

KINGSTON UPON HULL SWIMMING CLUB BYE LAWS

A The Governing Body

1. The Trustees of the Company (“the Governing Body”) will take all necessary steps to seek affiliation of KUHSC with the ASA and Yorkshire ASA and NECASA.
2. The Governing Body will seek to obtain all such insurance cover for KUHSC and its members as it deems necessary.
3. All decisions regarding the day to day running of KUHSC will be determined by the Governing Body.
4. Names and photographs of:
 - a. Members of the Governing Body
 - b. The Chief Coach and Assistant Coach
 - c. The Squad Coaches
 - d. The Squad Managerswill be displayed on the notice board and club website.
5. The Governing Body shall meet at least once a month.
6. Any complaint/enquiry in relation to KUHSC should be directed to the Secretary in writing.

7. The Governing Body may amend these byelaws and impose new byelaws at their discretion. Any such amendments and/or additional byelaws will subsist until the next AGM when they will be subject to approval of the members.
8. The Governing Body will ensure that an up to date Register of all members is maintained by the membership secretary and available for inspection on request.
9. Any proposed borrowing by the Governing Body must obtain the prior approval of a majority of its voting members attending a meeting called for that purpose.
10. Any single capital expenditure proposed by the Governing Body in excess of £3,000 must obtain the prior approval of a majority of the voting members attending a meeting called for that purpose.
11. All cheques of KUHSC must be signed by two members of the Governing Body.
12. Other than the approved items of expenditure, any cheque in excess of £500 must be approved by the Governing Body as a whole.
13. Procedures in relation to payment of accounts and invoices by the Company will be as determined by the Governing Body.
14. Any payment and reimbursement of monies to members is at the discretion of the Governing Body and in accordance with procedure determined by the Governing Body.

15. Notices of all AGM, EGM, SGM meetings will be posted on the KUHSC Notice Boards in accordance with the time limits set out in the Articles of Association.
16. Any members wishing to place a notice on the KUHSC Notice Board must seek the prior approval of the Governing Body or their nominated representatives.

B Membership

17. The Governing Body at their discretion may appoint individuals to hold the Honorary posts of President and Vice President, Patron, or Life Supporter of KUHSC. At the discretion of the Governing Body (anyone so appointed may represent KUHSC at events).
18. There are three categories of membership:
 - a. Junior swimming members under 18
 - b. Swimming members over the age of 18
 - c. Non-swimming members
19. Every junior swimmer under the age of 18 must be registered by a non swimming member over the age of 18.
20. Every member over the age of 18 is entitled to one vote at AGM/SGM/EGM meetings and is a voting member provided all fees and subscriptions relating to themselves and/or any non voting swimming member registered by them are fully paid as at the date of the relevant meeting.

21. Should a voting member be unable to attend a meeting they can apply to the Membership Secretary for a proxy form to appoint the Chairman of the said meeting to vote on their behalf in accordance with their written instructions. Such written instructions and completed proxy form to be delivered to the Membership Secretary at least seven days prior to the relevant meeting.
22. Application for Swimming membership is available to any swimmer who reaches the required standard as determined by the Chief Coach or Assistant Coach or a Volunteer Coach nominated by the Chief Coach to assess the swimmer's ability.
23. The swimming member will enter the squad as determined by the Chief Coach or Assistant Coach.
24. Each proposed Swimming member will undergo a probationary period for such duration as determined by the Chief Coach or Assistant Coach, save in the event that the proposed swimming member has successfully completed their training within the Tadpole Squad.
25. Application forms for Swimming membership will be provided by the relevant Squad Manager at the end of the trial period or on successful completion of training within the Tadpole Squad.
26. Entry to the Tadpole Squad is open to any child between the ages of 6 - 10 years. For safety and learning purposes the number of children within the Tadpole Squad is restricted. If the Tadpole Squad is full a child's name and details can be entered on a waiting list held by the Membership secretary.
27. Application forms for non swimming membership can be obtained from the Membership Secretary or relevant Squad Manager.

28. Completed membership forms are to be delivered to the Squad Manager or Membership Secretary together with payment of the initial membership fee and all relevant insurance and ASA registration fees.
29. All applications for membership are subject to the approval of the Governing Body and confirmation that membership, registration and insurance fees have been paid.
30. A guarantee of not more than £10 is payable by each member in the event of the winding up of KUHSC or in the event that KUHSC is wound up within one year of the member ceasing to be a member of KUHSC. Each member over the age of 18 will be asked to sign a guarantee form confirming their agreement to pay the guarantee.
31. Any member over the age of 18 who fails to sign the guarantee form will have their membership cancelled with immediate effect.
32. When membership is approved the new member will be provided with a swimming pack and/or information pack.
33. Notice of the relevant monthly subscription payable for each swimming member will form part of the swimming/information pack. Notice of monthly subscriptions payable for all squads will be posted on the KUHSC Notice Board together with notice of the annual registration, insurance and membership fees.
34. All members will pay an annual membership fee and all requisite insurance fees and affiliation fees as required by ASA and the Yorkshire ASA. Failure to pay such fees will result in cancellation of membership.
35. The annual subscription fees and monthly subscription fees are reviewable at the discretion of the Governing Body.

36. It is the responsibility of all members to ensure that they are paying the correct monthly subscription for their Squad and that all annual fees and subscriptions are paid promptly. Standing order forms will be provided in the information pack and are available from the Membership Secretary or relevant Squad Manager
37. Any swimming member in arrears with their monthly subscription in excess of 3 months will cease to be a member with immediate effect and forfeit all fees paid.
38. The Governing Body has discretion to suspend payment of a Swimming member's monthly subscription on the written application of any member.
39. The full monthly swimming subscription is payable irrespective of the number of squad sessions attended unless the Governing Body have previously agreed to suspend payment.
40. Any swimming member who reaches the age of 16 and who attends a further education/training course outside a 35 mile radius of Hull can apply to the Governing Body to continue swimming with KUHSC during their vacation periods. Approval of any such application will be discretionary and subject to:
 - a. Any conditions imposed by the Governing Body
 - b. Payment of all requested subscriptions and fees.

Any such approved vacation swimmer will swim in the squad determined by the Chief Coach or Assistant Coach.

41. Any swimming member who reaches the age of 18 and who is still in full-time education or further education will pay monthly subscriptions at half the normal rate for their squad.

C Health and Safety

42. It is expected that all non swimming members will attend pool control courses as required by each facility used by KUHSC.
43. It is hoped that all members will attend a Life Saving Course recognized and accepted by the relevant Facility Operators.
44. It is expected that all members will have read the swimming/health and safety rules and operating procedures of KUHSC contained in the information and swimming packs.

D Committees

45. There will be two committees each chaired by a member of the Governing Body to assist in the day to day running of KUHSC:
 - a. A Swimming Committee
 - b. A Finance, Enterprise, Facilities and Administration Committee
46. Each committee will meet at least once a month.
47. Any Governing Body member absent from three Committee meetings during any one year may be asked by the Governing Body to resign their position. The Governing Body may appoint a replacement officer for the resigning officer, who will hold office until the next AGM.

48. Each Committee will appoint one of its members to keep minutes of all meetings, copies of which will be forwarded to the Governing Body.
49. If the Chairman of any Committee is unable to attend the Committee meeting, the second member of the Governing Body serving on that particular Committee will chair the particular meeting.
50. The Governing Body may form any additional Committees at their discretion.
51. All proposed expenditure by the Committees is subject to approval of the Governing Body.
52. The Chief Coach and Assistant Coach will attend the Swimming Committee and may attend other Committee meetings.

E Coaching Matters

53. The Chief Coach or Assistant Coach may attend the Governing Body meetings at the request of either the Governing Body or the Chief Coach.
54. Subject to the approval of the Swimming Committee, the Chief Coach will be responsible for the provision of the KUHSC swimming galas and competition rules for the benefit of the swimming members.
55. Subject to the approval of the Swimming Committee the Chief Coach will determine the direction, development and growth of swimmers and swimming activities within KUHSC.

56. Volunteer coaches will be subject to approval by the Chief Coach after discussion with the Swimming Committee.
57. Movement of swimmers between the squads is at the discretion of the Chief Coach and Assistant Coach after discussion with the relevant Volunteer coaches.

F Competitions and Galas

58. The Chief Coach after discussion with the Swimming Committee will determine the competitions/galas to be attended by KUHSC - "the nominated galas".
59. The Chief Coach after discussion with the Swimming Committee will determine which squads will attend the nominated galas.
60. It is recommended that all swimming members will attend the nominated galas for their squad.
61. It is recommended that swimming members will not compete at any unnominated galas or competitions without obtaining prior permission of the Chief Coach.
62. The Chief Coach after discussion with the relevant Volunteer coaches and the Swimming Committee will determine all Team entries at the nominated galas. The entry fees for team events will be paid by KUHSC.
63. Application forms for nominated galas will be provided to each swimming member by their Squad Manager.

64. It is the responsibility of the swimming member to return to their Squad Manager all completed gala application forms together with all entry fees payable by the date marked on the application form.

65. Any queries in relation to gala entries or swimming matters should be;
 - a. Raised with the relevant Squad Manager in the first instance.
 - b. Thereafter the Squad Coach.
 - c. Thereafter the Chief Coach.
 - d. Thereafter in writing to the Swimming Committee.

G Discipline

66. Each member is considered an Ambassador of KUHSC

67. Any member bringing KUHSC or the name of KUHSC into disrepute may face expulsion from KUHSC.

68. Any expelled member forfeits all fees paid.

69. Any complaint about a member should be made in writing to the Secretary.

70. The Governing Body will provide the said member with full details of any complaint received.

71. The said member is entitled to respond in writing to the complaint. Such response is to be sent to the Governing Body within 7 days of receiving notice of the complaint.

72. Four members of the Governing Body will meet to determine whether the complaint is upheld and whether the member is to be expelled, suspended or given a warning as to their conduct/behaviour.

73. The member will be notified of the Governing Body's decision.

74. The member has a Right of Appeal in person or in writing to 2 other members of the Governing Body.

75. Any member having received three warnings will automatically be expelled from KUHSC in the event of a further complaint as to conduct/behaviour being upheld by the Governing Body.