

## SAST Committee Handbook

Our charity details [online](#)

<b>Charity's registered name</b>	South Ayrshire Swim Team
<b>Charity number</b>	SC050025
<b>Type of charity</b>	Unincorporated association
<b>Charity registered on</b>	10th March 2020
<b>Charity announced on</b>	1st July 2020
<b>Charity's 'known as' name</b>	SAST
<b>Principal contact address</b>	c/o Prestwick Swimming Pool Bellevue Road Prestwick South Ayrshire Scotland KA9 1NW
<b>Principle contact [as per OSCR] (as of July 2020)</b>	Louise Littlejohn
<b>Charity trustees [as per OSCR] (as of July 2020)</b>	Helen Dorrance Catherine Hardy Stephen Erentz
<b>Current SAST Charity trustees [as per SAST] (as of October 2022)</b>	James Jeffreys Catherine Hardy Stuart Stevenson
<b>Accounting reference date</b>	30 <sup>th</sup> June

**Our charitable purposes are:**

H - the advancement of public participation in sport

**Our charitable objectives are (as per the constitution):**

C2.1 The objectives of the Club are best understood from the Club's Mission and Values.

C2.2 The Club's Mission is:

*"Striving for excellence in swimming, allowing all swimmers to achieve their full potential"*

C2.3 The Club's Mission is underpinned by the core values of Participation, Opportunity, Achievement, Respect and Inclusivity. These values are at the heart of everything the club does and ensure that effort, commitment, teamwork and performance are valued and rewarded in equal measure.

C2.4 Taken together these allow the Club to advance the public participation in Aquatic Sports by promoting and managing the teaching, knowledge and practice of one or more Aquatic Sports, in accordance with paragraph C2.1 of the SASA Constitution.

**Unincorporated association information**

Regulator: [OSCR](#)

Legislation: [Charities and Trustee Investment \(Scotland\) Act 2005](#)

Legal status – no legal personality

- Some or all the charity trustees must undertake transactions on behalf of the body
- Title to land and buildings must be held in the name of one or more individuals on behalf of the charity
- The charity trustees may have personal liability for the body's actions and unlimited liability if it is wound up

Accounting requirements – Charity accounting requirements

- Preparation of receipts and payments or accrued accounts depending largely on body's level of income
- Discretion for charity trustees to choose to exceed minimum requirements if accrued accounts are more suited to the body's operations

#### Extent of powers – Unlimited powers in furtherance of purposes

- Subject to any restriction in the governing document

#### Membership

- Must have at least two members (who may also be charity trustees)
- May have a single-tier structure (governed by charity trustees with no additional members) or a two-tier structure (governed by charity trustees with a membership body which has certain powers or duties)
- Members are not subject to any of the duties of charity trustees

#### Specific duties and requirements

- No specific duties or requirements, other than those set out in the governing document or in policies and procedures adopted by the charity trustees

#### Removal from the Register and dissolution

- Removal from the register does not lead to dissolution, body can continue to exist without charitable status but must use remaining charitable assets solely for charitable purposes
- Dissolution takes place in line with requirements set out in the governing document
- No requirement for public notice of dissolution (subject to any requirement set out in the governing document)

### **Requirements of the club / charity / trustees**

We should:

- Always do what is best for the charity
- Know our charitable purpose(s)
- Understand our charity's finances
- Act with care and diligence
- Have a copy of our own constitution
- Declare and manage conflicts of interest
- Understand our legal responsibilities
- The charity trustees are jointly responsible for running the charity and managing its assets
- We must send OSCR a copy of the following every year:
  - o [Accounts](#)
  - o [Trustees' Annual Report](#)
  - o [Independent Examination Report](#)
  - o [OSCR Online Annual Return](#)
    - These must be returned within 9 months of the charity's financial year end
    - We must also supply a copy of our accounts and constitution to anyone that asks
- Ensure that our [charity details](#) are correct and up to date
- Tell OSCR about [certain changes](#) to the charity
  - o Prior consent for changes to the name, charity purpose or objectives, amalgamating, winding-up or dissolving the charity and any application to a court for the same reason
  - o Within 3 months for changes to the Principle Contact or the Principle Contact's contact details, accounting year end date has changed, when changes unrelated to the purposes are made to the constitution and when any OSCR consented changes are implemented.
  - o We do not need to notify OSCR of our charity trustees changes – only if it is the Principle Contact
- We must publicise that we are a charity
  - o Include our charity name and number on all our literature, emails and webpages and on documents issued by a third party on our behalf

- Check that we qualify for [tax relief](#)

Advantages now we are a charity:

- We can benefit from an increase in public recognition and trust
- We cannot use assets for any purpose other than the pursuit of charitable objectives
- We can benefit from tax relief
- We are now eligible for additional sources of funding

Disadvantages now that we are a charity:

- There are certain restrictions and requirements with being a charity
  - o Any restrictions looked at did not adversely affect the running of the club in its current form
  - o Any requirements are either similar or an extension to what we undertaken currently
- Individuals on the board, i.e. the trustees, cannot be paid
  - o This is no change to our existing practice
- Charities cannot raise equity investment

*Please note that we do not believe any disadvantages are actual disadvantages to SAST.*

Differences now we are a charity:

- We need to ensure that we publicise that we are a charity in (almost) all communications
- As we are now eligible for gift aid, we are looking at what is possible and how best to implement it
- We can access additional sources of funding
- We have additional reporting responsibilities at the end of each financial year

Things that don't change now that we are a charity:

- We continue to operate in the same way as we always have
- Our constitution is available for anyone that would like to see it
- We make our accounts available for anyone that would like to see it

### **Additional charity information resources**

[General guidance](#)

[OSCR FAQ's](#)

[Trustee duty information](#)

[Guidance and good practice](#)

[Good governance](#)

[Glossary of terms](#)

Additional support – Voluntary Action South Ayrshire [VASA](#)

### **Charity regulator details**

OSCR, The Scottish Charity Regulator

2nd Floor

Quadrant House

9 Riverside Drive

Dundee

DD1 4NY

01382 220446

[info@oscr.org.uk](mailto:info@oscr.org.uk)

[www.oscr.org.uk](http://www.oscr.org.uk)

**Online portal** <https://www.oscr.org.uk/becoming-a-charity/online-services>

## **Objectives of the club**

The objectives of the Club are best understood from the Club's Mission and Values.

The Club's Mission is:

*“Striving for excellence in swimming, allowing all swimmers to achieve their full potential”*

The Club's Mission is underpinned by the core values of Participation, Opportunity, Achievement, Respect and Inclusivity. These values are at the heart of everything the club does and ensure that effort, commitment, teamwork and performance are valued and rewarded in equal measure.

Taken together these allow the Club to advance the public participation in Aquatic Sports by promoting and managing the teaching, knowledge and practice of one or more Aquatic Sports, in accordance with paragraph C2.1 of the SASA Constitution.

## **Responsibility of the committee**

The Committee shall be responsible for:

- a) Running and day to day management and affairs of the Club
- b) The efficient and effective operation of the Club.
- c) The organisation and control of all members during Club hours.
- d) The appointment of coaches and instructors.
- e) The selection of members to represent the Club.
- f) The organisation of swimming activities as may be requested by other bodies.
- g) Appointing the Boy and Girl Club Captains annually.
- h) Considering and approving or otherwise nominations for Life Membership of the Club.

***Note: all of the above information has been taken from the Club Constitution (August 2022).***

### **Additional information for the committee**

The Committee shall comprise the Officers of the Club (as defined in paragraph BL1.2), plus the Wellbeing and Protection Officer, Officials Co-ordinator, Head Coaches, Coaches Representative and no more than eight other general committee members. Ex-officio members of the committee may include a representative from Scottish Swimming, South Ayrshire Council and Club Captains.

All committee positions with the exception of the Head Coaches, Coach's Representative, Wellbeing and Protection Officer and Club Captains will be subject to election at the AGM.

Club Captains, comprising a male and female swimming member of the Club, will be recommended to the Committee for appointment by a panel comprising the Vice Chairperson, the Head Coaches and one other member of the committee. Club Captains will be appointed for one year and will be invited to attend committee meetings from time to time but will have no voting rights.

The term of office for all committee positions, with the exception of the ex-officio positions, and Head Coaches, will be two years. The Coaches Representative will be elected by the Coaching Team and serve a term of office of one year.

Retiring members of the Committee may offer themselves for re-election with the exception of elected Officers of the Club who may serve no more than two terms in office (four years). The exception to this is where there is no one willing to fill an Officer of the Club position. In this case a further term of office of 12 months may be served by an elected Officer of the Club. This means no elected Officer of the Club will serve in the same position for a period exceeding five years.

The service of a Committee member(s) elected or co-opted to fill a vacancy part way through a term of office shall not count towards their two year term of office.

Committee members elected or co-opted by the committee to fill a vacancy shall be subject to endorsement at the first EGM or AGM thereafter.

The Committee shall appoint such sub-committees as may be considered necessary and may co-opt members of the club to serve on such sub-committees, although any co-opted members will have no voting rights at any committee meeting.

To ensure the continued good governance of the club, the Committee may co-opt members of the club onto the committee even where a vacancy does not exist. Any co-opted member will have no voting rights at a committee meeting.

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The Committee shall appoint at least one Wellbeing and Protection Officer (WPO) in accordance with section C10.6 of the SAST Constitution.

***Note: all the above information has been taken from the Club Constitution (August 2019).***

## **Self-employed coaches' guidelines**

The way the club practices our working relationship with our coaches can dictate if the coaches are employed or self-employed.

Coaches are likely to be considered an employee if most of the following statements apply:

- Coaches are told what work to do, as well as how, where and when to do it
- Coaches are the only person expected to deliver the session
- The committee move coaches from session to session
- Coaches are contracted to work a set number of hours
- Coaches get a regular wage or salary, even if there is no work available
- Coaches have benefits such as paid leave or a pension as part of your contract
- Coaches are paid overtime or bonuses
- If Coaches manage any other coaches who work for the club

Coaches are likely to be self-employed if the following statements apply:

- Coaches can hire another coach to deliver the session or take on other coaches at their own expense
- Coaches can decide where to deliver sessions, as well as when and how
- Coaches are paid an agreed fixed price – it doesn't depend on how long the job takes to finish
- The agreed fixed price includes the cost of coaches providing materials and equipment
- Coaches can make a loss or a profit

Even if none of the statements in the previous list apply, you are still likely to be self-employed if most of the following apply:

- Coaches use their own money to buy equipment, and pay for transport, running costs etc.
- Coaches are responsible for putting right any unsatisfactory work at their own expense
- Coaches provide the equipment needed to do the work

## **SAST Chairperson Role descriptor**

### **PURPOSE**

To ensure that the Club is run effectively and efficiently whilst providing a safe environment for all.

### **MAIN FUNCTIONS AND DUTIES**

- Oversee all decisions taken by the executive committee, committee and sub committees
- Prepare and present the annual report at the AGM
- Liaise with the Executive Committee and Head Coaches on the agenda for each committee meeting
- To help ensure the correct and smooth running of the club in accordance with the constitution, club rules, committee procedures as well as the Scottish Swimming rules and regulations
- Liaise with the Finance Manager to ensure effective financial management of the club
- To chair General Committee meetings and the AGM
- To provide the lead, alongside the Executive Committee, in line management for paid and voluntary staff
- To support and encourage the work of all involved
- To handle complaints appropriately

### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Able to maintain confidentiality
- Confident in keeping order during meetings
- Prepared to make instant decisions when necessary

### **REQUIREMENTS**

- Complete a Disclosure Scotland check

### **TRAINING & SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)

### **TIME COMMITMENT**

- Attendance at committee meetings, the AGM and other club events
- Additional support may be required at committee and sub-committee level

### **OPTIONAL**

- Attendance at external meetings (Districts, Scottish Swimming etc.) to represent the club

## **SAST Vice-Chairperson Role descriptor**

### **PURPOSE**

To ensure that the Club is run effectively and efficiently whilst providing a safe environment for all.

### **MAIN FUNCTIONS AND DUTIES**

- To assist and support the Chairperson in all duties
- To fill in for the Chairperson when they are unable to attend specific events
- To be involved in any sub-committees to assist in the organisation of club events

*Please also refer to the SAST Chairperson Role descriptor for further information.*

### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Able to maintain confidentiality
- Confident in keeping order during meetings
- Prepared to make instant decisions when necessary

### **REQUIREMENTS**

- Complete a Disclosure Scotland check

### **TRAINING & SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)

### **TIME COMMITMENT**

- Attendance at committee meetings, the AGM and any other club events
- Additional support may be required at committee and sub-committee level

### **OPTIONAL**

- Attendance at external meetings (Districts, Scottish Swimming etc.) to represent the club

## **SAST Club Secretary Role descriptor**

### **PURPOSE**

To be the principal administrator for the Club ensuring the club functions effectively through the Club constitution, by-laws, regulations and policies being fulfilled.

### **MAIN FUNCTIONS AND DUTIES**

- Be the first point of contact for any enquiries or correspondence
- Ensuring good governance of club business is adhered to.
- Taking and distributing minutes to relevant parties
- To ensure club has up to date policies, such as Wellbeing and Protection, Discipline, Grievance etc.
- Plan and organise the Club AGM, as per the Club constitution.

### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Able to maintain confidentiality
- Be computer literate
- Motivator & problem solver
- Patient

### **REQUIREMENTS**

- Complete a Disclosure Scotland check

### **TRAINING & SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)

### **TIME COMMITMENT**

- Attendance at committee meetings and to complete any paperwork at home in own time when required

## **SAST Finance Manager Role descriptor**

### **PURPOSE**

To ensure that the clubs finances are organised and managed effectively.

### **MAIN FUNCTIONS AND DUTIES**

- Responsible for the club finances
- Deal efficiently and effectively with all income and expenditure
- Keep up to date records of all financial transactions
- Ensure that funds are spent properly
- Plan the annual budget in agreement with the committee
- Monitor the budget throughout the year
- Attend committee meetings and present the budget report update
- Prepare the end of year accounts to present to the auditors and AGM

### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Able to maintain confidentiality
- Ability to keep records
- Confident when dealing with figures and money

### **REQUIREMENTS**

- Financial experience

### **TRAINING & SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)

### **TIME COMMITMENT**

- To organise and report on the club finances monthly and produce the accounts annually

## **SAST Wellbeing and Protection Officer Role descriptor**

### **PURPOSE**

To ensure club is complying with the Scottish Swimming Child Protection Policy and current legislation and ensure that athletes and volunteers are training / competing / working within a safe environment.

### **MAIN FUNCTIONS AND DUTIES**

- Ensure all persons working with children and young people at the club are fully aware of what is required of them within the protocols of the Policy / Code of Conducts
- Conduct the administrative work associated with processing of information on volunteers / staff (PVG Scheme Applications, Self-Declarations see Appendix 3 of the Constitution)
- Liaise closely with Club volunteers / staff ensuring that agreed procedures for the prevention of risk are followed
- Counsel / advise the Club on matters of policy relating to Child Protection
- Advise / circulate details of opportunities for volunteers / staff to undertake training
- Act as the contact person on matters relating to Child Protection at the Club
- Ensure all incidents are correctly recorded and reported in accordance with Scottish Swimming policy and procedures

### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Understanding & appreciation for the need for confidentiality
- Approachable & friendly
- Good listener

### **REQUIREMENTS**

- Complete an enhanced Disclosure Scotland check
- Become a Scottish Swimming signatory
- Attend appropriate training

### **TRAINING & SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)
- In Safe Hands Workshop
- Meet with Scottish Swimming staff member for initial training

### **TIME COMMITMENT**

- To be available for advice and guidance within the club when required and attendance at committee meetings

## **SAST STO (Senior Technical Official) Role descriptor**

### **PURPOSE**

To ensure that the Club has an active and growing technical officials team.

### **MAIN FUNCTIONS AND DUTIES**

- Ensure that we have the required support of officials in advance of our own SAST meets
- Ensure that we have the required support of officials for any external meets we are attending
- Support or organise any training requirements of individuals or within the whole club
- To assist with the organisation of time trials with the support of officials
- Liaise with all SAST technical officials regarding support and training

### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Able to maintain confidentiality

### **REQUIREMENTS**

- Complete a Disclosure Scotland check

### **TRAINING & SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)

### **TIME COMMITMENT**

- Attendance at committee meetings, the AGM and other club events
- Additional support may be required at committee and sub-committee level

## **SAST General Committee Member Role descriptor**

### **PURPOSE**

To help ensure that the Club is run effectively and efficiently whilst providing a safe environment for all.

### **MAIN FUNCTIONS AND DUTIES**

- Support the Executive Committee and Head Coaches in the running of the club
- Be involved in sub-committees as and when required to support the running of the club

### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Able to maintain confidentiality

### **REQUIREMENTS**

- Willing to actively contribute to the committee and the club

### **TIME COMMITMENT**

- Attendance at club committee meetings, the AGM, sub-committee meetings as required and club events to help ensure the smooth running of them

## **SAST Club Captains Role descriptor**

### **CRITERIA**

- Any SAST swimmer who will have a positive influence on teammates and/or SAST as a club
- As per the constitution, Club Captains must be one male and one female swimmer
- The Club Captains can be any age and selected from any squad

### **ROLE**

- The Head Coaches will aim to ensure that the role will play to the Club Captain's strengths

### **POTENTIAL INVOLVEMENT OPPORTUNITIES**

- To be a point of contact for all the swimmers, to provide a voice for the swimmers and raise any issues with the committee when necessary
- To be involved with the organisation and hosting of the SAST Awards \*
- Attend SAST Graded Meet and SAST Mini Meet \*
- Attend Mini League rounds and final \*
- Attend SAST Swim Clinics and Squad Training Days \*
- Others as deemed necessary \*

*\*This will be dependent on the Club Captains' availability when considering training, competitions, studying and exams. It can be discussed between the Club Captains and the Head Coaches.*

### **SKILLS / ATTRIBUTES**

- To be willing to commit to the role as discussed with the Head Coaches

### **REQUIREMENTS**

- To be selected by a sub-committee as per the constitution

### **TRAINING & SUPPORT**

- Being Club Captain and the activities that they are involved in will be the "training"
- Support to be provided by the Head Coaches (and Committee as required)

### **TIME COMMITMENT**

- As deemed appropriate by the Club Captains in conjunction with the Head Coaches