

AFFILIATED TO SOUTH EAST REGION AMATUER SWIMMING ASSOCIATION

# Rushmoor Synchronised Swimming Club

## **OUR MISSION STATEMENT**

The aim of RSSC is to remain the best Synchronised Swimming Club in Great Britain and to strive for excellence in all we do.

## **Handbook & Rules**

**April 2014**

# Table of Contents

OUR MISSION STATEMENT .....	1
HISTORY OF OUR CLUB .....	4
GENERAL CLUB INFORMATION .....	7
INSURANCE .....	7
EMERGENCIES AND FIRST AID PROVISION .....	7
EQUALITY AND CHILD PROTECTION .....	7
CLUB TROPHY CABINET .....	8
COUNTY/REGION /COUNTRY .....	8
FUND RAISING .....	8
ANNUAL SHOW .....	8
NEWSLETTERS .....	8
NOTICE BOARD .....	8
SCHEDULES .....	9
SWIMWEAR .....	9
SWIMMER OF THE MONTH .....	9
SYNCHRO WORLD MAGAZINE .....	9
TREASURER'S INFORMATION .....	9
LEAVING THE CLUB .....	9
GENERAL TRAINING INFORMATION .....	10
LOCATIONS USED FOR TRAINING .....	10
FIGURES .....	10
LAND TRAINING .....	10
MUSIC .....	11
PRESENTATION IN SYNCHRONISED SWIMMING .....	11
CLOTHING AND EQUIPMENT NEEDED .....	12
SKILL LEVELS .....	13
COMPETITIONS .....	13
1) COMPETITIVE STRAND .....	14
2) RECREATIONAL STRAND .....	14
COMPETITION EXPENSES .....	14
COMPETITION ENTRY FORMS .....	14
COMPETITION – FIGURES .....	15
COMPETITION - MUSIC .....	15
MUSIC REGISTRATION .....	16
DISCIPLINE: .....	18
MEDICAL .....	19

SWIMMING WITH A COLD .....	19
DRUGS .....	19
DRUG TESTING AT COMPETITION.....	19
ATTENTION FROM THE DOCTOR.....	20
FOOD INTAKE .....	20
CODE OF CONDUCT.....	21
SCHEDULED TRAINING SESSIONS .....	21
WHILST AWAY AT COMPETITIONS OR OTHERWISE REPRESENTING THE CLUB .....	21
RULES of Rushmoor Synchronised Swimming Club (“the Club”) as at 1 April 2012.....	24
By-laws.....	32
Club Equality Policy Statement .....	33
ASA Code of Ethics .....	33
Table of Amendments .....	35

## **HISTORY OF OUR CLUB**

Rushmoor have been the British National Champions many times, 1979, 1980, 1981, 1982, 1983, 1984, 1991, 1992, 1994, 1995, 1996, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2009, 2011, 2012 and 2013. Jenna Randall, Olivia Federici and Asha Randall, the Team GB 2012 duets came from our Club and we have 6 athletes in the 2013/14 GB senior squad. However none of this would have been possible without Mr Tom Kennedy who founded the Club in 1966 at the Command Baths, Aldershot, but at that time it was called the Queens Parade Life Saving and Synchronised Swimming Club. Founder members included Mike and Barbara Firmin, and Edna Russell. Rushmoor Synchronised Swimming Club started in 1967 and quickly grew as more and more swimmers became interested in the sport.

In 1966 the music was played on records, and it was considered very progressive when the Club invested in a "reel to reel" player! The music in those early days usually consisted of one piece only, and lasted three to four minutes, although one swimmer asked for her record to be stopped after exactly two minutes and 43 seconds. Routines were often put together very quickly and it was common for one to be conceived, walked through and swum in the SAME afternoon

Many amusing incidents occurred in the early days. In the "Ride of the Valkeries", a hosepipe was used to help keep the headdresses in shape; unfortunately they had a habit of filling up with water so when the girls surfaced they looked like spouting whales. The original costume for the "Yellow Bird" Routine had long sleeves and layers of lace, which looked beautiful, but as soon as it got wet the swimmer sank and had to be rescued.

When the Club was formed 'Figures' were called 'Stunts' and to qualify to perform them at the first National Competition in 1969 the Competitors had to be in the first 20 places in the Solo Competition. 'Stunt' marks were not even used for Duet and Team results. The movements were fixed many weeks in advance to allow the swimmers to learn them. Figure requirements have changed little between the years but techniques have a great deal. In the early 1970's it was not essential to be able to 'Support Scull' to be selected for International Squads where as now we teach this to swimmers at an early stage and it is almost impossible to pass any ASA Skill Level without it.

We have given exhibitions at the "House of Commons and Lords" galas, swum exhibitions at home and abroad to raise money for the British Heart Foundation and joined in many Carnivals. In 1971 the Club opened the Guildford Sports Centre with a display in front of Princess Anne, earning the distinction at one time of being the only Synchronised Swimming Club in the country to perform before a member of the Royal Family, although it has yet to receive its "By Royal Appointment" badges.

On the financial side the first balance sheet revealed an income of £26/0/8d, with an excess of expenditure over income of 19s/8d. In July 2005 the same balance sheet recorded an income of £51,844 for the year.

Synchronised Swimming became an Olympic Sport at the 23rd Olympiad in Los Angeles in August 1984 and our Carolyn Macdonald (nee Wilson) was chosen as one of the three Synchro Representatives from Great Britain. Carolyn, along with Caroline Holmyard of Bristol was selected to swim the Duet, with the reserve being Amanda Dodd, also from Rushmoor. Carolyn was the European Champion three times.

At the Commonwealth Games in New Zealand 1990, Kerry Shacklock won a Silver Medal in the Solo Competition and in 1994 again won the Silver Medal in the Solo Competition, and the Silver Medal in the Duet Competition with Laila Wakil. Adele Carlsen won Bronze in the duet competition at the 1996 Commonwealth Games and in

2002 Kerry Hussey was one of the three swimmers at the Commonwealth Games in Manchester. In Salerno, Italy, in 1991 Laila Vakil became the Worlds' Junior Figure Champion and won Silver medal in the Solo event, and furthermore is the only British Synchro Swimmer to win a medal in a World Championship. Kerry and Laila were chosen to represent Great Britain in the Barcelona Olympics in 1992. Kerry came a tremendous 7th in the Solo, and teamed up with Laila for the Duet to come 6th.

In the 2010 Commonwealth Games held in Delhi, Jenna Randall won a silver medal for her solo routine, and teamed up with Olivia Allison to get her second silver medal. Lauren Smith gained a bronze for Scotland.

The GB Olympic 2012 team had many swimmers from Rushmoor within the squad and we were extremely proud of them all for a fantastic performance at a home Olympics!

As Champions we are very much in demand for television and over the years our girls have swum in the following television programmes:

- Utterly Butterly advertisement
- Sky TV "Girls Just want to Have Fun"
- Big Breakfast – Channel 4
- Blue Peter
- Jim'll Fix It
- Sky T.V. for DJ Kat Show
- ITV for The Disney Club
- How Do They Do That
- Generation Game
- Dancers Body.
- The film "Genghis Cohen" starring Diana Rigg and Robert Lindsey.
- The film "Love Labours Lost".
- GMTV
- 2014 Sport Relief Music Video with 'Little Mix'

We also do displays for many different things from private parties to opening swimming pools.

Rushmoor would not be the club it is today without the fantastic efforts and ongoing support from our Life Members. Becoming a Life Member isn't an honour easily achieved as the criteria are naturally very high. Below is an extract from the nomination criteria:

‘The minimum requirement for swimmers or ex-swimmers is that they have achieved outstanding results at the World/International level such as being a finalist in the World Championships. For other members to be recommended they require to have given very long and loyal service and commitment to the club over many years either as a Coach or Administrator, and to have promoted the sport and club by membership of bodies outside the club’.

A full list of our Life Members can be found on the club's website: <http://www.rssc.org.uk/Lifetime-Members.html>



## **GENERAL CLUB INFORMATION**

The Annual Club Membership Fee is due on joining The Club and on 1<sup>st</sup> January thereafter. The annual ASA fee is due on joining and on 1<sup>st</sup> March thereafter. The one off payment for the Water Kids course covers both of these fees. Any swimmer transferring from another Club will just pay the Club membership fee on joining and both fees annually thereafter.

All swimmers have to be members of the ASA for insurance purposes, and a member of the Club for admin purposes. Annual membership and ASA fees are free of charge to volunteers - it is a small way of saying thank you for helping. There are many ways in which non-swimmers can become involved in the Club. The most obvious way is to help on poolside by becoming a Coach – either with figures or choreography/music. The Club will pay for formal training, but the best way to get started is to watch the coaches in action. If any non-swimmer is interested in becoming a coach or helping on poolside in any capacity then speak to the club's Development Coach.

If becoming a coach is just one step too far, but you would like to get involved in another capacity, then please speak to the Parents Representative.

However, even if a non-swimmer does not wish to get involved with the Club in any way, they can still become a member of the Club (and the ASA). Being a member of the Club is important as it enables you to vote at the A.G.M, and therefore be able to get your points raised, and your voice heard! If you are not a member of the Club, you can still attend the AGM but are not entitled to vote.

### ***INSURANCE***

As a Club we are affiliated to the ASA and therefore we are covered by their Insurance Policy and a copy can be seen on the Internet at

<http://www.sportcentric.com/vmgmt/vfilemgmt/page/filedownload/1,8202,4716-44656-85795-0-file,00.pdf>

If you have any questions about insurance please speak to one of the Officers of the Club.

### ***EMERGENCIES AND FIRST AID PROVISION***

All RSSC training sessions take place at properly controlled pools which all have Normal Operating Procedures and Emergency Operating Procedures in place. All lifeguards at the pools we use are fully trained and qualified, and in the event of an emergency or a situation that requires First Aid, the Lifeguards on duty will be in control and all coaches, officials, spectators and swimmers must abide by their instructions.

### ***EQUALITY AND CHILD PROTECTION***

RSSC is committed to uphold the ASA policies on Equality and Child Protection. A copy of the Club Policy on Equality is at the end of this Handbook, and more information on Child Protection can be found on the ASA website at <http://www.swimming.org/asa/clubs-and-members/wavepower/Wavepower/647/>

If you have any concerns over Child Protection or Equality issues please speak to the Club's Welfare Officer. Contact details can be found on the clubs website.

## ***CLUB TROPHY CABINET***

This is situated next to the pool entrance at Farnborough Recreation Centre, and contains many trophies won by the Club over the years.

## ***COUNTY/REGION /COUNTRY***

It is the Clubs policy not to charge swimmers for Club training sessions if they are selected to swim for the County, Region or Internationally, and have training camps that clash with Club sessions. However if a swimmer does not inform the Club in advance of their training dates the Club may revoke this privilege. It is essential for forward planning that dates of camps are given (with as much notice as possible) to the Club Secretary who is responsible for publishing the schedules. If a swimmer is invited to join a squad and has a choice on whether to accept the invitation or not, then Club fees will still be payable.

## ***FUND RAISING***

Regular fund raising events take place during the year including the selling of Raffle Tickets, Sponsored Swims, etc. Please give all these fundraising efforts your support as any money raised is used to pay for things not connected with pool hire, eg new team costumes.

## ***ANNUAL SHOW***

Most years the Club presents an Annual Show. All swimmers in the Club take part in some way, even our newest members. This is a good fund-raising event for the Club that is also enjoyed by all – swimmers and spectators alike. Please publicise this to friends and family

## ***NEWSLETTERS***

A newsletter is issued to every member on a regular basis. Please ensure that you and your parents read it and it is not left at the bottom of your bag. If you have any information you would like to be printed in the newsletter please contact the Club Captain/Swimmers Representative. Also emails are a vital way of communicating with parents and swimmers so it is therefore vital that you let the Club have an up to date email address for your family. The Club is not allowed to send emails direct to swimmers under the age of 18, so they **MUST** go to parents.

## ***NOTICE BOARD***

The Club notice board is situated to the right of the changing room entrance, in the Farnborough Leisure Centre. Please look at the notice board regularly and encourage your parents to look every time they collect you from your swimming sessions.

## ***SCHEDULES***

Training schedules can be found on the Club website at [www.rssc.org.uk](http://www.rssc.org.uk). Please get into the habit of checking the schedule regularly on the website, as sometimes last minute changes have to happen and changing the schedule on the website is the quickest way to inform everyone.

Swimmers, if you know in advance that you will be unable to attend a training session, either figures or music, for whatever reason, please inform your Coach as soon as possible. We have had music sessions where only 3 members of a team have turned up – this is a waste of pool time and the coaches time. If this had been known in advance then it would have been better to cancel the session and let another team have the water time.

## ***SWIMWEAR***

A black costume and Club hat **MUST** be worn for figure sessions. For music and stamina sessions a swimmer may choose to wear a coloured costume and hat instead. Goggles and a noseclip are required for all sessions, and it is a good idea to get used to carrying a spare nose clip tucked inside your costume at your hip. For further details of other Club wear please see later in this Handbook.

## ***SWIMMER OF THE MONTH***

Every month a certificate and pink training hat is presented to the swimmer(s) that the coaches and committee think has shown the best improvement over that period. It could be an improvement in figures, better performance in a team, a change in attitude towards training or even just a better attendance record. The certificate is intended not just to reward good performance (eg at a competition) but is also a motivational tool.

## ***SYNCHRO WORLD MAGAZINE***

The "Synchro World" magazine is available at an annual subscription of £5 and is issued quarterly. This magazine contains information about Club events around the country, and is very interesting reading. If you wish to receive a copy please contact the Club Secretary.

## ***TREASURER'S INFORMATION***

Pool fees are determined by the Management Committee and are changed as deemed necessary. The Club prefers bills to be paid by bank transfer direct to the Clubs account, details are on invoices. Refunds for pool fees are not given except in those circumstances set out in the Club Rules. If you have a query with a bill, please contact the Treasurer.

## ***LEAVING THE CLUB***

If any member decides that they wish to leave the Club, then resignation **in writing** is required to be handed or emailed to the Secretary and/or the Treasurer, otherwise fees, if payable, will continue to be charged

## **GENERAL TRAINING INFORMATION**

We endeavour to keep the ratio of coach to swimmer as small as possible, but this will obviously depend on the availability of coaches and numbers of swimmers at any given session. For figure/skill sessions we aim to have one coach for every 8 swimmers; for routine work one coach plus one helper per team; for stamina sessions one coach and two helpers on poolside; and for land training one fitness instructor per class (approximately 25 athletes).

Swimmers should always be at ALL Training Sessions **ten minutes before the advertised start of the session**. You should be on poolside ready to go, with hat on, correctly adjusted goggles and noseclip at the ready. If a swimmer is not in the water at the allocated time, they may be asked to sit out the session.

### ***LOCATIONS USED FOR TRAINING***

Aldershot Indoor Pool  
Farnborough Leisure Centre

Spectrum Sports Centre and Surrey  
Sports Park in Guildford  
Aldershot Garrison Pool

Wednesday 7.30-9pm (STAMINA)  
Sunday 5-9pm (Land training/ MUSIC) and Tuesday  
7.30-9pm (FIGURES)  
Saturday - Various hours between 10am and 4pm,  
depending on age group (Land training/ FIGURES)  
Saturday 6-9pm (usually 1 or 2 Saturdays per month  
only) (MUSIC)

### ***FIGURES***

Good figures are very important, not just for skill level tests but for all competitions that include a figure section. Also, in order to qualify to swim a duet in a competition, your figure score must, normally, be within the top 6 or 8 of those competing. Most swimmers take four/five years to pass all five skill levels.

### ***LAND TRAINING***

The Club has land training sessions scheduled on Saturday and Sundays. Instructors are fully qualified and sessions are based on aerobic activity, flexibility, strength, stretching and core.

Appropriate clothing and shoes are to be worn, ie loose and comfortable (tracksuit trousers, jogging bottoms, leotard or shorts should be worn) and proper training shoes. Jeans and Ugg boots are NOT appropriate wear. If you attend a flex session wearing inappropriate clothing you may NOT be allowed to take part but watch from the side.

Synchro is not just about being a strong swimmer, you must also be flexible and strong on dry land..

Flexibility is very important especially for new and/or young swimmers. Early flex and stamina training will pay dividends a few years down the line. However, if you have an injury, a **heavy** cold or just feel unwell, please do not attend as more harm than good can be done if you attempt flex whilst feeling below par. To aid your flexibility,

why not practise at home, for example try getting your splits lower whilst watching your favourite television programme (remember to warm up first), or help strengthen your sculling technique, by balancing a tin of beans on the back of your hands, and then move them in the sculling action. All this extra work at home will help you in the Club sessions. Try to do extra stamina swimming in your spare time, also a dance or gymnastics class, and working out in a gym will help to further build up your strength and muscles and help you to progress in the Club.

## ***MUSIC***

The ultimate aim of a synchronised swimmer is to swim in a routine to music, whether that be a solo, duet, team or combination team. Also all swimmers take part in our Annual Display in at least one routine to music.

An essential part of learning to swim a routine to music is a walkthrough on dry land. It is during these walkthroughs that pool patterns can be developed and precise timings to music can be established. They are also used to develop ideas. Your team coach will arrange for your team walkthroughs, and attendance at these is mandatory.

Once you are part of a team, you will be given a copy of the music on CD or via email for an MP3 player, and once you have this you will be expected to practise and walkthrough the team routine in your own time IN ADDITION to attending all the team walkthroughs. If you are not given a CD by your team coach then please ask for one. You must also walkthrough any solo/duet/trio part you are swimming within a combination team, both on your own and with your partners.

The more practises that can be done on dry land, the better the swim will be once in the water.

## ***PRESENTATION IN SYNCHRONISED SWIMMING***

Synchronised Swimming is a sport involving many skills, which include endurance, stamina, flexibility, agility, strength, grace and elegance. Perhaps the skill which is overlooked by many swimmers but at the same time has brought the sport its un-necessary ridicule, is "Presentation". Correct presentation is an important part of Synchro and much of the training for it may have to be done outside of the normal training session. Presentation is probably the hardest part of Synchro to establish, especially if the swimmer is naturally shy – ask the more experienced swimmers for tips.

In the routine side of Synchro, the presentation of the swimmer is much more obvious than when she does her figures. Swimming costumes have now been allowed to become more adventurous, a little more make-up is worn and of course there is "the smile". These are some of the ways that the swimmer can help to present herself. The judges also see swimmers before they actually get into the water. Here, the swimmers should take time to "present" themselves during their walk-on and deckwork.

In both figures and routines, the way in which the competitor holds herself in the water adds to the all-important look of confidence. In perhaps the "easier" parts of figures (front and back layouts) presentation can be introduced but is generally forgotten. Just the slightest adjustment of the position of the swimmers head can make all the difference. The swimmer must realise that these "little things" are just as important as the rest of the figure. Few people seem to realise that presentation is an important factor in figures as well as routines. However, it does give that extra look of confidence and can improve the look of the competitor no-end!!!

## ***CLOTHING AND EQUIPMENT NEEDED***

5 litre plastic bottles are used as training aids during figure sessions and whilst the Club has some it is better if a swimmer can provide their own.

Before your first competition, you will need to purchase a Club tracksuit top, Club black shorts and Club bag. Club tracksuit tops, white t shirts, plain black tracksuit bottoms/leggings/club shorts and club flip flops must be worn to a competition and are mandatory during the parade at the end of a competition.

Swimming costumes, nose clips, hats, tracksuits, bags etc, are sold by the Club - please see Mitch Gallacher on poolside.

**PLEASE ensure that all items of clothing and towels are named or initialled so that any lost items can be returned quickly to their rightful owners.**

For figure competitions a plain black costume (no logo) and plain white hat are to be worn so that the swimmer is totally anonymous. If unavoidable a small logo on a black swimsuit can be coloured in with black marker pen and a white hat can be turned inside out to cover the logo but Rushmoor club hats are NOT suitable for competitions as the logo is too large. For routine competitions the Club will provide the team costumes, but solo/duet costumes are to be provided by the swimmers. If you need advice on which costumes to buy, then please contact Head of Choreography. No jewellery is to be worn and gel/false nails are not acceptable in competitions.

A white towelling robe is desirable for figure competitions, as there can be long periods of waiting on poolside between figures if there are large numbers of competitors. Pool shoes (ie flip-flops or similar) and leg warmers are also desirable.

The ASA issue registration cards once the annual fee has been paid and every swimmer will have a log book to record attendance at skill assessments and competitions. Both of these items are held centrally by the Club and not retained by individual swimmers.

## ***SKILL LEVELS***

Skill levels are the formal system of testing the swimmers. Skill levels are tested at Assessment Days which are held all over the country. The Development Coach has to sign the form to signify the swimmer is ready to take the skill level so no swimmer will be sent to a skill assessment if the coaching team do not consider them ready.

A fee (usually £15) is payable for attendance and advance booking is essential. Booking is only to be done by the Assessment Co-ordinator as Assessors and a Team Manager/Coach will have to accompany the swimmers and the Co-ordinator will know their availability. How many swimmers we can send to an Assessment Day is totally dependent on how many skill assessors we can send; the current ratio is:-

0 - 5 swimmers	1 assessor will be required
6 -15 swimmers	2 assessors will be required
16-25 swimmers	3 assessors and this will increase in multiples of ten.

The more Assessors we can get trained then the more swimmers we can send to Assessment Days. An assessor needs basic knowledge of synchro figures or skill levels but this can be obtained by watching on poolside without necessarily getting involved in coaching. Becoming a basic assessor is an ideal way of helping the club and increasing your knowledge of synchro so you can help your daughter. Training is only one half day, is local and once qualified you can do as many or as few Assessment days as you choose. Please speak to the Development Coach or an Officer of the Committee if you would like to learn more about becoming an assessor.

## ***COMPETITIONS***

Competitions vary greatly in length depending upon the type. Some competitions involve an evening only, some a whole day, and some for the whole weekend. If the competition is out of the local area, then swimmers may be expected to travel up on Friday evening and stay in a local hotel.

Team Managers will be appointed by the Club to be in overall charge of arrangements for our swimmers at a competition. All Team Managers have received appropriate ASA training, are DBS cleared and very experienced. About one or two weeks before the competition, you will receive a list of kit items to take and other important information such as competition timings and accommodation details if appropriate. Parents are discouraged from staying in the same hotel as their daughter for a weekend event as the swimmers must be totally focussed on the competition. The Team Managers and coaches have the experience of how competitions are run and the traumas and stresses that swimmers can go through, which is why the Club requests that parents stay away from their daughter during these times. Team Managers will arrange times for swimmers to visit their parents in the spectator areas taking the competition timings into account. It is important that a swimmer listens to and does as asked by the Team Manager and Coaches and not their parents.

At County, Regional and National level, competitions are split into two strands:

## **1) COMPETITIVE STRAND**

In order to enter the competitive strand, a swimmer must have a skill level set by the competition organisers. These skill levels are normally age related, and currently in England are:-

	<u>Figures and Team</u>	<u>Solo and Duet</u>
12U	Skill Level 2	Skill Level 3
13/14	Skill Level 3	Skill Level 4
15/16/17	Skill Level 4	Skill Level 5

Competitive competitions include a figure section, a solo, duet and team section. In order for a duet or team to swim in the competitive strand, ALL members must have the relevant skill level, and all members of the team/duet must also enter the figure competition..

## **2) RECREATIONAL STRAND**

If a swimmer does not attain the skill level for their age group, then they can enter a competition in the recreational strand. There is no figure, solo or duet section in the recreational strand, only a combination team section. Team members may or may not have the required skill level for their age group; the only rule is that no more than 3 of the team can have the skill level for their age group eg. If there are 10 in the team, then 3 CAN have the skill level, the rest must NOT.

There are 4 age groups in this strand and they are 12U, 13/14, 15/16/17 and 19U

## **COMPETITION EXPENSES**

Competition entry fees are shown on the monthly bills and vary depending on which competition is entered.

Hotel and travelling expenses are paid for by the swimmer, and usually obtained in advance. When the competition takes place over a weekend we expect all girls to stay in the same hotel, regardless of whether Granny lives up the road from the pool - this is to aid team bonding and allow for essential last minute walkthroughs. It also ensures that the team manager can account for the swimmers at all times and that all competitors are on poolside when required. We also ask parents to keep personal contact with their child to a minimum, as stated above visits to parents will be arranged. If an emergency situation arises please contact the Team Manager NOT your daughter. We also ask that parents do NOT inform their daughters of any results; the Team Manager will decide when results will be released as early release can affect a swimmers performance (eg if a swimmer hears they have not done well in figures prior to a team swim that can severely affect their performance in the team routine). We also ask that mobile phones are kept switched off and in kit bags for the duration of the time on poolside.

## **COMPETITION ENTRY FORMS**

Entry Forms will be completed and submitted by the Club's Competition Secretary. If an entry form is given to you for checking and/or signature then it must be returned on or before the date indicated or you will not be

eligible to enter the competition. No competition allows late entries and it is not always possible for us to chase forms that have not been received by the Competition Secretary on the due date.

The Team Manager is responsible for taking all the necessary paperwork to competitions, including swimmers log books.

## ***COMPETITION – FIGURES***

A PLAIN black costume, nose clip, goggles and PLAIN white hat are required.

Do ensure that you are ready to enter the water when asked to do so by the Clerk, and as soon as you have completed your Figure, make your way to your next "Figure Panel". If you don't understand the way the figure panels are organised ask your coach or team manager to write the panel order down on your hand. Each swimmer is responsible for getting to the right station in good time otherwise you could be disqualified. Do not stop to talk with other competitors.

### PENALTY POINTS: (Rule 43)

Be aware that (a) If you perform the wrong figure when asked or,  
(b) If you stop voluntarily and ask to do the figure again,

A **two-point** penalty will be incurred.

If you do a wrong figure and are unsure what to do ask for your Team Manager.

## ***COMPETITION - MUSIC***

The Team Manager will be responsible for the Competition CDs and hands them in to the official music person before the start of the competition. Once the CDs are handed in they cannot be retrieved until the end. **ALWAYS** carry a spare CD of your own music with you in case the Club's Master CDs are misplaced or break. You will need your own CD for extra walkthroughs. Usually the CDs to be taken to a competition are played in the last training session beforehand, if you don't hear yours **ASK TO HEAR IT BEFORE IT IS HANDED IN TO THE MUSIC PERSON AT THE COMPETITION.**

If the wrong music is played whilst you are on the "Deck", step back and inform the Referee. (The Chief Clerk will also be watching you in case there is a problem).

If, when you commence your programme, the "deck music" is the same as yours and you enter the water to discover that the wrong music is being played, continue to swim to the best of your ability and your coach will complain to the Referee.

If the music, sound level or speed, should seem to be incorrect during the first 20 seconds the swimmer may stop without a penalty; but should it be found to be correct, then a **"one point"** penalty is incurred. Therefore should the underwater speaker not be working it is best to swim and mention it immediately you come out of the water and BEFORE your marks are given.

If you become ill during a team routine, do try to carry on swimming, if you leave, stop or touch the side of the pool the team will be disqualified.

Should it be necessary to withdraw your duet or solo entry from a competition, the team manager and coach must be informed, so that they can make the official cancellation on your behalf. Most events require at least an hour's notice of withdrawal although it is best to withdraw your duet when you first book in for the competition with the clerks.

No fizzy drinks should be taken to or drunk at competitions, as they are liable to cause indigestion problems. During the competition plenty of water or fruit drinks should be drunk and high-energy foods eaten.

Before putting on the headdress your hair must first be "gelled". Powdered gelatine is the best one to use, available in most supermarkets. First, put your hair into a ponytail and gel your hair (but not the ponytail) using a strong mixture. Then comb or brush ponytail into a bun and clip into place, apply another coat of gel, then clip headdress securely in place with lots of grips. If in doubt please ask any of the team coaches or senior swimmers on poolside and they will help you.

Try not to touch your hair or costume whilst swimming, as this can be seen under the water. If your head dress falls off during your routine, leave it, carry on swimming and collect it at the end of the routine, and next time put a few more grips in it.

Check that you are wearing your noseclip before starting the routine - but do not fiddle with it - and adjust your costume before getting out of the water, not half way up the steps.

Always carry a spare nose clip tucked inside your costume at the hip.

## ***MUSIC REGISTRATION***

In recent years the ASA has had to introduce strict rules to obtain a PPL licence, for which we as a Club have to pay a large amount of money each year so that a swimmer can actually swim to music! We have a music co-ordinator who is in charge of all the legal documents and providing the PPL numbers to the ASA. They are the only person authorised by the Club to contact the ASA or PPL direct on music issues.

Swimmers wishing to swim a Solo, and duet partnerships, have to be cleared by the Club. Therefore swimmers must put requests for solo or duet partnerships in writing to the Selectors Committee in January of each year. The Selectors Committee decide who is best suited to swim with whom and their decision is final. Once a solo or duet has gained the necessary approval then the next step is to select their music. A maximum of 5 pieces of music, either from the same CD or a mixture of CDs is allowed. The order or the speed of the music on a CD must not be altered. i.e. the middle may not be used before the beginning of a piece of music. This is not allowed. Swimmers must ensure they select music suitable to their age, and ability, and MOST IMPORTANTLY that they can count it. It must also be born in mind that with making the routine up, walking through and swimming it, it is going to be heard hundreds of time. SWIMMERS MUST BE 100% SURE OF THEIR MUSIC AS WHEN A PIECE OF MUSIC IS REGISTERED IT IS ANTICIPATED THAT A DUET PAIRING WILL KEEP IT FOR AT LEAST A YEAR. The same applies for solos.

Club policy does not permit two duets or solos to swim to the same piece of music. This is for the swimmers benefit. It can be very wearing for a judge to see a number of swimmers swimming to the same piece of music and it can and has cost swimmers vital marks. You are taking part in a suggestive sport and one judge may compare one swimmers interpretation to another. Although we cannot avoid a swimmer from another club swimming to the same piece of music, we can reduce the odds slightly by avoiding swimmers from our own club swimming to the same piece.

Once music has been selected (using the criteria above) then it must be registered and properly cut so that it is the correct length for the competition, and, if more than one piece of music is used, the transitions are smooth. To do this fill in a form from the Club website, do a rough cut CD, then pass the form, original CDs that the music comes from, and the rough cut CD to our music co-ordinator who will arrange the registering and cutting. A master CD will be passed back to you along with your rough cut. It is also strongly recommended that you make a copy of the master CD. You must keep a note of the registration number – as this will need to be put on any competition entry forms. All CDs that are played on Club equipment MUST have the CD number shown clearly on the label. If the registration number is not displayed then the music cannot be played on Club equipment.

**REMEMBER - Only 10 Seconds of deck work. (Penalties will be awarded if this is exceeded).**

The Club is aware that a number of you train in private pools, and would like to advise you that it is a very fine line whether you are also breaking the PPL rules in playing the music in your own pool, although currently as far as we are aware there have been no cases of this matter being pursued. In order to be safe then please obtain a PPL number before you train in your own pool.

## **DISCIPLINE:**

Remember, you must maintain a sense of discipline at all times during Club sessions, Skill Level assessments and Competitions. This includes treating swimmers, coaches, team managers, and all volunteers with respect, and listening to and complying with directions during training. It also includes always being seen to act as a team at competitions, such as everyone turning up together for competitions as a professional and organised team, wearing club uniform at competitions and following the Team Managers instructions without question.

## **PROCEDURE**

The following disciplinary procedure shall apply for **any** training session run by the coaching staff of RSSC or competition where a Team Manager has been appointed.

‘Coach’ is defined as a figure, choreography, land training or stamina coach or a Team Manager.

‘Coaching staff’ is defined as any member of Rushmoor Synchronised Swimming Club (RSSC) that is acting in the role of a figure, choreography, land training or stamina coach or Team Manager for any swimming member of RSSC.

The implementation of the disciplinary procedure will be at the coaching staffs discretion, but should adhere to that detailed below;

- (a) If a member of the coaching staff whilst running a training session or at a competition feels that an athlete is disrupting or not participating fully, they will have the backing of the committee to ask the athlete to refrain from such actions.
- (b) If an athlete has been asked to refrain from any action that may cause disruption, but continues to disrupt and/or does not participate when requested, then the member of coaching staff may either ask the athlete to undertake a forfeit in keeping with their ability, or ask the athlete to sit on poolside/out of the land training session for a period of time. The athlete should also be informed that any further action might result in them being asked to get out of the pool or leave the land training. If at a competition the behaviour will be reported to the TM who will take appropriate action in consultation with the Coaches present.
- (c) If an athlete continues to either disrupt the session or to continue not to participate even after a member of the coaching staff has conformed with points (a) and (b) above then the coach will have the backing from the committee to ask the athlete to remove themselves from the pool. When this occurs the athlete will be expected to get changed and return immediately to the poolside due to the clubs duty of care to the athlete. If this occurs in a land training session, the athlete will be told to sit out of the session until the end time. If at a competition the behaviour will be reported to the TM who will take appropriate action in consultation with the Coaches present, and the incident will be reported to the Committee at the earliest opportunity.

If the parent of the athlete in question is present at (b) or (c) above they will be informed as to the reason why the action was taken and the committee will be also be informed of the action carried out. If the parent is not present then they will be informed by email or letter. If the parent disagrees with the actions of the member of the coaching staff they will be asked to present their concerns to the chairman of the committee.

The discipline of the athlete will be discussed at the next committee meeting and a decision made on whether further action is applicable.

In the event of spectators disrupting a session, the coach may request that the spectator refrain from any disruptive behaviour. If the disruption continues then the coach may ask the spectator to move away from the poolside. If this is not adhered to then the coach should inform the centre staff of the incident and report the problem to the committee.

## **MEDICAL**

### ***SWIMMING WITH A COLD***

The pressures in the nasal passages encountered when under water are enormous. The mucus and other "nasties" associated with a cold and which are found in the nasal passages, can lead to ear, mastoid, and other problems if forced through the other passages in the head due to a build up of pressure. As Synchro involves taking the head to considerable depths, complications may arise. Therefore swimmers with a heavy cold should not enter the water, but they can still attend the Club session to watch and learn from poolside.

### ***DRUGS***

If you are taking any regular medication e.g. asthma inhalers then this **MUST** be registered with the ASA and a form can be found on the British Swimming website at [www.britishswimming.org](http://www.britishswimming.org). All information given on this form will also be held by the Club for its own use and will not be communicated to any other party outside of the Club without the express permission of the swimmer.

Apart from regular medication, swimmers must be wary of taking any medication at all times but especially before or during a competition – even some cold remedies can contain prohibited substances. Please check that what you are planning to take is not on the prohibited list. There is a complete written list of prohibited substances on the WADA website [www.wada-ama.org](http://www.wada-ama.org). If you need medication prior to a competition (especially National events) it is essential to check with your doctor whether the medicine you are taking is likely to be on this list.

### ***DRUG TESTING AT COMPETITION***

This is generally a random test, and may occur at any competition. It involves a swimmer being randomly selected and being requested to provide a urine sample for testing purposes. A same sex team manager/coach will always be present for these occasions. After providing the sample, the swimmer will sign the vessel as proof. Testing is likely at ALL national competitions. Full details of drug testing and other interesting information can be found at [www.100percentme.co.uk](http://www.100percentme.co.uk)

Remember if tested **POSITIVE** for a prohibited substance this can result in a swimmer and TEAM disqualification.

## ***ATTENTION FROM THE DOCTOR***

If a swimmer needs medical attention by the competition doctor at anytime they should only be examined in the presence of a same sex team manager/coach or their parent.

## ***FOOD INTAKE***

All swimmers at competitions must ensure that their intake of both solids and liquids is adequate.

At a recent event, a competitor who had undergone heavy training in the morning for a competition in the afternoon, almost collapsed at the medal presentation due to low blood sugar levels. This competitor had only consumed half a salad sandwich and a glass of water since getting up in the morning. This was obviously inadequate and it is important that all swimmers seek appropriate advice on dietary considerations connected with training and competing.

# CODE OF CONDUCT

The aim of RSSC is to remain the best Synchronised Swimming Club in Great Britain, and to strive for excellence in all we do. This Code of Conduct is designed to establish a set of guidelines and procedures to outline the responsibilities and behaviour of staff and swimmers who are members (“Members”) of the RSSC in support of the Club’s aims. This Code of Conduct lists the behaviour expected by all members of RSSC, both during scheduled training sessions, (whether the session is stamina, figures, flex or music), and also whilst away from the Club and representing the Club at a competition or Skill Levels testing, or when any member could reasonably be considered to be representing or connected to the Club. Failure to comply with any rule under this Code of Conduct will be dealt with under the disciplinary action section of the RSSC Handbook and Rules, and the ASA Guidelines for handling internal club disputes.

## *SCHEDULED TRAINING SESSIONS*

1. Behaviour and Personal Conduct must at all times be of a high standard and reflect favourably on the Club, and members will not act in any way which could be considered to bring the reputation of the Club into disrepute. All members of the Club must be treated with respect.
2. Times given on the schedule for the start of any sessions are to be adhered to. Where presence is required on poolside at a given time, then swimmers will have a leeway of no more than 5 minutes. Coaches are to ensure that training sessions will start at the time shown on any relevant schedule.
3. Where a change over between swimming and land training occurs, then each swimmer will complete the changeover in a MAXIMUM of 15 minutes.
4. If any swimmer has a medical condition that necessitates the taking of medication, then a form MUST be completed so that the medication can be checked against the Banned List of Substances.
5. The Club reserves the right to discipline swimmers in relation to training session behaviour, including following poolside disciplinary procedures produced by the Club from time to time.

## *WHILST AWAY AT COMPETITIONS OR OTHERWISE REPRESENTING THE CLUB*

1. Behaviour and Personal Conduct must at all times be of a high standard and reflect favourably on the Club. Language in public or relevant group situations must always be appropriate and socially acceptable. Members will not act in any way that could be considered to bring the reputation of the Club into disrepute.
2. **Consumption of Alcohol** is totally forbidden for athletes under age as defined by UK law. It must not be consumed by swimmers or staff members whilst en route, prior to, or following a competition event, training camp or team activities, without specific consent of the Team Manager. During competition alcohol is strictly forbidden to all swimmers.

3. **Smoking:** is prohibited for swimmers and staff whilst en route, prior to, during or following a competition event, training session or team activities.
4. **Personal Appearance:** shall be appropriate to the circumstances and as indicated by the Team Manager. Team kit and equipment shall be worn as directed by the Team Manager when competing and training, when assembling or traveling, at official team functions or on other occasions as notified.
5. **Attendance** at all activities is expected unless agreed by the Team Manager. Throughout the duration of the trip swimmers should inform staff of their whereabouts. Punctuality on all occasions is essential and any curfew must be observed.
6. **Illegal and Performance Enhancing Drugs and Substances** are strictly forbidden. Swimmers are expected to be aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during a meet. The Club Handbook sets out some details relating to these issues. Members are directed to appropriate websites as a guide to banned drugs and substances.
7. **Illegal Drugs and Substances:** The use of these, even though they may not appear on the official banned list in respect of performance enhancing drugs, is nonetheless prohibited.
8. **Accommodation** at hotels or equivalent must be as directed by the club staff and at no times must anyone extra be accommodated in swimmers' rooms other than those allocated to rooms by Club staff.
9. **Medication:** It is important that information on all medication being currently taken should be reported to the Team Manager who will report it to the relevant personnel. Allergies to any medication must be reported to the Team Manager.

It is expected that all members of Rushmoor Synchronised Swimming Club, when attending any event or scheduled training session shall:

- Comply with the codes, rules and laws within the guidelines set out by the ASA Behave without discrimination on the grounds of race, colour, language, religion, birth, social status, age, sex or marital status as set out in the ASA equal opportunities policy.
- Respect the basic human rights, worth and dignity of each member.
- Not encourage swimmers, volunteers, officials or parents to violate the rules of the club or the sport.
- Observe the authority and the decisions of all officials.
- Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
- Treat other competitors and teams with respect, in victory and defeat.
- Allow photographs to be taken of themselves for publicity purposes only. All professional photographers shall be approved by the ASA; all amateur photographers shall have signed a declaration book prior to the taking of photographs. This also applies to video photography.

Name (please print) .....

Signed ..... Date .....

**For members under 12 years**

As the parent/carer of the above named member, I hereby confirm that I have explained to them the contents and implications of this Code of Conduct.

Signed .....(parent/carer) Date .....

# **RULES of Rushmoor Synchronised Swimming Club (“the Club”) as at 1 April 2012**

## **1. Name**

The name of the Club shall be Rushmoor Synchronised Swimming Club (RSSC).

## **2. Objects**

- 2.1 The objects of the Club shall be the teaching, development and practice of synchronised swimming for its members and shall, where appropriate be to compete. In the furtherance of these objects:
- 2.1.1 The Club is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of sex, ethnic origin, religion, disability or political persuasion, on any grounds.
- 2.1.2 The Club shall implement the ASA Equal Opportunities Policy.
- 2.2 The Club shall be affiliated to ASA South East Region and shall adopt and conform to the rules of this Association, and to such other bodies as the Club may determine from time to time.
- 2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association (“ASA Laws”) and in particular:
- 2.3.1 all competing members shall be eligible competitors as defined in ASA La
- 2.3.2 the Club shall in accordance with ASA Laws adopt the ASA Child Safeguarding Procedures; 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.
- 2.3.3 members of the Club shall in accordance with ASA Laws comply with the ASA Child Safeguarding Procedures.
- 2.4 By virtue of the affiliation of the Club to ASA South East Region, the Club and all members of the Club acknowledge that they are subject to the laws and rules of:
- 2.4.1 ASA South East Region, and
- 2.4.2 the ASA (to include the ASA/ IOS Code of Ethics); and
- 2.4.3 British Swimming (in particular its Doping Control Rules and Protocols and Disciplinary Code); and
- 2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together “the Governing Body Rules”)
- 2.5 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.

### **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 the A.S.A. and the relevant A.S.A. 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 the ASA's educational certificates. All persons who may, in the course of their duties, be left alone with a swimmer must go through the DBS check process.

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 the A.S.A.'s Code of Ethics, the Laws relating to Child Protection and those parts of the Judicial Laws, Judicial Rules and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the A.S.A. shall be subject to all the constraints and privileges of the Judicial Laws and Rules.

3.4 Any person who wishes to become a member of the Club must submit a signed application to the Secretary (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). Election to membership shall be in the discretion of the Committee or other person(s) authorised by the Committee. The Committee or such authorised person(s) 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 comprised of not less than three members (who may or may not be members of the Committee). The Review Panel shall, wherever practicable, include one independent member nominated the ASA South East 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 The Club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, sex, religion, disability, political persuasion or sexual orientation.

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.

### **4 Subscription and Other Fees**

4.1 The annual members subscription and coaching and squad fees (as applicable) shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for different classes of membership as it shall determine.

4.2 The annual ASA subscription and Club membership fee shall be due on joining the Club and thereafter on the first day of January each year.

4.3 Any member whose subscription is unpaid by the date falling 30 days after the due date for payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made

4.4 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 ASA Membership Fees to the ASA on behalf of members, be consequential upon an increase in individual ASA 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.

4.5 The Executive Officers (or the Committee) shall have the power in special circumstances to remit the whole or part of the fees, including the ASA 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 Secretary written notice of their resignation. A member's resignation, and therefore cessation of fees, 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 part of the annual membership fee or any other fees returned.

5.3 Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than two months in arrears shall be deemed to have resigned. Where the membership of a member shall be terminated in this way they shall be informed in writing that they are no longer a member by notice handed to them or sent by post to their last known address.

5.4 The ASA 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 them 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 to be 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 Rules for handling Internal Club Disputes ("the Rules") as the same may be revised from time to time. The Rules are set out in the ASA Judicial Laws and appear in the ASA Handbook. (A copy of the current Guidelines may be obtained from the ASA Department of Legal Affairs )

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 Rules.

## **7 Committee T**

7.2 The Committee shall appoint a member of the Club as Welfare Officer who must not be less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with ASA Child Safeguarding courses. The Welfare Officer will have a right to attend Committee meeting without a power to vote. The Committee may co-opt other non-voting members as required.

7.3 The Committee members shall be proposed, seconded and elected by ballot at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting. The Committee may fill any vacancy occurring by resignation or otherwise. Retiring Executive Officers and members of the Committee shall be eligible for re-election

7.4 Committee meetings shall be held not less than once a month (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be 5 (to include not less than one Executive Officer). The Chairman 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 two days oral or email notice of a meeting. Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote.) The Minute Secretary, or in their absence a member of the Committee, shall take minutes.

7.5 In the event that a quorum is not present within thirty 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 Chairman. 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

7.6 In addition to the members so elected the Committee may co-opt up to 4 further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall not be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present.

7.7 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.

7.8 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 service of employees of 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.

7.9 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.

7.10 The Committee shall maintain an 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 ASA Membership Department. The Club shall make an annual return to the ASA Membership Department indicating whether or not an entry has been made in the prescribed form, which is to be found on the membership renewal form.

7.11 The Committee shall also have power to make regulations, create by-laws (see Rule 13.1) and to settle disputed points not otherwise provided for in this Constitution.

## **8 Executive Officers (and Honorary Members)**

8.1 The Executive Officers and Committee of the Club shall be proposed, seconded and elected (by ballot) at the Annual General Meeting and shall hold office until the next Annual General Meeting when they shall retire. The Committee may fill any vacancy occurring by resignation or otherwise. Retiring officers shall be eligible for re-election.

8.2 The Committee may elect any person as an honorary member of the Club for such period as they think fit and they shall be entitled to all the privileges of membership. Such honorary members must be included in the Club's annual return as to membership.

## **9 Annual General Meeting**

9.1 The Annual General Meeting of the Club shall be held each year on a date falling within the period 1st April and 31<sup>st</sup> May. The date 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 Chairman'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 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 by the proposer and seconder to the Secretary not later than 28 days before the date of the AGM. . The nominee shall be required to indicate in writing on the nomination form his 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 28 days before the date of 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 Secretary within 28 days of receipt of a requisition in writing signed by not less than 7 members entitled to attend and vote at a General Meeting or (if greater) such numbers 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 at his last known address 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 14 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 Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.

11.2 The quorum for the Annual and Special General Meetings shall be 7 members entitled to attend and vote at the Meeting or (if greater) such number as represents one-tenth in number of such members).

11.3 The Chairman, or in their absence a member selected 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 Chairman 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 Chairman as matters concerning juniors, such as the election of club captain and swimmers rep.)

11.4 The Minute Secretary, or in their absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.

11.5 The Chairman 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 ASA South East 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 not later than 28 days before the start of the AGM or Special General Meeting. 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 as they may from time to time consider necessary for the well being 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 All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer. Any moneys not required for immediate use may be invested as the Committee in its discretion think fit.

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 employee of the Club and to any other person or persons for services rendered to the Club. Expenses shall be reimbursed in the order of 30p per mile for travel; hotel costs will be actual but limited to £40 per night and £15 for meals.

14.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee think fit.

14.5 The financial year of the Club shall be the period commencing on 1st January and ending on 31st December. Any change to the financial year shall require the approval of the members in 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.

## **15 Borrowing**

15.1 The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion (up to such limits on borrowing as may be laid down from time to time by the General Meeting) for the general upkeep of the Club or with the prior approval of a General Meeting for any other expenditure, additions or improvements.

15.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.

15.3 The Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.

## **16 Property**

16.1 The property of the Club, other than cash at the bank, shall be vested in 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.

16.2 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.

16.3 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.

## **17 Dissolution**

17.1 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.

17.2 The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

17.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be divided rateably in proportion to the amount each member has paid in subscriptions among the members of the Club at the date of dissolution.

17.4 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.

## **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.

## ***By-laws***

- BL1 An ASA Synchronized Swimmers Handbook and a copy of the Club Handbook shall be issued to each new swimming member.
- BL2 On a proposal from the Committee the AGM may recognize a member or past member of the Club as an Honorary Life Member for his/her distinguished services to Synchronized Swimming. The list of Honorary Life Members shall be minuted at each AGM. A Certificate of Merit shall be awarded to anyone whom the Committee deems has made an outstanding contribution to the Club, regardless of their length of service.
- BL3 A member who is unable to attend the Club's training sessions for a known period of time, or for reasons of full time work or full time further education, and wishes to be exempted from the payment of fees may apply, in writing via the Hon Secretary, at least four (4) weeks in advance of the training sessions to be missed. Exemption is NOT allowed for periods of holiday.
- BL4 An application by a member for exemption from fees for reasons of ill-health shall be assessed individually and the decision of the Committee shall be final.
- BL5 A swimming member who requested to become a non-swimming member of the Club, may apply to the Committee to revert to swimming membership on the understanding that the payment of three (3) months back pool fees will be due unless a full year has elapsed since her previous swimming membership. If the Committee approves the application the swimmer will be eligible (subject to ASA Law or approval) for selection for any Club routine associated with any competitions she is entitled to enter.
- BL6 The position of Chairman shall not be occupied by the same person for more than three consecutive calendar years unless no other nomination is received.
- BL7 Any swimmer eligible for a team is expected to train with the squad. If they wish to de-select themselves from a squad, this must be done in writing to the Management Committee. Having de-selected themselves, no swimmer will be permitted to re-join the squad unless specifically invited to do so by the Management Committee.
- BL8 If any swimmer is absent from 2 or more team training sessions without explanation in a two month period then they shall be deemed to have left that team and the coach is to make adjustments for one less swimmer
- BL9 All teams are to be competition ready by the end of July each year

## **Club Equality Policy Statement**

The Club is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion.

The Club will ensure that equity as stated in the club rules is incorporated in all aspects of its activities and also recognises and adopts the Sport England definition of Sports Equity:

*Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to all members of society, whatever their age, ability, gender, race, ethnicity, sexuality or socio-economic status.*

The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment and abuse.

All Club members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.

The Club will deal with any incidence of discriminatory behaviour seriously, according to the club disciplinary procedures.

## **ASA Code of Ethics**

All members of the ASA, and in particular coaches and teachers are subject to the terms of the ASA Code of Ethics which is reproduced below. All members of RSSC are also members of the ASA. This is an important code and breaches of it by an ASA member, whether a coach / teacher or not, can lead to disciplinary proceedings being taken by the Club or by the ASA.

As part of achieving the NSPCC Child Protection in Sport Unit Advanced Standard in Child Safeguarding, the ASA has released a revised and shortened Code of Ethics. The new general Code is for:

- Swimmers,
- Parents,
- Coaches and Teachers, and
- Committee members, officials and volunteers who work directly with children.

## **Terms of Reference**

The content of this Code of Ethics applies to all those involved within the sport of Swimming, Diving, Water Polo, Open Water Swimming and Synchronised Swimming. The Code of Ethics should be read in conjunction with the ASA Codes of Conduct contained in Wavepower (ASA Child Safeguarding Policy and Procedures).

## **ASA Code of Ethics**

All individuals within the ASA aquatic disciplines will at all times:

- Respect the rights, dignity and worth of every person, be they adult or child, treating everyone equally within the context of the sport.
- Respect the spirit of the sport adhering to the rules and laws in and out of the pool, incorporating the concept of friendship and respect for others.
- Promote the positive aspects of the sport and never condone the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Accept responsibility for their own behaviour and encourage and guide all ASA members and parents of junior members to accept responsibility for their own behaviour and conduct.
- Ensure all concerns of a child safeguarding nature are referred in accordance with Wavepower (ASA Child Safeguarding Policy and Procedures).
- Conduct themselves in a manner that takes all reasonable measures to protect their own safety and the safety of others.
- Promote the reputation of the sport and never behave or encourage or condone others to behave in a manner that is liable to bring the sport into disrepute.
- Adhere to Wavepower the ASA Child Safeguarding Policy and Procedures.
- Adhere to the ASA Anti-Doping Rules.
- Adhere to the ASA Equity Policy.
- Adhere to the ASA Laws and Regulations.
- Adhere to the ASA Codes of Conduct.

## *Table of Amendments*

<b>01</b>	<b>5/10/2010</b>	<b>Rule 14.3 amended</b> To include amounts to be paid for expenses.
<b>02</b>	<b>15/2/2011</b>	<b>Bye Law 3 amended to the following</b> A member who is unable to attend the Club's training sessions for a known period of time, or for reasons of full time work or full time further education, and wishes to be exempted from the payment of fees may apply, in writing via the Hon Secretary, at least four (4) weeks in advance of the training sessions to be missed. Exemption is NOT allowed for periods of holiday
<b>03</b>	<b>16/4/2011</b>	Various amendments to bring Constitution in line with latest amendment from the ASA
<b>04</b>	<b>25/4/2011</b>	Added 2011 to list of years Rushmoor has been British Champions
<b>05</b>	<b>26/4/2011</b>	<b>Rule 11.3, line 4 changed to read:</b> 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 Chairman as matters concerning juniors, such as the election of club captain and swimmers rep
<b>06</b>	<b>27/4/2011</b>	Reference added to the ASA Code of Ethics (pg 28)
<b>07</b>	<b>5/7/2011</b>	Various changes to bring the Handbook up to date
<b>08</b>	<b>3/4/2012</b>	Various editing changes to bring up to date
<b>09</b>	<b>27/4/2014</b>	Various editing changes to bring up to date