



Constitution of Larne Swimming Club



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Template Constitution

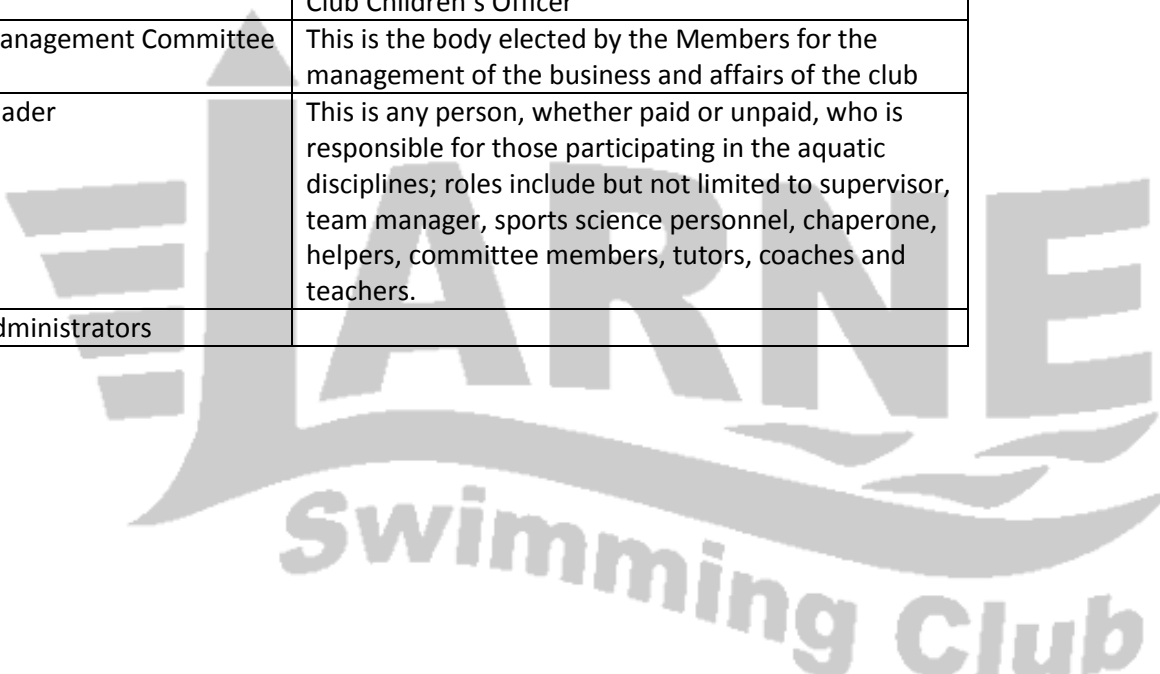
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Introduction

List of Terms and Abbreviations

(Club)	The name of your club
(Discipline)	The aquatic discipline(s) in which the members participate
ISC	Irish Sports Council
SI	Swim Ireland
Region	Connacht, Leinster, Munster or Ulster
AGM	Annual General Meeting
EGM	Extraordinary General Meeting
CCO	Club Children's Officer
Officer	Officers of a club are the President, Chairperson, Honorary Secretary, Honorary Treasurer, Minutes Secretary, Gala Secretary, Membership Secretary, Club Children's Officer
Management Committee	This is the body elected by the Members for the management of the business and affairs of the club
Leader	This is any person, whether paid or unpaid, who is responsible for those participating in the aquatic disciplines; roles include but not limited to supervisor, team manager, sports science personnel, chaperone, helpers, committee members, tutors, coaches and teachers.
Administrators	



1. Name(s) and Colour(s)

1.1 The name of the club shall be “LARNE SWIMMING CLUB” (hereafter called The Club).

1.2 The colours of the club shall be predominantly red and any other colour agreed by the club committee.

1.3 The headquarters of the club shall be Larne Leisure Centre

2. Objectives

2.1 The objectives of the club are:

- To teach swimming to children from the age of five upwards in a safe, supportive and friendly environment.
- To promote competitive swimming in order to encourage children to fulfil their potential and to develop their ability to take part in and contribute to all aquatic and team sports in a positive sporting manner.
- To promote the teaching/coaching and practice of aquatic sports in line with current best practice.
- To promote the development of physical, moral and social qualities associated with sport, within the participants.
- To ensure that the abilities of every swimmer, from learners to elite competitors, are catered for in an appropriate way within The Club.
- To accept and enforce the rules and regulations set down by Swim Ireland regarding aquatic sports
- To provide a positive and safe environment for all its members and staff
- To ensure sport for young people in the club is fun, and conducted in an encouraging atmosphere in line with Swim Ireland guidelines and best practice.
- To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so as individuals can be involved in sports activities in an integrated and inclusive way.
- To provide adequate facilities for all members to take part within said sport.

2.2 The Club is fully committed to safeguarding the wellbeing of its members. Every individual in the club should, at all times, show respect and understanding for their rights, safety and welfare and those of others, and conduct themselves in a way that reflects the principles of the Club and the guidelines contained in the ‘Swim Ireland Safeguarding Children Policies and Procedures 2010’ or most up to date equivalent.

3. Affiliation

By virtue of the affiliation of the Club to Swim Ireland, its members acknowledge that they are subject to the laws, rules and constitutions of:

- Swim Ireland, the governing body for the whole of the island of Ireland.
- Swim Ulster
- Ligue Européenne de Natation (LEN), the European governing body for the aquatics.
- Fédération Internationale de Natation (FINA), the world governing body for the aquatics.

4. Membership

4.1 All members are subject to the rules and constitution of the Club and rules and regulations of Swim Ireland, Swim Ulster, LEN and FINA

4.2 Membership Categories

The following constitute as Members of the club:

- Competitor – Members of the club who decide to engage in competitive events.
- Non-Competitor – This category includes but is not limited to: participants who wish to train but not compete; coaches; committees; leaders; and CCO’s, new membership and Learn to Swim.

4.3 Membership Conditions

- 4.3.1** The management committee reserves the right to accept or reject applications for membership of the Club. The Club has rules and criteria covering requirements, trials and waiting lists for admission in place. If applicants are refused, they must be notified by the management committee in writing as to the reasons for their refusal.
- 4.3.2** The management committee may suspend or expel a member of the Club in accordance with the SI complaints and disciplinary rules and procedures.
- 4.3.3** Lapsed members may not participate in any activities of the Club and/or Swim Ireland until all subscriptions have been paid and all liabilities to the Club cleared.
- 4.3.4** The Club will abide by and publish all relevant club and SI rules and regulations on the Club's website or provide a link to SI's website for a complete listing of abiding policies. Such documents will include but not be limited to; SI Guidelines for Safeguarding Children, SI Complaints and Disciplinary Rules and Procedures and the Club constitution.

4.4 Duration of membership and annual subscriptions

- 4.4.1** Membership fees shall be due in September and should be paid within one calendar month. Any variation from this must be agreed by the management committee.
- 4.4.2** The membership year shall run from the 1st of September to the 31st of August each year
- 4.4.3** Club fees will be determined by the management committee.
- 4.4.4** A member who wishes to resign as a member of the club must inform the secretary in writing. No refund of subscription monies will be paid upon resignation from the Club and if this persons wishes to renew membership at a later date they must re-apply as per the new member process.
- 4.4.5** If a member is deceased, their legal personal representative is not liable for any balance of subscriptions.

4.5 Application procedures for new and returning club members

- 4.5.1** New members must complete the necessary application forms
- 4.5.2** Members will be required to renew their membership with the Club and Swim Ireland on an annual basis
- 4.5.3** Members must be familiar with and comply with the Swim Ireland and the Club rules and read and sign the Swim Ireland and the Club codes of conduct annually.
- 4.5.4** These forms must then be forwarded to the management committee for approval. Those under 18 must also have their parents sign the necessary application forms.
- 4.5.5** Upon acceptance the member will then be provided with a copy of the constitution and rules of the Club
- 4.5.6** Full membership status is only valid where a subscription has been paid in full or in a manner agreed by the club management committee.

5. Club Management

5.1 Description

There are a number of roles necessary to manage the club on a day to day and long term basis. These consist of the club management committee, teachers and coaches, team managers and officials.

All members who hold a role within the club are required to comply with the following:

- Swim Ireland recruitment policy
- Swim Ireland policies and procedures
- Adequate handover prior to resigning their position

5.2 Roles and responsibilities

5.2.1 Chairperson

- Support the efficient running of the Club
- Chair regular committee and annual general meetings
- Guide others in understanding their roles and responsibilities
- Be actively involved in development planning for the Club
- Represent the Club at local, regional and national events
- Guide the Club to fulfil its responsibilities to safeguard young people at Club level
- Have an understanding of the legal responsibilities of the club, to which the Club complies

5.2.2 Club Secretary

- Be the first point of contact for Club enquiries
- Communicate with various members within the Club
- Organise and attend Club meetings, including Annual General Meetings
- Record and distribute minutes in a timely manner
- Delegate tasks to Club members
- Deal with all correspondence
- Attend to Club affiliations
- Ensure insurance is up to date and relevant
- Maintain up to date records and reference files

5.2.3 Treasurer

- Manage the Club's income and expenditure in accordance with club rules
- Produce an end of year financial report
- Regularly report back to the Club committee on all financial matters
- Efficient payment of invoices and bills
- Propose amendments to subscriptions as appropriate
- Deposit cash and cheques that the club receives
- Keep up to date financial records

5.2.4 Club Children's Officer

- Act in the best interests of young people
- Ensure young people have opportunity to express opinions and views
- Ensure safeguarding policies and procedures are implemented and effective in all areas of the Club
- Act as advisor for and report concerns of abuse to the appropriate authorities
- (Further details are contained in the latest Swim Ireland Safeguarding Policy document)

5.2.5 Other Committee Roles

For full details of duties please refer to the club support guide:

- Club President
- Vice Chairperson
- Competitions secretary
- Membership secretary
- Minute secretary
- Club development officer
- Public relations officer
- Volunteer co-ordinator

12 Elected plus 2 Team Captains

5.2.6 Coaches and Teachers

- Operate within your qualification level and hold a Swim Ireland licence
- Plan and deliver coaching sessions appropriate to the ability of the participants
- Work with the club's coaching and teaching team to deliver the coaching programme as agreed by the head coach/teacher
- Make participants aware of their progress.
- Ensure that you take in to account any special needs of the participants involved i.e. fitness levels, medical conditions, physical impairments or disabilities.
- Be aware and understand the facility (ies) Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
- Attend all competitions and gala's as agreed
- Ensure cover for sessions if unable to attend, meeting the requirements for the club, i.e. licensed member of SI
- Assist participants to achieve their full potential

5.2.7 Team Managers

- Operate within your qualification level
- Be aware of and apply SI safeguarding young people policies
- Be aware of team members' medical requirements
- Awareness of SI complaints and disciplinary procedures
- Liaise with athletes
- Liaise with coaches & support team
- Awareness and respect for all club members
- Organise arrangements and budgets for trips and events
- Organise Care and supervision of athletes at all times
- Appropriate distribution of necessary information
- Completion of team manager reports at the end of each trip or event

5.2.8 Officials

- Support the clubs in their requirement to provide officials at club, regional and national competitions
- Make yourself available for rostered duties
- Arrive on time for official duties
- Complete training as required
- Be knowledgeable of role you are fulfilling – understand the rules

5.3 Club Management Committee

The Management Committee is the body elected by the Members for the management of the business and affairs of the Club. It consists of 12 who must be members of Swim Ireland in their own right. The Club Children's Officer is an appointed position who must also be a member of Swim Ireland in their own right and sits on the committee in addition to the 11 elected.

5.4 Membership of the Management Committee

Membership of the Management Committee shall consist of the following: President, Chairperson, Vice Chairperson, Honorary Secretary, Honorary Treasurer, Minutes Secretary, Gala Secretary, Membership Secretary, Club Children's Officer, and at least four other adult members.

5.5 Rights and Duties of the Management Committee

- 5.5.1** The management committee shall be empowered to introduce rules, as the need arises, for the general regulation of the club. All rules must be in line with the Swim Ireland rulebook. The management committee will ensure the club's rule book is made available to all members
- 5.5.2** The committee have the power to appoint sub committees as they may consider necessary. These sub committees will act on behalf of the management committee, follow club and SI procedures, and report back to the management committee.
- 5.5.3** The management committee shall be responsible for all assets of the club.
- 5.5.4** The management committee, in conjunction with the head coach, will be responsible for formulating club policy and development plan in accordance with the 'Swim Ireland Safeguarding Children Policies and Procedures 2010', or most recent edition.
- 5.5.5** The members of the management committee shall be indemnified by Swim Ireland against all liabilities properly incurred by them in the management affairs of the club.
- 5.5.6** Committee members must declare any personal or business interest, which may conflict with their duties as a member of the management committee. Such a declaration may be discussed with the other committee members at a designated meeting, and they may be required to absent themselves from the content, discussions and decisions.
- 5.5.7** The management committee will be expected to fulfil the duties required in the code of conduct for club committees section of the 'Swim Ireland Safeguarding Children Policies and Procedures 2010', or the most recent equivalent. The committee will also adhere to any updated versions of these policy documents which are issued in the future.

6. Meetings

6.1 Meetings of the Management Committee

- 6.1.1** The management committee shall meet 8 times per year with a minimum quorum of 50% plus 1 of the elected and appointed committee members present.
- 6.1.2** The chairperson and/or secretary shall have discretion to call further meetings of the committee if they consider it to be in the interests of the club.
- 6.1.3** A minimum of (7 days) notice will be given to committee members save with exceptional circumstances. The management committee shall agree how notice shall be provided; phone, email etc.
- 6.1.4** The club secretary should set out the agenda and circulate in advance on the meeting.
- 6.1.5** The chairperson has the casting vote on any motion arising during the meetings.
- 6.1.6** The chairperson's decision on a point of order is final
- 6.1.7** The chairperson will preside at all meetings; however in the chairperson's absence a member of the committee may be nominated.
- 6.1.8** The Club Secretary, or in her/his absence a member of the committee, will take minutes.
- 6.1.9** The following reports should be given at management committee meetings:
- Correspondence received
 - Treasurer's report
 - Club children's officer report
 - Head coach report
 - Other project or sub-committee reports
- 6.1.10** The Club Secretary shall circulate points of note from the meetings of the management committee within (7 days) to all club members.
- 6.1.11** The Management Committee may also decide upon acceptable means of communication used, during periods between meetings, to ensure the day to day running of club.

6.2 Annual General Meeting (AGM)

- 6.2.1** The AGM will be held annually by/ before November
- 6.2.2** Members shall be informed of the date, time, and request for nominations and motions at least 21 days prior to the meeting. This information shall be emailed to club members as well as other usual channels of communication.

- 6.2.3 Nominations for office and notice of motions must be received in writing by the club secretary no less than 14 days prior to the general meeting.
- 6.2.4 A proposer and seconder are required for all nominations and notice of motions.
- 6.2.5 Notices of motions and nominations for the management committee shall be displayed on the club notice board for not less than 7 days prior to the AGM. Motions and nominations without due notice will not be discussed at the AGM.
- 6.2.6 The committee shall distribute to members its annual report and other relevant documents such as nominated candidates/motions not less than 7 days prior to the AGM.
- 6.2.7 No business shall be transacted at a general meeting unless a quorum is present. A quorum of (20%) of the eligible voting members is the number required.
- 6.2.8 If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the club committee may determine. If at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.
- 6.2.9 At this meeting, the annual report shall be presented, which shall consist of a: chairperson's report; secretary's report; treasurer's report; CCO report and the head coach's report.
- 6.2.10 Any changes or updates to the club constitution or club rules will be notified to the members and Swim Ireland within (7 days) following the AGM.
- 6.2.11 Any resolution to amend the club's constitution which is successful at the general meeting will come into immediate effect upon conclusion of the general meeting.
- 6.2.12 Two delegates for the club will be elected to represent the club at the Swim Ireland AGM.
- 6.2.13 Boys' and Girls' Club Captains shall be elected annually at the AGM from the PTL D (senior) Age Group. Those eligible to vote shall be swimmers from the PTL C and D Age groups, Committee members and Coaches. Club Captains have a number of responsibilities outlined in the "Captain's Responsibilities" document.
- 6.2.14 The Club AGM shall be run in accordance with Swim Ireland club standing orders, as amended from time to time.

6.3 Extraordinary General Meeting (EGM)

- 6.3.1 An Extraordinary General Meeting may be called under the following circumstances:
 - If a resolution to convene a club EGM is passed at the preceding club AGM
 - If the club secretary is served with a written notice signed by 20% of members requesting to hold a club EGM
 - Where two-thirds of the club management committee resolve to convene a club EGM
- 6.3.2 A club EGM must be held within 14 days of receiving a bona fide request allowing for 7 days' notice to all club members.
- 6.3.3 The Club EGM shall be run in accordance with Swim Ireland standing orders, as amended from time to time.
- 6.3.4 The total number of eligible voting club members will be made available by the management committee to club members.

6.4 Rules at General Meetings (AGM & EGM)

- 6.4.1 Members who are fully paid up and over 18 years of age are eligible to vote.
- 6.4.2 Voting by proxy is not allowed.
- 6.4.3 Parents shall hold one vote only on behalf of their child/children within the club, regardless of the number of their children in the club. Only one parent may exercise this vote and this must be so agreed between the parents. Parents who are club members in their own right have their own vote and may also cast one vote on behalf of their child/children
- 6.4.4 Voting shall be conducted via a show of hands, which will be counted by the club secretary. The committee may, however, recommend that a vote should be held in a secret ballot format owing to the context of the matter.
- 6.4.5 Nominations and motions will be passed at AGM's by simple majority of 50% plus one.

6.4.6 Motions for a change to the Club constitution must be passed by a special majority of 75% of persons present at the meeting entitled to vote.

6.4.7 The chairperson will have a casting vote if there is an equality of votes

6.5 Election of the Committee Members at AGM/ EGM

6.5.1 Election of the management committee members usually takes place at the club AGM each year. At this time the executive officers of the club shall be elected - President, Chairperson, Vice Chairperson, Honorary Secretary, Honorary Treasurer, Minutes Secretary, Gala Secretary, Membership Secretary, and at least four other adult members.

6.5.2 If an executive officer of the club must step down during their term, the management committee may appoint an existing committee member to fill this vacancy. The position will be held from the date of such appointment until the expiry of the term of office that would have been served by that executive officer where he or she had completed a full term.

6.5.3 A committee member may stand for re-election for four consecutive years. After this time period is up, they will be ineligible for election to the management committee for a period of two years.

6.5.4 Only in the event that no nominations are received by the Secretary by 5 days prior to the general meeting, may a nomination from the floor at the AGM or EGM can take place.

6.5.5 A club children's officer must be appointed by the management committee and will be part of the committee. The CCO will fulfil the criteria laid down by the 'Swim Ireland Safeguarding Children Policies and Procedures 2010', or most recent equivalent.

7. Transfers

If a member wishes to leave the Club and join another club the Swim Ireland transfer rule must be followed, this is as per the Swim Ireland rule book.

8. Finance

8.1 The financial affairs of the club shall be the responsibility of the management committee in general and in particular, the treasurer. Correct accounts and book keeping shall be done by treasurer or under his/her supervision.

8.2 Annual accounts of the Club should be prepared for the AGM by the club treasurer.

8.3 The management committee shall be empowered to open bank accounts in the name of the Club and all transactions in these accounts shall be authorized by the management committee. All cheques, drafts and so forth shall be signed by the treasurer and either the chairperson or secretary.

8.4 The treasurer will receive all money paid to the Club and ensure all such sums are lodged to the Club bank account as soon as possible.

8.5 Any assets invested in by the management committee will be used for the Club purposes only. The management committee will delegate the use of these assets under advisement from coaches, teachers, club children's officers and others within the Club

8.6 The committee will have the power to negotiate sponsorships on the Club behalf and engage from time to time fundraising activities. Any financial returns from these activities will be used for the Club development purposes only.

9. Complaints and Disciplinary Procedure

9.1 The club hereby adopts The Swim Ireland Complaints & Disciplinary Rules and Procedures as amended by Swim Ireland from time to time.

9.2 The management committee will appoint a complaints and disciplinary committee (CDC) in accordance with the SI Complaints and Disciplinary Rules and Procedures.

9.3 All members of the Club must abide by the Swim Ireland complaints and disciplinary procedures

9.4 Complaints will be dealt with in accordance with the relevant procedures

9.5 Any matter involving members under 18 must also be brought to the attention of the CCO

10. Cessation/Suspension/Expulsion of Membership

- 10.1** The Club have the power to terminate and suspend membership owing, but not limited to, violation of the constitution and/or rules, criminal behaviour or any activity deemed unseemly by the management committee in line with SI complaints and disciplinary policies
- 10.2** All club terminations and suspensions will be reported to Swim Ireland.
- 10.3** All club terminations and suspensions can be appealed in line with the Swim Ireland complaints and disciplinary policy.
- 10.4** Suspension or termination of an individual's membership to Swim Ireland can only be done by Swim Ireland's board. These procedures are laid out in the 'Articles of Association of Swim Ireland'.

11. Dissolution

- 11.1** the Club may be dissolved by:
- A resolution passed owing to the inactivity of its members. This Resolution would be passed at an EGM, specifically called for that purpose and carried by three quarters of the members present.
 - A court order where a dispute exists within its membership
- 11.2** Notice must be given to members and Swim Ireland for any dissolution to come into effect, owing to a resolution at a general meeting.
- 11.3** All aspects of the club, having discharged debts and liabilities, shall be distributed to a charity, charities or other non-profit making organization having an agenda similar to those of the Club or SI.
- 11.4** The management committee shall be responsible for the winding up of assets and liabilities of the Club.

12. Equality

In accordance with the Equal Status Act 2000 – 2004 and the Equality Act 1996 in Northern Ireland, the Club will not discriminate against any persons or visitors within the Club. No discrimination of any kind against employed and voluntary staff, membership applications, members and individuals within the general public, will be tolerated.

13. Criminal Allegations

The Club shall treat allegations of criminal activity very seriously. Any allegation of a criminal offence will be reported to Swim Ireland and the appropriate policing body.

14. Data Protection

The club hereby adopts the Swim Ireland Data Protection Policy as amended by Swim Ireland from time to time.

15. Health and Safety

The club hereby adopts the Swim Ireland Health and Safety Policy as amended by Swim Ireland from time to time