



RULES of City of Bristol Swimming Club ("the Club") as of Wednesday 20th January 2021 To be proposed and agreed at the CoB Club AGM on July 2021

1. Name

- 1.1 The name of the Club shall be City of Bristol Swimming Club, also referred to as COB. The COB Committee will also be known as the City of Bristol Swimming Club Aquatics Board.

2. Objects

- 2.1 The objects of the Club shall be the teaching, development and practice of swimming, artistic swimming, open water, and water polo for its members and shall, where appropriate, be to compete.
- 2.2 The Club is dedicated to serving its athletes, members and working collaboration with the Network of Participating Clubs. The club's aims are the teaching, development and practice of competitive and recreational swimming, artistic swimming and water polo guided by the principles for development from the Swim England.
- 2.3 In the furtherance of these objects:
- 2.3.1 The Club is committed to treating everyone equally within the context of its activity and with due respect to the differences of individuals. It shall not apply nor endorse unlawful or unjustified discrimination, and shall act in compliance with the protections afforded by the Equality Act 2010.
- 2.3.2 The Club shall implement the Swim England Equality Policy (as may be amended from time to time).
- 2.4 The Club shall be affiliated to Swim England South West Region, and shall adopt and conform to the rules of Swim England South West Region, the Club and all members of the Club acknowledge that they are subject to the regulations, rules and constitutions of:
- 2.4.1 Gloucester County ASA; and
- 2.4.2 Swim England South West Region; and
- 2.4.3 Swim England (to include the Code of Ethics); and
- 2.4.4 British Swimming (in particular its Anti-Doping Rules and Judicial Code); and
- 2.4.5 FINA, the world governing body for the sport of swimming in all its disciplines (together "the Governing Body Rules").
- 2.5 The business and affairs of the Club shall at all times be conducted in accordance with the Articles, Regulations and Technical Rules of Swim England ("Swim England Regulations") and in particular:
- 2.5.1 all competing members shall be eligible competitors as defined in Swim England Regulations; and
- 2.5.2 the Club shall in accordance with Swim England Regulations adopt Swim England's Child Safeguarding Policy and Procedures ("Wavepower"); and shall recognise 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.
- 2.5.3 members of the Club shall in accordance with Swim England Regulations comply with Wavepower.

- 2.6 By virtue of the affiliation of the Club to *Swim England South West Region*, the Club and all members of the Club acknowledge that they are subject to the regulations, rules and constitutions of:
- 2.6.1 Swim England South West Region; and
 - 2.6.2 Swim England (to include the Code of Ethics); and
 - 2.6.3 British Swimming (in particular its Anti-Doping Rules and Judicial Code); and
 - 2.6.4 FINA, the world governing body for the sport of swimming in all its disciplines (together “the Governing Body Rules”).
- 2.7 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.
- 2.8 The Club will be Swim Mark accredited. All Participating Network Swimming Clubs must be Swim Mark accredited or actively working towards Swim Mark or have Stronger Affiliation accreditation.

3. Membership

- 3.1 The total membership of the Club shall not normally be limited. If however the Committee considers that there is a 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.
- 3.2 All persons who assist in any way with the Club's activities shall become members of the Club and hence of Swim England and the relevant Swim England membership fee shall be paid. Assisting with the Club's activities shall include, but not be restricted to, administrators, associate members, voluntary instructors, teachers and coaches, Committee members, helpers, Honorary members, life members, Officers, patrons, Presidents, technical and non-technical officials, temporary members, Vice Presidents and verifiers or tutors of Swim England's educational certificates. See Appendix A – Club Policies on Membership.
- 3.3 Paid instructors, teachers and coaches who are not members of the Club must be members of a body which accepts that its members are bound by Swim England's Code of Ethics, Swim England Regulations relating to Wavepower, those parts of the Judicial Regulations and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations.
- 3.4 Any person who wishes to become a member of the Club must submit a signed application (or email or online application) to the Membership Secretary of the relevant Discipline Management Group (and in the case of a junior swimmer the application must be signed (or email or online application completed) by the swimmer's parent or guardian). Election to membership shall be determined by COB committee or other person(s) (for example by each Discipline Management Group) and authorised by the Committee. The COB committee shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a Review Panel appointed by the Committee (“Review Panel”) comprised of not less than three members (who may or may not be members of the Committee) and wherever practicable include one independent member nominated by the Swim England South West Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for review shall be at the discretion of the Review Panel whose decision shall be final and binding.
- 3.5 In its consideration of applications for membership, the Club shall not act in a discriminatory manner and in particular, shall adhere to the Equality Act 2010 (as may be amended). Accordingly, (unless the Club chooses to restrict its membership to only people who share the same Protected

Characteristic) the Club shall not refuse membership on the basis of a Protected Characteristic within the Equality Act 2010, such as disability; gender or gender identity; pregnancy; race; religion or belief; or sexual orientation. Neither may refusal be made on the grounds of political persuasion.

- 3.6 The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, or, in the case of a swimmer, being unable to achieve the entry standards as laid down and provided by the Club to the applicant for membership.
- 3.7 Every Member shall be responsible for submitting updates (or to confirm there are no changes) on their personal contact information. This may be in written form or uploaded to the Club data system.
- 3.8 The members of the COB Committee are by virtue of their positions, members of the Club.
- 3.9 If required by the COB discipline, club captain(s) shall be appointed. The process for appointing club captains to be decided by each Discipline Management Group.
- 3.10 Swimming. All members joining from a Participating Network Swimming Club will be expected to continue as members of their home club, as well as COB. The list of participating network swimming clubs is to be agreed by the COB Committee. All swimmers joining COB from a Participating Network Swimming Club shall be fee paying members of Swim England, as described in Swim England regulation 47.4.3, for that or any other Participating Network Swimming Club (their home club) and will remain members of the Participating Network Club for the duration of their COB membership – unless the member themselves decides to leave the Participating Network Swimming Club.

4. Subscription and Other Fees

- 4.1 The annual members' subscription and coaching and squad fees (as applicable) for the different disciplines shall be proposed from time to time by the relevant Discipline Management Groups and the Discipline Management Groups shall in so doing make special provision for different classes of membership as it shall determine. Change in fees shall require approval of the Committee.
- 4.2 Annual Membership Fees can, if agreed by the COB Committee, be collected as part of training fees. This shall include the power to make such increase in fees as shall, where the Club pays the individual Swim England Membership fees to the Swim England on behalf of members, resulting from an increase in individual Swim England membership fees. Any increase in fees shall be advised to all members in writing or by email with the reasons for any increase.
- 4.3 Any Member whose subscription is unpaid shall be subject to the COB Late Payment late payment policy (Appendix B).
- 4.4 The annual subscription and entrance fee (if any) shall be due on joining the Club and thereafter on the 1st of January each year.
- 4.5 Any member whose subscription is unpaid by the date falling 30 days shall be subject to the Late Payment Policy – see Appendix B.
- 4.6 The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual Swim England membership fees to Swim England on behalf of members, be consequential upon an increase in individual Swim England 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.
- 4.7 The Executive Officers (or the Committee) shall have the power in special circumstances to remit the whole or part of the fees, including the Swim England membership fees, to address issues of social inclusion.

5. Resignation

- 5.1 A member wishing to resign membership of the Club must give to the relevant Discipline Management Group Membership Secretary written (or email) notice of his/her resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.
- 5.2 The member who resigns from the Club in accordance with Rule 5.1 above shall not be entitled to have any part of the annual membership fee or any other fees returned.
- 5.3 Notwithstanding the provisions of Rule 5.1 above, a Member whose fees have not been paid and following the provisions of the COB Late Payment Policy 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 email.
- 5.4 The Swim England Membership Department shall be informed should a member resign when still owing money or goods to the Club.

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 the individual to remain a member. The Club in exercising this power shall comply with the provisions of Rules 6.3 and 6.4 below.
- 6.2 Upon expulsion the former member shall not be entitled to have any part of the annual membership fee refunded and must return any Club or external body's trophy or trophies held forthwith. Clubs in exercising this power are required to comply with the provision of Rules 6.3 and 6.4 below.
- 6.3 The Club shall comply with the relevant Judicial Regulations for handling Internal Club Disputes Procedures ("the Procedures") as the same may be revised from time to time. A copy of the relevant Regulations and Procedures are summarised in Appendix C to the constitutional rules. Additionally, a copy of the Procedures may be obtained from the Swim England website, Swim England Handbook or from the Office of Judicial Administration).
- 6.4 A member may not be expelled or (subject to Rule 6.5 below) be made the subject of any other penalty unless the panel hearing the complaint shall by a two-thirds majority vote in favour of the expulsion of (or other penalty imposed upon) the member.
- 6.5 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, such action is in the interests of the Club. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate Judicial Regulations.
- 6.6 Any complaint must be referred to the COB Committee in writing – including by email.

7. Committee

- 7.1 The COB Committee (also known as the COB Aquatics Board) shall consist of the Chairperson, Vice Chairperson, Secretary and Treasurer (together "the Executive Officers of the Club") and three elected members all of whom must be members of the Club. The roles to be held by the three elected members is to be decided by the Club Committee (in preparation for the annual AGM). All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.
- 7.2 The structure and accountabilities of the COB Committee (also known as the COB Aquatics Board) and the Discipline Management Groups are listed in Appendix D.
- 7.3 The Committee shall appoint a member of the Club as Welfare Officer who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with Wavepower. The Welfare Officer shall ideally not be a

Member of the teaching and coaching staff or a Team Manager or a member of the family of an Officer, COB Committee Member, the teaching and coaching staff or a Team Manager. The Welfare Officer is a Member of the COB Committee, without a vote, and shall report to the COB Committee on aspects of welfare concerning members of the Club in accordance with current Swim England Wavepower.

- 7.4 The Executive Officers and Committee members shall be proposed seconded and elected at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting and will take office when the Chairperson has closed the meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring Executive Officers and members of the Committee shall be eligible for re-election.
- 7.7 Committee meetings shall be held not less than quarterly (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be such number as shall represent not less than a simple majority of the Committee members (to include not less than one Executive Officer). The Chairperson, Vice 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. The Secretary shall give all the members of the Committee not less than seven days written notice of a meeting. Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the Chairperson (or the acting Chairperson of that meeting) shall have a casting or additional vote.) The Secretary, or in his/her absence a member of the Committee, shall take minutes.
- 7.8 In the event that a quorum is not present within 30 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 Chairperson. 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 11.1 shall not apply.
- 7.9 In addition to the members so elected the Committee may co-opt up to three further members of the Club 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 not be counted in establishing whether a quorum is present.
- 7.10 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 periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee. A summary of current sub-committees are found in Appendix D.
- 7.11 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 contract of those who undertake paid work for 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.
- 7.12 The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- 7.13 The Committee will have overall responsibility for maintaining an Accident Book. Each Discipline Management Group (on behalf of the Committee) shall update the Accident Book in which all accidents to Club members at swimming related activities shall be recorded. Details of such

accidents shall be reported to the insurers in accordance with the Accident/Incident Notification guidelines. The Club shall make an annual return to the Swim England Membership Department indicating whether or not an entry has been made in the prescribed online form.

- 7.14 The Committee shall have power to make regulations, create by-laws (see Rule 13.1) and to settle disputed points not otherwise provided for in this Constitution.
- 7.15 The COB Committee shall ensure that the financial records and minutes of meetings are retained for a period of at least 6 years.
- 7.16 At the first COB Committee meeting following the Annual General meeting the COB Committee shall appoint the delegates to attend the Council meetings of Swim England South West, the County Association and such other bodies and associations to which the Club is affiliated, as required.
- 7.17 Discipline Management Groups will be formed to manage the day-to-day activities of the different aquatic disciplines that make up COB. The requirement and structure for the Discipline Management Group including the delegated accountabilities and membership required to deliver these accountabilities will be agreed by the COB Committee (see Appendix D).
- 7.18 The membership of each Discipline Management Group will be proposed by each Discipline Management Group, agreed by the COB Committee and approved at the AGM. Management groups will be established for:
- Swimming
 - Artistic Swimming
 - Water Polo
- 7.19 The structure and delegated accountabilities of each of these Discipline Management Groups are listed in Appendix D

8. Ceremonial Positions and Honorary Members/Life Members

- 8.1 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 Club on election but shall, *ex officio*, be an honorary member of the Club and must be included in the Club's Annual Return of Members to Swim England.
- 8.2 The Committee may elect any person as an honorary member of the Club for such period as it thinks fit, or as a Life Member, 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 their ordinary membership of the Club. Such honorary members and Life Members must be included in the Club's annual return as to membership.
- 8.3 Once created by the Committee, honorary and/or Life membership categories may only be removed (notwithstanding that persons may hold these categories of membership) at an Annual General Meeting of the Club, when it shall be properly proposed in accordance with these Rules.
- 8.5 Where the effected holder or holders of the honorary and/or Life membership do not attend or are unable to attend the Annual General Meeting, the Chairman may allow the matter (in so far as it relates to the absent person(s)) to proceed directly to vote, which shall be by a secret ballot.

9. Annual General Meeting

- 9.1 The Annual General Meeting of the Club shall be held each year on a date in June or July. The date, time and venue for the Annual General Meeting shall be fixed by the Committee.
- 9.2 The purpose of the Annual General Meeting is to transact the following business:

- 9.2.1 to receive the Chairperson's report of the activities of the Club during the previous year;
 - 9.2.2 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;
 - 9.2.3 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/she remain in office;
 - 9.2.4 to elect the Executive Officers and other members of the Committee;
 - 9.2.5 to decide on any resolution which may be duly submitted in accordance with Rule 9.3.
- 9.3 Nominations for election of members to any office or for membership of the Committee shall be made in writing (or email) by the proposer and seconder to the Secretary not later than 21 days before the AGM. The nominee shall be required to indicate in writing on the nomination form (or by email) his/her willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not later than *21 days before* the AGM.

10. Special General Meeting

- 10.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Club within 28 days of receipt by the Secretary of a requisition in writing signed by not less than seven members entitled to attend and vote at a General Meeting or, if greater, such number as represents one-tenth in number of such members, stating the purposes for which the meeting is required and the resolutions proposed.

11. Procedure at the Annual and Special General Meetings

- 11.1 The Secretary shall personally be responsible for the handing out or sending to each member by email a written agenda giving notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least fourteen 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 Secretary may, alternatively, with the agreement of member(s) concerned distribute these materials by e-mail or similar form of communication. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board and/or club website - where these exist.
- 11.2 The quorum for the Annual and Special General Meetings shall be 15 members entitled to attend and vote at the Meeting.
- 11.3 The Chairperson, or in the Chairperson's absence a member appointed 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 9.3. In the event of an equality of votes the Chairperson shall have a casting or additional vote.

Only paid up members who have reached their 16th birthday shall be entitled to be heard and to vote on all matters. (Members who have not reached their 16th birthday shall be entitled to be heard and vote only on those matters determined by the Chairperson as matters concerning juniors, such as the election of club captains.)

- 11.4 The Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 11.5 The Chairperson 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.

12. Alteration of the Rules and Other Resolutions

- 12.1 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(s) to the Rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorised to do so by the Gloucester County Association and the Swim England South West Region.
- 12.2 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/her not later than 21 days before the Annual General Meeting or Special General 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.

13. By-Laws

- 13.1 The Committee shall have power to make, repeal and amend such by-laws (e.g. Appendices A to F and specific club policies) as they may from time to time consider necessary for the wellbeing of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

14. Finance

- 14.1 The Financial relationship between the COB Committee and the Discipline Management Groups (swimming, artistic swimming, and water polo) will be governed by financial protocols detailed in Appendix E.
- 14.2 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.).
- 14.3 The Committee shall have power to authorise the payment of remuneration and expenses to any Officer, Member or paid workforce member of the Club and to any other person or persons for services rendered to the Club.
- 14.4 The financial transactions of the Club shall be recorded by the COB Treasurer or Discipline Finance Officers in such a manner as the COB Committee think fit.
- 14.5 The financial year of the Club shall be the period commencing on 1st April and ending on 31st March. Any change to the financial year shall require the approval of the members at a General Meeting.
- 14.6 The Committee shall retain all financial records relating to the Club and copies of minutes of all meetings for a minimum period of six years.
- 14.7 Discipline Management Groups will be accountable for their own finances as agreed by the COB Committee; they will have their own bank account/s. All money payable to each Discipline Management Group shall be received by the Finance Officer and deposited in a bank account in the name of that discipline. No sum shall be drawn from that account except where agreed by two of the three signatories who shall be the Discipline Management Group Chairperson, Secretary and Finance Officer or others appointed by the COB Committee. There shall be two additional signatories from the COB Committee (at least one must be an executive officer) who will only exercise this authority should one of the Discipline Management Group signatories leave post or if clause 14.8 be enacted. There shall be two signatories for the Club Committee bank account (Club Treasurer and one other executive officer).
- 14.8 The COB Committee will at all times have the authority to take full control of any individual

discipline's finances should they feel it necessary. Control shall only be reinstated once any anomalies or irregularity to the finance plan or monetary control has been restored in to line with the individual Discipline's annual finance plan or to such time, that any irregularity has been duly concluded to the COB Committee's satisfaction.

- 14.9 If the COB Committee decides to operate all or part of its financial matters on internet banking it shall first discuss the process with the relevant bank and as a minimum shall provision, in conjunction with the Bank, to ensure that two of the aforesaid signatories (14.7) shall approve the payment made by the club online.

15. Property

- 15.1 The property of the Club, other than cash at the bank, shall be vested in not less than two but 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.
- 15.2 The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- 15.3 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.

16. Dissolution

- 16.1 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. A specific date for the dissolution shall be included in the resolution.
- 16.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 16.3 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.

17. COB Network of Participating Swimming Clubs

- 17.1 In addition to COB, there will be a Network of Participating Swimming Clubs. The COB Swimming Club (swimming discipline) and the Network of Participating Swimming Clubs form the COB Swimming Network. The list of Participating Swimming Clubs is to be agreed by the COB Committee. Policies concerning Participating Swimming Clubs are included in Appendix F.

18. Acknowledgement

- 18.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.
- 18.2 The following statement must appear on Club membership forms and is to be signed by the member. It must also be countersigned by the parent, or a person having parental responsibility for the member, if under 18 years of age:

"I acknowledge receipt of the rules of City of Bristol Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules."

Club Constitution / Club Rules – Signatures

Name: J. Bagnall Role: Chair Signature: [Signature] Date: 20/01/2021

Name: BEN MULLEN Role: VICE CHAIR Signature: [Signature] Date: 20/1/2021

Appendix A – Club Policies on Membership (see section 3.2)

July 2020 Update

These policies can be amended by the COB Committee without amendment to the Constitution)

Note – ‘the club committee’ is the ‘COB Aquatics Board’ and vice versa.

COB Membership Categories (General Meetings means AGM's and SGM's)

- ❖ **Executive Club Officers** – Chairperson, Vice Chairperson, Secretary, Treasurer (the Club Officers) elected at the AGM. These members will be Swim England Category Three members. May vote at COB committee meetings and general meetings.
- ❖ **Additional Elected Board Members** - three members elected at the AGM. The roles to be decided by the COB Committee (in preparation for the AGM). These members will be Swim England Category Three members. May vote at COB committee meetings and general meetings.
- ❖ **Co-opted members of the COB Aquatics Board** – up to three additional members of the COB Board – to be appointed by the COB Aquatics Board at the next meeting following the AGM. These members will be Swim England Category Three members. Co-opted members will have a vote at both COB Committee Meetings and General Meetings. In addition, the COB Committee will include a Welfare Officer who will be invited to attend but not vote COB Committee meetings.
- ❖ **Discipline Management Groups** – swimming, artistic swimming and water polo and other sub-committee groups – as agreed by the COB Committee. Members of these groups will be Swim England Category Three members. They will have a vote at general meetings. Application for membership will be put forward by the relevant Discipline Management Group for approval by the COB Committee. Their names will be agreed by the COB Committee and recorded at the COB AGM. May be invited to COB Committee meetings but not vote at COB Committee meetings.
- ❖ **Athlete Members** – will be either Category One or Category Two members of Swim England. Category One members are for those members who are not involved in open competition. Category Two members are those who members who compete within a competitive pathway. Those athletes who have reached their 16th birthday shall be entitled to be heard and to vote at general meetings. Application for membership will be approved the relevant Discipline Management Group with quarterly updates provided to the COB Committee.
- ❖ **Workforce Members** – paid and volunteer members of the club shall be Swim England Category Three members. This includes teachers, coaches, technical officials team managers and those involved in administration and the organisation of events. Application for membership will be approved the relevant Discipline Management Group with quarterly updates provided to the COB Committee. They will have a vote at general meetings. May be invited to COB Committee meetings but not vote at COB Committee meetings.

- ❖ **Life Members** – membership may be conferred for long term services to the Club, at the discretion of the COB Committee. May vote at General Meetings. May be invited to COB Committee meetings but not vote at COB Committee meetings.
- ❖ Each Discipline Management Group will provide the Club Secretary and the Club Committee with an update showing current members including those who have joined and those who have resigned.

Membership Fees

- ❖ The COB Committee to decide annual fees. This will be standard across the whole club.
- ❖ Discipline Management Groups will propose the monthly training fees to the COB Committee who will consider the proposal and make a final decision on monthly training fees.
- ❖ COB will pay for the Swim England membership fee for its paid and volunteer workforce (unless paid for by a Participating Network Swimming Club).

Resignation

- ❖ A member wishing to resign membership of the club must give the relevant Discipline Management Group Membership Secretary written (or email) notice of his / her resignation. A member's resignation shall only take effect when this rule has been complied with. Each Discipline Management Group will provide the Club Secretary and the Club Committee about those who have resigned.

Swimmers from Participating Network Swimming Clubs

- ❖ Swimmer will become members of City of Bristol Swimming Club. Their fee paying and ranked club will be the network club (their home club).
- ❖ Swimmers will remain members of their home club for the duration of their COB membership unless members decide themselves to leave their home club.
- ❖ See Appendix F covering competitions for those COB swimmers who are also members of participating network swimming clubs.

Swimmers wishing to join from non- participating network swimming clubs

- ❖ Their Club will be invited to join the COB Network of Participating Swimming Clubs – should this be geographically suitable.
- ❖ If the club decide to join, the swimmer will join in line with the network arrangements (see Appendix F for more details). Otherwise, swimmers will join with the expectation that COB will become the swimmer's fee paying and ranked club and be available to participate fully for COB.

Appendix B - COB Late Payment Policy

This policy can be amended by the COB Committee without amendment to the Constitution. July 2020 update

Committee Approval

- ❖ All decisions relating to assistance / flexible payments, support in the case of genuine hardship and the suspension and/or termination of membership and refunds due to long term absence must be approved by the Club Committee.
- ❖ The Club Committee may decide to appoint a 'Finance Group' to oversee this process which will be led by the Club Treasurer who will update the Club Committee at quarterly meetings.
- ❖ Any members of the Club Committee or those involved at Discipline Management or in sub-committee must respect the need for all items to be dealt with in confidence.

Payments (fees) are:

- ❖ Monthly training fees.
- ❖ Entry fees for open meets and other competitions where the entry is made on behalf of the athlete by COB.
- ❖ Additional training opportunities, training camps and social events.
- ❖ Other payments made on behalf of the athlete by COB.
- ❖ Annual Membership Fee.

Failure to pay within 30 days will result in:

After 30 days

- ❖ An urgent request for payment will be issued in writing (or by email) by the Finance Officer of the relevant Discipline Management Group asking for payment by return.
- ❖ A phone call may also be made reminding of the Late Payment Policy and requesting payment will be made by return.
- ❖ Requests for assistance / flexible payment terms should be made, in writing (or by email), to the Finance Officer of the relevant Discipline Management Group or the Club Treasurer before 30 days.

After 60 days

- ❖ A final demand for payment will be issued in writing (or email) by the Finance Officer of the relevant Discipline management Group asking for payment.
- ❖ Failure to pay within a further 30 days will result in membership being suspended and the potential loss of membership of the Club with the vacant position being offered to another member.
- ❖ **Requests for assistance / flexible payment terms will may not be considered after this point.**

After 90 days

- ❖ Termination of membership may be proposed by the Finance Officer of the relevant Discipline Management Group and will require agreement by the COB Committee. The member will be informed of termination of membership in writing (or by email).

Persistent Late Payers

- ❖ For persistent late payers, for example those who pay a month, miss month, pay a month. The 30 days stage of the process will not apply, and the Club will move straight to the 60 days stage.

Genuine Cases of Hardship

- ❖ City of Bristol Swimming Club (COB) has made financial provision for cases of hardship and the COB Committee considers each request for assistance / flexible terms with payments on its merits. Requests for assistance / flexible payment terms should be made, in writing (or by email), by the swimmer, parent or guardian, to Finance Officer of the relevant Discipline Management Group (in confidence) within 60 days of the payment becoming due.
- ❖ Requests for assistance / flexible payment terms may not be considered after 60 days of the payment becoming due.

Long Term Absence

- ❖ For absences due to illness or injury, for periods exceeding one calendar month, which would affect an athlete's ability to train, members are entitled to request a refund of fees paid. No refund for the first month. Requests must be made to the Finance Officer of the relevant Discipline Management Group.
- ❖ The Finance Officer of the relevant Discipline Management Group must be informed of the impending absence as soon possible and members must be aware that failure to inform the club could affect the ability to receive a subsequent refund.
- ❖ As needed, the Finance Officer will communicate with the Head Coach and / or Welfare Officer to understand nature of the absence and if a refund is appropriate.

Appendix C – Swim England Laws and Regulations – Internal Club Disputes

The purpose of Appendix C is to highlight key areas of Swim England Laws and Regulations that relate to internal disputes.

Internal Disputes

When a dispute arises between two or more members of the same club, body or organisation it must be handled using the Internal Disputes procedure specified in the Club Constitutional Rules and the following ASA Judicial Regulations 150 to 155.

The Current Swim England handbook (2020) can be viewed online as follows:

<https://www.swimming.org/swimengland/swim-england-handbook/>

Appendix D – Structure of and Accountabilities of the COB Committee, Discipline Management Groups and Sub-Committee

These structure and accountabilities can be amended by the COB Committee unless there is specific reference within the Club Constitution.

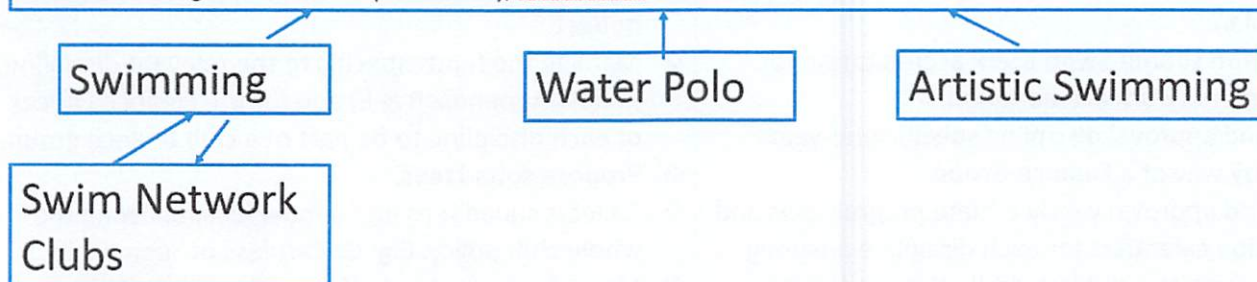
Structure of the COB Committee (The Aquatics Board)

As described in section 7 of the Club Constitution.

COB Committee (The Aquatics Board)

Chair, Vice Chair, Secretary and Treasurer. These will be the club officers. There will be **three** additional elected members of the Club Committee. These positions will be decided upon at a Club Committee meeting in preparation for the AGM. There will be a Welfare Officer (nonvoting).

Ability to further co-opt up to **three** additional members for roles as deemed necessary by the Club Committee. E.g. – membership Secretary, SwimMark Coordinator etc.



The Chair for each Discipline Management Group will be the main ‘conduit’ for communication to the COB Board on the operational ongoing for the club. The aim is to help facilitate discussion and decision making between the different sections and the COB Board.

Structure of Discipline Management Groups

The Discipline Management Groups will consist of the following designated positions:

Chairperson, Secretary, Finance Officer, Membership Secretary, and a discipline Welfare Officer.

There will be up to eight additional discipline management group members who will be coopted members of the Discipline Management Groups. These roles will be decided by the Discipline Management Groups - as required for their needs. In terms of procedure at meetings and record keeping (minute keeping etc), Discipline Management Group procedures will mirror that of the Club Committee. These are summarised in section 7 of the club constitution.

Discipline Management Groups will conduct the day-to-day running of each discipline.

Discipline Management Group will meet no less than seven times per year. These will be scheduled in the months where there is not a COB Board meeting.

Responsibilities and Accountabilities

COB Committee (COB Aquatics Board)	Discipline Management Groups
❖ Provide whole club leadership, governance, strategic direction, and support for the running of Discipline Management Groups. ❖ Be the overall decision-makers. ❖ Be responsible for health and safety and welfare including the overall maintenance of an accident book and maintenance of risk assessments. ❖ Write and maintain the club values, ethos and vision and club polices. ❖ Be responsible for dealing with formal complaints and any allegations made - in-line with club policy. ❖ Be responsible for dealing with conduct and welfare items which are not day-to-day and require escalation to a welfare and conduct group who will investigate on behalf of the Club Committee. ❖ Develop and maintain four club development and finance plan. ❖ Oversee and submit Swim Mark accreditation for Swim Mark network accreditation. ❖ Review and approval discipline specific one-year budgets by way of a Finance Group. ❖ Review and approval yearly athlete programmes and competition calendars for each discipline ensuring they fit in with the club's overall ethos and vision. ❖ Review and approval squad fees for each discipline. ❖ Propose and approve a whole club annual membership fee. ❖ Be responsible for contracts for the paid workforce. ❖ Manage the relationships with key stakeholders which involve non day-to-day items and the strategic direction of the club – Swim England, swimming pool operators, Bristol City Council etc. ❖ Provide support for each discipline in operational management as required / deemed necessary. ❖ Oversee any whole club sponsorship and fundraising opportunities. ❖ Oversee whole club branding and marketing. ❖ Oversee the Swim England annual membership return. ❖ Oversee generic areas of the club website. ❖ Oversee the any major discipline specific events such as training camps. ❖ Oversee the organisation of a whole club annual social event. ❖ Be aware of underrepresented groups and work across the club to address any imbalance. ❖ Consider and approve any variation in facility hire proposed by discipline management groups. – e.g. pool hire. ❖ Appoint delegates for the South West Region and Gloucester County Swimming Association.	❖ Overview the day-to-day operational running of the relevant discipline. ❖ Refer non day-to-day matters arising and formal complaints to the Aquatics Board. ❖ Be responsible for the day-to-day health and safety around the operational running of each discipline – including the maintenance of an accident book and risk assessments. ❖ Each Chair to provide quarterly updates at COB Board Meetings ❖ Produce a yearly training programme. ❖ Produce a yearly competition calendar. ❖ Supply information for Swim 21 Accreditation. ❖ Write and follow a discipline specific four-year development plan and finance plan. ❖ Write and follow an annual club plan and finance budget. ❖ Manage the funds specific to the relevant discipline, (follow Appendix B & E) and for the Finance Officer of each discipline to be part of a club finance group. ❖ Propose squad fees. ❖ Collects squad fees and annual fees following the whole club policy. E.g. GoCardless or Team Unify. ❖ Manage day-to-day welfare and conduct items, follow club welfare and conduct polices and support a whole club welfare and conduct group. ❖ Manage the recruitment, retention, resignation of members in line with Appendix A – ensuring members are Swim England registered. ❖ Maintain and manage a workforce which may include paid personnel as well as volunteers. ❖ Use and maintain the COB website in areas which relate to each specific discipline. ❖ Use Team Unify for the storage and access of membership information, members communication and social media updates. ❖ Seek sponsorship and engage with fundraising opportunities. ❖ Manage the financial budget and delivery of discipline specific events - such as open meets and training camps. ❖ Develop and manage a group of Participating Network Clubs with the primary aims of providing a pathway for athletes to access performance level training and to develop best practice among clubs. ❖ Organise an annual discipline specific social event. ❖ Be club custodians for club property. ❖ Be aware of underrepresented groups within each discipline and actively work to address this as required.

Quarterly Updates

The **Club Chair and /or Club Vice Chair** will provide updates on whole club matter around the overall leadership, governance, strategic direction, and matters arising. For example: -

- ❖ Review of four year and annual club development plans.
- ❖ Review of constitutional requirements and club rules and policies (non-finance and welfare related).
- ❖ Provide overall update on club complaints.
- ❖ Update on correspondence between key stakeholders – pool operators, Swim England, Bristol City Council etc.
- ❖ Provide an update on items relating to contracts for the paid workforce.
- ❖ Any other Chairperson business.

The **Chair** of each discipline to provide quarterly updates to the Club Committee on the following:

- ❖ Operational and athlete related update and any other discipline specific items that require COB Committee consideration and approval. E.g. squad fee proposals, new committee members, athlete programme and competition schedule updates,
- ❖ Update of membership numbers - by way of a squad list showing new members, those leaving and squad vacancies.
- ❖ Update / progress / review of annual discipline specific development plan.
- ❖ Update on items relating to the Participating Network Clubs and any network group activities.

The **Treasurer** to provide the following updates to the Club Committee on the following:

- ❖ Update / progress / review of annual discipline financial budget including a summary of the finances for the last quarter and projections for the next quarter.
- ❖ Summary of any other finance items of note. E.g. hardship support.
- ❖ Proposals for any additional spend outside of Discipline Management Group budget approval.

The **Welfare Officer** to provide the following updates to the Club Committee on the following:

- ❖ Review / update of club policy and risk assessments.
- ❖ Welfare and conduct matters arising (whilst maintaining confidentiality).
- ❖ Flag up any ongoing health and safety, safeguarding and welfare matters arising which require Club Committee consideration.

Co-opted members of the board to provide specific updates on areas as needed – e.g. annual Swim England membership return, social activities, marketing / branding, website items

Additional Sub Committees

Finance Group

The Club Treasurer and the finance officer from each section plus a maximum of two additional people will form a finance group. This group will be led by the Club Treasurer and will be to communicate and meet as needed to help budget planning / review and to deal with specific finance issues. Note, day-to-day finance items to be dealt with by each section. This group will deal with items that require escalation. The Club Treasurer will lead and work with each section finance officer and form a finance group who can communicate / meet as needed. E.g. to finance / budget planning and to deal with specific finance issues and medium to long term planning and summative reviews. Where individual member's finance is decided on (e.g., hardship support) this will be reported back to the Club Committee in a general way but by maintaining confidentiality. I.e., no names or specific details to be mentioned that could breach confidentiality.

Welfare and Conduct Group

The Club Welfare Officer and the welfare officers from each discipline management group plus a maximum of two additional people will form the welfare and conduct group. At least one of the additional people shall be one of the club's executive officers. This group will be led by the Club Welfare Officer and will be able to communicate and meet as needed to address any welfare and conduct matters arising and to develop whole club welfare policy / best practice. Note, day-to-day items will sit with each section welfare officer. This group will deal with items that require escalation. The Welfare Officer will report back (in a general way) to any items arising to the Club Committee but maintain confidentiality. I.e., no names or specific details to be mentioned that could breach confidentiality.

The Swimming Network Group

The COB Swimming Head Coach will lead this group. A member of the swimming management group will support with administration. Up to two members of each Participating Network Club will attend represent their clubs. It is suggested that this be a committee member and their head coach. Meeting will take place no less than three times a year to help facilitate access to COB's performance squads and for Participating Network Clubs and COB to work collaboratively.

The Swimming Network Group

The COB Swimming Head Coach will lead this group. A member of the swimming management group will support with administration. Up to two members of each Participating Network Club will attend represent their clubs. It is suggested that this be a committee member and their head coach. Meeting will take place no less than three times a year to help facilitate access to COB's performance squads and for Participating Network Clubs and COB to work collaboratively. More information about the Swimming Network Group is found in Appendix F.

Appendix E – Financial Protocols

This appendix can be amended by the COB Committee unless there is specific reference within the Club Constitution.

- ❖ The COB Treasurer is an Officer of COB and a voting member of the COB Committee and will be accountable, on behalf of the Club Committee for finances of the club.
- ❖ Each Discipline Management group will have a Finance Officer who will be responsible for the day-to-day operational finances the specific discipline and will work with the Club Treasurer.
- ❖ The COB Treasurer will be accountable for, on behalf of the COB Committee to:
 - Develop, maintain and review a COB Aquatics four-year financial plan.
 - Develop, maintain and review a COB Aquatics one-year annual budget.
 - Support, review and approval one-year budgets for each discipline.
 - Support, review and approval four-year budgets for each discipline.
 - Lead a COB Finance Group – page 4 of Appendix D for the details or Page 3 of this Appendix.
 - Provide quarterly updates to the COB Committee (see page 3 of Appendix D for more details).
- ❖ The Finance Officer for each discipline will be responsible for ensuring the one-year budget is set so the discipline generates at a small surplus and at least breaks even. Any negative one-year budget or quarterly updates which suggest a discipline is on course for a yearly loss must be referred to the Club Treasurer (and in turn) the Club Committee.
- ❖ Under normal circumstances there will be NO cross financial subsidising of a discipline by the other disciplines or the COB Committee. If one disciplines seeks financial support from the other disciplines, this must be against a business plan that returns that discipline to self-sufficiency within one year and must be agreed at a general meeting.
- ❖ The Club Treasurer will provide the templates for financial budgeting and reporting to ensure a consistency of approach across the club. Where appropriate Swim England templates will be used.
- ❖ Each Discipline Management Group may spend according to that agreed within the yearly budget – following approval from the Club Committee.
- ❖ Any individual spend outside of the yearly budget must be agreed as following: -
 - Up to £200 – to be signed off by the Discipline Finance Officer
 - Up to £1,000 – to be signed off the Discipline Management Group - with prior knowledge and approval of the Club Treasurer
 - Greater that £1,000 – to be considered by the Club Treasurer and Finance Group – with final approval required by the Club Committee.

- ❖ Any Disciplines Management Groups wishing to appoint new members of a paid workforce and/or amending the contractual arrangements of the existing workforce must be considered by the Club Finance Group – with final approval from the Club Committee.
- ❖ Any events such as training camps and open meets require a designate person to organise and control the income and expenditure. These events must be budgeted to generate a small surplus and at least break even. The budgets for these events will be submitted to the Finance Group for consideration and subsequent Club Committee approval. Upon completion of such events, a summary balance sheet is to be produced.
- ❖ Costs that affect the whole club will be dealt with by the Club Treasurer (e.g. Team Unify, Swim England fees etc) and billed to each discipline based pro rata on the number of participating athletes in each discipline – as per the number of athletes identified on the Swim England annual membership return.
- ❖ Income that is provided to the club as a whole will be distributed to each discipline based pro rata on the number of participating athletes in each discipline – as per the number of athletes identified on the Swim England annual membership return.
- ❖ Each Discipline Management Group will pay for the day-to-day expenditure and in turn collect day-to-day income via their own specific bank account.
- ❖ Should there be an opportunity for sponsorship or funding from an external source and this has been raised or instigated by an individual Discipline Management Group for specific use within this discipline (and not for the whole club) then any monies will be placed directed into the individual discipline bank accounts.
- ❖ Should a Sponsorship or Funding opportunity be addressed to the COB overall or the funding clearly designated for the whole club, then the COB Committee shall agree a proportional split. This will be based pro rata on the number of participating athletes in each discipline – as per the number of athletes identified on the Swim England annual membership return.
- ❖ There shall be due consideration to divide a donation between disciplines dependant on donation requirement / wish in the first instance or by discipline need in the second instance. The proportional split shall be based pro rata on the number of participating athletes in each discipline – as per the number of athletes identified on the Swim England annual membership return.

Finance Group

The Club Treasurer and the finance officer from each section plus a maximum of two additional people will form a finance group. This group will be led by the Club Treasurer and will be to communicate and meet as needed to help budget planning / review and to deal with specific finance issues. Note, day-to-day finance items to be deal with by each section. This group will deal with items that require escalation. The Club Treasurer will lead and work with each section finance officer and form a finance group who can communicate / meet as needed. E.g. to finance / budget planning and to deal with specific finance issues and medium to long term planning and summative reviews. Where individual member's finance is decided on (e.g., hardship support) this will be reported back to the Club Committee in a general way but by maintaining confidentiality. I.e., no names or specific details to be mentioned that could breach confidentiality.

Appendix F – Policies – COB Network of Participating Swimming Clubs

This appendix can be amended by the COB Committee unless there is specific reference within the Club Constitution.

The Swimming Network Group

The COB Swimming Head Coach will lead this group. A member of the swimming management group will support with administration. Up to two members of each Participating Network Club will attend to represent their clubs. It is suggested that this be a committee member and their head coach. Meetings will take place no less than three times a year to help facilitate access to COB's squads and for Participating Network Clubs and COB to work collaboratively. The standard items for the agenda will be:

- ❖ Updates from Swim England representative (as applicable).
- ❖ Updates from each Participating Network Club.
- ❖ Update from COB Head Coach
- ❖ Specific discussions about access to COB groups – for identified swimmers.
- ❖ CPD / updates / best practice – lead by COB Head Coach or a home club coach or a club committee member (e.g. if non swimming related)
- ❖ Any AOB submitted in advance – e.g. review of policy MOUs etc.

The current list of Participating Network Swimming Clubs:

- ❖ Backwell Swimming Club
- ❖ Bath Dolphin Swimming Club
- ❖ Bristol Penguin Olympic Swimming Club
- ❖ City of Bristol Swimming Club
- ❖ Clevedon Swimming Club
- ❖ Keynsham Swimming Club
- ❖ Soundwell Swimming Club

Memorandum of Understanding (MOU)

The relationship between COB and each Participating Network Swimming Club will be defined by a Memorandum of Understanding (MOU) for which COB and each Participating Network Club will agree to as part of becoming a network club. The MOU includes the items in this Appendix. MOUs will be reviewed before the beginning of each swimming season – and updated as needed. There will be a standard MOU for all Participating Network Clubs which follows this Appendix. In addition, each club may have individual network requirements to support athletes to access the COB pathway and increased levels of training and therefore some MOUs may need to differ. For example, the point of access for athletes may vary depending on the training programme that can be provided at each Participating Network Club. Where the standard MOU is adapted for this purpose, consideration must be given to all Participating Network Clubs to ensure reasonable steps are taken to ensure an equality of opportunity for all athletes across the network.

COB will work with each participating club and each participating club is expected to recommend suitably qualified swimmers, take part in COB open meets and generally play an active role in the network. Should a Participating Network Swimming Club not play an

active role then the club's status of being part of the COB swimming network will be reviewed.

Finance

There needs to be due consideration around the overall cost of training fees for athletes who are attending and paying fees at both COB and their home club. Each Participating Network Club should work together with COB to consider the athletes overall training fees and to ensure they neither provide a significantly discounted option nor make the overall training fee significantly more expensive.

Athlete Membership

All swimmers joining COB from a Participating Network Swimming Club shall firstly be members of that Participating Network Swimming Club (their home club). Any swimmer from a Participating Network Swimming Club, who wishes to join COB, must be recommended by their home club Head Coach to the COB Head Swimming Coach before a trial (as determined by the COB Head Swimming Coach) is arranged. Following a trial at COB, the COB Head Coach will liaise with the home club Head Coach about next steps and the athlete and parents will be informed.

The COB Head Coach and Head Coach from each Participating Network will work collaboratively to identify swimmers who have reached the minimum criteria as identified in each club's MOU and discuss swimmer suitability. Following this, the Head Coach from the Participating Network Club will facilitate the initial communication for the selected swimmers to put them forwards to attend a try-out in an appropriate COB squad.

A Club wishing to join the COB Network of Participating Swimming Clubs must apply to the Chairperson of the Swimming Discipline Management Group who will then take this to the COB Committee for consideration and approval.

Should a swimmer from a Participating Network Club no longer wish to swim at COB or no longer reach the criteria to do so (e.g. with the COB squad they swim in), COB and the Participating Network Club will work together to support that athlete to continue swimming by way of a smooth transition by returning to do so at their home club, or to a more suitable squad at COB. Should the athlete decide they would like to stay at COB (e.g. in a different squad) or join another Participating Network Club then the processes around the transfer of swimmers must be followed (see page 3).

Swimmers from Participating Network Swimming Clubs

- ❖ Swimmers will become members of City of Bristol Swimming Club. Their fee paying and ranked club will be the network club (their home club).
- ❖ Swimmers will remain members of their home club for the duration of their COB membership unless members decide themselves to leave their home club.

Swimmers wishing to join from non- participating network swimming clubs

- ❖ Their Club will be invited to join the COB Network of Participating Swimming Clubs – should this be geographically suitable.

- ❖ If the club decide to join, the swimmer will join in line with the network arrangements described in this Appendix. Otherwise, swimmers will join with the expectation that COB will become the swimmer's fee paying and ranked club and be available to participate fully for COB.

Representation

Swimmers from Participating Network Clubs will represent COB when most of their training is with COB. It will be as follows: -

COB

- ❖ National Championships – individual and relay teams
- ❖ Regional Championships – individual and relay teams
- ❖ Open Meets on the programme for the specific COB squad for which they attend training.

Home Club

- ❖ Regional Leagues – e.g. National Arena League and Southern Junior League
- ❖ County Championships
- ❖ Local events – E.g. trophy / memorial galas, local leagues, and other open meets.
Note – selection/ participation in these events will be decided in advance by the COB Head Coach and in collaboration with the home club coach, taking in account the wishes of the athlete and the training schedule of the athlete in preparation for their main target meet(s).

Should an athlete themselves express a desire to swim for COB in those designated for home club representation, they should communicate this to the COB Head Coach and/or their home club coach and agree an outcome. This scenario is perhaps likely should an athlete train fully and compete fully for a considerable time and their bond and friendships with their home club lessen. COB will not ask swimmers to participate in events designated as home club events or promote this outcome. Similarly, the home club will not ask swimmers to participate in events designated as COB club events or promote this outcome.

Transfer of athletes between Participating Network Clubs

Policy to apply to All Participating Network Clubs (keep in view COB is a Network Club).

There needs to be a general acknowledgement that with clubs in geographical proximity, parents and athletes may opt to transfer clubs.

The representative (e.g. Head Coach or Membership Secretary) of a Participating Network Club who is approached by a parent / athlete about attending a try out session with the view to join the club will explain the network agreement and encourage them to speak to their home club to see if there is anything they can do to resolve any issues at their home club. The representative who was approached will ask at this stage whether they can contact the swimmer's current club to inform them that contact has been made. If the parent / athlete doesn't want to do this, then the wish for confidentiality needs to be maintained.

A trial can then be offered and once complete, the parent / athlete will inform the new club of their decision and the new club will contact the athlete's current club.

All swimmer transfers will be reported at swimming network meeting – to show visibility and for the identification of any trends and / or feedback.

From any Participating Networks Clubs, should there be transgression of the MOUs, active recruitment of swimmers and non-compliance with this Appendix, this will be addressed by the COB Committee – and as necessary – with Swim England support.

This appendix is written specifically for the swimming section. Should Artistic Swimming and / or Water Polo develop a working relationship with another club or network of clubs then an additional appendix will be added to cover the network arrangements.