWIMMING FEDERATION OF GREAT BRITAIN LTD DATA PROTECTION - MEMBERSHIP DATA COLLECTION - CONSENT

- The Data Protection Act 1998 ("the Act") sets out certain requirements for the protection of your personal information (i.e. information about you) against unauthorised use or disclosure. The Act also gives you certain rights.
 - References below to the Amateur Swimming Federation of Great Britain Ltd (ASFGB Ltd) include a reference to the three members of ASFGB Ltd, the Amateur Swimming Association (ASA), Scottish Swimming Association (SASA) and Welsh Swimming Association (W ASA). By virtue of your membership direct or indirect to ASA, SASA and WASA you agree to your personal data being made available to ASFGB Ltd and its members, subject always to compliance with the Data Protection legislation. This does not include sensitive personal data such as health or medical conditions, which require the explicit consent of the data subject i.e. a signature for this specific purpose.
 - Except to the extent that your club or ASFGB Ltd is required or permitted by law, (the information which you provide in this form, and any other information obtained or provided during the course of your membership ("the Information") **will be used solely for the purposes of processing your application and dealing with you as a member.**
 - If you cease to be a member of the ASFGB Ltd, the Information will not be held for longer than is necessary, after which time it will be destroyed.
 - You agree to use all reasonable endeavors to keep your club and ASFGB Ltd informed of any changes to your personal data.
 - So that we may use the Information for the above purposes and on the above terms, we are required under the Act to obtain your *consent*. Members are therefore requested to sign the consent clause on the membership forms overleaf.
-

EQUITY POLICY & STATEMENT

Sudbury & District Swimming Club

- Are responsible for ensuring that all those who wish to participate in the Club's activities are treated fairly and on an equal basis.
- Will ensure that all participants involved in all aspects of the activities of the Club will be given equal opportunity irrespective of age, gender, marital status, sexual orientation, ethnic origin, disability or religious persuasion
- The Sudbury & District Swimming Club's equal opportunity policy will be consistently applied to :
 - The recruitment, training and / or assessment of staff, coaches, swimmers and officials (whether employed, self-employed or volunteers)
 - The provision of training and assessment of candidates for various awards provided by the Club or by the Amateur Swimming Association.
 - The selection, recruitment and training of swimmers.
 - Any disciplinary matter.
 - The content, production and distribution of all publicity material used by the Club and / or the ASA (e.g. use of photographs or language, which may imply any bias and / or stereotyping).

CHILD PROTECTION POLICY

As a full member of the Amateur Swimming Association (A.S.A.), Sudbury & District Swimming Club agree with and abide by the A.S.A.'s procedures and guidelines for Child Protection in Swimming which have been written in conjunction with the N.S.P.C.C..

A full copy of the Procedure and Guidelines can be seen on their website at www.britishswimming.org, click on Club Information then Child Protection. A hard copy is also available on poolside, from the Club's Welfare officer, Coaches and Team Manager.

"The A.S.A. believe that children's welfare is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in swimming – administrator, club official, coach, parent, friend, children themselves, everyone can help.

The procedures stem from the following principals

- *The child's welfare is the first consideration*
- *All children, regardless of age, any disability they may have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse."*

The Welfare Officer, coaching staff and members of the committee also have attended training courses in Child Protection.

According to ASA guidelines the club maintains a child protection register of everyone over 18 who has contact with the children.

IF YOU HAVE ANY CONCERNS AT ALL remember it is not your responsibility to decide whether a child is being abused, remain calm, make a detailed note of what you have seen or heard and pass the information on..

Tell a club officer, coach or official

OR

Ring SWIM LINE on 0808 100 4001. This number is also available from the poster on the club notice board.

Your club welfare officers are:

Jane Aldhouse, Welfare Officer for 2003/4

Isobel Wooler, Welfare Officer for 2004/5

DISCIPLINARY PROCEDURE

1. Introduction
This document defines the disciplinary procedure for any breach of Health & Safety or club rules.
2. Purpose
There may be occasions when the Club code of ethics is broken and the health and safety of a club member, official or visitor is endangered and has to be dealt with by the club in an appropriate manner. (It must be noted that a Club only has the power to legislate for a breach of its own rules and can only suspend a swimmer from its own club activities. The key ASA Law to be followed is Law 134. A Club does not have the power to handle a dispute relating to a member of another Club, or deal with an offence against ASA Law.)
In the first instance and where appropriate FOR THE SAFETY of all those involved all matters should initially be dealt with by the attending coach, team manger or Club official present. This may involve temporary removal from the water or temporary suspension followed by a report to the Club officers who would then adopt the following procedure.
(It is assumed for the purpose of this procedure that the dispute is between the Club and one or more of its members. It is most important that the same people in the Club do not become both the prosecutor and the judge or the defender and the judge. If the Committee or its officers are either the prosecutor or defender or involved in the dispute then they must find other members not connected with the matter to hear the evidence from both parties to the dispute.)
3. Scope
In the first instance and where appropriate FOR THE SAFETY of all those involved all matters should initially be dealt with by the attending coach, team manger or Club official present. This may involve temporary removal from the water or temporary suspension followed by a report to the Club officers who would then adopt the following procedure.
It is assumed for the purpose of this procedure that the dispute is between the Club and one or more of its members. It is most important that the same people in the Club do not become both the prosecutor and the judge or the defender and the judge. If the Committee or its officers are either the prosecutor or defender or involved in the dispute then they must find other members not connected with the matter to hear the evidence from both parties to the dispute.
4. References
The following documents have been used in the preparation of this document:
 - a. Additional guidance can be obtained from the ASA Handbook Judicial Laws.
 - b. The Sports Council have also issued a booklet "Getting it Right" a Guide to Sports Ethics and Disciplinary Procedures (may also be obtained from ASA Head Office)
 - c. Guidance taken from ASA Judicial Laws 2001
5. Procedure
 - a. On receipt of the dispute every effort should be made to resolve the matter by informal discussion.
 - b. If this is not possible a panel shall be convened to address the dispute. This panel should consist of the following :-
 - i. Three persons, one to act as Chairman. A Secretary may also be needed.
 - ii. The panel will consist of people not involved in the dispute and the club may want to ask individuals from outside the Club to sit on the panel.
 - c. The Chairman of the panel should notify both parties of the date, time and place of the hearing and the names of the panel members.
 - d. Both parties should be given copies of all the papers and every effort should be made to hold the hearing within 14 days of the receipt of the dispute.
 - e. If either party is under 18 years of age they must be advised of their right to be accompanied by a parent (or other person with a parental responsibility for them) or coach to help them present their case.
6. **Both parties should be allowed to bring witnesses.**

7. The hearing should be as informal as possible but needs to be controlled. Points to note.
 - a. The Complainant should present evidence first and the accused should have the right to reply.
 - b. Both parties to the dispute should be able to call witnesses, the Complainant going first and each party should be allowed to question the other party's witnesses.
 - c. Witnesses should wait outside the hearing room until they are called. After questioning they should wait in the hearing room, taking no further part in the proceedings.
8. The Chairman or Secretary should make notes of the hearing and the panel should make every effort to announce their decision verbally to all the parties without delay followed by written confirmation to reach all parties within five days.
9. Additional Information
 - a. The powers of Clubs regarding the disciplinary action they can apply must not exceed those in ASA Judicial Laws 129/130, which can result in full suspension from Club activities for whatever period the panel shall decide, or in expulsion. The panel if it wishes can impose a lesser penalty such as a written or verbal reprimand (If either party to the dispute is dissatisfied with the outcome they are still entitled to make a Complaint to the Judicial Administrator at ASA Head Office, Loughborough.)
 - b. If either party to the dispute is dissatisfied with the outcome they are still entitled to make a Complaint to the Judicial Administrator at ASA Head Office, Loughborough.

ACCIDENT / INCIDENT PROCEDURES

Name of club:	Sudbury & District Swimming Club
Facility:	Kingfisher Leisure Centre
Normal operating procedures (NOP):	Club Secretary – Swim 21 File or Leisure centre Staff
Emergency action plan (EAP):	Club Secretary – Swim 21 File or Leisure centre Staff
Location of emergency telephone:	Leisure Centre Reception
Location of first aid equipment:	Leisure Centre Life Guard
Location of club accident / incident record log:	Equipment Cupboard under Spectators Gallery

All persons in charge of club sessions must be aware of the facilities NOP and EAP as above. These should be strictly followed in case of an emergency.

The important action points are:

- Raise the alarm
- Inform Leisure centre staff and allow them to deal with injury
- Call the emergency services (if necessary)
- Do not move someone with major injuries, wait for specialist help
- Ensure the rest of the group is properly supervised
- Contact the injured person's parent or carer – see emergency phone list with Leisure centre receptionist.
- Complete the club's accident / incident record log
- Inform Club insure

DOPING LETTER FOR INFORMATION OF MEMBERS

I am writing to advise (remind) you of the 'Doping Rules in Swimming'. Under these rules each individual has the obligation to register with the ASA if they have legitimate reason for taking substances associated with illness or medical conditions. Once swimmers become registered to compete it is possible that they can be tested for drugs.

So what do you have to do?

- If you are registered with the ASA as a competitive swimmer, then I recommend you read the attached document and ASA Website at <http://www.britishswimming.org> on this subject. This should then help you to decide whether you need to register your use of a prescribed substance for a medical condition. Based on our knowledge of the types of medical conditions we are aware of, it is most likely that the use of Salbutamol (Ventolin) for treatment of Asthma will be the area of concern. We currently interpret that even if an Inhaler is used a swimmer should register, however the latest guidelines produced by the ASA advise that this is legal but make it unclear whether a swimmer should register anyway. Therefore we assume that you should register.
- Please also note the recommendations regarding the use of performance drinks and supplements that do not contain prescribed substances may cause the body to create performance-enhancing substances.
- If you believe you should be registered then the appropriate form should be completed on an annual basis and sent to the ASA. Bryan Poole has a supply of these forms for this purpose.

The form should be completed and sent to the ASA via Bryan Poole. Remember the club has no obligations here except make you aware of the requirements. The responsibilities for operating within the ASA Guidelines for Doping are an individual responsibility.

Should you need any more information or advice on the subject of Doping please do not hesitate to call me or catch me poolside.

Isobel Wooler
Welfare Officer

ASA GUIDELINES - DRUGS, SPORT AND DOPING CONTROL

The use of performance enhancing drugs in sport is cheating. They are associated with serious medical complications and, above all, their use is illegal. Procedures to detect drug abuse have been in operation for many years and the analytical techniques used currently detect minute traces of drugs, which may have been taken several weeks previously. Punishment for the abuse of drugs may vary widely between a warning letter and a lengthy ban from training and competition. It is important that every competitor in the sport is aware of the problems that they may face and of the procedure for collection of samples for analysis.

We are fortunate that there are very few positive doping control tests in British swimming. The vast majority has occurred 'by accident'. This means that a competitor has taken the agent without their knowing that it is illegal. Typical examples of such mistakes are the use of Pseudoephedrine (Sudafed) or other oral decongestants in cough/cold remedies. This is available as a pure substance and is also present in some 'Benylin' preparations. Some forms of 'Lemsip' contain Phenylephrine, which is also banned. It is YOUR responsibility to check. Ask the pharmacist, your GP or contact your local ASA District Medical Advisor to check if a preparation is legal. If they do not know, they will be able to find out and, if in doubt, don't take it.

Caffeine is an agent, which is permitted, providing the concentration in the urine does not exceed a certain value. Scientists have estimated a safe amount of caffeine to ingest which will not result in a positive test result but, rather than giving that information here, it is safer to advise the use of drinks such as tea, coffee and coke sparingly.

Many of our competitors have asthma and the majority of the drugs used for asthma are perfectly legal. It is important, however, to remember that they are only legal if taken by inhaler. Drugs such as Salbutamol (Ventolin) and steroids are ILLEGAL if taken by mouth or injection, even if they have been prescribed by a GP or hospital specialist. All competitors, who have asthma and are taking such medication, must declare it in writing to the ASA. This is even more important as the competitor competes at international level since the drugs must be declared to FINA.

Some other groups of drugs are legal if they are declared in advance but only if they are given for a specific condition. An example would be the administration of local anesthetic for a tooth extraction or stitches or the administration of an injection of an anti-inflammatory steroid for an arthritic condition or inflammation of a tendon. The doctor who gives the injection must give a letter advising of the dose of the drug, the route of administration and the reason that it has been given in order that you can inform the ASA.

In Britain, any registered competitor may be tested for drug abuse. Very young competitors tend not to be tested but testing has occurred on several occasions at the National Age Groups. The Independent Sampling Officers (ISOs) attend a competition at no notice and are instructed to liaise with an official (such as the Meet Director). A number of competitors are selected at random and the procedure usually involves the final position in a race, but may involve a particular lane or competitor number. When the race has finished, an official will approach the competitor and advise them that they have been selected for a doping control test. The competitor will be asked to sign a form acknowledging that they have been selected and will attend for the test. From then onwards, the competitor should be accompanied by a chaperone of the same sex who will follow him/her until they report for the test. It is important that the competitor does not empty their bladder and takes drinks from a sealed container (such as bottled water or still orange juice). The competitor will be asked to report to the testing room within a specific period, usually one hour from the time of notification. If the competitor refuses to attend, or attends late, this is reported and may result in a punishment as if anabolic steroids had been found in the sample (this is the most severe penalty).

The competitor is allowed to complete a swim down, see his/her coach, attend a victory ceremony, speak with the press, take part in another race etc. but, if they are unable to report to the testing room to produce a sample within the specified time, they must attend the doping control room to advise why they cannot attend to provide the sample and they will be released again to be accompanied by the chaperone. When the competitor attends the doping control room, they may take someone with them. This would normally be someone who knows the testing procedure and may be a coach, parent, friend, team doctor etc. Parts of the form are completed and the competitor is offered a number of sealed vessels. One is selected and the competitor goes into the toilet with an ISO of the same sex. The ISO must watch the competitor pass a sample of urine into the container. This is embarrassing but the ISO will try to put the competitor at ease. The amount of urine is approximately 100ml (a plastic cup full). The ISO must not handle the container unless the competitor asks him/her to do so.

The ISO and competitor return to the administration area of the doping control room and, in the presence of the accompanying person, a pack of two bottles (an 'A' and a 'B' bottle) is selected from at least three packs. The packs are opened (by the competitor) and the numbers checked by him/her and the accompanying official. The competitor or accompanying official decants the urine into the bottles, under the direction of the ISO, and the bottles are sealed. It is at this point that the ISO may become involved in handling the samples. A small amount of urine must be retained in the urine collection vessel and the ISO will test this for pH (acidity) and specific gravity (strength). If the pH and/or specific gravity do not lie within a specific range, the sample is retained and the competitor is asked to provide a further sample. Both samples are sent to the laboratory for analysis. This is because some methods of masking illegal substances rely upon altering the pH or specific gravity of the urine.

The form is completed; giving details of the volume of urine, the bottle numbers, the pH and specific gravity and the competitor is then invited to declare any drugs that have been taken within the last 7 days. This includes minerals, vitamins, creams, inhalers, creatinine, glutamine etc. and the competitor or the accompanying official is usually invited to write the drugs on the form themselves. The ISO must not pass any comment regarding the drugs/agents declared and, in particular, must not say whether any agent is legal or illegal since this is a function of the Governing Body. The ISO's job is merely to collect the sample and information under standard conditions.

The ISO, competitor and accompanying official check the form and bottles/seals finally and sign to say that they are happy with the procedure. The competitor is given a copy of the form and several other parts of the form are distributed subsequently to the Governing Body, the Sports Council and the laboratory. The samples are sent to the laboratory where the larger 'A' sample is analysed. If there are any adverse findings in this sample, the Governing Body is informed and the competitor and an accompanying official invited to the laboratory to witness analysis of the smaller 'B' sample. If the second sample confirms the findings of the first sample, an investigation into the circumstances of the irregularity commences and this may lead to a sanction being imposed.

David Fodden
January 2000