



# Coleraine Swimming Club Constitution

## 1. Name(s) and Colour(s)

- a) The name of the club shall be Coleraine Swimming Club
- b) The colours of the club shall be Green and White
- c) The headquarters of the club shall be Coleraine Leisure Centre

## 2. Objectives

- a) The objectives of the club are:
  - i) To foster and develop Swimming and its participants
  - ii) To promote the teaching/coaching and practice of Swimming in line with current best practice.
  - iii) To promote the development of physical, moral and social qualities associated with sport, within the participants.
  - iv) To accept and enforce the rules and regulations set down by Swim Ireland regarding Swimming in accordance with the affiliation status afforded to the club.
  - v) To provide a positive and safe environment for all its members and staff.
  - vi) 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.
  - vii) 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.
- b) 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 Code of Ethics and Good Practice for Children's Sport and the 'Swim Ireland Guidelines for Safeguarding Children 2008' or most up to date equivalent.



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### 3. Affiliation

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

### 4. Membership

- a) All members are subject to the rules and constitution of the Club and rules and regulations of Swim Ulster, Swim Ireland, LEN and FINA.

#### b) Membership Categories

The following constitute as Members of the club:

- i) Competitor – Members of the Club who decide to engage in competitive events.
- ii) Non-Competitor – This category includes but is not limited to: participants who wish to train but not compete; coaches; administrators; aquatics leaders; and CCO's.

- c) The Club Management Committee reserves the right to accept or reject applications for membership of the club.

- d) Application Procedures for Club Members
  - i) All members and officials must complete the necessary application forms and attach the necessary fees as set down by Swim Ireland and the Club.
  - ii) They must also be familiar with and comply with the Swim Ireland and the Club rules and read and sign the Club Codes of Conduct.
  - iii) These forms must then be forwarded to the Management Committee for approval. Those under 18 must have their parents sign the necessary application forms.
  - iv) 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.
  - v) Full membership status is only valid where a subscription has been paid in full or in a manner agreed by the Club Management Committee.
  - vi) Members will be required to renew their membership with the Club and Swim Ireland on an annual basis by invitation only.
- e) Annual Subscriptions
  - i) Club fees will be determined by the Management Committee.



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- ii) If a member is deceased, their Legal Personal Representative is not liable for any balance of subscriptions.
- iii) A member may resign by communicating this in writing or verbally to the Club Secretary, and if this person wishes to renew membership at a later date they must re-apply.

### 5. Club Management

#### a) Description

The Club management shall be conducted by a Management Committee comprising of Committee Officers (Chairperson, Honorary Secretary, Honorary Treasurer and a coaching representative) and committee members. There is no upper limit on the size of committee, but there must be a minimum of 7 committee members.

The Committee Officers will deal with the day to day running of the Club and will give an update at the following committee meeting. The Honorary Secretary will communicate by email to the Management Committee of any urgent issue which affects the entire Club. This does not necessarily require a physical meeting.

#### b) Membership of the Management Committee

Membership of the Management Committee shall consist of the following: - A Chairperson, a Secretary, a Treasurer, and four other adult members. Also, the Club shall have a Designated Person whose duty is to report any allegations of child abuse to the statutory body. This individual can be any member of the Management Committee although it is recommended that it is an officer. A Club Children's Officer must also be nominated who will have access to the Management Committee, and its meeting, but not be a member of it.

#### c) Duties of the Chairperson

- i) To promote the interest of the Club at all times and act as the official spokesperson for the club.
- ii) To ensure the principles of due process and natural justice are applied in all decisions made by the committee.
- iii) To maintain order and prevent unnecessary disruptions.

#### D) Duties of the Treasurer

- i) To keep a record of all financial transactions concerning the Club business.
- ii) To keep appropriate books of record on the Club business.
- iii) To identify all income received and all expenditures.
- iv) To act as co-signature on cheques along with the Chairperson/Secretary.



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e) Duties of the Secretary

- i) To record the minutes of all committee and club meetings.
- ii) To keep records of membership, complaints and contracts regarding the dealings of the club. Records shall be kept for a minimum of 6 years.
- iii) To set out meetings including agenda details, notice period and any other necessary information.
- iv) To deal with all club correspondence.

f) Other Committee Member

- i) Duties and Responsibilities of all Committee Members – All Committee members are responsible for the smooth day to day running of the Club. The Management Committee can agree amongst themselves the additional rules required, to be carried out by Committee Members.

g) Duties and Responsibilities of the Club Children's Officer (CCO)

- i) The Club Children's Officer shall be child centred in focus and have as the primary aim, the establishment of a child centred ethos within the Club.
- ii) The CCO shall be the link between the children and adults in the Club.
- iii) The CCO shall take responsibility for monitoring and reporting to the Club Management Committee on how club policy impacts on young people and their Sports Leaders.
- iv) The CCO shall hold an up to date certificate of Child Protection from ISC/CNI/NISC and be familiar with the Code of Ethics and Child Welfare Guidelines of Swim Ireland.

h) Duties and Responsibilities of the Designated Person

- i) Any concerns or disclosures relating to child abuse shall be reported to the Designated Person (DP) who is responsible for reporting this to the statutory authorities.
- ii) The Designated Person shall hold an up to date certificate of Child Protection from ISC/CNI/NISC and also be familiar with the Code of Ethics and Child Welfare Guidelines of Swim Ireland.
- iii) The Designated Person shall be a member of the Committee, with this individual acting in a dual role capacity, performing both their existing role in conjunction with that of Designated Person.



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### i) Duties and responsibilities of the coaching and teaching staff

- i) Those included, but not limited to Coaches, Teachers and Leaders, will comply with the guidelines set out in 'Swim Ireland Guidelines for Safeguarding Children 2008' or most recent edition.
- ii) The recruitment procedures of any individual engaged or working under the Club, shall be in accordance with 'Swim Ireland Guidelines for Safeguarding Children 2008', the Employment Rights (Northern Ireland) Order 1996, the Terms of Employment Act 1994 (ROI) and all other related recruitment legislation. Information relating to the responsibilities of the roles, duties and the level of experience/qualifications shall be indicated in the recruitment process.
- iii) All coaching details are the ultimate responsibility of the Head Coach. These duties are as follows
  - a. Develop and deliver an annual training and competition programme for all squads within the club, including session plans
  - b. Attend coaching sessions as per agreed hours
  - c. Attend regular performance review meetings
  - d. Meet regularly with the coaching team to discuss implementation of training programmes and development of swimmers including transfers in/out of squads
  - e. Inform gala secretary with details of targeted meets
  - f. Inform parents of any changes to the training or competition schedule
  - g. Adhere to Swim Ireland, Swim Ulster and Club child protection policies
  - h. Advise the committee and in some cases, organise CPD
- iv) All teaching staff will undergo a police vetting (Access NI and Swim Ireland)
- v) The Head Coach shall be accountable to the Committee and may be entitled to attend any Committee meeting. A minimum attendance is also required of 4 meetings per year, effectively one per quarter, of the coach at Committee meetings.
- vi) All Coaches and Leaders must be affiliated to Swim Ireland, and must possess the requisite qualifications.

### j) Rights and Duties of the Management Committee

- i) The Management Committee shall be empowered to introduce rules, as the need arises, for the general regulation of the club. No rule shall be inconsistent with anything contained in

this constitution. The Management Committee must ensure a Club's Rule Book is in place which is made available to all members



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- ii) The Committee have the power to appoint such sub committees as they may consider necessary. These sub committees will act on behalf of the Management Committee and follow procedures and relay information as directed by the Management Committee.
- iii) The Management Committee shall be responsible for all assets of the club.
- iv) The Management Committee, in conjunction with the CCO, will be responsible for formulating Club policy in accordance with the 'Swim Ireland Guidelines for Safeguarding Children 2008, or most recent edition, and on the direction the Club takes in the future in all its activities.
- v) The members of the Management Committee shall be indemnified by the members of the club against all liabilities properly incurred by them in the management affairs of the club.
- vi) 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 content, discussions and decisions.
- vii) The Management Committee will be expected to follow codes of conduct in relation to their obligations to the Club members. These include, but are not limited to, confidentiality, objectivity, loyalty, fairness and a constant awareness of their obligations to the Club and its members. The Committee will familiarise itself with the 'Code of Ethics and Good Practice for Children's Sport' and fulfil the duties required in the Code of Conduct for Club Committees section (p.25) of the 'Swim Ireland Guidelines for Safeguarding Children 2008', or the most recent equivalent. The Committee will also adhere to any updated versions of these policy documents which are issued in the future.

### k) Meetings of the Management Committee

- i) The Committee shall meet at least 4 times per year with a minimum quorum of 50% plus 1 of the members of the committee present.
- ii) The Chairperson 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.
- iii) A minimum of 14 days' notice will be given to members save with exceptional circumstances. The Management Committee shall agree how notice shall be provided whether this is phone, email and so forth.
- iv) The Chairperson has the casting vote on any motion arising during the meetings.
- v) The Chairperson's decision on a Point of Order is final
- vi) The Chairperson shall preside at all meetings, or in her/his absence, one of the Club Officials.



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- vii) The Secretary, or in her/his absence a member of the Committee, shall take minutes.
- viii) The Treasurer shall relay the financial position of the club at each meeting.
- ix) The other Committee members must also relay details on the areas of the club they are designated too.
- x) The CCO, Coaching and Teaching staff must also be given the opportunity to report and voice the concerns of their designated areas within the Club, as well as to advise the Management Committee on relevant issues.
- xi) The Management Committee may also decide upon acceptable means of communication used, during periods between meetings, to ensure the day to day running of the Club.

### 7. Voting Rights at General Meetings

- a) Members who are fully paid up and over 16 years of age are eligible to vote.
- b) No voting by proxy is allowed.
- c) Parents shall hold one vote on behalf of their child/children within the club. Only one parent may exercise this vote and this must be so agreed between the parents (that is one vote only and not one vote per child). Parents who are club members in their own right may vote with this right for themselves and also cast one vote on behalf of their child/children
- d) Voting shall be conducted via a show of hands, which will be counted by the Secretary. The Committee may, however, recommend that a vote should be held in a secret ballot format owing to the context of the vote.
- e) Nominations will be passed at AGM's by simple resolution of 50% plus one.
- f) Motions for a change to the Club Constitution must be passed by a special resolution of 75% of persons present at the meeting entitled to vote.
- g) The Chairperson will have a casting vote if there is an equality of votes

### 8. Election of the Committee Members

- a) Election of the Management Committee members takes place at the Club AGM each year. At this time a Chairperson, Treasurer and Secretary along with a minimum of four other members of the Management Committee shall be elected.
- b) Nominations for office and Notice of Motions must be received in writing by the Secretary no less than 14 days prior to the General Meeting.
- c) A proposer and seconder are required for all Nominations and Notice of Motions.
- d) Notices of Motion and nominations for the Management Committee shall be displayed on the Club notice board/website for not less than 7 days prior to the AGM. They will also be



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available on request from the Secretary. Notions and Motions without due notice will not be discussed.

- e) In the event that no nominations are received by the Secretary by 7 days, only then may a nomination from the floor at the AGM can take place.
- f) A Club Children's Officer must be appointed by the Management Committee and fulfil the criteria laid down by the 'Swim Ireland Guidelines for Safeguarding Children', or most recent equivalent. The Club's DP will also be appointed by the Management Committee from within.

### 9. Annual General Meeting (AGM)

- a) Members shall be informed of the date, time, place and order of business of the AGM at least 14 days prior to the meeting. This information shall be posted on the club notice board/website or Facebook
- b) The Management Committee must decide when the AGM is held each year.
- c) The Committee shall distribute to Members its report and statement of accounts for the relevant financial year.
- d) At this meeting, the Annual Report shall be presented, which shall consist of a: Chairman's Report; Secretary's Report; Treasurer's Report; Coaches' Report and the CCO(s) report.
- e) Any changes or updates to the Club Constitution or Club Rules will be notified to the members and Swim Ireland within 15 days following the AGM.
- f) 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.

### 10. Extraordinary General Meeting (EGM)

An Extraordinary General Meeting may be called at any time once two thirds of the Committee resolve to convene such a meeting. It can also be called within 14 days of the Secretary receiving a requisition in writing/email signed by 10 of the voting members.

### 11. Transfers

If a member wishes to leave a club and join another they must follow the rules set down by Swim Ireland. All members must have paid any outstanding subscriptions before they will be released by the Club save with exceptional circumstances.

### 12. Finance



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- a) 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.
- b) Annual Accounts of the Club should be prepared for the Annual General Meeting by the Club Treasurer.
- c) 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.
- d) 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.
- e) 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
- f) 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.

### 13. Complaints and Disciplinary Procedures

The Club will deal with complaints as laid out in Swim Ireland's 'Complaints and Disciplinary Procedures', and shall adopt SI procedures in this regard. Any issue involving members under 18 must also be brought to the attention of the CCO.

### 14. Cessation/Suspension/Expulsion of Membership

- a) The Club has the power to terminate and suspend membership owing, but not limited to, violation of the constitution and/or rules, abusive or bullying behaviour, criminal behaviour or any activity deemed unseemly by the Management Committee. All club terminations and suspensions will be reported to Swim Ireland, and can be also appealed to SI.
- b) Termination of a parents/guardian's membership will result in the termination of the relevant swimmers membership too.
- c) A termination will be decided by the Management Committee and passed by a special resolution of 75% of persons present at the meeting entitled to vote.
- d) 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'.

### 15. Dissolution



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- a) the Club may be dissolved:
  - a. 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.
  - b. A Court Order where a dispute exists within its membership.
- b) Notice must be given to members and Swim Ireland for any Dissolution to come into affect, owing to a Resolution at a General Meeting
- c) 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.
- d) The Management Committee shall be responsible for the winding up of assets and liabilities of the Club.

### 16. 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.

### 17. 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.

### 18. Data Protection

The Club shall aim to follow the necessary data protection guidelines set down by the relevant bodies.