HYTHE AQUA BY – LAWS

THIS SECTION SHOULD BE READ IN CONJUNCTION WITH SECTION 13 OF THE CLUB CONSTITUTION

Club By-laws

1. Membership

1. Temporary membership may be granted at the discretion of the Executive Committee.

2. Second claim membership of Hythe Aqua Swimming Squads will only be allowed in the following circumstances; a member of good standing who, for the purposes of education or work, takes up temporary residence at such a distance as to render training with and representing Hythe Aqua a practical impossibility, and wishing to continue in similar activities to those provided by the Club, joins another Club operating a "First Claim Member Only" rule or similar restrictive practice, may after consideration by the Executive Committee be permitted to hold "second-claim" membership of Hythe Aqua Swimming Squads.

3. A Junior member for subscription purposes shall be under the age of 18 years on the 1st June of that membership year.

4. Family membership includes the member, their spouse or partner and any of their children/dependents entitled to Junior Membership
5. General Membership
6. When the Executive Committee consider membership applications of Hythe Aqua by individuals of other ASA affiliated clubs, they will take into consideration any previous membership of Hythe Aqua.

2. Late Collection Policy

• No child can be left unattended or allowed to make their own way home at the end of a session unless we have an agreement from the parents/guardians permitting this to happen.

• If no written permission is given then until a child is collected, to maintain the wellbeing of all concerned, two appropriate officers must remain with the child

• Please note that for Safeguarding purposes a child is anyone under the age of 18. Emergencies and situations outside of our control happen but clearly, we cannot expect Club volunteers to remain with children who have not been picked up on time indefinitely or to do so on a regular basis, when everyone is in a rush and has somewhere else to be.

3. Competitions and Club Championship Conditions

Inter-Club Competitions - Hythe Aqua Swimming Club is a competitive swimming club and membership may lead to selection for participation in competitions. Any Member who, without a valid reason, having been selected to swim for the Club and fails to do so on regular basis, may be suspended from further competition, including inter-club competitions and the club championships, the period of suspension to be decided by the Committee.

A member of the swimming squads is expected to enter at least two open competitions a year in addition to the Club Championships. Swimmers not meeting this requirement without good reason, risk losing their place in the swimming squads.

Members consistently declining to swim in galas when selected to do so may ultimately have their membership terminated. Members whose longest unbroken Membership is with Hythe Aqua Swimming Club and are selected to swim in a gala and fail to do so, but then swim for another club, of which they are a Member, in the same competition, against Hythe Aqua Swimming Club, shall immediately be suspended and their case shall be reviewed at the next Committee Meeting, or a Meeting convened specially for that purpose.

Training/Competitions - swimmers selected to swim at any event shall in accepting automatically agree to swim as directed by the Coach/Team Manager.

The Club will comply with Swim England rules regarding the eligibility of swimmers who hold dual club status. Dual Club status is not preferred but individual cases will be reviewed by the Coaches after consultation, with the swimmer and where necessary parents (under 18yrs).

All long-term illnesses or disabilities affecting training must be notified to the Club Secretary/Welfare Officer immediately on joining the Club or becoming aware of the condition. The Club Secretary will maintain a register of such notifications on SwimClub Manager and ensure that any swimmers with such conditions are identified on the squad registers and that, to the extent necessary, details of the condition are made available to the coaching staff.

Participation in Club Championships shall be limited to those members who have Hythe Aqua as the swimming club of which they have the longest unbroken membership.

All individual Junior (as defined by the Clubs Constitution) Club Members who qualify for and attend National Championships, relevant to swimming, shall be eligible to apply to the Executive Committee for a maintenance donation per championship qualified for and attended, up to a maximum of three donations per individual, per club year.

4. Club Championships

A swimmer must satisfy the following conditions in order to swim in the Championships: Have membership of Hythe Aqua Swimming Club as their main club at the time of entry and throughout the Championships and with no intention of competing in the Championships of any other Club where membership is held.

Be a paid-up squad member of the club on either a full-time or a holiday/university basis

Failure to comply with the entry conditions stated above and those contained in the relevant Promoter' Conditions shall involve disqualification from the event.

7. Club Championships – Hythe Aqua will aim to hold two swimming championships per year. These will be known as the Sprint Championships and the Club Championships.

   11(a) Sprint Championships
   The age groups will be 8yrs & Under – 25 metres, 9/10yrs, 11/12yrs, 13/14yrs, 15/16yrs & Open all 50 metres for all four strokes. There will be male and female competitions across all distances/age groups.

   11 (b) Club Championships
   The age groups for the club championships will be: 8yrs & under, 9/10yrs, 11/12yrs, 13/14yrs, 15/16yrs & Open over all four strokes.
   Age Group Strokes
   8yrs & Under 25 metres strokes + 100m IM
   9/10yrs 50 metres strokes + 100m IM
   11/12, 13/14, 15/16 & Open 100 metres all strokes + 200m IM
   If pool time is available there will also be an Open competition for the following distances:
   200m Breaststroke, 50m Freestyle, 200m Freestyle, 400m Freestyle, 200m Backstroke, 200m Butterfly, 400m IM, 100m IM, + 800m Freestyle (Girls/Ladies) & 1500m Freestyle for (Boys/Men) where possible.

   There will be male and female competitions across all distances/age groups. Medals will be presented for age group events and Open medals for 200m Breaststroke, 200m Freestyle, 400m Freestyle, 200m Backstroke, 200m Butterfly, & 400m IM

   11(c) General Club Championship Conditions
   The Club Championships will be open to all Club Members who have Hythe Aqua as their longest unbroken membership.

   Club Championship age groups will be determined by a swimmers age on the 31st December in the competition year.

   Club Records will be determined by the swimmers age on the 31st December in the competition year.

There will be no time trials or swimming for time only allowed in the championships.

Any swimmer failing to report at the published time will only be allowed to compete if space is available in the heats.

5. Use of Technology

Members when acting on behalf of Hythe Aqua Swimming Club must not produce any communication, either written or oral (whichever applies) that will:

1. be defamatory, discriminatory, offensive or obscene;

2. infringe any intellectual property rights (e.g. Copyright);

4. gain unauthorised access to any Hythe Aqua Swimming Club computer, or email accounts or equipment;

5. violate any other law or Hythe Aqua Swimming Club policy;

6. disclose confidential information about other members, Hythe Aqua Swimming Club or its sponsors;

7. communicate non-Hythe Aqua Swimming Club matters;

8. transmit data which contains viruses or other computer programs of a malicious nature

This list is not exhaustive and any misuse of the Hythe Aqua Swimming Club name and contact list for communication may lead to disciplinary action.

Offensive Material - Hythe Aqua Swimming Club members are not expected to access, display, store, or generate on Hythe Aqua Swimming Club equipment/systems or send to others (e.g. members contact list) via any equipment, material that may be regarded as causing offence to individuals or about other club volunteers.

What is offensive material is determined by its effect on the recipient, not how it is regarded by the sender. In this context offensive material would not be limited to but does include pornographic, sexist, racist and abusive material. In the same way all members when representing or acting on behalf of, or participating in any activity as Hythe Aqua Swimming Club must also refrain from using language that may cause offence in any communications and must not discredit other members.

As above, offensive language is determined by its effect on the listener, not how it is regarded by the speaker. It is not always possible to avoid receiving offensive material from others. Members receiving such material from other Hythe Aqua Swimming Club members must immediately report the matter to the Hon. Chairman or Hon Secretary and the Welfare Officer who will investigate and may consider disciplinary action.

6. Use of Mobile Telephones (changing rooms)

As a Club we have made it clear that the use of mobile phones in the changing area is unacceptable, and there are notices displayed around the pool confirming this. Use of the phones in the changing rooms is also contrary to the Local Authority pool usage rules.

Swim England have revised their safeguarding guidance (Wavepower) where it is explicit that the use of mobile telephones in the changing rooms is prohibited in all areas covered by Swim England such as Club Training & Competitions – see below.

The Club takes any reports of mobile phone usage in changing areas very seriously and the Executive Committee will consider suspension or exclusion from the Club if necessary for any individual concerned.

We would urge all parents to remind their children of these rules, "No Mobile Phone Usage in Changing Rooms", so that there are no occurrences.

Safeguarding in Changing Rooms (Extract from Swim England Wavepower)

Swim England's position is that all use of a mobile phones or device's in a changing area is prohibited during a Swim England regulated activity, and must be recorded and referred to Swim England if there is a concern that an image or video has potentially been captured. Use of a mobile phones or device's, where it is clear an image hasn't been taken (eg, someone is witnessed talking on the phone) should be handled under our Hythe Aqua Club Code of Conduct and behaviour protocols. Organisations should work with Venues to clearly signpost this policy.

"Device" means anything that can take photograph's I.E items such as laptops, I-Pads, Tablets etc.

Electronic devices that do not have photo capability, such as music players are acceptable for use.

If anyone who uses changing rooms, see's anyone using said devices, in the changing rooms, for your own protection, please immediately inform your Coach/Teacher, Welfare Officer or a committee member.

Parents, please remind your swimmers, that any phones or devices should be left with yourselves, as there is no need for them during training sessions.

7. Discipline

Occasionally it may be necessary to discipline a member for minor incidents of misbehaviour, and this can be dealt with fairly by the coaches/ team managers.

In more serious cases of breach of discipline where immediate action is required such as exclusion from the training session or from other Club training sessions, Coaches and Officers of the Club have the power to invoke a temporary exclusion. The parent/guardian must be informed of this action in the case of a swimmer being under 18. Any dispute must be dealt with in accordance with Swim England guidelines.

Parents are not allowed on poolside at any time whilst the club has a training session in progress. (Except when their assistance is requested by the Coach/Teacher should the child become unwell and have to be collected before the end of the session. The coaching staff are not to be interrupted whilst coaching under any circumstances. If a parent fails to comply with this bylaw, they will face an immediate seven day exclusion from attending any Hythe

Aqua Swimming Club training sessions or club events. Any further breaches of this byelaw will result in the Officers of the Club and Committee deciding on an appropriate sanction to be applied to the individual concerned in compliance with the Club's Code of Conduct and the relevant Swim England Law.

8. Leaving the Club

Upon resignation all club equipment, trophies etc must be returned immediately to the Hon Secretary

9. Hythe Masters

For the purposes of training and pool hire the Hythe Aqua Masters training sessions will be known as Hythe Masters Swimming Club and will be accounted for separately to the main club accounts, although these accounts will be aggregated with the main club accounts and reported to the Hythe Aqua AGM at the end of each financial year. All individuals attending Hythe Masters will be fully paid-up Hythe Aqua club members. Hythe Masters will maintain its own insurance arrangements.

10. Life Membership Process

Life Membership - The Executive Committee will consider where appropriate providing Life Membership to an individual for outstanding service to the Club. A presentation of Life Membership certificates where agreed will be made at the annual Hythe Aqua AGM.

11. Club President Process

Club President - The Club President will be nominated by the Executive Committee and once appointed will hold that role until they retire from that position. Club Presidents may be nominated from within the club membership base. The Club President is an honorary position and has no Executive Committee voting rights.

12. Correspondence and Complaints:

Day to day correspondence regarding squad matters should be directed to the coaching staff. Day to day correspondence regarding teaching matters should be directed to the Swimschool Manager.

Except for welfare matters, which should be raised directly with the Club Welfare Officer, all correspondence and complaints that require the attention of the Committee shall, in the first instance be directed in writing to the Club Secretary.

If, for any reason, it is inappropriate for any such item to be sent to the Club Secretary, then it should be directed to the Club Chairman or Club Welfare Officer

The General Secretary/Chairman will ensure that any such correspondence is passed to the relevant member(s) of the Executive Committee for action and advise the member accordingly.

13. Club Committee Structure

In addition to the Executive Officers the Committee will consist of: Hon Swimschool Representative, Hon Squad/Coach Representative, Hon Masters Secretary, and three Executive Members + ex-officio Welfare Officer. Other Club Members may be requested to attend or join the Executive Committee as required.

V: Nov 26