



MANDATORY AREAS FOR COMPLIANCE CLUB POLICY DOCUMENT

Scottish Swimming Club Requirements - Mandatory Areas for Compliance

The club shall comply with the objectives of Scottish Swimming to advance the public participation in aquatic sports by promoting and managing the teaching, knowledge and practice of swimming, diving and open water swimming, water polo, artistic swimming, life-saving and masters swimming (collectively referred to as “aquatic sports”).

1. The club shall comply with the objectives of Scottish Swimming to oppose the use of drugs in sport. Athletes at National level shall be subject to doping controls by British Swimming and may be subject to random testing.
2. All club members (as defined by SASA) including Associate members must be registered with the SASA.
3. The club shall operate a grievance procedure and identify the company complaints and appeals procedure that can be used if satisfaction is not achieved through use of the club grievance procedure.
4. Clubs must comply with the Company's Wellbeing & Protection policies and are required to have a fully trained WPO who has attended the Company approved courses.
5. The club shall be subject to and bound by, Scottish Swimming Governance documentation and the appropriate rules of the District.
6. The club shall comply with the Company Code of Conduct and Code of Ethics.
7. The Management Committee may take action (e.g. fine, suspend or cancel membership) against any club member proved guilty of infringing the club regulations or acting in such a manner as to bring disrepute to the club.
8. Club Governance Compliance:
 - The club shall be governed by its constitution, bye-laws and regulations.
 - The club shall hold an Annual General Meeting (AGM).
 - The officers of the club shall be honorary and shall be elected at the club AGM.
 - The affairs of the club shall be conducted by a Management Committee which shall consist of the officers of the club.
 - Perkins Slade, Insurers, have advised that there is a need to ensure that certain roles within the club do not crossover, for example, Coach and Wellbeing & Protection Officer; Treasurer and Chairman. These posts within a Club should be held by different individuals to avoid Conflict of Interest.
 - Amendments to the governance document shall only be made at a general meeting provided at least a two thirds majority of those present and voting is secured.
 - The club accounts shall be audited/independently examined by an independent person(s) elected annually at the club AGM.
 - All adult members and Club Life Members are entitled to attend, take part and vote at an AGM unless specifically excluded from so doing by the Club's Constitution.
 - The above statement does not apply to honorary members apart from Club Life members.

It should also be noted that Scottish Swimming and company law would recommend that all adult members of the club shall be jointly responsible for the financial liabilities of the club.