

**S C O T T I S H** *swimming*  
everyone can swim!

# **2011/2012 Information Guide & Governance Documentation**



# HEADLINE TARGETS 2010-2011

*SCOTTISH swimming*  
everyone can swim!

**Our Vision:** *To ensure that every single person in Scotland has access to quality swimming programmes, regardless of age or ability*

## DEVELOPMENT

**Learn to Swim programme development and growth, measured by:**

- 23 swim schools using Scottish Swimming Learn to Swim framework
- 125,000 awards (badges and certificates) sold

**Club development, measured by the number of clubs accredited to swiMark and the growth of our members, volunteers and active teachers and coaches:**

- 66 swiMark accredited clubs
- 19,000 Members
- 3,400 Volunteers
- 800 active (licensed) teachers and coaches

**Local partnerships between Scottish Swimming, each local authority, and the club(s) in their area, measured by:**

- 21 local partnership agreements in place
- 21 club access agreements in place
- 19 full-time paid coaches in position (dependant on Scottish Swimming funds)

## PERFORMANCE

**Support for youth and senior performance programme athletes, coaches and performance centres/home programmes, measured by:**

- Achieving one Scottish medal at the World Championships (long course), Summer 2011

## HEALTHY LIVING

**A Healthy Living strategy to get more people swimming for health, fitness and fun, measured by:**

- 8 Local authorities to have a primary school swimming programme which ensures a child can swim 25m unaided and complete a number of water safety exercises.
- 8 Local authorities offering pre-school swimming lessons is SIMD areas
- 8 Local authorities offering a water based cardiac rehabilitation programme
- 150 'Just Add Water' members

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# KEY CONTACTS/DATES



# MEET THE SCOTTISH SWIMMING TEAM

<b>Ashley Howard</b> <b>Ali Russel</b> – Interim until July 2011 Chief Executive	Ashley's role is to support the Staff, Council & Board. Ashley also leads on the development & execution of vision, strategy, & planning.
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## CORPORATE DEVELOPMENT

<b>Elaine Mackenzie</b> Director of Operations	Elaine's role is to lead on all HR and recruitment matters. Elaine also has responsibility for co-ordinating all matters relating to the AGM, risk management, constitutional issues, complaints / child protection & ensuring that Scottish Swimming meets quality assurance standards.
<b>Janis Myles</b> Executive Officer	Janis is the lead on the development & implementation of the Club Membership program for Scottish Swimming. Janis provides admin support for the Diving discipline.
<b>Melanie Orr</b> Executive Officer	Melanie's responsibilities include providing admin support for the CEO & supporting Open Water & Masters. In addition, Melanie's role includes the administration for the AGM, production of the Information Guide, membership, maintaining our contacts list & medical/doping database.
<b>Shona McCallum</b> Executive Officer	Shona provides administration support to the Board of Directors, Council & national swimming events. Shona also provides admin support for the CEO.
<b>Tracey Steven</b> Executive Officer	Tracey supports the HR & governance work including recruitment, equity, training & staff records. Tracey also provides admin support for complaints, risk management, child protection & membership. Tracey provides admin support for the Diving discipline.
<b>Kathleen Mitchell</b> Receptionist	Kathleen is the first point of contact in the organisation & is responsible for all tasks arising from general enquiries via mail, email or voicemail. She processes medical declarations, helps with the processing of membership forms, monthly mailings, office IT, organises the SS national club raffle & provides admin support for Water Polo.
<b>Deborah McGinniss</b> Finance Manager/ Company Secretary	Deborah is responsible for the day to day financial management of the company. This includes managing the investment awarded by sportscotland & other external partners, set & manage budgets, financial reporting, manage financial risks & ensure Scottish Swimming adopt quality internal control procedures.
<b>Marilyn Sweet</b> Executive Officer - Finance	Marilyn provides support to the Finance team, dealing with day-to-day finance & matters such as processing of customer invoices, expense claims, automated bank payments, credit control, recording all income & supply of nominal reports.
<b>Elaine O'Reilly</b> Executive Officer - Finance	Elaine provides support to the Finance team, dealing with day-to-day finance & matters such as processing of supplier invoices, expense claims, automated bank payments & credit cards.
<b>Kirsten Phillips</b> Marketing & Communications Manager	Kirsten's role is to lead on all marketing communications & media activity within Scottish Swimming. This includes the management & promotion of the Scottish Swimming brand, sponsorship, income generation, website development, kit, events coverage, media liaison, the Awards Event, online news & increasing the customer satisfaction rating.
<b>Judith Smith</b> Executive Officer-Marketing	Judith provides support to the Marketing & Communications Manager on all marketing & communication activity & is the lead for the production of SplashNews online & the day to day upkeep of the Scottish Swimming website. Along with the Marketing & Communications Manager Judith supports all Marketing & Communications activity across the business.

## PERFORMANCE

<b>Ally White</b> Director of Performance	Ally provides leadership in developing & implementing Scotland's performance plan for swimming. This includes corporate lead for planning, monitoring, investment, budgeting, & communicating with key partners on all performance matters.
<b>Doug Campbell</b> National Coach	Doug is focused on performance swimmer & coach development, working with athletes, coaches, & programmes at the Area Institute level & above. Doug is in charge of the content development for the DRP, performance weekends & camps. He is the lead coach at national camps & for the Commonwealth Games.
<b>Dorothy Roberts</b> Swimming Programme Manager	Dot is the Performance Team lead for the District Regional Programme, the Area Institute structure & monitoring progression through to the SIS. Dot leads on the UK School Games & coordinates the work of performance weekends & camps.
<b>Ian Wright</b> Stirling Performance Coach	Ian is based at the NSA & integrates with the British Swimming ITC programme, coaching up to eight additional performance level swimmers. He plans & delivers the training & competition programme for this group, & liaises with the various support staff & service providers (e.g. ITC coaches, Scottish Swimming Performance Team, sportscotland institute of sport, & key University of Stirling staff members) to ensure that the athletes have everything they need to fulfil their potential.
<b>Paul Wilson</b> Disability Performance Development Manager	Paul is part of the Performance Team, with responsibility for the performance development of disability swimming. He is responsible for the Scottish Talent Squad to ensure that more disabled swimmers make British Swimming world class programmes. He works closely with British Swimming, Scottish Disability Sport & Gillian Innes towards providing a seamless pathway from Learn to Swim through to World Class Programmes.
<b>Kerry Wood</b> Stirling Integrated Squad Coach	Working at the NSA, Kerry is responsible for developing the Stirling Integrated Swimming Squad, linking between the performance end of Stirling Swimming Club the University of Stirling Swim Team & underpinning the Stirling Performance Squad. The aim is to provide an integrated training environment for high performance disability athletes targeting international representation & swimmers looking to progress towards international swimming.
<b>Anna Cummins</b> Executive Officer	Anna provides support for the Performance Team & the British Swimming ITC at Stirling. She leads on the administration for the DRP, performance weekends, training camps & competitions, Swimming Committee, Coaches Technical Panel & High Performance Group. She also administers Scottish records & athlete support awards.

# MEET THE SCOTTISH SWIMMING TEAM

## HEALTHY LIVING

<b>James Ashley/ Sharon MacDonald</b> Healthy Living Managers	Implementing & delivering a Healthy Living Strategy leading to an increase in swimming participation for key target groups, as well as the wider population across Scotland. Sharon is also responsible for co-ordinating the National Top Up Swimming Programme & the lead on securing a swimming entitlement for children in Scotland
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## DEVELOPMENT

<b>Richard Gordon</b> Director of Coaching & Development	Richard leads & manages the Development Team & is responsible for planning & implementing a comprehensive teacher/coach education & development programme & working in partnership with clubs & local authorities to deliver long term athlete development.
<b>Amanda Rigby-Greenhaugh</b> Education Manager	Amanda is part of the Development Team with responsibility for heading up the Education team. This includes maintaining Scottish Swimming as a training provider for teacher & coach education, management of the tutor workforce, teacher/coach & tutor licensing & continuing professional development.
<b>RSDM's</b>	The RSDM's are part of the Development Team with responsibility for planning, monitoring & evaluating a co-ordinated approach to swimming development. They are responsible for working with partners to implement Scottish Swimming's learn to swim & awards programme, the swiMark club development programme, co-ordinating training & development for coaches & teachers & co-ordinating the training & development of volunteers (including child protection).
<b>Eilidh McCall-Lawrie</b> RSDM Central, Tayside & Fife	Eilidh covers Angus, Clackmannanshire, Dundee, Falkirk, Fife, Perth & Kinross & Stirling. Eilidh has a strategic lead for volunteer development & liaises with the STO Committee.
<b>Sarah Pryde</b> RSDM East	Sarah covers the Borders, East Lothian, City of Edinburgh, Midlothian and West Lothian. Sarah has a strategic lead for club development & liaises with the Diving Committee.
<b>Gillian Innes</b> RSDM North	Gillian covers Aberdeenshire, City of Aberdeen, Highland, Moray, Orkney Isles, Shetland Isles, and Western Isles. Gillian has a strategic lead for equity & disability swimming & liaises with Scottish Disability Sport.
<b>Lynne McGregor</b> RSDM West 1	Lynne covers City of Glasgow, West Dunbartonshire, East Dunbartonshire, Argyll & Bute, North Lanarkshire & South Lanarkshire. Lynne has a strategic lead for child protection policies & procedures & liaises with the Open Water Committee.
<b>Amanda Church</b> RSDM West 2	Amanda covers Dumfries & Galloway, East Ayrshire, North Ayrshire, South Ayrshire, Renfrewshire & East Renfrewshire, & Inverclyde. Amanda has a strategic lead for Scottish Swimming's learn to swim programme & awards scheme, & liaises with the Synchro Committee.
<b>Neal Rayner</b> Water Polo Development Officer	Neal is part of the Development Team with responsibility for implementing the Scottish Water Polo Development Plan across the whole of Scotland. In particular, delivering the Kellogg's Swim Active Water Polo project including the delivery of mini-polo CPDs,, programmes & festivals. Neal is furthermore responsible for tutoring & developing UKCC polo coach education, volunteer training, technical officials training & club development, with a focus on new junior clubs. He liaises with Local Authorities, schools, clubs & national coaches to create a complete player pathway.
<b>Fiona Paterson</b> Executive Officer	Fiona is part of the Development Team with responsibility for the daily operation of the Education department including UKCC, CPD, Licensing, liaising with the Scottish Qualifications Authority & our partner sports. Fiona also manages the RVG membership and disclosures as well as proving administration support for the Swimming Technical Officials.
<b>Nicky Campbell Laura Finn</b> Education Administrator	Nicky & Laura are part of the Development Team, with responsibility for administration within the Education team, including UKCC & CPD course registration, teacher & coach licensing, registration & monitoring of satellite centres, responding to education queries & bursary processing.
<b>Kerry Wilson</b> Executive Officer - Awards	Kerry is part of the Development Team with responsibility for managing & promoting the Scottish Swimming Awards & all Scottish Swimming merchandise, including the online shop & SwimGym™. She also supports the development team on the promotion of the Learn to Swim Awards.



## STAFF CONTACT DETAILS

### Chief Executive Officer

<b>Ashley Howard</b>	a.howard@scottishswimming.com	01786 466524	07834 730578
<b>Ali Russell</b> (Interim CEO until July 2011)	a.russel@scottishswimming.com	01786 466524	07725 678698

### Corporate Development

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### Performance

<b>Ally White</b>	Director of Performance	a.white@scottishswimming.com	01786 466470	07834 583318
<b>Doug Campbell</b>	National Coach	d.campbell@scottishswimming.com	01786 466503	07734 960963
<b>Dorothy Roberts</b>	Swimming Programme Manager	d.roberts@scottishswimming.com	01786 466527	07738 886151
<b>Ian Wright</b>	Stirling Performance Squad Coach	i.wright@scottishswimming.com	01786 466571	07809 658341
<b>Paul Wilson</b>	Disability Performance Development Manager	p.wilson@scottishswimming.com	01786 466502	07809 657661
<b>Kerry Wood</b>	Stirling Integrated Squad Coach			
<b>Anna Cummins</b>	Executive Officer	a.cummins@scottishswimming.com	01786 466472	-
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### Healthy Living

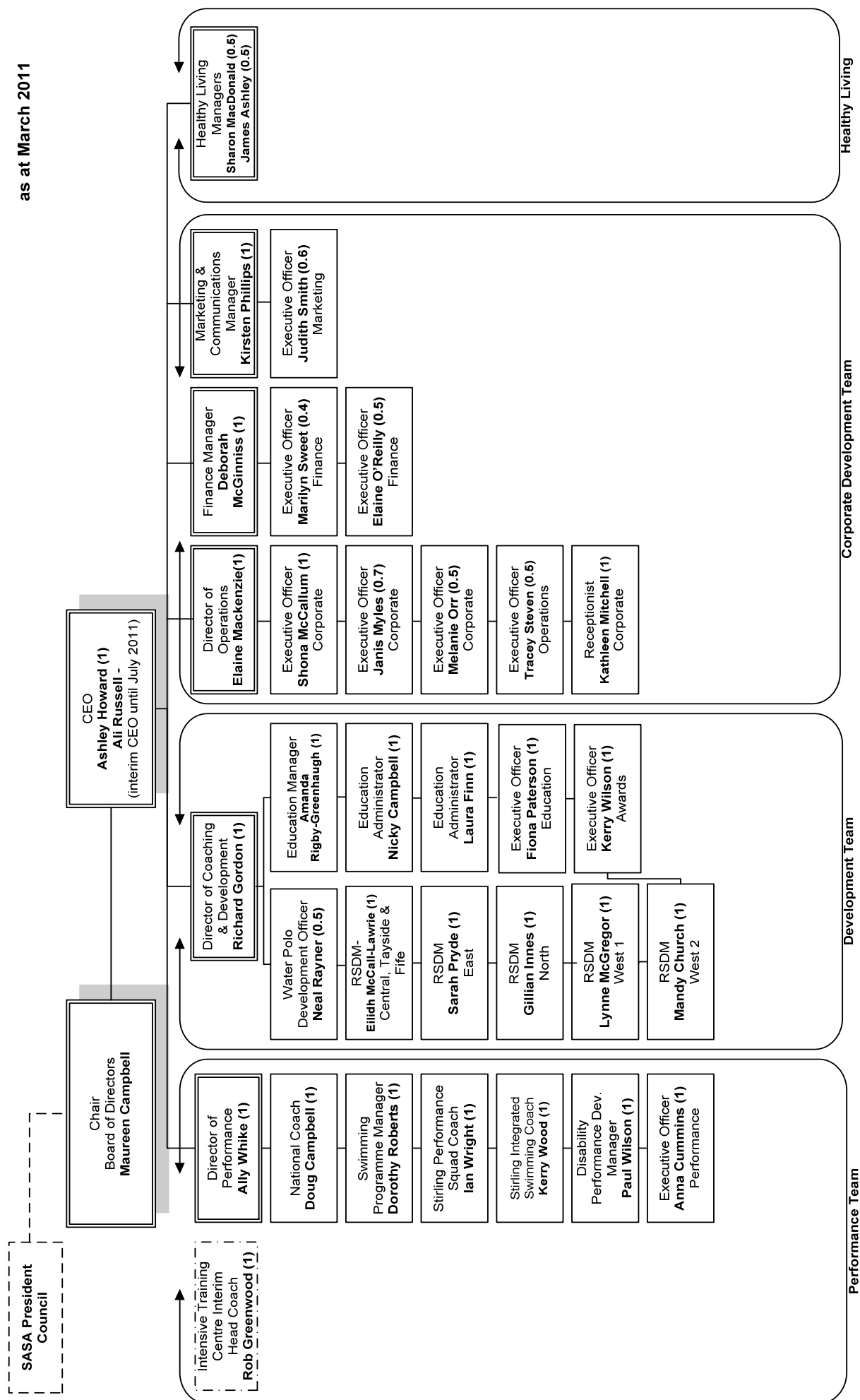
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# STAFF STRUCTURE, NAMES & ROLES

as at March 2011



## COUNCIL

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<b>Board Reps Chair:</b>	Maureen Campbell      see Board of Directors
<b>Director:</b>	Danny McGowan      see Board of Directors

## DISTRICT SECRETARIES—NOT ON COUNCIL

<b>West Secretary:</b>	Janet Scott, 33 Hills Road, Strathaven, Lanarkshire, ML10 6LQ t: 01357 520711      e: secretary@scotswimwest.co.uk
<b>Midland Secretary</b>	Pam Thomson, 1 Castle Street, Brechin, Angus, DD9 6JW t: 01356 622600      e: pammt28@google.com

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**President:** Neil Valentine see Council

**Vice President:** John Deans see Council

**Executive Director:** Ashley Howard Chief Executive

### Scottish Swimming Staff who attend Board Meetings:

Elaine Mackenzie Director of Operations

Deborah McGinniss Finance Manager/Company Secretary

Ally White Director of Performance

Richard Gordon Director of Coaching & Development

Shona McCallum Executive Officer

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<b>National Coach:</b>	Doug Campbell		
<b>Swimming Programme Manager:</b>	Dot Roberts		
<b>Staff Nominee:</b>	Anna Cummins, Executive Officer		

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<b>SS Staff:</b>	Anna Cummins Executive Officer

## SWIMMING TECHNICAL OFFICIALS COMMITTEE

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## MASTERS COMMITTEE

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	Iain Teaz, 15 Huntly Gardens, Glasgow, G12 9AT t: 0141 357 5514      e: teazy@totalise.co.uk	
<b>SS Staff:</b>	Richard Gordon James Ashley Melanie Orr	Director of Coaching & Development Healthy Living Manager Executive Officer

## SYNCHRONISED SWIMMING COMMITTEE

<b>Chair:</b>	Phyllis McLean, 33 Newtyle Road, Paisley, Renfrewshire, PA1 3JX t: 0141 581 9511      e: pmclean@ntlworld.com      m: 07717 177198	
<b>Clubs Reps:</b>		
Edinburgh Synchro:	Margo Wimberley, 311 South Gyle Road, Edinburgh, EH12 9EE t: 0131 334 1205      e: margo.wimberley@blueyonder.co.uk	
Nairn Synchro	Annabelle Sherriffs, Rhovanion, 12 Lodgehill Road, Nairn, IV12 4QW t: 01667 456071      e: annieshirreffs@hotmail.com	
Clydebank ASC:	Emma Miller, 13 James Street, Dalry, Ayrshire, KA24 5ET t: 01294 541391      e: westdistrictsynchro@hotmail.co.uk	
<b>Events Co-ordinator:</b>	Elizabeth Bowman, 40 Maple Drive, Parkhall, Clydebank, Glasgow, G81 3SD t: 01389 382272      e: j.bowman6@ntlworld.com	
<b>Technical Officials</b>		
<b>Co-ordinator:</b>	Vacancy	
<b>Club Reps:</b>	One Representative from each Water Polo Club	
<b>Co-opted:</b>	Linda Morrow, 9 Stapeley Avenue Edinburgh EH7 6QR t: 0131 657 4767      e: lindamorrow@blueyonder.co.uk	
	Irene Glen, 5 Winifred Street, Kirkcaldy, KY2 5SR t: 01592 266974:      e: ireneglen@live.co.uk	
<b>SS Staff:</b>	Richard Gordon Mandy Church Tracey Steven	Director of Coaching & Development West RSDM Executive Officer

# OPEN WATER COMMITTEE

<b>Chair:</b>	Brian Bain, 103a Hamilton Place, Aberdeen, AB15 5BD t: 01224 645109 e: brianjbain@googlemail.com m: 07884 117995
<b>East:</b>	Andrea Gellan, Caledonia House, 14 Comley Park, Dunfermline, Fife, KY12 7HU t: 01383 724178 e: andreagellan@gmail.com m: 07835 714336 andreagellan@googlemail.com
<b>Midland:</b>	Vacancy
<b>North:</b>	Phil Mitchell, Esdaile, Sandyhill Road, Banff, Aberdeenshire, AB45 1BE t: 01261 812544 e: mitchellphilip@hotmail.com m: 07894 307175
<b>West:</b>	Carole Gallacher, 21 Vale Walk, Bishopbriggs, Glasgow, G64 1LG t: 0141 589 6742 e: carole.gallacher@yahoo.co.uk m: 07894 667456
<b>Squad/Team Manager:</b>	Elspeth Black, 20 John Street, Dunoon, Argyll, PA23 8BN t: 01369 702941(B) e: elspethcblack@hotmail.com m: 07970 248546 f: 01369 704304(B) www.corrigalblack.com
<b>Events Co-ordinator:</b>	Lynne Deans, 15 Helensburgh Drive, Glasgow, G13 1RR t: 0141 950 2156 e: lynnedeans15@btinternet.com m: 07718 963100
<b>Technical Officials Co-ordinator:</b>	Les Rodger, 27 Beechwood, Linlithgow, EH49 6SD t: 01506 847250 e: rodgerfl@blueyonder.co.uk
<b>Health &amp; Safety Safety Co-ordinator:</b>	Jim Gallacher, 21 Vale Walk, Bishopbriggs, Glasgow, G64 1LG t: 0141 589 6742 e: jjgallacher@talktalk.net
<b>SS Staff:</b>	Richard Gordon Director of Coaching & Development Ally White Director of Performance Lynne McGregor West RSDM Melanie Orr Executive Officer

## WATER POLO COMMITTEE

<b>Chair :</b>	Ken Fussell, 43 Hyndland Road, Glasgow, G12 9UX t: 0141 357 4831      e: fuzzell_k@yahoo.com	m: 07730 413136
<b>Clubs Reps:</b> Warrender B.C.	Iain Woolley, 58 Pentland Terrace, Edinburgh, EH10 6HE t: 0131 447 1271      e: i.woolley@blueyonder.co.uk	
Menzieshill Whitehall:	David Balbirnie, 77 Woodlands Terrace, Dundee, DD4 9AZ t: 01382 889784      e: polodaveb@yahoo.co.uk	
	Representatives from other Water Polo Clubs to be advised	
<b>Domestic Co-ordinator:</b>	Charlie Dane, Pollock Halls, 18 Holyrood Road, Edinburgh, EH16 5AY m: 07523 824771      e: Charlesdane4@gmail.com	
<b>Director of Technical Officials</b>	Derek Docherty, 5 Currievale Park, Currie, Midlothian, EH14 5TJ t: 0131 538 4573      e: ddoc@blueyonder.co.uk	
<b>Co-opted:</b>	Ross Elder, 2 Findlays Land, Forfar, Angus, DDE 3EU t: 01307 469827      e: ross_katie@yahoo.co.uk	m: 07917 044893
<b>SS Staff:</b>	Richard Gordon      Director of Coaching & Development Neal Rayner      Water Polo Development Officer Neil Valentine      see Council Kathleen Mitchell      Receptionist	



## DIVING COMMITTEE

<b>Chair:</b>	Jane Ogden, 1 Liberton Tower Lane, Edinburgh, EH16 6TQ t: 0131 664 3400(H) e: jane_ogden@tiscali.co.uk m: 07771 978838
<b>Clubs Reps:</b>	
Edinburgh Diving:	David Bennet, 14 Northfield Farm Avenue, Edinburgh, EH8 7QN t: 0131 652 1575 e: davy_bennet@hotmail.com m: 07908 707257
Dundee City	Kay Neale, 119 Hamilton Street, Broughty Ferry, Dundee DD5 2NW t: 01382 775536 (H) e: kay.neale119@btinternet.com m: 07730231309 t: 01382 431233 (B)
Ayr Diving Club	Peter Smith, 46 Brown Avenue, Troon, KA10 6PR t: 01292 319719 e: diver2008@hotmail.co.uk m: 07917 412138
<b>Director of Technical Officials:</b>	Representatives from other Diving Clubs to be advised Vacancy
<b>Domestic Co-ordinator:</b>	Mary Sless, 76 Silverknowes Road, Edinburgh, EH4 5LE t: 0131 538 2349 e: marysless@hotmail.co.uk m: 07968 275751
<b>Co-opted:</b>	Sir Peter Heatly, Lanrig, 571 Lanark Road West, Balerno, Midlothian, EH14 7AJ t: 0131 449 3998 f: 0131 555 3193
	Sarah Bainbridge, 65 Lorne Street (3f2), Edinburgh, EH6 8QG t: 0131 553 1441 e: Sarahba@lineone.net m: 07817 824241
	Vicki Tomlinson, 6 East Werberside, Edinburgh, EH6 1SU t: 0131 667 2518 e: vickitomlinson@edinburghleisure.co.uk
<b>SS Staff:</b>	Richard Gordon      Director of Coaching & Development Sarah Pryde      East RSDM Janis Myles      Executive Officer

## DISTRICT TREASURERS

<b>East:</b>	John Sluman 14 Maitland Avenue, Musselburgh, Midlothian, EH21 6DZ t: 0131 6653650 e: john.sluman@billybob.com
<b>Midland:</b>	Clive Murray, 3 Keillor Croft, Kellas, Dundee, DD5 3NT t: 01382 350172 e: clivesmurray@yahoo.com
<b>North:</b>	Margaret Wyness, 488 George Street, Aberdeen, AB2 3XH t: 01224 637384 e: mwyness@talktalk.net
<b>West:</b>	Tricia Deans, 9 Tynron Court, Hamilton ML3 8XD t: 01698 825507 e: mmpcoatbridge@btconnect.com

# APPOINTMENTS

**Independent  
Examiners:**

Alun Morgan, Walton Kilgour, 10-12 2 Marshall Place, Perth, PH2 8AH  
t: 01786 478788 e: perth@wkca.co.uk

**HONARARY****Legal  
Adviser:**

Elspeth Black, Corrigall Black, 20 John Street, Dunoon, Argyll, PA23 8BN  
t: 01369 702941(B) e: elspeth.black@corrigallblack.com  
f: 01369 704304(B) www.corrigalblack.com

**Medical  
Adviser:**

David Booth, Burnside Cottage, Manse Road, Abernethy, Perth, PH2 9JP  
t: 01337 8408462 e: dbooth@doctors.org.uk

**COMMONWEALTH GAMES COUNCIL REPRESENTATIVES**

**Chair:** Maureen Campbell, see Board of Directors

**Director of Performance:** Ally Whike, SS Staff

**SCOTTISH SPORT ASSOCIATION REPRESENTATIVES**

**Vice President:** see Council  
**or**  
**East President :** see Council

**BRITISH SWIMMING MANAGEMENT BOARD REPRESENTATIVE**

**Chair:** Maureen Campbell, see Board of Directors

**NATIONAL REPRESENTATIVES FOR BRITISH SWIMMING GENERAL MEETINGS**

**President:** Neil Valentine , see Council

**Vice President:** John Deans, see Council

**Editorial Board  
Representative:** Appointed as required.

**Board of Directors** Ashley Howard, see Board of Directors  
Danny McGowan, see Board of Directors

# MEETING DATES / NATIONAL DISCIPLINE EVENTS

COMMITTEE CODES			
<b>B</b>	BOARD OF DIRECTORS MEETING	<b>ND</b>	NORTH DISTRICT
<b>BC</b>	BOARD OF DIRECTORS/COUNCIL MEETING	<b>NDM</b>	NORTH DISTRICT DELEGATES MEETING
<b>C</b>	COUNCIL MEETING	<b>OW</b>	OPEN WATER
<b>CTP</b>	COACHES TECHNICAL PANEL MEETING	<b>OWCM</b>	OPEN WATER COMMITTEE MEETING
<b>D</b>	DIVING	<b>STOCM</b>	S.T.O. COMMITTEE MEETING
<b>DCM</b>	DIVING COMMITTEE MEETING	<b>SM</b>	STAFF MEETING
<b>DS</b>	DISABILITY SWIMMING	<b>SS</b>	SYNCHRONISED SWIMMING
<b>ED</b>	EAST DISTRICT	<b>SSCM</b>	SYNCHRONISED SWIMMING COMMITTEE MEETING
<b>EDM</b>	EAST DISTRICT DELEGATES MEETING	<b>SW</b>	SWIMMING
<b>M</b>	MASTERS	<b>SWCM</b>	SWIMMING COMMITTEE MEETING
<b>MCM</b>	MASTERS COMMITTEE MEETING	<b>WD</b>	WEST DISTRICT
<b>MD</b>	MIDLAND DISTRICT	<b>WDM</b>	WEST DISTRICT DELEGATES MEETING
<b>MDM</b>	MIDLAND DISTRICT DELEGATES MEETING	<b>WP</b>	WATER POLO
		<b>WPCM</b>	WATER POLO COMMITTEE MEETING

Date	Code	Event	Venue
<b>April</b>			
2	NDM	North District Delegates Meeting	Windsor Hotel, Nairn
3	OWCM	Open Water Committee Meeting	NSA, Stirling
7-10	SW	Scottish National Gas Age Group Championships	Tollcross Leisure Centre
9-10	SS	Age group squad easter training camp	NSA, Stirling
9-10	SS	Academy Easter w/e, Development 9th only, (3)	NSA, Stirling
13	WDM	West District Delegates Meeting	Thistle Hotel, Cambridge Street, Glasgow
17	BC	Board & Council Meeting	NSA, Stirling
18	MDM	Midland District Delegates Meeting	Dundee College, Kingsway Campus
21-24	SS	GB British Championships	Gloucester
22-23	M	Scottish National Gas Masters SC Nationals	Tollcross Leisure Centre
24	STOCM	Swimming Technical Officials Committee	Dewars Ice Rink, Perth
27	CTP	Coaches Technical Panel Meeting	NSA, Stirling
28	SM	Scottish Swimming Staff Meeting	NSA, Stirling
<b>May</b>			
5	SWCM	Swimming Committee Meeting	NSA, Stirling
7	SS	SASA Inter District Champs	Kirkcaldy
8	WPCM	Water Polo Committee Meeting	NSA, Stirling
12	SM	Staff Team Building Day	NSA, Stirling
14-15	WD	Group 3 Age Groups	DGI Pool, Dumfries
14-15	ED	Open Championship	Tollcross Leisure Centre
16-19	SS	Judges School	Sheffield
20-22	SS	LEN European Synchro Championships	Sheffield
26	SM	Scottish Swimming Staff Meeting	NSA, Stirling
27-29	MD	Distance	Olympia Leisure Centre
28	NDM	North District Delegates Meeting	Hillhead Centre, Aberdeen
<b>June</b>			
1	CTP	Coaches Technical Panel Meeting	NSA, Stirling
4	SSCM	Synchronised Swimming Committee Meeting	NSA, Stirling
4-5	ND	Open Championships	Westhill Pool
4-5	ND	Group 4 Open	Tollcross Leisure Centre
5	C	Council Meeting	NSA, Stirling
8	WDM	West District Delegates Meeting	Thistle Hotel, Cambridge Street, Glasgow
11	SS	Academy day, A-G squad, development (3)	TBC
12	STOCM	Swimming Technical Officials Committee	NSA, Stirling
16	EDM	East District Delegates Meeting	Auchterderran Church Hall
18	OW	East District Championships (inc. Grand Prix)	Lochore Meadows (TBC)
18	SS	SASA Club Champs	Buckie
19	B	Board of Directors Meeting	NSA, Stirling
20	MDM	Midland District Delegates Meeting	Dundee College, Kingsway Campus
23	SM	Scottish Swimming Staff Meeting	NSA, Stirling
23	SWCM	Swimming Committee Meeting	NSA, Stirling
25	SS	ASA Master Synchro Championships	Thomas Telford School
25-26	ND	Development Meet	Banff Pool
30-3Jul	SW	Scottish National Gas Open Championships	Tollcross Leisure Centre
<b>July</b>			
2	SS	Warwickshire Comp	Rugby

# MEETING DATES / NATIONAL DISCIPLINE EVENTS

Date	Code	Event	Venue
<b>July</b>			
2	SSCM	Synchronised Swimming Committee Meeting	NSA, Stirling
13	CTP	Coaches Technical Panel Meeting	NSA, Stirling
28	SM	Scottish Swimming Staff Meeting	NSA, Stirling
<b>August</b>			
6-7	OW	Scottish Championships (inc. Grand Prix)	Loch Tay
7	WPCM	Water Polo Committee Meeting	NSA, Stirling
14	STOCM	Swimming Technical Officials Committee	NSA, Stirling
18	SM	Scottish Swimming Staff Meeting	NSA, Stirling
20	OW	West District Championships (inc. Grand Prix)	TBC
24	CTP	Coaches Technical Panel Meeting	NSA, Stirling
27	NDM	North District Delegates Meeting	Windsor Hotel, Nairn
27	SS	Academy, AG squad & development (3)	TBC
<b>September</b>			
3	MD	Sprints Meet	Olympia Leisure Centre
3	OW	North District Championships (inc. Grand Prix)	Loch Oich (TBC)
3-4	WD	Group 5 Sprints	The Citadel Sports Centre, Ayr
4	SS	Skill Assessment Day	Boness
7	WDM	West District Delegates Meeting	Thistle Hotel, Cambridge Street, Glasgow
8	SWCM	Swimming Committee Meeting	NSA, Stirling
10	SS	Scottish Swimming Awards Ceremony	Glasgow Science Centre
15	EDM	East District Delegates Meeting	Borders region
18	WPCM	Water Polo Committee Meeting	NSA, Stirling
19	MDM	Midland District Delegates Meeting	Dundee College, Kingsway Campus
24	STOCM	Swimming Technical Officials Committee	Dewars Ice Rink, Perth
24	SSCM	Synchronised Swimming Committee Meeting	NSA, Stirling
25	STO	Swimming Technical Officials Seminar	Dewars Ice Rink, Perth
29	SM	Scottish Swimming Staff Meeting	NSA, Stirling
<b>October</b>			
1	ND	Sprint Championships	Inverness Aquadome
8	NDM	North District Delegates Meeting	Hillhead Centre, Aberdeen
8	SS	Academy, age group & development (3)	TBC
23	OWCM	Open Water Committee Meeting	NSA, Stirling
23	WPCM	Water Polo Committee Meeting	NSA, Stirling
29-30	SS	SASA Nationals & Age Groups	Drumchapel
30	WPCM	Water Polo Committee Meeting	NSA, Stirling
<b>November</b>			
TBC	MS	Scottish 1500 National Gas Championship	Tollcross Leisure Centre
5-6	ND	Distance Meet	Banff Pool
5-6	ED	Age Group Championship, round 1	Fife Institute, Glenrothes
10	SWCM	Swimming Committee Meeting	NSA, Stirling
12	SS	Academy & Age group (2)	NSA, Stirling TBC
19-20	WD	Group 6 Age Groups	Grangemouth Sports Complex
19-20	MD	Graded Meet	Olympia Leisure Centre
27	WPCM	Water Polo Committee Meeting	NSA, Stirling
<b>December</b>			
3-4	NDM	Age Group Meet	Inverness Aquadome
3-4	WD	Group 7 Open	TBC
3-4	ED	Age Group Championship, round 2	Fife Institute, Glenrothes
3-4	SS	ASA Age Group Championships	Gloucester
5	MDM	Midland District AGM	TBC
6	EDM	East District AGM	Boroughmuir Rugby Club
10	NDM	North District AGM	Sunninghill Hotel, Elgin
10	WDM	West District AGM	Thistle Hotel, Cambridge Street, Glasgow
11	STOCM	Swimming Technical Officials Committee	NSA, Stirling
27	BC	Board & Council Meeting	NSA, Stirling
<b>February 2012</b>			
4-5	ED	Age Group Championships	RCP - TBC
17-19	ED	Edinburgh International	RCP - TBC
25		Scottish Swimming AGM	Pathfoot Building, University of Stirling

# DISTRICT CODES & CLUBS

As at 1<sup>st</sup> March 2011

## WEST

### CODE NAME

WAAX ALLOA A.S.C.  
WAMX AIRDRIE & MONKLANDS  
WARX AYR DIVING CLUB  
WBBX BALFRON BARRACUDAS  
WBEX BLANTYRE A.S.C.  
WBLX BELLSHILL SHARKS A.S.C.  
WBSX BO'NESS A.S.C.  
WCDX CUMBERNAULD A.S.C.  
WCGX CITY OF GLASGOW S.T.  
WCKX CLYDEBANK A.S.C.  
WCNX CUMNOCK DOLPHINS  
WDDX WEST DUNBARTONSHIRE A.S.C.  
WDNX DUNOON A.S.C.  
WDSX DUMFRIES DOLPHINS A.S.C.  
WEAX ENABLE ARION SC  
WEDX EAST DUNBARTONSHIRE W.P.C.  
WEKX EAST KILBRIDE A.S.C.  
WFOX FALKIRK OTTER A.S.C.  
WGHX GRANGEMOUTH A.S.C.  
WGNX GIRVAN A.S.C.  
WHBX HAMILTON BATHS A.S.C.  
WHHX HELENSBURGH A.S.C.  
WHNX HAMILTON DOLPHINS  
WHWX HAMILTON W.P.C.  
WIEX INVERCLYDE A.S.C.  
WIJX ISLAY & JURA DOLPHINS A.S.C.  
WIMX INVERCLYDE MASTERS  
WIYX ISLAY MASTERS  
WKEX KINTYRE A.S.C.  
WKHX KIRKINTILLOCH & KILSYTH A.S.C.  
WKKX KILMARNOCK A.S.C.  
WKNX KINGSTON A.S.C.  
WLAX LARKHALL AVONDALE A.S.C.  
WLDX LOMOND DISTRICT MASTERS A.S.C.  
WLKX LANARK A.S.C.  
WMBX MILNGAVIE & BEARSDEN A.S.C.  
WMMX MERRICK MAVERICKS S.C.  
WMWX MOTHERWELL & WISHAW A.S.C.  
WNAX NORTH AYRSHIRE A.S.C.  
WNSX GLASGOW NOMADS A.S.C.  
WOOX OBAN OTTERS A.S.C.  
WPXX PHOENIX AQUATICS CLUB  
WRBX RENFREW BATHS A.S.C.  
WRNX RUTHERGLEN A.S.C.  
WRXX REN 96 S.T.  
WSAX SCOTIA A.S.C.  
WSEX SOUTH AYRSHIRE A.S.C.  
WSRX STRANRAER STRINGRAY A.S.C.  
WSWX STIRLING SWIMMING  
WWBX WESTERN BATHS W.P.C.  
WWMX GLASGOW WESTERN MASTERS A.S.C.

## EAST

### CODE NAME

EABX ARMADALE BARRACUDAS A.S.C.  
EANX AQUANAUTS LIVINGSTON A.S.C.  
EBDX BURNTISLAND A.S.C.  
EBEX BATHGATE A.S.C.  
EBNX BROXBURN & DISTRICT A.S.C.  
ECEX CARNEGIE S.C.  
ECIX CITY OF EDINBURGH SWIMMING  
ECNX CARDENDEN A.S.C.  
ECRX CUPAR & DISTRICT S.C.  
EDDX DUNEDIN S.T.  
EDEX DUNFERMLINE A.S.C.  
EDNX DUNFERMLINE SYNCHRO S.C.  
EDSX DUNS A.S.C.  
EDUX DUNFERMLINE W.P.C.  
EEDX EDINBURGH DIVING A.S.C.  
EEHX EYEMOUTH & DISTRICT A.S.C.  
EESX EDINBURGH SYNCHRO A.S.C.  
EEUX EDINBURGH UNIVERSITY  
EFAX FERRY AMATEUR SWIM TEAM (FAST)  
EFPX FAULDHOUSE PENGUINS S.C.  
EFSX FINS C.S.C.  
EGAX GALA A.S.C.  
EGEX GROVE A.S.C.  
EGSX GLENROTHES A.S.C.  
EHAX HAILES A.S.C.  
EHKX HAWICK A.S.C.  
EHMX HEART OF MIDLOTHIAN A.S.C.  
EHNX HADDINGTON & DISTRICT A.S.C.  
EIHx INVERLEITH A.S.C.  
EISX I.N.C.A.S.  
EJFX JEDFOREST S.C.  
EKOX KELSO A.S.C.  
EKYX KIRKCALDY A.S.C.  
ELDX LIVINGSTON & DISTRICT DOLPHINS  
ELHX LEITH A.S.C.  
EMHX MUSSELBURGH A.S.C.  
EMNX MIDLOTHIAN S.C.  
ENEX NEWBATTLE S.C.  
ENTX 1930 A.S.C.  
EPOX PORTOBELLO A.S.C.  
EPSX PEEBLES A.S.C.  
ESNX SCORPION S.T.  
ESRX STEP ROCK A.S.C.  
ESSX SELKIRK SHARKS ASC  
ETEX TEVIOTDALE A.S.C.  
ESWX UNIVERSITY OF ST ANDREWS WPC  
ETNX TROJAN A.S.C.  
ETTX TRANENT A.S.C.  
EWBX WARRENDER BATHS CLUB

## NORTH

### CODE NAME

NADX ABERDEEN DOLPHINS A.S.C.  
 NANX ABERDEEN A.S.C.  
 NAOX ALFORD OTTERS A.S.C.  
 NBAX BON ACCORD THISTLE A.S.C.  
 NBBX BANCHORY BEAVERS A.S.C.  
 NBHX BADENOCH S.C.  
 NBKX BUCKIE A.S.C.  
 NBNX BUCKSBURN A.S.C.  
 NBSX BROCH SEALS A.S.C.  
 NCOX CULTS OTTERS A.S.C.  
 NDAX DYCE (ABERDEEN) A.S.C.  
 NDDX DELTING DOLPHINS A.S.C.  
 NDNX DEVERON A.S.C.  
 NENX ELGIN A.S.C.  
 NFBX FORRES BLUEFINS A.S.C.  
 NFSX FREESTYLE S.C.  
 NGHx GARIOCH A.S.C.  
 NGRX GRANTOWN S.C.  
 NHYX HUNTLY A.S.C.  
 NISX INVERNESS A.S.C.  
 NLKX LERWICK A.S.C.  
 NLRX LOCHABER A.S.C.  
 NNEX NORTHERN NEESICKS A.S.C.  
 NNNX NAIRN A.S.C.  
 NNSX NAIRN SYNCHRO S.C.  
 NOYX ORKNEY A.S.C.  
 NPDx PETERHEAD A.S.C.  
 NSCX SILVER CITY BLUES A.S.C.  
 NSEX SKYE DOLPHINS A.S.C.  
 NSHX SHETLAND A.S.C.  
 NSMX SOUTH MAINLAND A.S.C.  
 NSNX STONEHAVEN A.S.C.  
 NTNx TAIN A.S.C.  
 NTOX THURSO A.S.C.  
 NUDX UPPER DEESIDE A.S.C.  
 NWDx WESTHILL DISTRICT A.S.C.  
 NWKX WICK A.S.C.  
 NYNx YTHAN A.S.C.

## MIDLAND

MAMX ANGUS MASTERS ASC  
 MASX ST THOMAS ARBROATH A.S.C.  
 MBBX BRECHIN BEAVERS A.S.C.  
 MBEX BLAIRGOWRIE DOLPHINS A.S.C.  
 MCCX CARNOUSTIE CLAYMORES  
 MDCX DUNDEE CITY AQUATICS  
 MFRX FORFAR ASC  
 MJSX JAWS ASC  
 MKOX KINROSS OTTERS A.S.C.  
 MMHX MONIFIETH A.S.C.  
 MMSX MONTROSE & DISTRICT SEALS A.S.C.  
 MMWx MENZIESHILL WHITEHALL SWIMMING & WPC  
 MPCX PERTH CITY SWIM CLUB  
 MPMX PERTH MASTERS SWIMMING CLUB  
 MYAX Y.A.A.B.A. A.S.C.

## COMPOSITE TEAMS

### CODE NAME

UBEX BORDERS ELITE SWIM TEAM (B.E.S.T.)  
 UCAX C.O.A.S.T.  
 UCDX CALEDONIA  
 UELX EAST LOTHIAN SWIM TEAM  
 UFPX FIFE PERFORMANCE SWIM SQUAD  
 UFTX F.I.R.S.T.  
 UHIX HIGHLAND SWIM TEAM  
 UNLX NORTH LANARKSHIRE SWIM TEAM  
 USAX SOUTH ABERDEENSHIRE SWIMMING  
 USLX SOUTH LANARKSHIRE SWIMMING  
 UWLX SWIM WEST LOTHIAN

## ASSOCIATE MEMBERS

UGBX GREAT BRITAIN DIVING FEDERATION  
 USDx SCOTTISH DISABILITY SPORT  
 USSx SCOTTISH SCHOOLS SWIMMING ASC

## SWIMSCHOOLS

### EAST

EBS BORDERS SPORT & LEISURE  
 EEL EDINBURGH LEISURE  
 ENL ENJOY LEISURE LEAN TO SWIM  
 ESM SMC SPORTS CENTRE SWIM SCHOOL  
 ESS SPLASH START  
 ESE SWIM EASY  
 EWL SWIM WEST LOTHIAN

### MIDLAND

MAJ AJ SWIMMING  
 MAC ANGUS COUNCIL - SPORTS SERVICES  
 MLA LIVE ACTIVE LEISURE

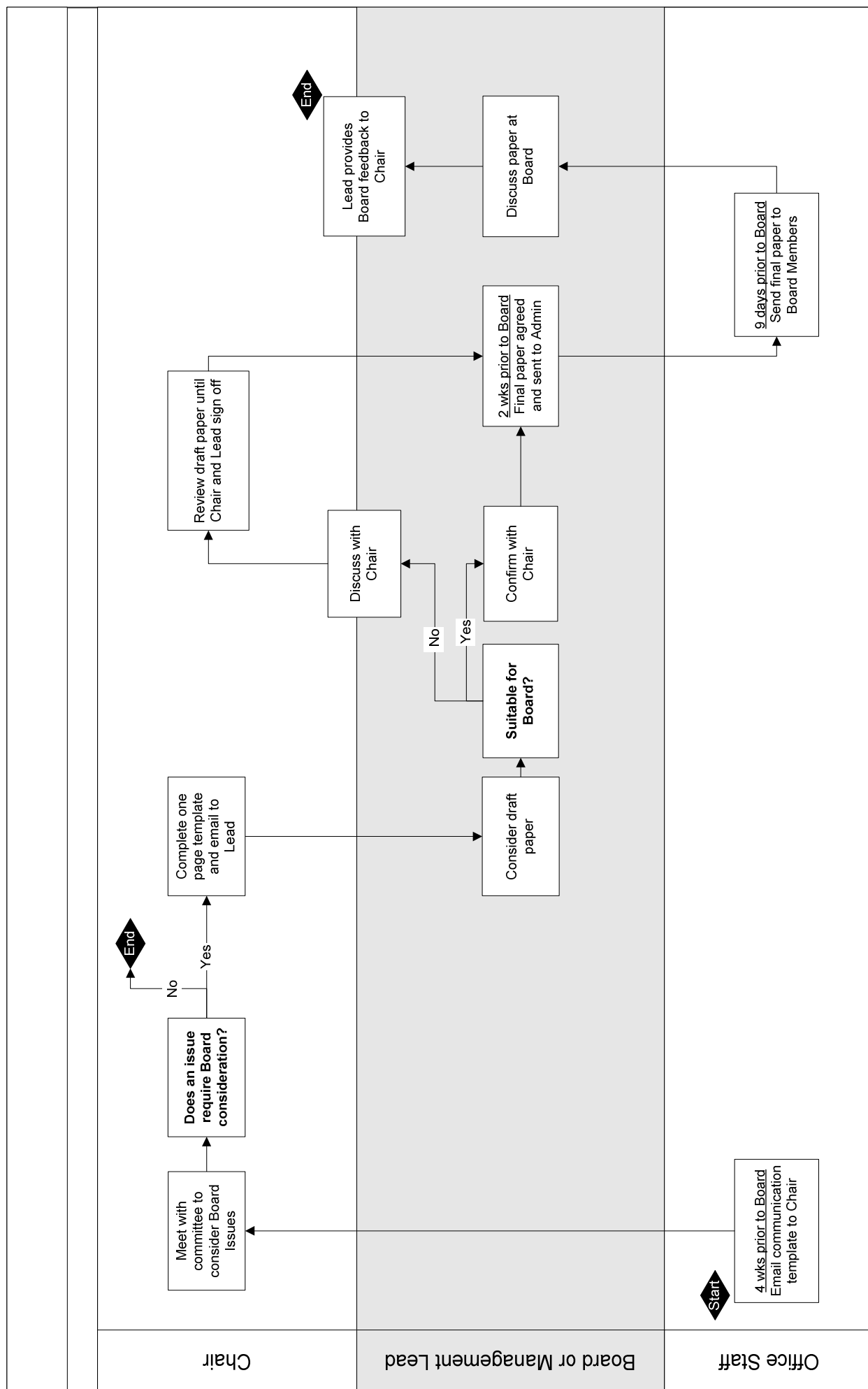
### NORTH

NAN ABERDEEN LTS  
 NBD BRIDGE OF DON SWIM SCHOOL  
 NCR COMHAIRLSE NAN EILEAN SIAR  
 NCO CULTS OTTERS ASC - LTS PROGRAMME  
 NDL DINGWALL SWIMMING  
 NHC HIGHLAND COUNCIL  
 NLK LERWICK SWIM SCHOOL  
 NSA SWIM ABERDEENSHIRE  
 NSL SHETLAND LEISURE ACSC SWIM SCHOOL  
 NSR SHETLAND RECREATIONAL TRUST

### WEST

WAB ARGYLL & BUTE COUNCIL LEARN TO SWIM  
 WCS CULTURE & SPORT GLASGOW  
 WDL DAVID LLOYD, RENFREW  
 WED EAST DUNBARTONSHIRE COUNCIL  
 WFC FALKIRK COUNCIL  
 WLS LOVE 2 SWIM  
 WMW MAKING WAVES  
 WNL NORTH LANARKSHIRE LEISURE LTD  
 WSS SHEPPARD SWIM SCHOOL  
 WSL SOUTH LANARKSHIRE LEISURE  
 WSE SPLASHTIME SWIM ACADEMY  
 WWD WEST DUNBARTONSHIRE COUNCIL

# COMMUNICATION BETWEEN CHAIRS, BOARD & STAFF



## USEFUL ADDRESSES

<b>ASA</b>	Sportpark, 3 Oakwood Drive, Loughborough, LE11 3AQ t. 01509 618700 e. customerservices@swimming.org www.swimming.org/asa/
<b>Awards for All</b>	4 <sup>th</sup> Floor, 1 Atlantic Quay, 1 Robertson Street, Glasgow, G2 8JB t. 0141 242 1400 e. scotland@awardsforall.org.uk www.awardsforall.org.uk
<b>British Olympic Association</b>	1 Wandsworth Plain, London, SW18 1EH t. 0208 871 2677 e. boa@boa.org.uk www.olympics.org.uk
<b>British Paralympic Association</b>	60 Charlotte Street, London, W1T 2NU t. 020 7842 5789 www.paralympics.org.uk
<b>British Swimming</b>	Sportpark, 3 Oakwood Drive, Loughborough, LE11 3AQ t. 01509 618700 e. customerservices@swimming.org www.swimming.org/asa/
<b>BSCA – British Swimming Coaches Association</b>	10 Hanover Street, Bromsgrove, Worcestershire B61 7JH t. 01527 871626 e. info@gbswimcoaches.co.uk www.gbswimcoaches.co.uk
<b>Child Protection in Sport Unit</b>	Children 1 <sup>st</sup> , Sussex House, 61 Sussex Street, Glasgow, G41 1DY t. 0141 418 5674 e. cpinsport@children1st.org.uk www.childprotectioninsport.org.uk
<b>Commonwealth Games Scotland</b>	Gannochy Sports Centre, University of Stirling, Stirling, FK9 4LA t. 01786 466480 e. info@cgcs.org.uk www.sportscotland.org.uk
<b>Commonwealth Games Council for England</b>	PO Box 36288, London, SE19 2YY t. 020 8676 3543 www.cgce.co.uk e. info@cgce.co.uk
<b>FINA- Federation Internationale De Natation</b>	Avenue de L'Avant – Poste 4, 1005 Lausanne, Switzerland t. 41 21 310 4710 www.fina.org
<b>ISRM-Institute of Sport &amp; Recreation Management</b>	Sir John Beckwith Centre for Sport, Loughborough Uni, Loughborough, LE11 3TU t. 01509226474 e. info@ism.co.uk www.isrm.co.uk
<b>ISTC–Institute of Swimming Teachers &amp; Coaches</b>	Dennis Freeman-Wright, Chief Executive, 41 Granby Street, Loughborough, Leicestershire, LE11 3DU t. 01509 215183 e. dlfw@btinternet.com
<b>sportscotland Institute of Sport</b>	Airthrey Road, Stirling, FK9 5PH t. 01786 460100 e. info@sisport.com www.sisport.com
<b>Institute of Sport – Central</b>	c/o Stirling University, Sports Centre, Stirling, FK9 4LA t. 01786 466 485 c.faill@stir.ac.uk www.csisport.co.uk
<b>Institute of Sport – East</b>	c/o Centre for Sport & Exercise, Heriot-Watt University, Riccarton Campus, Edinburgh, EH14 4AS t. 0131 451 8230 esis@hw.ac.uk www.esisport.org.uk
<b>Institute of Sport – Grampian</b>	<b>sportscotland</b> , Aberdeen Sports Village, Linksfield Road, Aberdeen, AB24 5RU t. 01224 272021 colin.robertson@sportscotland.org.uk www.gisport.org.uk
<b>Institute of Sport – Highland</b>	c/o Inverness Aquadome, Inverness, IV3 5SS t. 01463 718030 e. info@hisport.org.uk or www.hisport.org.uk
<b>Institute of Sport - Tayside &amp; Fife</b>	c/o University of Dundee, Dundee, DD1 4HN t. 01382 388319 e. c.semple@dundee.ac.uk www.tffis.org.uk



## USEFUL ADDRESSES

<b>Institute of Sport – West</b>	The Palace of Art, 1211 Paisley Road West, Glasgow, G52 1EQ t. 0141 4276253 e. phil.reid@sportscotland.org.uk www.wsis.org.uk
<b>Kellogg's</b>	The Kellogg Building, Talbot Road, Manchester, M16 0PU t. 0716 869 5035 www.kellogg.com
<b>LEN-Ligue Europeenne de Natation</b>	C/o C.O.N.I., Stadio Olimpico, Palazzina Bonifati, 00/94 Roma, Italy t. 3906 36857870 e. len@lenoffice.it www.lenweb.org
<b>Perkins Slade Ltd</b>	3 Broadway, Broad Street, Birmingham, B15 1BQ t. 0121 6258080 e. info@perkins-slade.com www.perkins-slade.com
<b>Royal Life Saving Society</b>	River House, High Street, Broom, Warwickshire, B50 4HN t. 01789 773 994 e. lifesavers@rlss.org.uk www.lifesavers.org.uk
<b>Scoreboard Medals &amp; Trophies</b>	Unit 3, Watt Street, Kingston Bridge Trading Estate, Kinning Park, Glasgow, G5 8RR t. 0141 429 0020 e. sales@scoreboardltd.com www.scoreboardltd.com
<b>Scottish Disability Sport</b>	Caledonia House, South Gyle, Edinburgh, EH12 9DQ t. 0131 317 1130 e. admin@scottishdisabilitysport.com www.scottishdisabilitysport.com
<b>Scottish Sports Association</b>	Caledonia House, South Gyle, Edinburgh, EH12 9DQ t. 0131 339 8785 e. admin@info-ssa.org.uk www.scottishsportsassociation.org.uk
<b>Scottish Swimming Awards</b>	National Swimming Academy, University of Stirling, Stirling, FK9 4LA t. 01786 466535 e. info@scottishswimming.com www.scottishswimming.com
<b>Speedo International</b>	Speedo House, Enterprise Way, ng2 Business Park, Nottingham NG2 1EN t. 0115 855 5000 www.speedo.co.uk
<b>sportscotland House of Sport, Edinburgh</b>	Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh EH12 9DQ t. 0131 317 7200 www.sportscotland.org.uk
<b>sportscotland</b>	Doges, Templeton on the Green, 62 Templeton Street, Glasgow G40 1DA t. 0141 534 6500 e. sportscotland.enquiries@sportscotland.org.uk www.sportscotland.org.uk
<b>Sports Coach UK</b>	114 Cardigan Road, Headingley, Leeds, LS6 3BJ t. 0113 274 4802 www.sportscoachuk.org
<b>Swim Scotland Results Service</b>	t. 0131 440 1752 e. jbruce2160@aol.com www.swimscotland.co.uk
<b>Swim Ireland</b>	Sport HQ, 13 Joyce Way, Park West, Dublin 12, t: +353 1 6251120 e. admin@swimireland.ie www.swimireland.ie
<b>Swim Wales</b>	Wales National Pool Swansea, Sketty Lane, Swansea, SA2 8QG t. 01792 513636 e. secretary@welshasa.co.uk www.welshasa.co.uk
<b>Triathlon Scotland</b>	Glennearn Cottage, Edinburgh Road, Port Seton, EH32 0HQ t. 01875 811344 e. admin@triathlonscotland.org www.triathlonscotland.org
<b>UK Sport</b>	40 Bernard Street, London, WC1N 1ST t. 0 20 7211 5100 e. info@uksport.gov.uk www.uksport.gov.uk

## BOARD

<b>Chairman:</b>	Mr Alistair Gray	
<b>English Representatives:</b>	Mr David Sparkes	Mrs Anne Clark
	Mr Sam Greetham	Mr Simon Rothwell
<b>Scottish Representative:</b>	Ms Maureen Campbell	
<b>Welsh Representative:</b>	Mr Robert James	
<b>Specialists:</b>	Mr Guy Davis	Mr Craig Hunter
<b>Athletes Representative:</b>	Jane Cooke	
<b>Independent Members:</b>	Mr Mike Powers	Dr Wai-Yin Hatton

## TECHNICAL COMMITTEES

### Swimming

SS	Ally White, Director of Performance, c/o Scottish Swimming Doug Campbell, National Coach, c/o Scottish Swimming
Swim Wales	Martyn Woodroffe, c/o Swim Wales Office Rob James, Chief Executive, c/o Swim Wales Office
ASA	Sylvia Armiger, World Class Performance Plan Manager, c/o British Swimming John Atkinson, GB Youth Coach, c/o British Swimming Christopher Bostock, 41-47 Bourne Square, Breaston, DERBY, DE72 3DZ Jane Davies, ASA Administration, c/o British Swimming Terry Dennison, 39 Green Hill Drive, Leeds, LS13 4JZ Chris Martin, c/o British Swimming Ian Mason, Director of World Class Performance, c/o British Swimming Stephen Parry, 4 Hornby Lodge, Prestwich Park Rd South, Prestwich, Manchester, M25 9ND Mark Perry, 2 West Haddon Road, Guilsborough, Northampton, NN6 8QL Dennis Pursley, c/o British Swimming, The Medway Building, Loughborough Uni Michael Scott, GR/Consultant National Performance Director for Swimming, c/o British Swimming Nicholas Sellwood, 1 Mylgrove, Finham, Coventry, CV3 6RE David Sparkes, ASA Chief Executive, c/o British Swimming

### Synchro

SS	Phyllis McLean, 33 Newtyle Road, Paisley, Renfrewshire, PA1 3JX
Swim Wales	TBA
ASA	Anne Clark, 2 Berrywell Drive, Barwell, Leicestershire, LE9 8JW Jenny Gray, 48 New Road, Marlow Bottom, Buckinghamshire SL7 3NW Rebecca Macenri, 31 Heritage Gardens, Fareham, Hampshire, PO16 9BZ Christine Marsh, ASA Administrator, c/o British Swimming Elizabeth Price, c/o British Swimming Maria Ramos, 102 Havelock Road, London, SW19 8HB

### Water Polo

SS	Ken Fussell, 43 Hyndland Road, Glasgow, G12 9UX
Swim Wales	Rhys Tamlyn, Elmwood Farm, The Hollows, Henfield, Bristol, BS36 2UU
ASA	Alan Booth, Wayoh View House, Chapelton, Turton, Bolton, Lancs, BL7 0LJ Howard Cartwright, Peel Cottage, Barthomley Road, Audley, Stoke-on-Trent, ST7 8HU Craig Figes, 50 Tempus Tower, Mirabel Street, Manchester, M3 1NN Frances Leighton, 3 Cross Street, Wath Upon Dearne, Rotherham, South Yorkshire, S63 7HQ Brian Littlejohn, 41 Bentley Road, Walkley, Sheffield, S6 5DZ Ian Mason, Director of World Class Performance, c/o British Swimming David Sparkes, ASA Chief Executive, c/o British Swimming Julie Thompson, c/o British Swimming

## Diving

SS Jane Ogden, 1 Liberton Tower Lane, Edinburgh, EH16 6TQ  
 Swim Wales Rob James, Chief Executive, c/o Swim Wales Office  
 ASA Andrew Banks, 94 Aberdeen Avenue, Manadon Park, Plymouth, Devon, PL5 3UG  
 Derek Beaumont, 20 Newlands, Letchworth Garden City, Hertfordshire, SG6 2JE  
 Melanie Beck, 9 The Old Drive, Welwyn Garden City, Hertfordshire, AL8 6TB  
 Martyn Brown, 46 Whomerley Road, Stevenage, Hertfordshire, SG1 1SS  
 Tracy Carecci, Administrator, c/o British Swimming  
 Alexei Evangulov, 104a Middlewood Dr East, Wadsley Park Village, Sheffield, S6 1RS  
 Lindsey Fraser, 16 Hedley Gardens, Hedge End, Southampton SO30 2WT  
 Tandi Gerrard, 56 Estcourt Avenue, Headingley, Leeds, LS6 3ET  
 Stephen Gladding, 49 Lambrell Green, Kiveton Park, Sheffield, S26 5NT  
 Mr Adrian Hinchliffe, 69 Turnberry Gardens, Tingley, Wakefield, West Yorkshire, WF3 1AD  
 Mr Leon Taylor, 18 Gibbs Yard, 15 Cross Bedford Street, Sheffield, S6 3BQ  
 Kim White, Junior Olympic Programme Manager for British Diving, c/o British Swimming

## Masters

SS Eddie Riach, 3 Briarwell Lane, Milngavie, Glasgow, G62 6BB  
 Swim Wales Terry John, 13 Coed Glas Road, Llanishen, Cardiff, CF14 5EJ  
 ASA Geoff Stokes, 6 Mulroy Drive, CAMBERLEY, Surrey, GU15 1LX  
 David Chaney, 6 Earlswood Park, Gateshead, Tyne and Wear, NE9 6AW  
 Verity Dobbie, Burnhouse, Front Street, Ebchester, Co Durham, DH8 0JP  
 Lindsay Biro-Moore, Harold Fern House, Derby Square, Loughborough, LE11 5AL

## Technical Officials

SS Brian Hendry, 21 Bernham Avenue, Stonehaven, AB39 2WD  
 Swim Wales Cath Price, Larkwood, Fron Parc Road, Holywell CH8 7UT  
 ASA Simon Rothwell, 76 St Georges Park, New Brighton, Wallasey CH45 9LW  
 Bob Outtram, 63 Catchacre, Dunstable, Bedfordshire LU6 1QD

## Disability

SS Paul Wilson, Disability Performance Development Manager, c/o Scottish Swimming  
 Swim Wales Huw Griffiths, National Disability SD Officer, c/o Swim Wales Office  
 ASA Raymond Gordon, 38 Benton Lodge Avenue, Newcastle-upon-Tyne, NE7 7LU  
 Samuel Greetham, 31 High Mill, Scarborough, North Yorkshire, YO12 6RN  
 Lars Humer, 35a Shrigley Road North, Higher Poynton, Stockport, Cheshire, SK12 1TE  
 Elizabeth Johnson, 46 Laxton Way, Peasedown St John, Avon, Bath, BA2 8TB  
 Tim Reddish, MBE, Dir Disability Swimming, 45 Nuttall Gardens, Nottingham NG8 4LG  
 Sarah Starbuck, WC Performance Co-ordinator Disability Swim, c/o British Swimming  
 Jillian Stidever, 35 Ratby Lane, Markfield, Leicestershire, LE67 9RJ

## Medical

SS Dr David Booth, Burnside Cottage, Manse Road, Abernethy, Perth, PH2 9JP  
 Swim Wales Dr Mark Ridgewell, Kings Road Surgery, Mumbles, Swansea, SA3 4AJ  
 ASA Dr Laurie Baxter, Parkside Farm, Sparkwell, Plymouth PL7 5AP  
 Kevin Boyd, 37 Paddock Close, Quorn, Leicestershire, LE12 8BJ  
 Dr David J Hunt, The White House, Main Rd, Morton, Alfreton, Derbyshire DE55 6HH  
 Mark Gillett, 8 Old Masters Close, WALSALL, WS1 2QP  
 Cathy Lambert, Administrator, c/o British Swimming



**INFORMATION & SERVICES**

# MEDICAL DECLARATION INFORMATION GUIDE

## For: ALL Scottish Swimming Members (All Disciplines)

Please read this Medical Declaration Information Guide. If you have any questions, please contact the Scottish Swimming Offices on 01786 466520 or email [info@scottishswimming.com](mailto:info@scottishswimming.com). Scottish Swimming includes Medical Declarations with the annual Membership mail out.

This form is available through your club membership secretary or from the website and must be completed annually or whenever you or your Doctor changes your medication.

Medication (whether prescribed by a Doctor or purchased from a pharmacy or other retail outlet) includes supplements such as Vitamins, Creatine and Echinacea along with anything that you may apply to your skin or agents such as eye drops, ear drops, nasal sprays and inhalers.

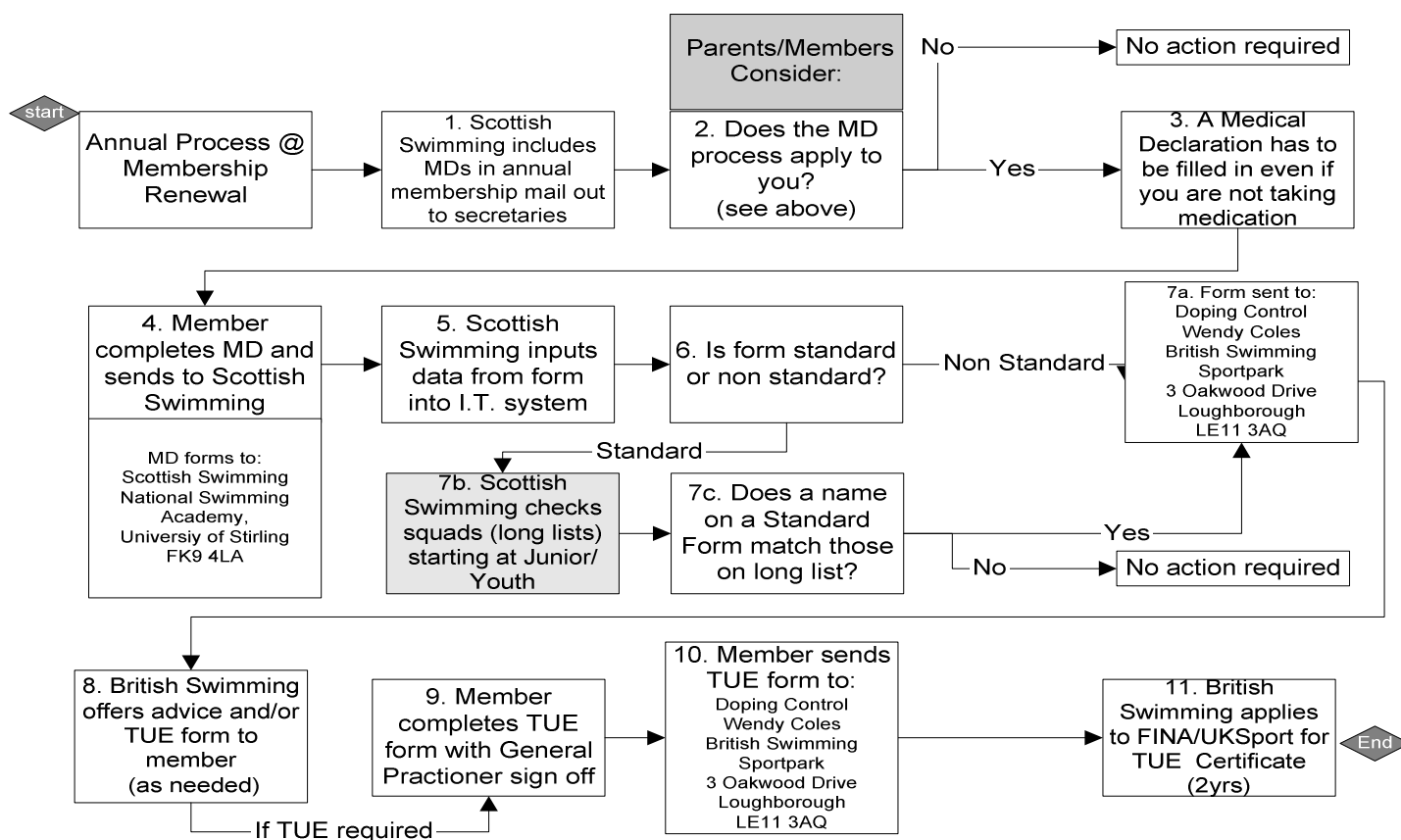
### This information applies to you if you are:

1. 10 years old (or older), and
2. Are representing Great Britain or their Home Country internationally or competing in a British Swimming, Scottish Swimming, ASA or WASA National event (all disciplines, excluding Masters)

### The information does not apply to you if you are:

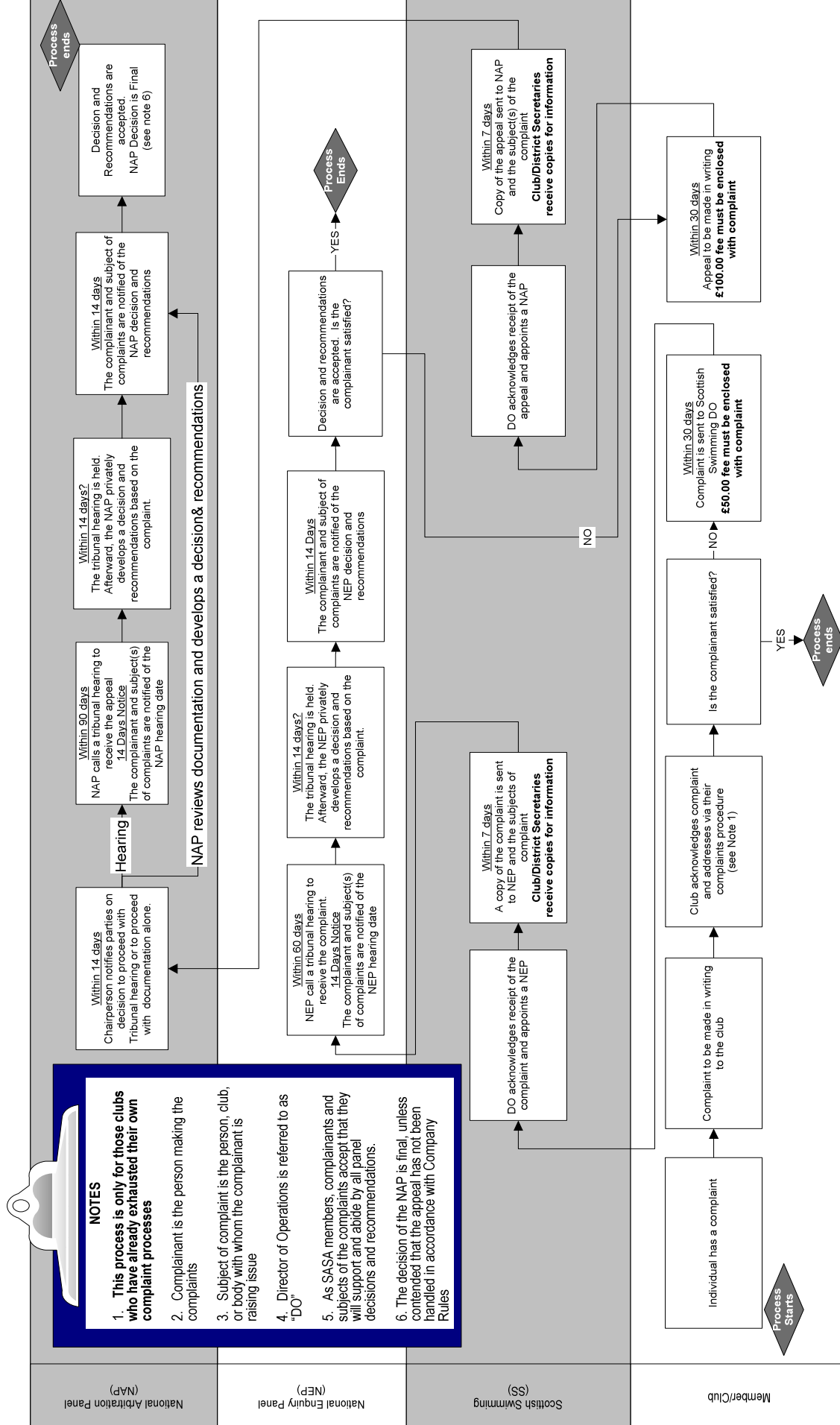
1. 9 years old (or younger), or
2. **Are not** competing in a British Swimming, Scottish Swimming, ASA or WASA National event
3. A master's swimmer who does not also compete in 'open events/ championships'

### The process for ensuring these forms are completed effectively is as follows:-



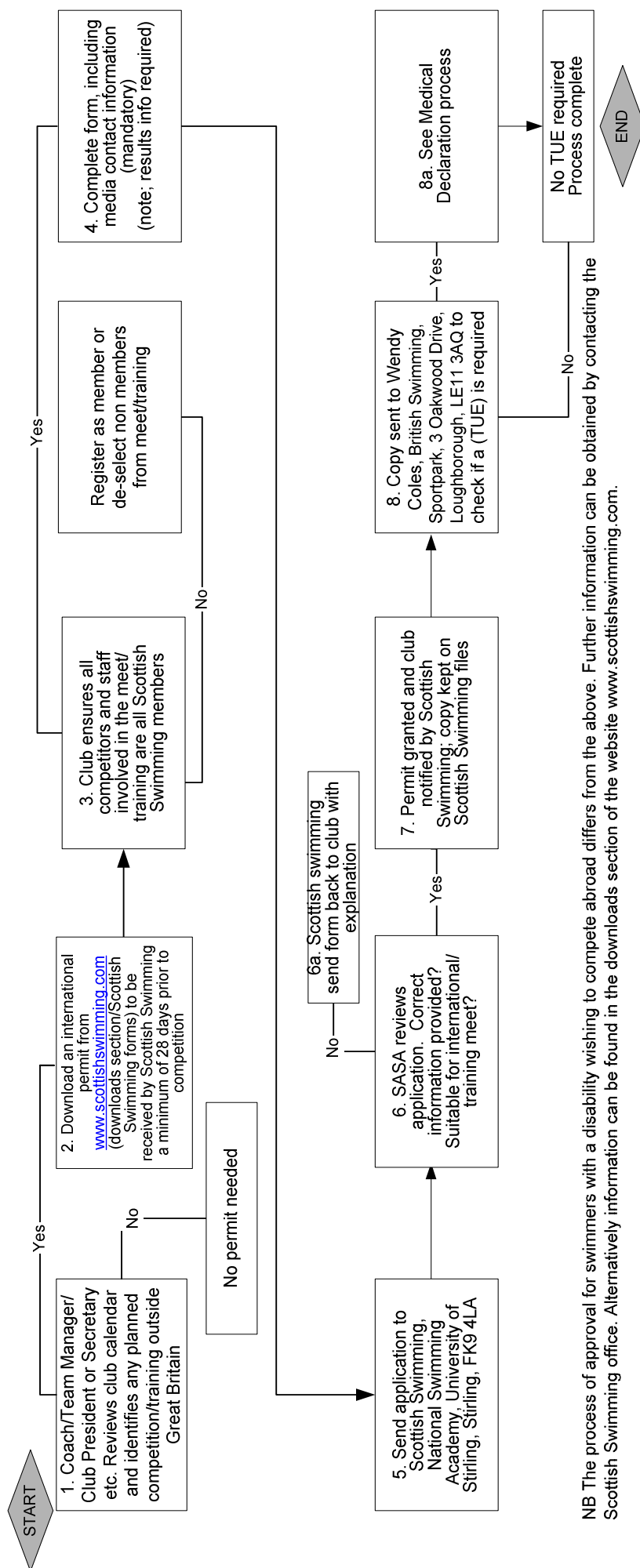
# HOW TO MAKE A COMPLAINT

Please find below the process to be followed when making a complaint against an affiliated club  
Company Rule R12



# INTERNATIONAL PERMIT PROCESS

## In accordance with FINA Rules GR3 & GR4 - General Rules & SASA Company Rule R8



NB The process of approval for swimmers with a disability wishing to compete abroad differs from the above. Further information can be obtained by contacting the Scottish Swimming office. Alternatively information can be found in the downloads section of the website [www.scottishswimming.com](http://www.scottishswimming.com).

**Competition and/or Training abroad requires a Scottish Swimming International Permit.**



## MEMBERSHIP INFORMATION

### **SASA CLUB MEMBERSHIP CATEGORIES FOR 2011/12**

**Club Membership** – Extract from Scottish Swimming Governance Documentation (available for download from [www.scottishswimming.com](http://www.scottishswimming.com)). There is two categories of members of Affiliated Clubs and a member may register in only one category. Those members who fall into both categories must register as a swimmer and pay the higher fee.

- (a) **Swimmer** – a member of any age who participates in any aquatic discipline.
- (b) **Non-Swimmer** – a member who does not participate in any aquatic discipline as defined by the following classifications:-
  - (i) Club Volunteer – a member 14 years and over and not a competitor, who volunteers for their club in any capacity at any time.
  - (ii) Technical Official – a member who volunteers for their club and who holds a current technical official qualification issued by recognised governing body for aquatics i.e. British Swimming or international equivalent.
  - (iii) Teacher and Coach – a member who holds a current teaching or coaching qualification issued by a recognised governing body for aquatics i.e. SASA, ASA, WASA, British Swimming, an international equivalent, or S/NVQ in coaching.

### **FEES 2011/12**

The membership year runs from 1<sup>st</sup> March until the last day of February 2012 inclusive.

A swimmer seeking to become a SASA member part way through the membership year shall be required to pay a fee in accordance with the following criteria:

Category		FEES
Swimmer	Mar-Aug 2011 (100% of annual fee)	£33.00
	Sept-Dec 2011 (50% of annual fee)	£16.50
	Jan-Feb 2012 (25% of annual fee)	£8.25

A Non Swimmer, i.e. Club Volunteer, Club Volunteer Technical Official, Teacher & Coach, seeking to become a SASA member part way through the membership year shall be required to pay a Non Swimmer membership fee in full.

Category		FEES
Non Swimmer	100% of annual fee	£10.00

## SERVICES

### **FREE – RECRUITMENT ADVERTISING ON SCOTTISH SWIMMING WEBSITE**

All Scottish Swimming affiliated clubs and swim schools can advertise vacancies for **FREE** on the Scottish Swimming website, [www.scottishswimming.com](http://www.scottishswimming.com).

### **FREE – CIRCULATION OF MAIL**

Scottish Swimming email out an end of month mail shot to all Scottish Swimming affiliated clubs and swim schools. We target a large distribution list that is made up of Club and Membership Secretaries, Swim Schools, Coaches, Tutors, Committee Members etc.

We are offering this service **FREE** of charge to all our affiliated clubs and swim schools.

### **FREE – USE OF THE SCOTTISH SWIMMING LOGO**

All Scottish Swimming affiliated clubs and swim schools can use the Scottish Swimming logo on their official club website and on any club collateral.

### **GENERAL CLUB INSURANCE**

The Club Insurance Certificates and detailed brochure are sent out in the Annual March Club Mailing to Club Secretaries and are also available to download from the Scottish Swimming website, [www.scottishswimmng.com](http://www.scottishswimmng.com) (Downloads>Club Information>Insurance)

**For more information on the above, please contact the office: 01786 466520 or [info@scottishswimming.com](mailto:info@scottishswimming.com)**



**SCOTTISH SWIMMING  
AND OUR LEARN TO  
SWIM PROGRAMME  
AND AWARDS SCHEME**

**CATALOGUE 2010-11**



SCOTTISH SWIMMING  
everyone can swim!  
[www.scottishswimming.com](http://www.scottishswimming.com)

**SCOTTISH SWIMMING AWARDS SCHEME**

# Teachers' Aquatics Programme Guide

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\* Scottish Swimming Core Learn to Swim programmes

## SCOTTISH SWIMMING AWARDS SCHEME





## **Club and Swim School Accreditation Scheme**

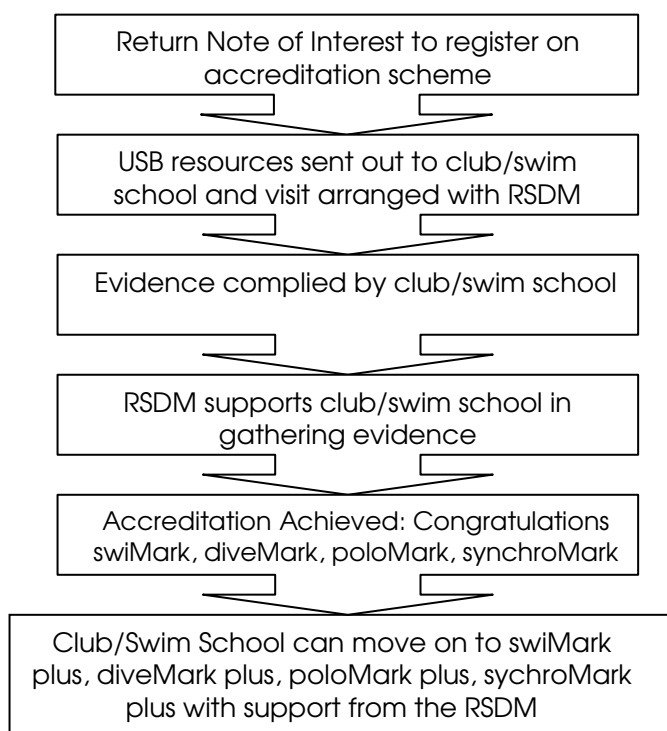
Scottish Swimming recognises the important role clubs and swim schools can play to increase participation and improve the quality of sporting opportunities for the benefit of the local community.

swiMark, diveMark, poloMark and synchroMark are Scottish Swimming's quality aquatic development programmes for clubs and swim schools. The aim of accreditation is to provide a nationally recognised standard that will enable clubs and swim schools to:

- Develop safe, effective and child friendly environments, based on good practice
- Improve participants experience through well trained teachers and volunteers
- Encourage lifelong participation through sustainable development pathways

The accreditation process is straightforward with guidance and support resources being made available throughout from your Regional Swimming Development Manager and Scottish Swimming.

### **Accreditation Process:**



### **Key Benefit's of Accreditation:**

- ✓ Creates safer 'quality' clubs/swim schools for all
- ✓ Can help raise profile & public confidence
- ✓ Highlights & develops good practice
- ✓ Certificate Awarded
- ✓ Education voucher for £300 awarded to club
- ✓ Access to Club Grants Scheme (up to £1000 available per club)
- ✓ Discounts on Scottish Swimming CPD & Seminars
- ✓ Helps swim school/club to engage in its own development
- ✓ A process to identify key education & training needs
- ✓ Confidence in what clubs/swim schools offers & how they operate for both the committee & club members
- ✓ Can help promote school/club links
- ✓ Can help to increase membership levels in the longer term
- ✓ National recognition that a club/swim school is a quality programme that is athlete centred and is constantly striving to provide the ideal environment for athletes to reach their full potential
- ✓ Assists clubs in attracting external funding
- ✓ Assists with succession planning in club management
- ✓ A process of continuous improvement

### **Note of Interest Form**

Accreditation aims to help support clubs/swim schools develop but also gives recognition for their continued commitment to the development of swimming in Scotland. If your club or swim school is interested in working with Scottish Swimming on swiMark, please complete the form available from our website under the Downloads section/Club Information/swiMark and return this to your Regional Swimming Development Manager.

**For further information please contact your Regional Swimming Development Manager (RSDM):-**

<b>Central, Tayside &amp; Fife</b>	Eilidh McCall-Lawrie	e.mccall-lawrie@scottishswimming.com	07894 613103
<b>East</b>	Sarah Pryde	s.pryde@scottishswimming.com	07917 875447
<b>North</b>	Gillian Innes	g.innes@scottishswimming.com	07730 661789
<b>West 1</b>	Lynne McGregor	l.mcgregor@scottishswimming.com	07917164644
<b>West 2</b>	Amanda Church	a.church@scottishswimming.com	07788 555650



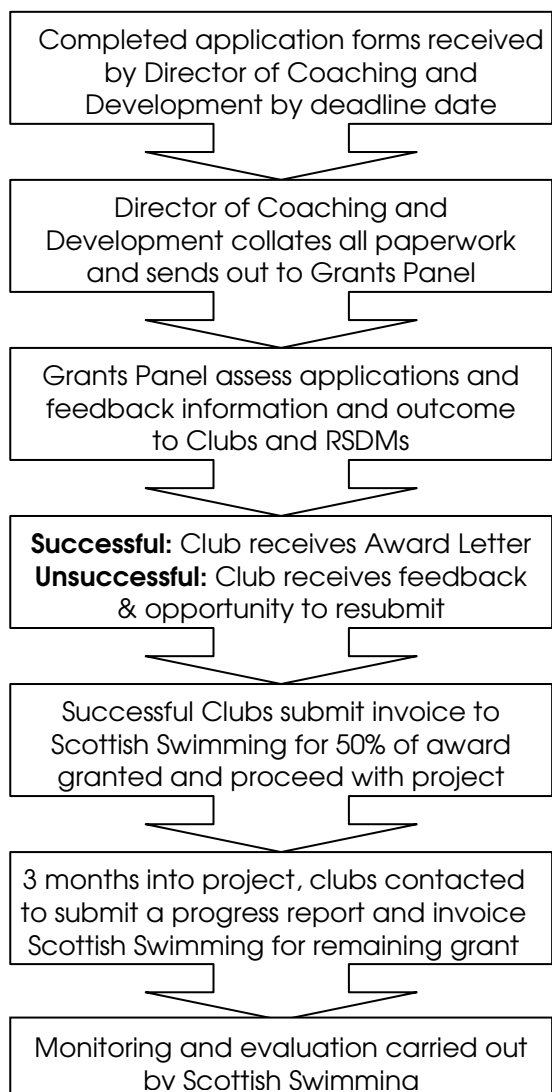
## **British Gas Club Development Grants Scheme**

Scottish Swimming is pleased to announce a club development grants scheme, available to clubs that demonstrate a commitment towards achieving swiMark plus, diveMark plus, poloMark plus and synchroMark plus.

Accredited clubs can apply for up to **£1000** of funding to support the implementation of club development plans and help clubs achieve Mark plus accreditation.

Regional Swimming Development Managers will be available to advise eligible clubs on areas that can be supported i.e. anything that will help a club to achieve the swiMark plus, diveMark plus, poloMark plus and synchroMark plus accreditation criteria.

### **Application Process**



### **Grant Award Checklist**

Applications will be assessed by the Grants Panel using the checklist areas below:

- ✓ swiMark, diveMark, poloMark or synchroMark accredited
- ✓ Project aligns to club action plan
- ✓ Has need for this project been identified in club development review
- ✓ Club Project has clear outcomes and targets
- ✓ Club committed to achieving Mark plus within 6 months of grant being awarded
- ✓ Additional partner funding (from club or external source)
- ✓ Club works as part of a network (eg. aquatic forums, partnership agreement)
- ✓ Grant request within £1000 amount
- ✓ Submitted in timeframe requested
- ✓ Submitted on official form (all sections completed) & declaration signed by club & RSDM.

### **Grants Panel**

- ✓ Director of Coaching and Development
- ✓ RSDM (Club Development Strategic Lead)
- ✓ SASA President or Vice President
- ✓ British Gas Rep

### **Applications**

- ✓ Application forms are available to download in the Club section of the Scottish Swimming website or via your RSDM

### **Deadline for applications**

**Annual Submission dates: - 30 June and 31 December**

Completed applications, as detailed above, should be received by Scottish Swimming no later than **5pm on the submission dates**. Any applications received after this point will not be considered.

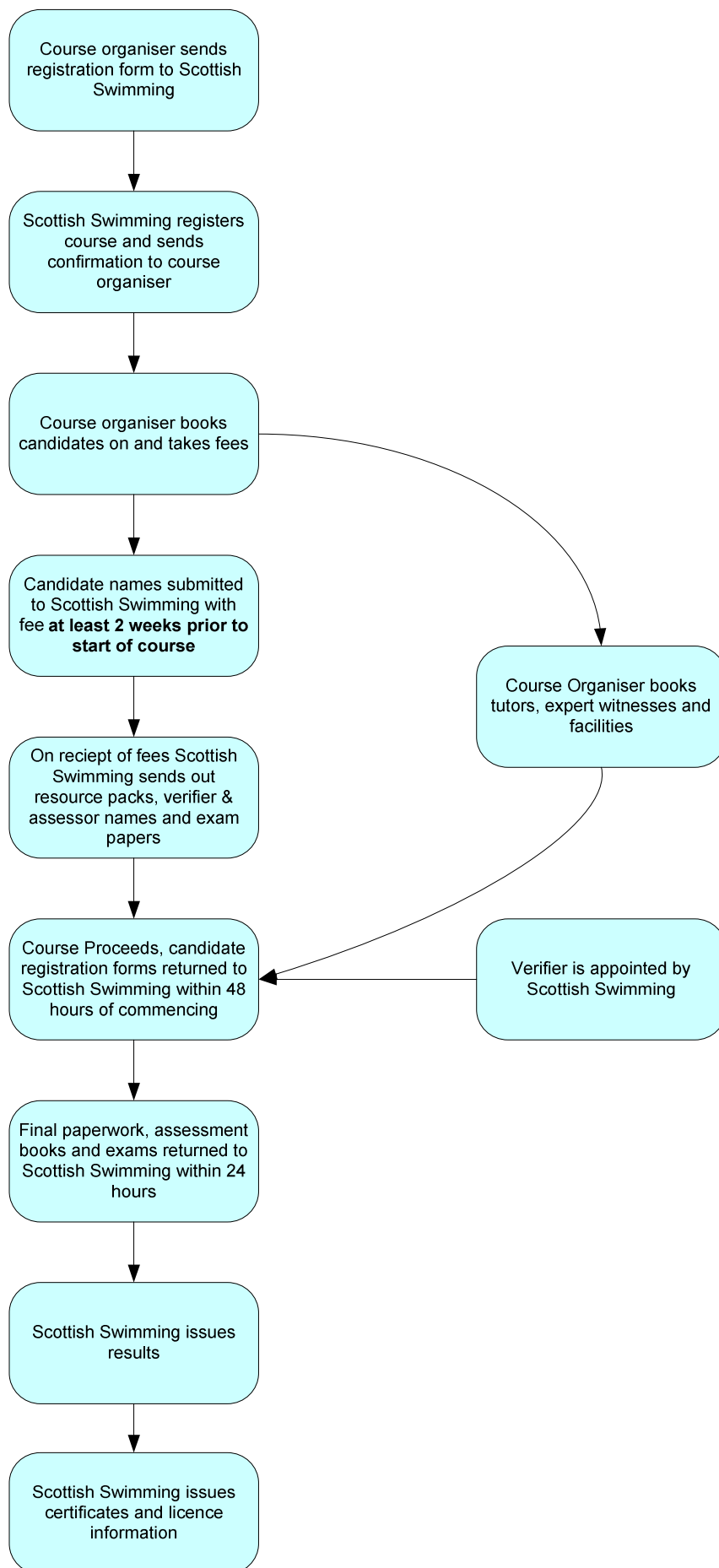
**Completed application forms should be submitted to: -**

**Richard Gordon, Director of Coaching & Development, NSA, University of Stirling, Stirling, FK9 4LA e: [r.gordon@scottishswimming.com](mailto:r.gordon@scottishswimming.com)**

# UKCC COURSE FLOWCHART

**Guide to organising and running a Scottish Swimming UKCC course.**

**Please refer to the Policies and Operation Manual for Scottish Swimming Courses for full details, terms and conditions**



The UKCC is a four level framework of coach education programmes that are endorsed against agreed criteria. Qualifications are underpinned by National Occupational Standards (NOS) and are competence based.

UKCC aquatics qualifications are currently available from Scottish Swimming in the following areas, and are all accredited on the Scottish Credit and Qualifications Framework (SCQF):

- Levels 1 and 2 in Teaching Aquatics
- Levels 1, 2 and 3 in Coaching Swimming
- Levels 1 and 2 in Coaching Water Polo
- Levels 1 in Coaching Synchronised Swim.
- Levels 1 and 2 in Coaching Diving

By gaining SQA accreditation the level of each qualification can be mapped onto the Scottish Credit and Qualifications Framework (SCQF) which includes qualifications across a variety of sectors and subjects.

Candidates can be confident that these are nationally respected and recognised qualifications which sit alongside other similar qualifications on the Scottish Framework.

## Benefits of the UKCC for Teachers and Coaches

- An SQA endorsed qualification on the SCQF framework
- Enhanced coaching or teaching skills
- A professionalised role for sports coaching in the UK
- More flexible coach-centred training programmes
- Sport-wide recognised seal of quality qualifications
- Provides a benchmark for employers and clubs
- Qualifications underpinned by National Occupational Standards

## Pre-requisites

To attend a Scottish Swimming UKCC course you must fulfil the following pre-requisites:

- Be a member of Scottish Swimming
- Level 1 – aged 16 or over
- Level 2 - aged 17 or over and hold appropriate Level 1 qualification
- Level 3 – hold Level 2 qualification plus evidence of appropriate experience ,by application only

All current ASA qualifications will continue to be recognised.

- Tutor – Hold Level 2 qualification plus appropriate experience, by application only.

## The Structure of the UKCC Aquatics qualifications within Scotland

The UKCC Aquatics qualifications are provided by Scottish Swimming in Scotland and awarded by the SQA. The SQA is the awarding body for qualifications within Scotland and is responsible for:

- Accrediting qualifications
- Registering qualifications on Scottish Credit and Qualifications Framework (SCQF)
- Monitoring quality through external verifiers
- Ensuring standards of training provider (i.e. Scottish Swimming)

Scottish Swimming is the training provider for UKCC aquatics qualifications in Scotland and responsible for:

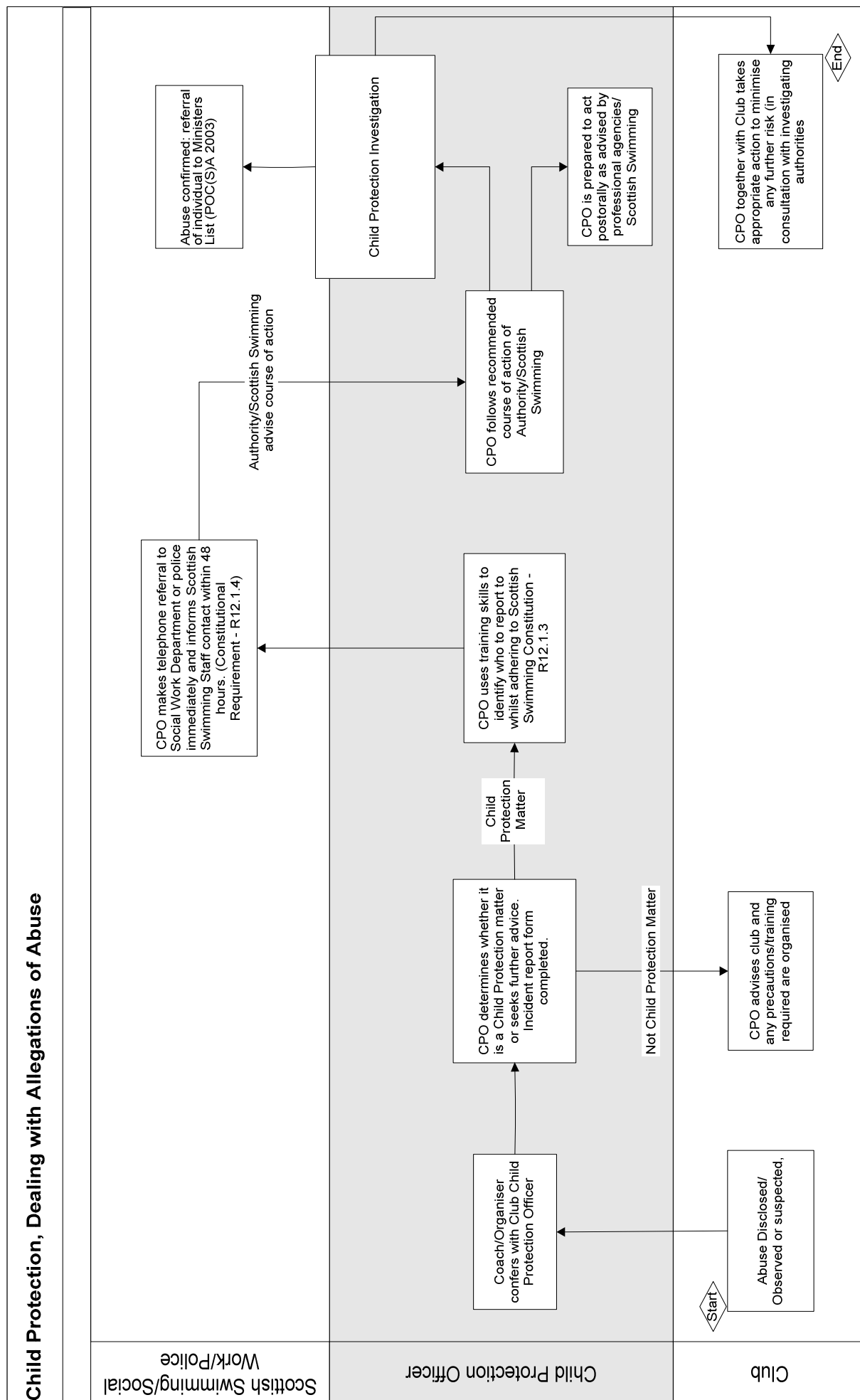
- Training, licensing and supporting tutors
- Providing tutor CPD
- Appointing and training assessors
- Appointing and training expert witnesses
- Appointing and training internal verifiers
- Registering courses and candidates
- Providing resources
- Providing assessors
- Monitoring quality (internal verifying)
- Awarding certificates
- Supporting course organisers
- Licensing teachers and coaches

**Please note: Courses are not organised centrally by Scottish Swimming, but locally according to need. The delivery of courses is flexible and can be arranged to fit around the needs of the candidates/club/course organiser. If you would like further information or advice on how to organise a Scottish Swimming UKCC course please contact the Education Department at [education@scottishswimming.com](mailto:education@scottishswimming.com)**

**A calendar of courses registered, along with course organiser contact details can also be found on the events calendar on the Scottish Swimming website ([www.scottishswimming.com](http://www.scottishswimming.com))**



# CHILD PROTECTION, DEALING WITH ALLEGATIONS OF ABUSE



## 1 Introduction

- 1.1 Scottish Swimming is the governing body for Swimming, Diving, Water Polo, Synchronized Swimming, Masters and Open Water activity in Scotland.
- 1.2 This document sets out Scottish Swimming's equity policy.

## 2 Purpose of the Policy

- 2.1 Scottish Swimming recognises that certain sections of the community have been affected by past discrimination and may have been, or may still be denied the opportunity to participate equally and fully in the sport of swimming at all levels.
- 2.2 Scottish Swimming has adopted this policy to prevent/tackle any potential/current discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, against employees and members in aquatic disciplines under its jurisdiction.
- 2.3 Other Scottish Swimming policies, such as employment and recruitment, complaints and disciplinary, will address equity and this policy will provide the overall framework for this to happen.

## 3 Statement of Commitment

- 3.1 Scottish Swimming is fully committed to the principles of equity and is responsible for ensuring that no job applicant, employee or member receives less favourable treatment on the grounds of age, gender (including transgender status), disability, race, ethnic origin, nationality, colour, marital or civil partnership status, caring responsibilities, pregnancy, religion/belief, class or social background, or sexual preference.
- 3.2 Scottish Swimming vision is "to ensure that every single person in Scotland has access to quality swimming programmes, regardless of age or ability".<sup>1</sup> To this end Scottish Swimming will endeavour to provide open access to all those who wish to participate in swimming within the competitive environment through its organisation of affiliated clubs and it will work closely with key partners and local authorities to help influence other organisations do the same within different aspects of the sport.
- 3.3 All staff, Board, Council and Committee members will be required to sign an equity code of conduct, committing them to treat all colleagues, partners and members with dignity, fairness and respect.
- 3.4 As part of its work to make swimming more equitable, Scottish Swimming is committed to achieving the Equity Standard: A Framework for Sport ("Equity Standard"). The Equity Standard is a framework that sports organisations can use to help take steps towards achieving equity, making sure all policies, procedures and decisions are fair. It also encourages and helps sports organisations to identify under-privileged or under-represented groups within their sports/organisation, and to attempt to eliminate the barriers that may be affecting their ability to take part in sport. Based on a four tier system, Scottish Swimming met the Preliminary level (level two) of the Equity Standard in February 2009. Scottish Swimming is currently working towards the Intermediate level (level 3) of the Equity standard.

## 4 Actions

- 4.1 Scottish Swimming has produced and is maintaining an action plan to ensure the commitments made within this policy are delivered.
- 4.2 The functions of all areas of the organisation are incorporated into the action plan, which will stand alongside the overall corporate plan and annual business plans. It will be reviewed and updated on an annual basis.
- 4.3 Scottish Swimming recognises that, in some cases, to achieve equity, unequal effort is required and, if appropriate, will consider positive action to tackle under representation.

## 5 Legal Requirements

- 5.1 Scottish Swimming is required by law not to discriminate against its current, or potential, employees and is committed to abide by its legal obligations under the following:
  - Equal Pay Act 1970/1984.
  - Rehabilitation of Offenders Act 1974.
  - Sex Discrimination Act 1975 & Sex Discrimination (Gender Reassignment) Regulations 1999 (Amendment 2008).
  - Race Relations Act 1976 (as amended in 2000).
  - Disability Discrimination Act 1995 (as amended in 2005).
  - Protection from Harassment Act 1997.
  - Human Rights Act 1998.
  - The Scotland Act 1998.

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<sup>1</sup> *Everyone Can Swim Scottish Swimming Vision for the Future 2012*

- Children Act 2004.
- Employment Equality (Sexual Orientation) Regulations 2003.
- Employment Equality (Religion and Belief) Regulations 2003.
- Gender Recognition Act 2004.
- Civil Partnership Act 2004.
- Employment Equality (Age) Regulations 2006.
- Equality Act 2006
- The Equality Act (Sexual Orientation) Regulations 2007.
- Any later amendments to the above Acts/regulations, or future Acts/regulations that are relevant to Scottish Swimming.

5.2 Scottish Swimming will seek legal advice each time the policy is reviewed to ensure it continues to comply with all legislation requirements.

## **6 Discrimination, Harassment and Victimisation**

- 6.1 Scottish Swimming is committed to everyone having the right to enjoy their sport in an environment free from the threat of discrimination, harassment, victimisation, intimidation and abuse.
- 6.2 When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.
- 6.3 Scottish Swimming will not tolerate discrimination on the grounds of age, gender (including transgender status), disability, race, ethnic origin, nationality, colour, marital or civil partnership status, caring responsibilities, pregnancy, religion/belief, class or social background or sexual preference.
- 6.4 Scottish Swimming regards discrimination, harassment, bullying, victimisation, intimidation or abuse as serious misconduct. Any member who discriminates against, harasses, bullies, victimises, intimidates or abuses any other person will be liable to action under Scottish Swimming's Complaints and Disciplinary Procedure. Any employee who discriminates against, harasses, victimises, intimidates or abuses any other person will be liable to action under the Company's disciplinary procedure.

## **7 Responsibility, Implementation and Communication**

- 7.1 The following responsibilities will apply:
- 7.1.1 The Board and CEO are publicly accountable for equity and will receive regular updates on implementation of the Equity Policy and progress towards the equity Standard from the member of staff with the remit for equity. It is their role to deal with any actual or potential breaches of the policy.
- 7.1.2 Scottish Swimming will ensure that it has a staff member responsible for coordinating work to embed Equity within the organisation. He/she will have overall responsibility for overseeing the delivery of the equity action plan and the overall progress and status of equity within Scottish Swimming. He/she will be responsible for reporting regularly to the CEO, Board and Council.
- 7.1.3 The Scottish Swimming Board will identify a member to sponsor/champion equity at a Board level. They will be responsible for advising the Lead Equity Officer in areas such as policy development and the equity action plan.
- 7.1.4 Scottish Swimming will continue to employ officers with responsibility for specific areas of equity, such as a Disability Swimming Development Officer, a Volunteer Development Manager and a Healthy Living Manager. Scottish Swimming will also look to develop posts which can focus on other areas of equity, if funding permits in line with priority areas for action as identified through its equity work.
- 7.1.5 All employees and members have responsibilities to respect, act in accordance with and thereby support and promote the spirit and intentions of the policy and, where appropriate, individual work programmes will be amended to include equity related tasks.

## **8 Implementation**

- 8.1 The new/amended policy will be implemented immediately following Board agreement and, at a corporate level, will result in the following:
- 8.1.1 Scottish Swimming will take measures to ensure that its employment practices continue to be non-discriminatory.
- 8.1.2 No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unfair discrimination.
- 8.1.3 A planned approach will be adopted to eliminate existing barriers which prevent anyone accessing Scottish Swimming information, services, and professional or voluntary positions.

## 9 Communication

9.1 The newly revised policy will be communicated in the following ways:

- 9.1.1 A copy of this document will be communicated to all staff (both permanent and contract) and members of Scottish Swimming.
- 9.1.2 It will be part of the staff handbook and reference will be made to it in all Codes of Conduct.
- 9.1.3 It will be covered in all staff and volunteer induction training.
- 9.1.4 All clubs will be made aware of the policy's existence and will be required to adopt and implement an Equity Policy of their own under the direction of Scottish Swimming.
- 9.1.5 It will be available as a download on the Scottish Swimming Web site.
- 9.1.6 Scottish Swimming will make sure all partners understand the commitment to equity, via this policy, and the commitment to working toward the Equity Standard.
- 9.1.7 A mechanism will be put in place to allow all staff, members, and partners to be part of the consultation process when reviewing this equity policy.

## 10 Monitoring and Evaluation

- 10.1 Once approved, the policy will apply until 2011 and any amended version thereafter will apply for 2 years before a formal review takes place, unless any proposal to the Board, or legislation change, requires an interim review and/or amendment.
- 10.2 The implementation of the equity policy will be monitored by a member of staff.
- 10.3 An annual monitoring report will be produced by a staff member for the CEO, Board and Council. This will be published internally and, where appropriate, externally, to show the impact of this policy.

## 11 Complaints and Disciplinary Procedures

- 11.1 To safeguard individual rights under the policy a member who believes that he/she has suffered inequitable treatment within the scope of the policy, may raise the matter through the Scottish Swimming Complaints and Grievances Procedure. An employee, who believes that he/she has suffered inequitable treatment within the scope of the policy, may raise the matter through their line manager.
- 11.2 Disciplinary action will be taken against any employee or member who **is deemed to have violated** Scottish Swimming's Equity Policy.

## 12 Further Information

- 12.1 For further information on the Scottish Swimming Equity Policy please contact Ashley Howard, Chief Executive Officer at Scottish Swimming email [a.howard@scottishswimming.com](mailto:a.howard@scottishswimming.com) or 01786 466520.

## Key Definitions

*Equity* is fairness. All people are respected and treated without discrimination and there is access and equality of opportunity for all. To achieve equity, it is important to understand that people's needs differ, and that unequal effort or distribution of resources might be required in order to offer equality of opportunity or access.

*Equality* is "the state of being equal". To achieve equality, an organisation should ensure members from all community groups are offered the same opportunities.

*Equal Opportunity* is the prevention, elimination or regulation of discrimination between people because of their sex or marital status, race, disability, age, sexual orientation, language or social origin, religious or political beliefs (Scotland Act 1998).

*Direct Discrimination.* This means treating someone less favourably than you would treat others in the same circumstances.

*Indirect Discrimination.* This occurs when a requirement or condition is applied equally to all, which has a disproportionate and detrimental affect on one sector of society, because fewer from that sector can comply with it and the requirement cannot be justified.

*Harassment* is described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be directed towards people because of their gender, appearance, race, colour, ethnic origin, nationality, age, sexual preference, a disability or some other characteristic.

*Victimisation* is defined as when someone is treated less favourably than others because he or she has taken action against Scottish Swimming under one of the relevant Acts/regulations or the governing body.

## SCOTTISH SWIMMING FEES

The following fees were approved at the AGM:

Special Meeting of Council	£250.00
Special District Meeting	£100.00
Protest	£25.00
Complaints	£50.00
Appeals	£100.00
Membership Fees - Swimmer	£33.00
Non Swimmer	£10.00
Club Affiliation Fee	£20.00
Composite Team Application	£150.00
Swim School Affiliation Fee	£220.00

Associate Members Affiliation Fee - Fees are decided by the Company Board on a case by case basis.

## DISCIPLINE FEES

<b>All Disciplines:</b>	Licence Application Fee	£10.00
<b>Swimming Committee:</b>	National Event Entry	£9.00
	National Event Relay Entry	£18.00
	Late Withdrawal	£10.00
<b>STO Committee:</b>	Exam Fee – Recorder	£8.00
	Assessment Fee - AOE	£8.00
	Timekeeper Workshop	£25.00
<b>Open Water Committee:</b>	Entry Fees:	
	1km Events	£8.00
	2km Events	£10.00
	5km & 10km Events	£15.00
	Relay Events	£24.00
<b>Synchro Swimming Committee:</b>	Late Withdrawal	
	after the closing date	£2.00
	after 12noon prior to competition	£5.00
	Club Championships	
	Entry: Solo	£4.00
	Duet	£6.00
	Trio	£15.00
	(per swimmer up to a max of £28) Team	£2.80
	Nationals & Age Groups: Solo	£8.00
	Duet	£10.00
	(per swimmer up to a max of £25) Team	£2.80
	* any swimmer entering the figures only will be required to pay the solo entry fee	
<b>Water Polo Committee:</b>	Scottish Cups Entry	£50.00
	Scottish National League Entry Fee	£50.00
	Player Competition Fee (per competition year)	£15.00
<b>Diving Committee:</b>	National Event Entry	£8.00
<b>Master Committee:</b>	Entry Fees:	
	National Open SC – Individual	£7.00
	National Open SC – Relay	£12.00
	1500m National Open SC	£7.00

## FORMS

**Scottish Swimming forms are a requirement of the Scottish Swimming Governance documentation, these forms can be downloaded from the Scottish Swimming website, or by contacting the office.**

### **Constitution**

Membership Application	C3.3.1
Membership Application – non residential	C3.5
Membership Annual Return Club Pro-forma	C3.3.5
Membership Subsequent Return Pro-forma	C3.3.6
Club Affiliation Form	C3.3.5
Swim School Affiliation Form	C3.4.3
Swim School Membership Form	C3.4.4
Application for Associate Members	C3.6.2

### **Company Rules**

Application for Licence to establish Composite Team	R5.3.3
1 <sup>st</sup> & 2 <sup>nd</sup> Claim Clubs Declaration	R5.2.1
Expense Claims	R3.7.1
Application for Scottish Record	R7.1.1
Masters Application for Scottish Record	R7.1.1
Scottish Record Certificate	R7.1.3
Application for British Swimming Record	R7.2.1
Application for a Commonwealth, European or World Record	R7.3.1
International Permit for Competition/Training outside Great Britain	R8.2
Licence Application Form	R4.4.2

### **Regulations**

STO forms can be downloaded from the Scottish Swimming or British Swimming websites.

## COMPANY REGULATIONS

Regulations are an important source of information for the administration of aquatic activities in Scotland.

Unlike the Governance Documentation documents, these can only be amended annually at the Congress/AGM, regulations with the approval of the Company Board, can be amended at any time during the year.

Regulations are available for download from the website [www.scottishswimming.com](http://www.scottishswimming.com) for the following disciplines:-

<b>Discipline</b>
Coaches Technical Panel
Diving
Masters Swimming
Open Water
Swimming
Swimming Technical Officials
Synchronised Swimming
Water Polo



# GOVERNANCE DOCUMENTATION







**Scottish Swimming**  
**Governance Documentation**  
for  
**SASA**  
and  
**SASA Ltd**

**Consisting of:-**

**SASA Constitution**

**Company Articles**

**Company Rules**

**SCOTTISH AMATEUR SWIMMING ASSOCIATION**  
**SASA CONSTITUTION**  
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**C1.0****NAME**

- C1.1 The Association shall be called the "Scottish Amateur Swimming Association" hereafter referred to as the "SASA".
- C1.2 The Company shall be called "Scottish Amateur Swimming Association Limited" hereafter referred to as "the Company".
- C1.3 Scottish Swimming is the trading name of the Company (as defined in C1.2) and is the generic term associated with SASA and the Company.

**C2.0****OBJECTIVES**

- C2.1 The objectives of the Scottish Swimming shall be to:
- C2.2 Advance the public participation in Aquatic Sports by promoting and managing the teaching, knowledge and practice of swimming, diving, open water swimming, water polo, synchronised swimming, life saving and masters swimming (collectively referred to hereinafter as "aquatic sports").
- C2.3 Formulate, publish and enforce uniform Company Rules relating to the conduct of its business as set out in this, the Scottish Swimming Governance Documentation.
- C2.4 Delegate to and vest in the Company the power to establish the standardisation of rules for all international competitions in aquatic sports and for the management of competitions through consultation with the British Swimming.
- C2.5 Oppose the use of drugs in sport. Members shall be subject to doping controls by British Swimming and may be subject to random testing. If any Member is found to have partaken of any of the banned substances listed by the Federation Internationale de Natation Amateur ("FINA"), or any such organisation having the requisite lawful authority, such member may be penalised by British Swimming or such organisations.
- C2.6 The SASA will be the sole member of the Company Limited by guarantee incorporated for the purposes of running the day to day management and affairs of the SASA.

**C3.0****MEMBERSHIP and ANNUAL RETURNS****C3.1****Membership Groups**

- C3.1.1 SASA Membership Groups with voting rights.
- a) SASA Life Members
  - b) Affiliated Clubs
  - c) Affiliated Swim Schools
- C3.1.2 SASA Membership Groups with no voting rights.
- a) Athletes not Members of Scottish Clubs
  - b) Associate Members
  - c) Honorary Members
- C3.1.3 Members will be given a unique registration number.

**C3.2****SASA Life Members**

- C3.2.1 Each recipient of SASA Life Membership shall be presented with a memento. A copy of the Scottish Swimming Governance Documentation can be obtained by the recipient free of charge by sending a request to the Company.
- C3.2.2 Recommendation for SASA Life Membership should be made as per Section C11.2.
- C3.2.3 A person who is a SASA Life Member is not required to pay any membership fee.
- C3.2.4 SASA Life Members are covered by Third Party and Personal Accident Insurance effected by the Company for the protection of members.

**C3.3****Affiliated Clubs**

- C3.3.1 It is a requirement for a Club affiliating to SASA to register all members of the Club with SASA and for them to pay the appropriate membership fee.

- C3.3.2 A registered member of an Affiliated Club is any individual who has been accepted into membership by a club and whose membership has neither lapsed nor been subsequently terminated.
- C3.3.3 There are two categories of members of Affiliated Clubs and a member may register in only one category. Those members who fall into both categories must register as a swimmer and pay the higher fee.
- a) Swimmer – a member of any age who participates in any aquatic discipline
  - b) Non-Swimmer – a member who does not participate in any aquatic discipline as defined by the following classifications:
    - i) Club Volunteer - A member 14 years and over and not a competitor, who volunteers for their club in any capacity at any time.
    - ii) Club Volunteer Technical Official - A member who volunteers for their club and who holds a current technical official qualification issued by a recognised governing body for aquatics i.e. British Swimming or international equivalent.
    - iii) Teacher and Coach – A member who holds a current teaching or coaching qualification issued by a recognised governing body for aquatics i.e. SASA, ASA, WASA, British Swimming, an international equivalent, or S/NVQ in coaching.
- C3.3.4 Each Affiliated Club shall by the 31 March in each year, send to the Company an Annual Return of members names, certified as correct and signed by three executive officers of the Club.
- C3.3.5 The Annual Return shall include all categories and classification of members as set out in Section C3.3.3. Those persons included on the Annual Return shall pay an annual membership fee to the Company who is entitled to receive all membership fees. The annual club affiliation fee to SASA must also be included in the Annual Return.
- C3.3.6 A person joining a Club after submission of the Annual Return to the Company is required to pay a SASA Annual Membership Fee, which should be paid to the Company, if they have not already done so. The Club shall send a completed SASA Club Membership form along with the appropriate fee to the Company within 28 days.
- C3.3.7 A Club failing to provide an Annual Return and appropriate payment in accordance with Sections C3.3.4 and C3.3.5 may be suspended by the Company, provided the club are given an opportunity to be heard in their defence.
- C3.3.8 SASA Affiliated Clubs, and Registered Members are covered by the Third Party and Personal Accident Insurance effected by the Company for the protection of members thereof.
- C3.3.9 A Club failing to ensure that all volunteers that assist the club, no matter how irregularly, are members of the SASA, will be deemed to be operating outside the Association's remit. As this remit forms the basis of the Company Insurance Policy the insurance cover for the club may be affected.

#### **C3.4 Affiliated Swim Schools**

- C3.4.1 An organisation, other than a Club, that teaches swimming and has staff who would benefit from registering with SASA as Teachers or Coaches and have paid a fee to the Company, in accordance with Company Rules Section R3.3.
- C3.4.2 Members of a Swim School can register with the SASA as a Non-Swimmer as defined in Section C3.3.3.
- C3.4.3 Swim Schools as defined in Section C3.4.1 shall affiliate directly to SASA (i.e. not through Districts) and before they can affiliate must satisfy the following criteria:
- Adequate public liability insurance for their swimmers, teachers & coaches.
  - An adequate child protection policy and method of undertaking Disclosure Scotland checks and child protection training.
  - Run a learn to swim programme that is overseen by at least one teacher or coach who is certificated at UKCC level 2 or above.

C3.4.4 Each affiliated Swim School shall by the 31 March in each year, send to the Company an Annual Return, certified as correct and signed by three executive officers of the Swim School. The Annual Return shall include all Members registered in accordance with Section C3.4.2. The annual Swim School affiliation fee to SASA must also be included in the Annual Return.

C3.4.5 A Swim School failing to provide an Annual Return in accordance with Section C3.4.4 may be suspended by the Company provided the Swim School is given an opportunity to be heard in their defence.

C3.4.6 SASA registered members of Swim Schools are covered by the Third Party and Personal Accident Insurance affected by the Company for the protection of members thereof.

### **C3.5 Athletes not Members of Scottish Clubs**

C3.5.1 Any athlete, eligible to represent Scotland in accordance with Company Rules Section R4.5, who is not a member of a club affiliated to SASA, who wishes to be recognised as “Scottish” must register with SASA. The appropriate form can be obtained from the Company Office. For the registration to be/remain valid an annual Swimmer membership fee shall be paid.

### **C3.6 Associate Members**

C3.6.1 An associate member is an Individual/Organisation/Partner that is a member of the Scotswim Club.

C3.6.2 Membership of the Scotswim Club may be granted by the Company, provided the activities of the Individual/Organisation/Partner does not directly impact upon Affiliated Clubs and Swim School activities, on receipt of a fee in accordance with Company Rules Section R3.3.

C3.6.3 Associate Members are not covered by the Company insurance arrangements.

### **C3.7 Honorary Members**

C3.7.1 Honorary Membership may be granted by the Company for a single Meet or to a group of individuals, for a membership year, when it is deemed necessary in the “spirit of the sport”.

C3.7.2 Honorary Members are not covered by the Company insurance arrangements.

### **C4.0 GOVERNANCE**

C4.1. Scottish Swimming shall be governed by the SASA Constitution, the Company Articles, the Company Rules the Company's Regulations and Codes of Practice.

C4.1.1 Amendments to the SASA Constitution shall only be made at a Scottish Swimming Annual General Meeting. At least a two thirds majority of those present and voting must be secured before an alteration can be adopted.

C4.1.2 Amendments to the Company Articles shall only be made at a Scottish Swimming Annual General Meeting. At least a two thirds majority of those present and voting must be secured before an alteration can be adopted.

C4.1.3 Amendments to the Company Rules shall only be made at a Scottish Swimming Annual General Meeting or a Scottish Swimming Extraordinary General Meeting. A simple majority of those present and voting must be secured before an alteration can be adopted.

C4.1.4 Amendments to the Company Regulations and the Company's Codes of Practice shall be approved by the Company Board.

C4.2 Scottish Swimming considers that the use or administration of substances and methods contained in the List of Prohibited Classes of Substances and Prohibited Methods published from time to time by the International Olympic Committee and World Anti Doping Agency (WADA) (together with any FINA/WADA modifications thereto) generally known as doping may be contrary to the ethics of sport.

C4.3 Scottish Swimming is subject to and bound by the Memorandum and Articles of British Swimming and any SASA Affiliated Club, body or organisation and the individual members thereof, shall be subject to and bound by any Rules of British Swimming which may from time to time apply to them.

British Swimming shall within its jurisdiction be the body responsible for regulating, maintaining and enforcing doping control in the sport of Swimming, Open Water Swimming, Diving, Masters Swimming, Synchronised Swimming and Water Polo. British Swimming may adopt (and from time to time amend) and publish Doping Control Laws.

- C4.5** Scottish Swimming will work to ensure:  
The prevention, elimination or regulation of discrimination between persons on grounds of sex, marital (or civil partnership) status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions.
- C4.6** Scottish Swimming has adopted and will take steps to abide by policies and Codes of Practice as appropriate, which set out its commitment to upholding and implementing ethical standards and procedures which address equity, anti-doping and child protection.
- C4.7** Scottish Swimming has a disciplinary policy and procedures in place to enable
- a) discrimination on any grounds referred to in Section C4.5 and
  - b) misconduct in relation to any other ethical issues
- to be addressed and eliminated.
- C4.8** The following may amount to “misconduct” and may give rise to disciplinary action:
- a) A breach of the Company Articles, Company Rules, Company Regulations or the Company’s Codes of Practice or policies made hereunder:
  - b) The commission of a “doping offence” as defined in the Company’s Anti-Doping Agreement with British Swimming and/or the World Anti-Doping Agency
  - c) A breach of any of the conditions of any Code of Conduct adopted by the Company and published as such;
  - d) Any conduct, act or omission which in the view of the Company Board or the appropriate committee is or was detrimental to the interests of the sport.

**C5.0 SCOTTISH SWIMMING ANNUAL GENERAL MEETING (AGM)**

- C5.1** Scottish Swimming will hold an Annual General Meeting (AGM).
- C5.2** The AGM will take place on the last Saturday in February or the Saturday preceding or following the last Saturday in February, 12 months notice would be given. The venue shall be arranged by the Company.
- C5.3** Individuals in Membership Groups with voting rights, in accordance with Section C3.1.1, are permitted to vote for one group only, on any proposal/motion.
- C5.4** Three delegates from each Affiliated Club shall be entitled to attend, take part in the proceedings and vote.
- C5.5** One delegate from each affiliated Swim School shall be entitled to attend take part in the proceedings and vote.
- C5.6** Delegates from Affiliated Clubs and affiliated Swim Schools must be 16 years or over and registered members of SASA.
- C5.7** Clubs and Swim Schools must have affiliated to SASA, by not later than 15 November, failing which they cannot take part.
- C5.8** SASA Life Members and SASA Council Members shall be entitled to attend, take part in the proceedings and vote.
- C5.9** Company Board Members and Chairs of National Committees of the Company shall be entitled to attend and take part in the proceedings. They are also entitled to vote if they are members of SASA.
- C5.10** Forty individuals, entitled to vote as set out in Sections C5.3 to C5.9, shall form a quorum provided there is a representation from the lesser of 10 or 25% Affiliated Clubs of SASA.

- C5.11 The AGM shall have the right to exclude from all or part of the proceedings all but those entitled to attend, take part in the proceedings and vote as set out in Sections C5.3 to C5.9.
- C5.12 The following Office Bearers, who must be Delegates or SASA Life Members, shall be elected/appointed at the AGM:
- President.
  - Vice President(s).
  - Members of the SASA Council.
- C5.13 On the recommendation of the Company, the following shall be appointed.
- Auditor.
  - Honorary Legal Adviser.
  - Honorary Medical Adviser.
- C5.14
- Nominations for Office and other appointments must be received by the Company not later than 15 December prior to the AGM.
  - Nominations for Office, as set out in Section C5.12, shall be submitted by SASA Districts, in accordance with procedures in Sections C9.7.3 and C9.7.4.
- C5.15
- Proposed alterations to Governance Documentation and notices of motion must be received by the Company not later than 15 November prior to the AGM.
  - Proposed alterations to Governance Documentation and notices of motion may be submitted by the SASA Council, SASA Life Members, an Affiliated Club, an Affiliated Swim School and Chairs of National Committees of the Company.
  - An alteration to Governance Documents shall take immediate effect unless otherwise decided by a simple majority.
- C5.16 The Business Document which will include the Agenda, Annual Report, Financial Report for the past year and proposed alterations to the Governance Documents shall be emailed to SASA Council Members, SASA Life Members, Affiliated Clubs, Affiliated Swim Schools, Company Board Members and Chairs of National Committees not less than 21 days before the AGM and will be posted on the Scottish Swimming website. Individuals not able to receive e-mails will receive a hard copy document.
- C5.17 The business for the AGM shall include (but not necessarily in this order):
- President's Address
  - Apologies for absence
  - Minutes of previous AGM/EGM
  - Business from Minutes
  - Correspondence
  - Address by Company Chair/Chief Executive
  - Company's Annual Report, which will include reports from National Committees.
  - Financial Report, Budget / Membership Fees.
  - Company Fees and Fines
  - Alterations to Governance Documentation
  - Matters the SASA needs to consider as sole member of the Company
  - Notices of Motion
  - Appointment of Members of SASA Council
  - Endorsement of Members of National Committees
  - Confirmation of Appointments
  - Installation of President
  - Presentation of SASA Life Membership
- C5.18 The Chair shall be taken in the following order of preference depending on attendance.
- The President.
  - The longer serving Vice President.
  - The newer Vice President.
  - The most immediate Past President in attendance.
- C5.19 The conduct of business shall be in accordance with the Company Rules Section R16.



When adjourning an AGM the Chair of the meeting must

- a) either specify the time and place to which it is adjourned or state that it is to continue at a time or place to be fixed by the Company.
- b) have regard to any directions as to time and place of any adjournment which have been given by the AGM.

C5.21 If the continuation of an adjourned AGM is to take place more than 14 days after it was adjourned, the Company must give at least seven clear days notice of it to the same persons to whom notice of the AGM is required to be given and containing the same information which such notice is required to contain.

## **C6.0 SCOTTISH SWIMMING EXTRAORDINARY GENERAL MEETING (EGM)**

C6.1 An Extraordinary General Meeting (EGM) shall be called at the request of the SASA Council, the Company Board or two SASA Districts supported by the signatures of not less than one third of the Affiliated Clubs in each of the SASA Districts concerned.

C6.2 Notice of the EGM shall specify the business to be transacted and shall be e-mailed to SASA Council Members, SASA Life Members, Affiliated Clubs, Affiliated Swim Schools, Company Board Members and Chairs of National Committees not less than 21 days before the date of the Meeting and will be posted on the Scottish Swimming website. Individuals not able to receive e-mails will receive a hard copy document

C6.3 Sections C5.3 to C5.11 shall apply to an EGM.

C6.4. The order of business for an EGM shall be:

- a) President's Address
- b) Apologies for absence
- c) Business to be transacted of which due notice has been given in accordance with Section C6.2.

C6.5 No business shall be transacted at the EGM other than business of which due notice has been given in accordance with Section C6.2.

C6.6 The conduct of business shall be in accordance with Company Rules Section R16.

## **C7.0 SASA MANAGEMENT**

### **C7.1 SASA Council**

C7.1.1 The following shall be members of the SASA Council

- a) President of the SASA
- b) Two Vice Presidents of the SASA
- c) Two representatives of each SASA District elected in accordance with Section C9.7.3. If an elected representative(s) is unable to attend then a deputy from the appropriate District should attend, participate and vote.
- d) The Company Chair
- e) A nominated member of the Company Board

C7.1.2 A quorum at a SASA Council Meeting shall be eight.

C7.1.3 **The Duties and Powers of the SASA Council are:-**

- C7.1.3.1 To delegate and vest in the Company the day to day running of the business of the SASA and to transact all SASA business.
- C7.1.3.2 To maintain a financial overview of the Company through the receipt of finance reports on income and expenditure and progress of the approved budgets of National Committees.
- C7.1.3.3 To be responsible for the governance documentation for Scottish Swimming.
- C7.1.3.4 To be responsible for approving changes to the Club "Model" documents as per Section C10.1.1.
- C7.1.3.5 To be responsible for putting in place a mechanism that will ensure all the Districts operate in a consistent manner.
- C7.1.3.6 To approve payments of Honoraria to the Company Board Members.
- C7.1.3.7 To be responsible for the annual re-appointment of Company Board members following the annual review carried out by the Chair of the Company Board.

- C7.1.3.8 To make recommendations to the Scottish Swimming AGM for Patrons and SASA Life Members.
- C7.1.3.9 To award the Nancy Riach Medal, the W G Todd Prizes and Cups and the J Y Coutts Memorial Award.
- C7.1.3.10 To enact the reserve powers of the Member in accordance with the Company Articles section A4.2.
- C7.1.3.11 To approve the inductees to the Hall of Fame.
- C7.1.4. The SASA Council shall meet at least three times per year.
- C7.1.5 Ordinary SASA Council Meetings
  - C7.1.5.1 Dates of Ordinary SASA Council meetings for the next 12 months will be agreed at the last SASA Council meeting each year.
  - C7.1.5.2 SASA Council shall meet at venues to be arranged by the Company with the agreement of the President.
  - C7.1.5.3 The Company, with the agreement of the President, may alter the date of any meeting or cancel the meeting should there be insufficient business to be transacted.
  - C7.1.5.4 The business for Ordinary SASA Council Meetings shall include:
    - a) President's Address
    - b) Apologies for Absence
    - c) Minutes of Previous Meeting
    - d) Actions from Previous Meeting
    - e) Report from the Company Board (which will include information on Administration, Finance and Technical Matters).
    - f) Business in Accordance with Paragraph C7.1.3. of the SASA Constitution
    - g) Correspondence
  - C7.1.5.5 Business to be considered at an Ordinary SASA Council Meeting must be received by the Company not later than 14 days prior to the meeting and sent to SASA Council members not less than seven days prior to the meeting.
  - C7.1.5.6 The Chair shall be taken in the following order of preference depending on attendance.
    - a) The President.
    - b) The longer serving Vice President.
    - c) The newer Vice President.
    - d) One of the District representatives as decided by the meeting.
  - C7.1.5.7 Procedures for the conduct of business shall conform to Company Rules Section R16.
  - C7.1.5.8 The Chief Executive and persons responsible for Administration, Finance and Technical Matters, all of the Company, shall normally be in attendance.
- C7.1.6 Special SASA Council Meeting
  - C7.1.6.1 The Company shall give not less than seven days notice of a special meeting and specify the business.
  - C7.1.6.2 The venue of Special SASA Council Meetings shall be arranged by the Company, and will be convened as follows:
    - a) By decision of the President and Vice Presidents.
    - b) By decision of two thirds of the SASA Council present and voting at a SASA Council Meeting.
    - c) By resolution adopted at an AGM or any general meeting of the Association.
    - d) Within 14 days of receipt by the Company of a written requisition from at least two Districts stating the reason for such a meeting.
    - e) Within 14 days of receipt by the Company of a written requisition signed by the President or Secretary of six different Clubs, stating the reason for such meeting, accompanied by a fee as specified in Company Rule Section R3.4.1. The fee may be retained or returned at the discretion of SASA Council.
  - C7.1.6.3 Business to be considered at a Special SASA Council Meeting will normally only be for the specific purpose that the meeting was called in accordance with paragraphs C7.1.6.1 and C7.1.6.2.
  - C7.1.6.4 The Chair shall be determined as per paragraph C7.1.5.6.
  - C7.1.6.5 Procedures for the conduct of business shall conform to Company Rules Section R16.

- C7.1.6.6 The Chief Executive and persons responsible for Administration, Finance and Technical Matters, all of the Company, shall normally be in attendance.

**C7.2 SASA President**

- C7.2.1 The SASA President shall be elected for a term of one year.
- C7.2.2 The SASA President is responsible for carrying out the annual review of The Chair of the Company Board.
- C7.2.3 The SASA President is responsible for ensuring that appropriate representative(s) of SASA Council are in attendance at all Company Board Meetings.
- C7.2.4 The SASA President is responsible for ensuring that an appropriate representative is in attendance at all National Championships/Meets organised by the Company.

**C7.3 SASA Vice Presidents**

- C7.3.1 One SASA Vice President shall normally be elected each year for a term of two years, subject to re-appointment at the Scottish Swimming AGM, and will normally be elected as the SASA President after the two year term.
- C7.3.2 One SASA Vice President shall be the Scottish Swimming representative to the Scottish Schools Swimming Association as per Company Rules Section R1.3.1(e).
- C7.3.3 The SASA Vice Presidents will be nominated from a District annually in the following order North, Midlands, West, and East. If a District is unable to make a suitable nomination in their appointed year the nomination will be offered to the next District in the order and the rotation will then continue on from that point.

**C7.4 SASA Appointments Panels****C7.4.1 Chair of the Company Board Appointments Panel**

- C7.4.1.1 The Appointments Panel has the following membership
- President of the SASA.
  - One of the Vice Presidents of the SASA.
  - A representative of **sportscotland**.
- C7.4.1.2 The Chief Executive Officer acts as secretary to the Appointments Panel.

**C7.4.2 Company Board Members Appointments Panel**

- C7.4.2.1 The Appointments Panel has the following membership
- President of the SASA.
  - One of the Vice Presidents of the SASA.
  - Chair of the Company Board
- C7.4.2.2 The Chief Executive Officer acts as secretary to the Appointments Panel.
- C7.4.2.3 The Appointments Panel must ensure that not all members of the Company Board retire at the same time. Appointments shall be made from nomination and applications submitted, in accordance with Section C8.1, for a term of normally four years, subject to annual review.

**C7.4.3 Chief Executive Officer Appointments Panel**

- C7.4.3.1 The Appointments Panel has the following membership
- President of the SASA.
  - One of the Vice Presidents of the SASA.
  - Chair of the Company Board
  - A member of the Company Board
  - A representative of **sportscotland**.

**C8.0 COMPANY BOARD****C8.1 Company Board Appointments**

C8.1.1 The Company Board, whose membership shall be as per Company Articles, shall be appointed as per Section C7.4, following an open recruitment process.

**C8.2 Delegation****C8.2.1 Championships and Meets**

C8.2.1.1 SASA shall delegate the right to organise Scottish Championships and Scottish Meets for Swimming, Masters Swimming, Diving, Water Polo, Synchronised Swimming and Open Water Swimming (collectively "competitions"). The right to organise competitions shall vest in the Company. The words Scottish and SASA may not be used in connection with any Swimming, Masters Swimming, Diving, Water Polo, Synchronised Swimming or Open Water Swimming Meet without the consent of the Company.

C8.2.1.2 The Management of all Scottish Championships and Scottish Meets shall be in accordance with Company's Rules Section R4.

C8.2.2 The right to deal with all disciplinary and regulatory matters with regard to aquatic sports has been delegated to and has been vested in the Company.

C8.2.2.1 All Protests must be made to the Company in accordance with Company Rules Section R11.

C8.2.2.2 All Complaints shall be made and dealt with in accordance with Company Rules Section R12.

C8.2.2.3 The Company shall be the sole body entitled to impose such suspensions, fines or other sanctions in accordance with Company Rules Section R13.

C8.2.2.4 The Company shall be the sole body entitled to hear appeals. An Appeal must be made in accordance with Company Rules Section R14.

C8.2.3 SASA has delegated all financial matters to the Company in accordance with Company Rules Section R3.

**C9.0 DISTRICTS****C9.1 District Clubs**

C9.1.1 The SASA shall be divided into four Districts, which shall be known as EAST, MIDLAND, NORTH and WEST.

C9.1.2 Each SASA District shall be comprised of the Affiliated Clubs within the Scottish local government units as follows:

C9.1.2.1 **East District** - City of Edinburgh, Midlothian, East Lothian, West Lothian, Fife and the Borders.

C9.1.2.2 **Midland District** - Angus, City of Dundee, Perthshire and Kinross.

C9.1.2.3 **North District** - Highland, Aberdeenshire, City of Aberdeen, Moray, Shetland Islands, Orkney Islands and the Western Isles.

C9.1.2.4 **West District** - City of Glasgow, Renfrewshire, East Renfrewshire, Inverclyde, North Ayrshire, East Ayrshire, South Ayrshire, South Lanarkshire, North Lanarkshire, East Dunbartonshire, Dumbarton and Clydebank, Argyll and Bute, Dumfries and Galloway, Falkirk, Stirling, and Clackmannan.

C9.1.3 Each SASA District (i.e. East, Midland, North and West) shall be represented on the SASA Council.

**C9.2 Annual General Meeting (AGM)**

C9.2.1 Each District shall hold an Annual General Meeting (AGM) in December. The date, time, venue and quorum shall be in accordance with District Governance Documentation.

C9.2.2 The Agenda sent to Affiliated Clubs and District Life Members shall include the Annual Report, nominations for office and other business to be transacted in accordance with District Governance Documentation.

C9.2.3 Nominations for office, proposed alterations to District Governance Documentation and notices of motion must be in the hands of the District Secretary, in writing by 1 November.

C9.2.4 Procedures for the conduct of business shall conform to Company Rules Section R16.

**C9.3 Delegates Meeting(s)**

C9.3.1 Meetings will be held at least twice a year. The date, time, venue and quorum for each meeting shall be in accordance with District Governance Documentation.

C9.3.2 Procedures for the conduct of business shall conform to Company Rules Section R16.

**C9.4 Special Meeting(s)**

C9.4.1 A special meeting shall be called.

- a) At the request of the District Executive **or**
- b) On the call of a majority voting at a general meeting **or**
- c) Within 14 days of receipt of a written request signed on behalf of at least 25% of the registered clubs in the District. The request must state the reason for calling the meeting and be accompanied by a fee as specified in Company Rules Section R3.4.1. The fee may be retained or returned at the discretion of the District.

C9.4.2 Procedures for the conduct of business shall conform to Company Rules Section R16.

**C9.5 Meeting Attendance**

C9.5.1 District Life Members, Delegates from each Affiliated Club and ex-officio delegates, shall be entitled to attend, take part in the proceedings and vote.

C9.5.2 The meeting shall have the right to exclude from all or part of the proceedings all but those mentioned in Section C9.5.1.

C9.5.3 Each Affiliated Club shall be allowed three delegates who must be SASA Club Registered Members.

C9.5.4 A competitor can be a delegate only for a club for which they compete.

C9.5.5 A delegate cannot represent more than one club during the period of 1 January to 31 December in any one year.

**C9.6 District Office Bearers**

C9.6.1 Each District shall have a President, Vice President, Secretary, Treasurer and Committees who shall be elected/appointed at the AGM in accordance with the Company Rules Section R16

C9.6.2 Those elected/appointed shall hold office for one year and be eligible for re-election. In the event of vacancies arising during the year, the vacancy may be filled by election or appointment at a subsequent District General or Delegates meeting. Subject to Section C9.6.5 all individuals elected or appointed as President, Vice President, Secretary, Treasurer or Convenor of a Committee must be a delegate or a District Life Member at the time of election or appointment.

C9.6.3 The President, Vice President, Secretary and Treasurer shall be ex-officio delegates at all meetings.

C9.6.4 The Convenor of a District Committee cannot be removed from the list of delegates during the year except with the authority of the District.

C9.6.5 Convenors of Committees may be appointed from outwith those eligible to attend an AGM in accordance with Section C9.5.1 if no nominations in accordance with Section C9.6.2 have been received. Such appointments shall be without delegate status and the appointee shall report only on the business of their Committee at District meetings.

C9.6.6 Each District shall have a District Executive made up of such Office Bearers as District Governance Documentation shall specify but must in all cases include at least the President, Vice President, Secretary and Treasurer. The powers and duties of the District Executive shall be specified in District Governance Documentation.

**C9.7 Other District Appointments/Nominations**

- C9.7.1 A District may in accordance with the Company Rules Section R16 appoint at an AGM:
- a) Life Members
  - b) Patron
  - c) Any honorary office bearers deemed necessary (eg Honorary Legal Adviser)
  - d) Two Auditors/Examiners, who must not be office bearers covered by Section C9.6.1.
- C9.7.2 Those appointed need not be delegates.
- C9.7.3 A District will nominate two representatives, in accordance with Section C9.1.3, for the SASA Council at an AGM.
- C9.7.4 A District will nominate a SASA Vice President in accordance with the following criteria:-
- a) Nominations from Clubs and District Life Members shall be submitted to the appropriate District Secretary by 1 November. The District Executive may add other candidates and present the list of all candidates who satisfy the SASA Criteria to their District AGM for a candidate to be identified for notification to the Company by 15 December.
  - b) Nominations should satisfy the skills matrix for SASA President obtainable from the Company.

**C9.8 Committees**

- C9.8.1 Each District shall, as far as possible, have equivalent Committees to that of the Company but shall be permitted to have such additional Committees as deemed necessary for the management of the District.
- C9.8.2 Members other than co-opted members shall be elected / appointed at the District AGM.
- C9.8.3 The President, Vice President, Secretary and Treasurer shall be ex-officio members of all Committees.
- C9.8.4 The frequency of meetings, order of business and standing orders shall be in accordance with District Governance Documentation.
- C9.8.5 Standing Orders shall, as appropriate, be in accordance with those set out in the Company Rules Section R16.

**C9.9 District Championships**

- C9.9.1 District Championships (equivalent programme to Scottish Championships) shall be held as far as possible in each discipline.

**C10 CLUBS****C10.1 Affiliation**

- C10.1.1 Clubs applying for affiliation must do so, to the appropriate District Secretary on a form available from the Company Office enclosing their Governance Documentation and appropriate District affiliation fee. A Club's governance documentation must be based on the "Model" and guidance available from the Company.
- C10.1.2 Districts shall have the power to accept or reject any application, subject only to appeal made in accordance with Company Rules Section R14.

**C10.2 Constitution/Bye-Laws**

- C10.2.1 The Constitution/Bye-Laws of a Club must not conflict with the SASA Constitution, the Company Articles, the Company Rules, the Company Regulations or District Governance Documentation. In the event of such conflict the SASA Constitution, the Company Articles, the Company Rules, the Company Regulations or District Governance Documentation in that order shall prevail over that of the Club.
- C10.2.2 Affiliated Clubs must ensure that a copy of their Constitution/Bye- Laws is forwarded to the appropriate District Secretary following the adoption of change(s).
- C10.2.3 A Club Constitution/Bye-Laws must include all mandatory sections/paragraphs, identified in the Club "Model" documents, referenced in Section C10.1.1.

**C10.3 Donations**

- C10.3.1 Clubs may accept donations to funds for services given by their members at Meets/Galas, but the members concerned shall receive expenses only.

**C10.4 Membership**

- C10.4.1 See Company Rules Section R5.

**C10.5 Eligibility**

- C10.5.1 See Company Rules Section R4.5.

**C11.0 AWARDS and HALL of FAME****C11.1 General**

- C11.1.1 The following awards will be made at a time detailed with each award.
- C11.1.2 The person or body making a nomination is required to ensure that the nomination details remain confidential and are not divulged to third parties, including the nominee prior to nominations being considered by the SASA Council or Company, as appropriate.
- C11.1.3 The decision on which nominees are to receive awards is final and no correspondence will be entered into before or after the SASA Council or Company, as appropriate, have made their decision.
- C11.1.4 The nomination process for the awards is detailed with each award.

**C11.2 SASA Life Membership**

- C11.2.1 The SASA Council will consider nominations and decide who will receive SASA Life Membership.
- C11.2.2 The award(s) will be made at the Scottish Swimming AGM or any other time decreed suitable by the Company.
- C11.2.3 SASA Life Membership shall be awarded to each retiring President and to persons who have given outstanding service, over many years, in support of the Association.
- C11.2.4 Nominations must be made to the Company by the 15 November for submission to the SASA Council.
- C11.2.5 Nominations may be made by Clubs, Districts or SASA Life Members. Nominations should contain full details of the nominee's service to the SASA and their aquatic career if appropriate.

**C11.3 National and District Awards**

- C11.3.1 The SASA Council will consider nominations and decide who will receive the National and District awards which will be presented annually.

**C11.3.2 J Y Coutts Awards**

- C11.3.2.1 The John Y Coutts Memorial Award shall be presented to person(s) who have given outstanding services to the SASA.
- C11.3.2.2 Nominations must be made to the Company by 31 July for submission to the SASA Council.
- C11.3.2.3 Nominations may be made by Clubs, Districts or SASA Life Members. Nominations should contain full details of the nominee's service to the SASA and their aquatic career if appropriate.
- C11.3.2.4 The award(s) will be made at a time decreed suitable by the Company.

**C11.3.3 Nancy Riach Memorial Medal**

- C11.3.3.1 The Nancy Riach Memorial Medal shall be awarded to the person who has done the most to enhance or uphold the prestige of Scottish Swimming in any of its disciplines during the year.
- C11.3.3.2 Nomination submissions shall be as per Section C11.3.2.2.
- C11.3.3.3 SASA Council Members, Company Board Members and Company National Committees may make nomination(s).
- C11.3.3.4 The award will be made at a time decreed suitable by the Company.

**W G Todd Prizes and Cups**

- C11.3.4.1 Two W G Todd Prizes and Cups shall be awarded as follows:
  - a) Girl Athlete of the Year aged 16 years or under at 31 December.
  - b) Boy Athlete of the Year aged 18 years or under at 31 December.
- C11.3.4.2 Nomination submissions shall be as per Section C11.3.2.2.
- C11.3.4.3 Selection procedure shall be as per Section C11.3.3.3
- C11.3.4.4 The two awards will be made at a time decreed suitable by the Company.

**C11.3.5 John Gunning Awards**

- C11.3.5.1 The John Gunning quaichs and token awards for retention, shall be presented to a volunteer from each District who has made a consistent and continuous contribution at Club and/or District level in the last year.
- C11.3.5.2 Nominations shall be submitted to the appropriate District secretary by 30 June.
- C11.3.5.3 Nominees must reside in Scotland and have contributed at any level from grass roots through to elite. Nominations shall include an account of the achievements of the nominee during the year.
- C11.3.5.4 Each District Executive may add other candidates and will make the final selection of the recipient. Each District will nominate a recipient for their own District.
- C11.3.5.5 The awards will be made at a time decreed suitable by the Company.

**C11.4 Discipline Awards**

- C11.4.1 The Company Board will consider the proposed recipients of the Discipline awards, which will be presented annually.

**C11.4.2 Water Polo Player of the Year (Speedo Trophy)**

- C11.4.2.1 The Water Polo Player of the Year Trophy shall be awarded to the player who has done most to enhance or uphold the prestige of Scottish Water Polo during the year.
- C11.4.2.2 Nominations shall be submitted to the Water Polo Chair by 31 July.
- C11.4.2.3 Each nomination shall include an account of the achievements of the nominee during the year. The National Water Polo Committee may add other candidates and will make the final selection of the recipient.
- C11.4.2.4 The award will be made at a time decreed suitable by the Company.

**C11.4.3 Junior Water Polo Player of the Year**

- C11.4.3.1 The Junior Water Polo Player of the Year Trophy shall be awarded to the Junior player who has done most to enhance or uphold the prestige of Scottish Water Polo during the year.
- C11.4.3.2 Nomination submissions shall be as per Section C11.4.2.2
- C11.4.3.3 Selection procedure shall be as per Section C11.4.2.3
- C11.4.3.4 The award will be made at a time decreed suitable by the Company.

**C11.4.4 John and Margaret Bell Award (John and Margaret Bell Memorial Award)**

- C11.4.4.1 The John and Margaret Bell Award shall be presented to the person who has done most to enhance or uphold the prestige of Scottish Diving during the year.
- C11.4.4.2 Nominations shall be submitted to the Diving Chair by 31 July.
- C11.4.4.3 Each nomination shall include an account of the achievements of the nominee during the year. The National Diving Committee may add other candidates and will make the final selection of the recipient.
- C11.4.4.4 The award will be made at a time decreed suitable by the Company.

**C11.4.5 Denis Sullivan Memorial Trophy**

- C11.4.5.1 The Dennis Sullivan Memorial Trophy shall be awarded to the swimmer who has done most to enhance or uphold the prestige of Scottish Open Water Swimming during the year.
- C11.4.5.2 Nominations shall be submitted to the Open Water Swimming Chair by 31 July.
- C11.4.5.3 Each nomination shall include an account of the achievements of the nominee during the year. The National Open Water Swimming Committee may add other candidates and will make the final selection of the recipient.
- C11.4.5.4 The award will be made at a time decreed suitable by the Company.



**C11.4.6****The Eian Prentice Memorial Junior Award**

- C11.4.6.1 The Eian Prentice Memorial Junior Award shall be presented to the junior swimmer who has done most to enhance or uphold the prestige of Scottish Open Water Swimming during the past year.
- C11.4.6.2 Nomination submissions shall be as per Section C11.4.5.2
- C11.4.6.3 Selection procedure shall be as per Section C11.4.5.3.
- C11.4.6.4 The award will be made at a time decreed suitable by the Company.

**C11.4.7****The Synchro Swimmer of the Year Trophy**

- C11.4.7.1 The Synchronised Swimmer of the year trophy shall be presented to a synchronised swimmer who fulfils any or all of the following.
  - a) Has done most to enhance or uphold the prestige of Scottish Synchronised Swimming in the previous year.
  - b) A synchronised swimmer who has put achievement and improvement into the sport over the year.
  - c) A synchronised swimmer who has participated in the previous years Scottish Nationals and/or Age Group Championships within the competitive strand.
  - d) A synchronised swimmer who has competed for their Club or Country at a National and/or International Event(s).
- C11.4.7.2 Nominations shall be submitted to the Synchronised Swimming Committee Chair by the 31 July.
- C11.4.7.3 Each nomination shall include an account of the achievements of the nominee during the year. The National Synchronised Swimming Committee may add other candidates and will make the final selection of the recipient.
- C11.4.7.4 The award will be made at a time decreed suitable by the Company.

**C11.5****Achievement and Commendation Awards**

- C11.5.1 The Company Board will consider all recommendations for Achievement and Commendation awards which can be presented at any time.
- C11.5.2 Achievement and/or Commendation awards can be awarded to members of Scottish Swimming who have performed an Outstanding Sporting Achievement relevant to the Aquatic Disciplines.
- C11.5.3 Nominations shall be submitted to the Company Board at any time.
- C11.5.34 Nominations may be submitted by SASA Council Members, Company Board Members, Company National Committees, SASA Districts or Clubs.
- C11.5.5 Each nomination shall include an account of the achievement of the nominee. The Company will make the final decision on recipients and the format of the award.
- C11.5.6 The award(s) will be made at a time decreed suitable by the Company.

**C11.6****Scottish Swimming Hall of Fame**

- C11.6.1 Inductions to the Scottish Swimming Hall of Fame will normally take place every four years and will be on a Commonwealth Games year.
- C11.6.2 Nominations for induction to the Hall of Fame must be made to the Company, by a date determined by the Company, for submission to the SASA Council.
- C11.6.3 Nominations may be made by Clubs, Districts, SASA Life Members, Board, Council or National Committees. Nominations should contain full details of the nominee's aquatic career.
- C11.6.4 Nominees should satisfy the following criteria
  - a) Have been an athlete
  - b) Have retired from International Competition for at least four years, apart from Masters Events.

Nominees should have achieved one of the following standards. However, achievement of one of the following standards is not a guarantee of an automatic nomination or of a nomination being accepted.

- a) An Olympic Games Medallist
- b) A World Championship Medallist
- c) A European Gold Medallist
- d) A Commonwealth Gold Medallist
- e) Been awarded 50 GB Senior Caps for Water Polo

C11.6.6 When considering nominations individual medallists will be recognised ahead of relay medallists.

**c12.0 FINANCES**

C12.1 The Financial Year of SASA shall end on 31 October each year.

C12.2 Refer to Company Rules Section R3 for details on finances.

**No. 246445**

**THE COMPANIES ACT 2006**

**PRIVATE COMPANY LIMITED BY GUARANTEE AND NOT HAVING A SHARE CAPITAL**

**ARTICLES OF ASSOCIATION**

**of**

**THE SCOTTISH AMATEUR SWIMMING ASSOCIATION LIMITED**

**Adopted in entirety by Special Resolution on [27 February 2010]**

**Amendments Adopted by Special Resolution on [26 February 2011]**

SCOTTISH AMATEUR SWIMMING ASSOCIATION LIMITED  
NATIONAL SWIMMING ACADEMY  
UNIVERSITY OF STIRLING  
STIRLING  
FK9 4LA

**SCOTTISH AMATEUR SWIMMING ASSOCIATION  
COMPANY ARTICLES  
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The Memorandum of Association of the Scottish Amateur Swimming Association Limited

**PART 1 INTERPRETATION****A1.1 Defined Terms**

In the articles, unless the context requires otherwise:-

**“Articles”** means the Company’s Articles of Association;

**“bankruptcy”** includes individual insolvency proceedings in a jurisdiction other than England and Wales and Northern Ireland which have an effect similar to that of bankruptcy;

**“Board Director”** means a Director of the Company Board, nominated and appointed by the Member in accordance with the Constitution;

**“Chair”** has the meaning given in article A2.3.2

**“chair of the meeting”** has the meaning given in article A2.3.2

**“Clubs”** means the clubs affiliated to the SASA;

**“Code of Practice”** means a document defining policy in respect of a specific subject;

**“Committees”** means the Discipline and Technical Committees of the Company which are appointed in accordance with these articles;

**“Companies Acts”** means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the Company;

**“Company Rules”** means the rules of the Company from time to time, approved by the Member, and adopted by the Company;

**“Constitution”** means the Constitution of the Member.

**“District”** means the four Districts into which the SASA is divided, namely East, Midlands, North and West;

**“document”** includes, unless otherwise specified, any document sent or supplied in electronic form;

**“electronic form”** has the meaning given in section 1168 of the Companies Act 2006;

**“FINA”** means the Federation Internationale de Natation Amateur;

**“Honorary Legal Advisor”** means the legal advisor of Scottish Swimming as appointed by the Member;

**“LEN”** means the Ligue Europeenne de Natation;

**“majority decision”** has the meaning given in article A3.2.3.

**“Member”** has the meaning given in section 112 of the Companies Act 2006;

**“National Arbitration Panel”** means the National Arbitration Panel of the Company from time to time appointed in accordance with Company Rules;

**“National Enquiry Panel”** means the National Enquiry Panel of the Company from time to time appointed in accordance with Company Rules;

**“Office”** means the registered office of the Company;

**“ordinary resolution”** has the meaning given in section 282 of the Companies Act 2006

**“Regulations”** means regulations approved by the Company Board in accordance with these Articles;

**“SASA”** means the Scottish Amateur Swimming Association;

**“SASA Council”** means the Council of the Member.

**“Secretary”** means the secretary of the Company or any other person appointed to perform the duties of the secretary of the Company, including a joint, assistant or deputy secretary;

**“special resolution”** has the meaning given in section 283 of the Companies Act 2006;

**“subsidiary”** has the meaning given in section 1159 of the Companies Act 2006;

**“Swim Schools”** means swim schools affiliated to the SASA;

**“transmittee”** means a person entitled to a share by reason of the death or bankruptcy of the share’s holder or otherwise by operation of law;

**“unanimous decision”** has the meaning given in article A3.2.2;

**“United Kingdom”** means Great Britain and Northern Ireland.

**“writing”** means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the Company.

**A1.2 Company Objects**

A1.2.1 Refer to Company Articles, Appendix A, Clause 3.

**PART 2 COMPANY BOARD****A2.1 Appointments**

A2.1.1 The Company Board shall consist of:-

- i) Non-Executive Board Directors
  - a) Chair
  - b) Six other Board Directors
  - c) SASA President
  - d) One of the Vice Presidents of the SASA
- ii) Executive Board Directors
  - e) Chief Executive Officer

A2.1.2 The Company Board Chair and the six other Board Directors (as in A2.1.1(i) a & b) shall be appointed as per SASA Constitution Section C7.4, following an open recruitment process. Candidates for these appointments may be nominated by SASA Clubs, Swim Schools or Districts.

A2.1.3 Arrangements for and conduct of business at the Company Board meetings shall be in accordance with Company Rules Section R16.

A2.1.4 The normal term of office for a non executive member of the Company Board is four years. A member may only be appointed for three consecutive terms in any one capacity and a maximum of four consecutive terms in all capacities, subject to re-appointment after each term as per A2.2.1. A member, who has to retire from the Company Board for this reason may apply for a vacancy on the Company Board after an absence of two years from the Board.

**A2.2 Meetings**

A2.2.1 The Company Board shall meet at least six times a year at venues to be arranged by the Company with the agreement of the Chair.

A2.2.2 The Company shall give not less than seven days notice of a Company Board Meeting and specify the business.

A2.2.3 The Company, with the agreement of the Chair, may alter the date of any meeting or cancel the meeting should there be insufficient business to be transacted.

A2.2.4 Notice of Board Directors' meeting must indicate:

- a) Proposed date, time and venue.
- b) Agenda.
- c) Method of communication for any Director wishing to participate but unable to attend.

A2.2.5 Notice of Board Directors' meeting:-

- a) need not be given in writing, but
- b) must be communicated to each Board Director and other attendees.

A2.2.6 In fixing the date and time of any Board Directors' meeting, the Board Director calling it must try to ensure, subject to the urgency of any matter to be decided by the Board Directors, that as many Board Directors as practicable are likely to be available to participate in it.

A2.2.7 Notice of a Board Directors' meeting need not be given to Board Directors who waive their entitlement to notice, prospectively or retrospectively.

A2.2.8 Board Directors are to be treated as having waived their entitlement to notice of a meeting if they have not supplied the Company with the information necessary to ensure that they receive the notice before the meeting takes place.

A2.2.9 Company staff shall attend as and when required.

- A2.3.1 The business for a Company Board Meeting shall include:
- a) Apologies for Absence
  - b) Minutes of Previous Meeting
  - c) Actions from Previous Meeting
  - d) Correspondence
  - e) Chief Executive's Report
  - f) Finance Report
  - g) Administration Report
  - h) Technical Matters Report
  - i) SASA Business Update
  - j) Board Director(s) Reports
  - k) British Swimming Report
  - l) Regulations, Reports from Committees
  - m) Any Other Competent Business
- A2.3.2 The Chair, who shall be referred to as the 'chair of the meeting' shall be taken in the following order of preference depending on attendance.
- a) The Chair of the Company Board.
  - b) An attendee as agreed by those present.
- A2.3.3 The quorum shall be five.
- A2.3.4 Procedures adopted for the conduct of business at meetings of the Company Board shall be in accordance with Section A3.2 and Company Rules Section R16.0.

### **PART 3 BOARD DIRECTORS**

#### **A3.1 Board Directors' Powers and Responsibilities**

##### **A3.1.1 Board Directors' General Authority**

- A3.1.1.1 Subject to the articles, the Board Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company. Board Directors shall also be required to act in accordance with the General Duties Section of the Act and any subsequent modification.
- A3.1.1.2 Without prejudice to the generality of Article A3.1.1.1 the Board Directors shall:-
- a) Be responsible for the day to day management of the affairs of the SASA.
  - b) Review the reports on income and expenditure of Committees.
  - c) Approve, reject or amend any recommendations from Committees.
  - d) Approve or otherwise Regulations as drafted by Committees.
  - e) Appoint and arrange supervision of the staff of the Company.
  - f) Arrange accommodation for the administration and staff of the Company and for that purpose, enter into contracts for the lease, purchase or disposal of heritable property.
  - g) Fill any vacancy occurring in the office and appoint any sub committee(s).
  - h) Make alternative arrangements, where a Company Committee is not operating in accordance with the Company Articles and Rules.
  - i) Make appropriate arrangements for handling all applications for records.
  - j) Appoint National Enquiry and Arbitration Panels.
  - k) Consider and approve, for issue, Codes of Practice
  - l) Nominate candidates for British Swimming appointments.
- A3.1.1.3 Notwithstanding any other provisions in these Articles all matters relating to proceedings of the Board Directors shall be in accordance with the Company Rules.

##### **A3.1.2 Board Directors' Powers of Delegation**

- A3.1.2.1 Subject to the articles, the Board Directors may delegate any of the powers which are conferred on them under the articles:-
- a) to such persons;
  - b) by such means (including by power of attorney);
  - c) to such an extent;
  - d) in relation to such matters or territories; and
  - e) on such conditions or subject to such restrictions as they think fit.

A3.1.2.2 If the Board Directors so specify, any such delegation may authorise further delegation of the Board Directors' powers by any person to whom they are delegated.

A3.1.2.3 The Board Directors may revoke any delegation in whole or part, or alter its terms.

### **A3.1.3 Committees**

#### **A3.1.3.1 General**

A3.1.3.1.1 Committees to which the Board Directors delegate any of the powers must follow procedures which are based as closely as possible on those provisions of the articles which govern the taking of decisions by Board Directors.

A3.1.3.1.2 The Board Directors may make rules of procedure for committees, which prevail over rules derived from the articles if they are not consistent with them.

#### **A3.1.3.2 Meetings**

A3.1.3.2.1 Committees shall meet at least twice per year at venues, dates and times agreed by the majority of members of the Committee.

A3.1.3.2.2 Confirmation of venue, date and time of each meeting, along with a business agenda shall be sent out not less than seven days prior to each meeting, normally by the Company.

A3.1.3.2.3 A Special Meeting of a Committee shall be called when requested by the Company Board. The venue, date and time of the meeting shall be agreed by the majority of the members of the Committee.

A3.1.3.2.4 Each Committee shall provide a list of meeting dates for the following calendar year to the Company by the 31 October each year.

A3.1.3.2.5 The Chair shall be taken in the following order of preference depending on attendance.

- a) The Chair of the Company Committee.
- b) A District/Club representative as agreed by those present.
- c) Any attendee as agreed by those present.

A3.1.3.2.6 Standing Orders shall, as appropriate, be in accordance with those set out in the Company Rules Section R16.

A3.1.3.2.7 All members, including co-opted members, shall be entitled to vote.

#### **A3.1.3.3 Order of Business**

A3.1.3.3.1 The business of Committee meetings shall include:

- a) Minutes of Previous Meeting
- b) Actions from Previous Meetings
- c) Finance
- d) Forward Programme
- e) Any Other Competent Business

A3.1.3.3.2 The business agenda for each meeting will be agreed by the Committee Chair prior to issue.

#### **A3.1.3.4 Appointments**

A3.1.3.4.1 The appointment process for members of National Discipline/Technical Committees shall be as follows:-

- a) Each committee shall nominate the Chair, who can, but need not be, a nominated / appointed member of the committee, to the Company Board for appointment for a two year term, reviewed annually.
- b) Clubs and/or Districts shall nominate their representatives, to the Company Board for appointment annually as per SASA Constitution Section C5.14(a).
- c) Any person holding office, as any of the following, shall not be eligible to be appointed as a Chair of a National Committee:
  - a President of a District
  - a Secretary of a District
  - a Treasurer of a District
  - the President of SASA
  - a Vice President of SASA
  - a Board Director of the Company



- d) The Chair of each committee shall be responsible for recruiting through open procedures, against an appropriate role description, persons to fulfil those positions which are not appointed by clubs, districts or other groups, e.g. club representative and district representatives. Elected members of the committee are eligible to be appointed to such positions but are not entitled to additional voting rights.

### **A3.1.3.5 Core Roles**

A3.1.3.5.1 National Discipline / Technical Committees shall have the following core roles:-

	<b>Discipline</b>	<b>Technical</b>
• Planning and implementing national events.	*	
• Selecting national squads and national squad training, as appropriate.	*	
• Calendar planning of events.	*	
• Producing and monitoring the implementing of a development plan.	*	*
• Producing and monitoring, in line with the development plan, an annual budget	*	*
• Maintaining regulations	*	*
• Communication	*	*
• Support Discipline Committees as required		*

### **A3.1.3.6 Responsibilities**

A3.1.3.6.1 National Discipline / Technical Committees shall have the following responsibilities in addition to those detailed in their Regulations:-

- a) Review annually and bring forward for the approval of Company Board amendments to the regulations, for which they have responsibility, or confirm no change is required by 15 November each year, before promulgation of the regulations to the membership.
- b) Submit an Annual Report to the Company by 15 November each year.
- c) Submit their nomination for Chair for the following year, to the Company, by 15 November each year.
- d) Submit to the Company reports as requested by the Company Board.
- e) Submit a proposed budget for their forward programme to the Company Board and be accountable and responsible for the implementation of the agreed programme.
- f) Health and Safety at events they run on behalf of Scottish Swimming.  
It is the responsibility of the National Committee to:
  - i) Ensure that all participants are made aware of the Health and Safety requirements of the facilities and/or venues used.
  - ii) Define any additional Health and Safety requirements specific to their discipline where those defined by the facility and/or venue operator are insufficient to cover their requirements.
  - iii) Ensure that all participants are aware of the Health and Safety requirements that apply.

### **A3.1.3.7 National Discipline Committees**

National Discipline Committees shall be structured, depending on the number of clubs participating in the discipline, as follows:-

A3.1.3.7.1 Diving, Synchronised Swimming and Water Polo Committees

- a) Chair (responsible for sharing information with Districts)
- b) One representative from each club responsible for encouraging:
  - Club development
  - Coach education
  - Volunteer Training.
- c) Event Co-ordinator or Domestic Co-ordinator responsible for
  - Competition programme
  - Calendar Planning
  - Health and Safety relating to events.
- d) Technical Officials Co-ordinator or Director of Technical Officials responsible for
  - Technical officials training
  - Technical officials deployment
- e) Co-opted Members, if necessary, subject to approval of the Company Board.

**A3.1.3.7.2 Swimming Committee**

- a) Chair
- b) One representative from each District.
- c) Scottish Swimming Performance Director.
- d) National Championships/Events Convenor
- e) Technical Officials representative (who should be a member of the Swimming Technical Officials Committee)
- f) Coach Representative
- g) Co-opted Members, if necessary, subject to approval of the Company Board.

**A3.1.3.7.3 Masters Swimming Committee**

- a) Chair
- b) One representative from each District.
- c) Events co-ordinator.
- d) Technical Officials Representative.
- e) Co-opted Members, if necessary, subject to approval of the Company Board.

**A3.1.3.7.4 Open Water Committee**

- a) Chair
- b) One representative from each District.
- c) Open Water Squad/Team Manager.
- d) Events Co-ordinator.
- e) Technical Officials Co-ordinator.
- f) Health and Safety Co-ordinator.
- g) Co-opted Members, if necessary, subject to approval of the Company Board.

**A3.1.3.7.5** Responsibilities for Swimming, Open Water Swimming and Masters Swimming committee positions other than the District representatives shall be defined by the Chair.

**A3.1.3.8 National Technical Committees**

National Technical Committees shall be structured as follows:-

**A3.1.3.8.1 Swimming Technical Officials Committee**

- a) Chair
  - b) One representative from each District
  - c) Two persons elected at an annual STO meeting
  - d) Co-opted Members, if necessary, subject to approval of the Company Board.
- All members shall be certificated registered referees.

**A3.1.3.8.2 Coaches Technical Panel**

- a) Chair
- b) Four coaches reflecting geographical spread of programmes around the country
- c) Two additional coaches to balance the group
- d) Performance Director
- e) National Coach
- f) One Scottish Swimming Programme Manager
- g) **sportscotland** representative

**A3.2 Decision-Making by Board Directors****A3.2.1 Board Directors to Take Decisions Collectively**

**A3.2.1.1** The general rule about decision-making by Board Directors is that any decision of the Board Directors must be either a unanimous decision or a majority decision.

**A3.2.1.2** Subject to the articles, the Board Directors –

- a) may take either a unanimous decision or a majority decision on any matter, and
- b) may, but need not, take any decision at a Board Directors' meeting

**A3.2.2 Unanimous Decisions**

**A3.2.2.1** The Board Directors take a unanimous decision when they all indicate to each other that they share a common view on a matter.

**A3.2.2.2** A unanimous decision:-

- a) may be taken without any discussion between Board Directors, and
- b) may, but need not, take the form of a resolution in writing, copies of which have been signed by each Board Director

**A3.2.3 Majority Decisions Without Board Directors' Meeting**

- A3.2.3.1 This article applies where a majority decision is not taken in a Board Directors' meeting.
- A3.2.3.2 The Board Directors take a majority decision if:-
- a) a Board Director has become aware of a matter on which the Board Directors need to take a decision;
  - b) that Board Director has made the other Board Directors aware of the matter and the decision;
  - c) the Board Directors have had a reasonable opportunity to communicate their views on the matter and the decision to each other; and
  - d) a majority of those Board Directors vote in favour of a particular decision on that matter.
- A3.2.3.3 But if a Board Director is aware that consultation with another Board Director will make it impossible to take a particular decision as soon as the Company's business requires, that Board Director:-
- a) may decide not to communicate with that other Board Director in relation to that decision before it is taken, but
  - b) must communicate the decision not to communicate to all the other Board Directors as soon as is practicable, explaining the reasons for it.
- A3.2.3.4 And if a Board Director states that he does not wish to discuss or vote on a particular matter, the Board Directors may choose not to communicate with that Board Director in relation to decisions to be taken on that matter.
- A3.2.3.5 Board Directors participating in the taking of a majority decision otherwise than at a Board Directors' meeting:-
- a) may be in different places, and may participate at different time, and
  - b) may communicate with each other by any means

**A3.2.4 Calling a Board Directors' Meeting**

- A3.2.4.1 Meetings shall be arranged in accordance with Section A2.2.

**A3.2.5 Quorum for Majority Decisions**

- A3.2.5.1 No majority decision (other than a decision to call a Board Directors' meeting) shall be taken by the Board Directors unless a quorum participates in the decision-making process.
- A3.2.5.2 The quorum for Board Directors' decision-making shall be in accordance with Section A2.3.3.
- A3.2.5.3 If the total number of Board Directors for the time being is less than the quorum required for Board Directors' majority decision-making, the Board Directors must not take any majority decision, but request the Member to appoint further Board Director(s) in accordance with the Member's Constitution.

**A3.2.6 Chairing the Majority Decision Making Processes**

- A3.2.6.1 The Chair of the Company is appointed in accordance with the Member's Constitution.
- A3.2.6.2 If the Chair is not participating in a Board Directors' meeting within ten minutes of the time at which it was to start, the participating Board Directors must appoint one of themselves to chair it. The person chairing the meeting in accordance with this article is referred to as the "chair of the meeting."

**A3.2.7 Casting Vote**

- A3.2.7.1 A casting vote shall only be applied in accordance with Company Rule Section R16.3.3.
- A3.2.7.2 But a casting vote rule shall not apply if the views of the specified Board Director are to be disregarded as a result of an actual or potential conflict of interest.

**A3.2.8 Conflicts of Interest**

- A3.2.8.1 If a proposed decision of the Board Directors is concerned with an actual or proposed transaction or arrangement with the Company in which a Board Director has a direct or indirect interest, that Board Director is not to be counted as participating in the decision-making process for voting or quorum purposes.

A3.2.8.2 But if paragraph A3.2.8.3 below applies, a Board Director who is interested in an actual or proposed transaction or arrangement with the Company:-

- a) is to be counted as participating in the decision-making process, and
- b) is entitled to vote on a proposal relating to it.

A3.2.8.3 This paragraph applies when:-

- a) the Company by ordinary resolution disapplies the provision of the articles which would otherwise prevent a Board Director from being counted as participating in, or voting at, a Board Directors' meeting;
- b) the Board Director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or
- c) the Board Director's conflict of interest arises from a permitted cause.

A3.2.8.4 For the purposes of this article, the following are permitted causes:-

- a) a guarantee given, or to be given, by or to a Board Director in respect of an obligation incurred by or on behalf of the Company or any of its subsidiaries;
- b) subscription, or an agreement to subscribe, for securities of the Company or any of its subsidiaries, or to underwrite, sub-write, or guarantee subscription for any such securities; and
- c) a contract about benefits for employees and Board Directors or former employees and Board Directors of the Company or any of its subsidiaries which does not provide special benefits for Board Directors or former Board Directors.

A3.2.8.5 For the purposes of this article, references to proposed decisions and decision-making processes include any Board Directors' meeting or part of a Board Directors' meeting.

A3.2.8.6 If a question arises at a meeting of Board Directors or of a committee as to the right of a Board Director to vote, the question may, before the conclusion of the meeting, be referred to the Chair of the meeting whose ruling in relation to any Board Director other than the Chair is to be final and conclusive.

### **A3.2.9 Records of Decisions to be Kept**

A3.2.9.1 The Board Directors must ensure that the Company keeps a record, in writing, of every unanimous or majority decision taken by the Board Directors for at least ten years from the date of the decision recorded in it.

## **A3.3 Appointment of Board Directors**

### **A3.3.1 Methods of Appointing Board Directors**

A3.3.1.1 Any person who is willing to act as a Board Director, and is permitted by law to do so, may be appointed to be a Board Director in accordance with the Member's Constitution.

### **A3.3.2 Termination of Board Director's Appointment**

A3.3.2.1 A person ceases to be a Board Director as soon as

- a) that person ceases to be or is prohibited from being a Board Director by law;
- b) a bankruptcy order is made against that person;
- c) a composition is made with that person's creditors generally in satisfaction of that person's debt (whether by means of an individual voluntary arrangement or otherwise);
- d) a registered medical practitioner who is treating that person gives a written opinion to the Company stating that that person has become physically or mentally incapable of acting as a Board Director and may remain so for more than three months;
- e) by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would normally have;
- f) a notification to the Company that that person is resigning or retiring from office as a Board Director takes effect in accordance with its terms;
- g) that person receives notice signed by all the other Board Directors stating that that person should cease to be a Board Director.

### **A3.3.3 Board Directors' Remuneration**

A3.3.3.1 Board Directors may undertake any services for the Company that the Board Directors decide.

- A3.3.3.2 Board Directors are entitled to such remuneration as the Member determines –
- for their services to the Company as Board Directors, and
  - for any other service which they undertake for the Company.
- A3.3.3.3 Subject to the articles, a Board Director's remuneration may –
- take any form, and
  - include any arrangements in connection with the payment of an allowance or gratuity, in respect of that Board Director.
- A3.3.3.4 Unless the Board Directors decide otherwise, Board Directors' remuneration accrues from day to day.
- A3.3.3.5 Unless the Board Directors decide otherwise, Board Directors are not accountable to the Company for any remuneration which they receive as Board Directors of the Company's subsidiaries.

#### **A3.3.4 Board Directors' Expenses**

- A3.3.4.1 The Company must pay reasonable expenses which the Board Directors properly incur in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

### **PART 4 MEMBERS**

#### **A4.1 Becoming and Ceasing to be a Member**

- A4.1.1 The sole member of the Company shall be the SASA (also referred to throughout these Articles of Association as the "Member") or its successor who is the subscriber to the Memorandum of Association of the Company.

#### **A4.2 Member's Reserve Power**

- A4.2.1 The Member may, by special resolution, direct the Board Directors to take, or refrain from taking, specified action.
- A4.2.2 No such special resolution invalidates anything which the Board Directors have already done.

### **PART 5 ADMINISTRATIVE ARRANGEMENTS**

#### **A5.1 Organisation of General Meetings**

- A5.1.1 The Company shall not hold General or Extraordinary General Meetings, but will report to and participate in the General and Extraordinary General Meetings of the Member.
- A5.1.2 Changes to the Company Articles may only be made as defined in the SASA Constitution Section C4.1.2.
- A5.1.3 Changes to the Company Rules may only be made as defined in the SASA Constitution Section C4.1.3.

#### **A5.2 Means of Communication to be Used**

- A5.2.1 Subject to the articles –
- anything sent or supplied by or to the Company under the articles may be sent or supplied in any way which the Companies Act 2006 provides for documents or information to be sent or supplied by or to the Company for the purposes of the Companies Acts, and
  - any notice or document to be sent or supplied to a Board Director in connection with the taking of decisions by Board Directors may also be sent or supplied by the means by which that Board Director has asked to be sent or supplied with notices or documents for the time being.
- A5.2.2 A Board Director may agree with the Company that notices or documents sent to a Board Director in a particular way are to be deemed to have been received within a specified time of their being sent and for the specified time to be less than 48 hours.

**A5.3 Addresses and Other Contact Details**

- A5.3.1 Anything sent to a member under the articles may be sent to that member's address in the register of members, unless –
- a) the member and the Company have agreed that another means of communication is to be used, and
  - b) the member has supplied the Company with the information it needs in order to be able to use that other means of communication.
- A5.3.2 Any notice or document sent to a Board Director may be sent to that Board Director's address as registered in the register of Board Directors, unless –
- a) the Board Director and the Company have agreed that another means of communication is to be used, and –
  - b) the Board Director has supplied the Company with the information with the information it needs in order to be able to use that other means of communication.

**A5.4 No right to Inspect Accounts and Other Records**

- A5.4.1 Except as provided by law or a person nominated by the Member, no person is entitled to inspect any of the Company's accounting or other records or documents merely by virtue of being a member.

**A5.5 Provision for Employees on Cessation of Business**

- A5.5.1 The Board Directors may decide to make provision for the benefit of person employed or formerly employed by the Company or any of its subsidiaries (other than a Board Director or former Board Director or shadow Board Director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the Company or that subsidiary.

**A5.6 Indemnity**

- A5.6.1 Subject to the provisions of the Act but without prejudice to any indemnity which may otherwise be available, every Board Director, Managing Director, auditor, secretary or other officer of the Company shall be entitled to be indemnified by and out of the assets of the Company against:-
- a) all charges, losses, expenses and liabilities incurred by him in the execution and discharge of his duties or in relation thereto; and
  - b) any liability incurred by him in:-
    - i) defending any proceedings, whether civil or criminal, in which judgement is not given against him; or
    - ii) in connection with any application in which relief is granted to him by the Court from liability for negligence, breach of duty or breach of trust in relation to the affairs of the Company.
- A5.6.2 The Company may purchase and maintain for any officer or auditor of the Company insurance against any liability which by virtue of any rule of law would otherwise attach to him in respect of any negligence, default, breach of duty or breach of trust of which he may be guilty in relation to the Company.

**PART 6 APPENDIX**

- A6.1 The appendix annexed as relative hereto is hereby included in these Articles of Association.

**The Memorandum of Association of the Scottish Amateur Swimming Association Limited**  
**A private company limited by guarantee and not having a share capital - Incorporated on [1 May 2003].**  
**Adopted by Special Resolution on [23 February 2008]**

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**CLAUSE 1**

1 Not Used

**CLAUSE 2**

2 The Company's Registered Office is to be situated in Scotland.

**CLAUSE 3**

3 The Company's objects are:-

3.1 The principal object for which the Company is established is to deal with the day to day management of the affairs of The Scottish Amateur Swimming Association (the "SASA") as such right is delegated to and vested in the Company in terms of the SASA Constitution and as such:

3.1.1 To organise Scottish Championships and Scottish events for aquatic sports including, but not limited to, Swimming, Masters Swimming, Diving, Water Polo, Synchronised Swimming and Open Water Swimming.

3.1.2 To hear and consider protests, made by any individual in respect of events organised by the Company or by any Club or District of the SASA and to make rulings on such protests.

3.1.3 To appoint a National Enquiry Panel to hear complaints and a National Arbitration Panel to hear appeals in relation to any matters falling within the Company's jurisdiction.

3.1.4 To act as and appoint the ultimate appeal body in respect of disciplinary matters and actions relating to and/or taken against members of the SASA by Districts or Clubs of the SASA and as such appeal body to impose such penalties, including, but not limited to, imposing fines, suspensions and expulsions from competing in Scottish Championships and Scottish events organised by the Company or local events organised by Clubs or Districts of the SASA on members of the SASA.

3.1.5 To consider, approve, reject and register all applications for records in respect of aquatic sports.

3.1.6 To promote, encourage, develop and manage the teaching, knowledge and practice of swimming, diving, open water swimming, water polo, synchronised swimming, and masters swimming.

3.1.7 To formulate, publish and enforce uniform rules and regulations for the management and control of all Swimming, Masters Swimming, Diving, Open Water Swimming, Synchronised Swimming, and Water Polo Competitions and events, and other aquatics sports competitions held in Scotland by the Company or by any club affiliated to the SASA.

3.1.8 To establish the standardisation of rules for all international and other competitions in the aquatic sports, and for the management of competitions through consultation with British Swimming.

3.1.9 To be responsible in Scotland for enforcing doping control policies in the aquatic sports in accordance with British Swimming requirements.

3.1.10 To promote competitions involving aquatic sports at local, regional, national, European, International and any other level.

3.1.11 To formulate and enforce a code of conduct and a code of ethics to regulate the activities of the members of the SASA when competing by reference to the rules of the International Olympics Committee (IOC), the International Paralympics Committee (IPC), FINA or LEN from time to time.

3.1.12 To oppose and to promote the opposition of the use of drugs in sport and to take all necessary steps to ensure that the members of SASA do not partake of any of the banned substances listed by the Federation Internationale de Natation.

3.2 To undertake and carry on any other business which may seem to the Company capable of being conveniently carried on in connection with any of the above specified objects, or calculated directly or indirectly to enhance the value of or render profitable any of the Company's property or rights, and to conduct and carry on any part of the Company's business as a separate concern, and to employ in any



such separate business any particular part of the Company's capital, and to keep separate capital and income accounts of any such separate part of the Company's business and so far as any separate part of the business is the business of an investment or trust company, or of a nature similar thereto, to receive and keep separate the dividends, income, profit, bonuses and advantages of every description from time to time payable or receivable in respect of the Company's investments, and to divide the excess of current receipts over current expenditure relating to such separate part without regard to any fixed capital that may be sunk or lost, or to the loss of capital in any other part of the Company's business.

- 3.3 To purchase, sell, feu, exchange, improve, grant securities over, rent, let on lease, hire, surrender, license, accept surrenders of, and otherwise acquire and/or deal with any land or interest in land and other property of any tenure or description, and to erect, pull down, repair, alter, develop, hold or otherwise deal with any land or buildings and adapt the same for the purposes of the Company's business.
- 3.4 To buy, sell, manufacture, repair, alter, improve, manipulate, prepare for market, let on hire and generally deal in all kinds of plant, machinery, apparatus, tools, utensils, materials, produce, substances, articles and things for the purpose of any of the businesses specified herein or likely to be required by customers or other persons having or about to have dealings with the Company.
- 3.5 To purchase or otherwise acquire all or any part of the business or assets of any person, firm or company carrying on or formed to carry on any business which the Company is authorised to carry on or possessed of property suitable for the purposes of the Company, and to pay cash, as the consideration for such purchase or acquisition and to undertake any liabilities or obligations relating to the property or business so purchased or acquired.
- 3.6 To sell, lease, exchange, surrender, or otherwise deal with the whole of the undertaking and assets of the Company, or any part thereof, for such consideration as the Company may think fit and to divide such part or parts, as may be determined by the Company, of the purchase price in cash, which may at any time be received by the Company on a sale or other dealing with the whole or part of its property, estate, effects and rights, or as the result of any other transaction of the Company, to deal with this as the Company may determine.
- 3.7 To amalgamate, enter into partnership or into any arrangement for sharing profits, union of interest, joint adventure, reciprocal concessions or co-operation with any persons or company carrying on or proposing to carry on any business within the objects of the Company and to take or otherwise acquire and hold shares or stock in, or securities of, and to subsidise or otherwise assist any such company, and to sell, hold, re-issue with or without guarantee, or otherwise deal with such shares or securities.
- 3.8 To promote or form any other company or companies for the purpose of acquiring all or any part of the property and liabilities of the Company for the time being, or for any other purpose which may seem directly or indirectly calculated to benefit the Company, and to pay or contribute towards the preliminary expenses of any such company or companies, or provide the whole or part of the capital thereof.
- 3.9 To apply for and otherwise acquire any patents, brevets d'invention, concessions and the like conferring an exclusive or non-exclusive, or limited right to use any process or invention, or any secret or other information as to any invention which may seem calculated directly or indirectly to benefit the Company, and to work out, devise, develop, test, demonstrate, improve and perfect any such process or invention, and to use, exercise, develop, grant licences in respect of, or otherwise turn to account any such inventions, processes, brevets d'invention, licences, concessions and the like, and the property, rights and information so acquired.
- 3.10 To lend money to such persons, upon such terms and subject to such conditions as may be desirable.
- 3.11 To borrow or raise money or secure the payment of money or performance of obligations (whether by or of the Company or any other person) in such manner as the Directors shall think fit, and in particular by the granting of bonds, charges and rights in security and by the issue of debentures or debenture stock charged upon all or any of the Company's property both present and future, including its uncalled capital, and to re-issue any debentures at any time paid off.
- 3.12 To guarantee the payment of any bonds, mortgages, charges, obligations, interest, moneys or the performance of contracts or engagements of any other company or person, and to give indemnities and guarantees of all kinds.

- 3.13 To pay for any property, rights, privileges or concessions acquired or agreed to be acquired by the Company, and generally to satisfy any payment due by, or obligations of, the Company.
- 3.14 To draw, make, accept, endorse, negotiate, discount, buy, sell, deal in, execute and issue promissory notes, bills of exchange, debentures, warrants, and other negotiable or transferable instruments, securities or documents.
- 3.15 To purchase, subscribe for, or otherwise acquire other interests in, or obligations of any other company or corporation, and to invest and deal with the moneys of the Company not immediately required for the purposes of the Company subject to such conditions as may seem expedient.
- 3.16 To remunerate any person or company for services rendered or to be rendered to the Company or of any company in which the Company may be interested or propose to be interested, or in or about the conduct of the business of the Company by cash payments or otherwise.
- 3.17 To pay out of the funds of the Company all expenses which the Company may lawfully pay relating or incidental to the formation, registration and advertising of or raising money for the Company and the issue of its capital, or for contributing to or assisting any company either issuing or purchasing with a view to issue all or any part of the Company's capital in connection with the advertising or offering of the same for sale or subscription.
- 3.18 To establish and maintain, or procure the establishment and maintenance of, any pension or superannuation funds (whether contributory or otherwise) for the benefit of, and to give or to procure the giving of donations, gratuities, pensions, allowances and emoluments to, any persons who are or were at any time in the employment or service of the Company, or any of its predecessors in business, or of any company which is a subsidiary of the Company or is allied to or associated with the Company or with any such subsidiary, or who may be or have been directors or officers of the Company, or of any such other company as aforesaid, and the wives, widows, families, relations and dependants of any such persons, and to establish, subsidise and subscribe to any institutions, associations, societies, clubs or funds calculated to be for the benefit of, or to advance the interests and well-being of the Company or of any other company as aforesaid, or of any such persons as aforesaid, and to make payments for or towards the insurance of any such persons as aforesaid, and to subscribe or guarantee money for charitable or benevolent objects, or for any exhibition or for any public, general or useful object and to do any of the matters aforesaid either alone or in conjunction with any such other company as aforesaid.
- 3.19 To remunerate any person or company rendering services to the Company, by cash payment or otherwise.
- 3.20 To distribute any of the assets of the Company among the members in specie or otherwise, but so that any redemption or purchase shall be in accordance with Part VIII of the Companies Act 1985 as amended or re-enacted and no distribution amounting to a reduction of capital may be made without the sanction of the Court when necessary.
- 3.21 To obtain any Provisional Order or Act of Parliament for enabling the Company to carry any of its objects into effect or for effecting any modifications of the Company's constitution or for any other purpose which may seem expedient, and to oppose any proceedings or applications which may seem likely directly or indirectly to prejudice the Company's interests.
- 3.22 To do all such other things as are incidental or conducive to the attainment of the above objects or any of them in any part of the world, and either as principals, agents, contractors, trustees or otherwise and either alone or in conjunction with others and either by or through agents, sub-contractors, trustees or otherwise.
- AND IT IS HEREBY DECLARED THAT:-
- 3.22.1 The word "company" in this clause, except where used in reference to the Company, shall be deemed to include any partnership, firm or other body of persons, whether corporate or unincorporate, and whether domiciled in the United Kingdom or elsewhere.
- 3.22.2 In this clause, words denoting the singular number only shall include the plural and vice versa.
- 3.22.3 The objects specified in each of the paragraphs of this clause shall be regarded as independent objects, and accordingly shall not be limited or restricted (except where otherwise expressed in such paragraphs) by reference to or inference from the terms of any other paragraph or the name of the Company, but may be carried out in as full and ample a manner and construed in as wide a sense as if each of the said paragraphs defined the objects of a separate and distinct company.

**CLAUSE 4**

- 4** The income and property of the Company whensoever derived shall be applied solely towards the promotion of the objects of the Company as set forth in this Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, gift, bonus or otherwise howsoever by way of profit to the Members, officers or servants of the Company.

PROVIDED that nothing herein shall prevent

- 4.1** The payment in good faith of reasonable and proper remuneration to any Member, officer, or servant of the Company in return for any services actually rendered to the Company, or outlays properly incurred on its behalf.
- 4.2** The payment in good faith to any Member, officer, or servant of the Company including members of its Board of Directors of out of pocket expenses incurred by him in or about the performance of his duties.
- 4.3** A reasonable and proper rent for premises let by any Member of the Company or its Board of Directors.

**CLAUSE 5**

- 5** Not used.

**CLAUSE 6**

- 6** The Member of the Company undertakes to contribute to the assets of the Company in the event of the same being wound up while a Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of the Company contracted before ceasing to be a Member and of the costs, charges, and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required not exceeding £1.

**CLAUSE 7**

- 7** If upon the winding up or dissolution of the Company there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed among the Members of the Company but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Company and which shall prohibit the distribution of its or their income or property among its or their members to an extent at least as great as imposed on the Company under or by virtue of Clause 4 hereof such charitable institution or institutions to be determined by the Members of the Company at or before the time of dissolution and if and so far as effect cannot be given to such provision then to some other charitable object.

**SCOTTISH AMATEUR SWIMMING ASSOCIATION LIMITED**  
**COMPANY RULES**  
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**R1.0 COMPANY BOARD****R1.1 Meetings**

R1.1.1 Arrangements for Company Board meetings will be in accordance with Company Articles.

**R1.2 Publications**

R1.2.1 The Company Board shall arrange for the publication of:

- a) An Annual Guide and Information Booklet or an alternative publication.
- b) Amendments to the SASA Constitution, the Company Articles, the Company Rules, the Company Regulations and the Company's Codes of Practice,
- c) Other information as deemed necessary

**R1.3 Appointments/Nominations.****R1.3.1 Predefined Appointments**

- a) Two representatives for the Commonwealth Games Council for Scotland.
  - The Company Chair and the Director of Performance.
- b) One representative for the Scottish Sports Association.
  - One of the SASA Vice Presidents or the East District President.
- c) Representative for the British Swimming Management Board.
  - The Company Chair.
- d) National Representatives for British Swimming General Meetings.
  - The SASA President
  - A SASA Vice President
  - Two Company Board representatives
  - An Editorial Board representative
- e) Scottish Schools Swimming Association (SSA) Representative.
  - A SASA Vice President

**R1.3.2 Nominations following a Company process to seek suitably qualified candidates.****R1.3.2.1 National Enquiry Panel (NEP) Appointments**

- R1.3.2.1.1 The Company shall establish a National Panels Member List from which members of tribunals shall be appointed for the purpose of hearing Complaints.
- R1.3.2.1.2 Nominations for membership of the National Panels Member list may be made by SASA Districts. Each District may, each year, nominate not more than six persons (who shall be Members of SASA). Nominations are to be sent to the Company by 15 November for submission to the Company Board. Members of the SASA Council and the Company Board shall not be eligible for Nomination.
- R1.3.2.1.3 From nominations received, the Company shall appoint a maximum of twenty suitably trained and experienced persons to the National Panel Member List and appoint up to six list members who can act as Chair of a tribunal.
- R1.3.2.1.4 Appointment shall be for a three year term of office after which a person is eligible for re-appointment.

**R1.3.2.2 British Swimming (BS) Judicial Panels Membership**

In accordance with the British Swimming Disciplinary Code, Scottish Swimming shall nominate members to BS Judicial Panels as follows:-

**a) British Swimming Judicial Panel (BS JP)**

Nominate up to three persons, who are or have been on the Scottish Swimming National Panels Members List for appointment for a period of two years.

Retiring members shall be eligible for re-nomination.

**b) British Swimming Appeals Panel (BS AP)**

Nominate one person, who is or has been on the Scottish Swimming National Panels Members list for a period of four years.

Retiring members shall be eligible for re-nomination.

**c) British Swimming Judicial Appointments Panel (BS JAP)**

Nominate one person, who is or has been on the Scottish Swimming National Panels Members list for appointment for a period of four years. A retiring member shall be eligible for re-nomination.

**d) Nomination Process**

- i) Nominations for the BS JP and BS AP shall be made to the BS JAP for review and endorsement prior to appointment by the BS Board.
- ii) Nominations for the BS JAP shall be made directly to the BS Board.

**R2.0 NATIONAL COMMITTEES**

R2.1 Arrangements for National Committees will be in accordance with Company Articles.

**R3.0 FINANCE****R3.1 Finance General**

R3.1.1 The Financial Year of Scottish Swimming shall end on 31 October each year.

R3.1.2 SASA members as defined in the SASA Constitution Section C3 shall be required to pay fees in accordance with Section R3.3. The SASA hereby elects that all fees payable to it should be paid to the Company. Cheques being paid to "SASA Ltd".

R3.1.3 The Company shall present an Annual Report accompanied by Auditor's/Examiner's Certificate to the Scottish Swimming AGM.

R3.1.4 SASA District financial reports for the year, certified by auditors / examiners, shall be submitted to the Company not later than 15 December each year.

R3.1.5 All claims for expenses shall be made on the official forms in accordance with Section R3.7 and shall be submitted to the Company.

R3.1.6 Clubs may accept donations to funds for exhibition, sponsorship etc. given by their members at Meets/Galas but the members concerned shall receive expenses only in accordance with Section R3.7.

R3.1.7 When the Company deem it appropriate, they shall undertake an examination of the books of any SASA District or Member Club and require copies of any financial report, duly certified by Auditors / Examiners.

**R3.2 Receipts and Payments**

R3.2.1 All incoming receipts must be paid to the Company.

R3.2.2 All outgoing payments will be made by Bank Automated Clearance System (BACS) or Company cheque, signed by the authorised person(s) unless an alternative payment method is authorised in writing by the Chief Executive of the Company.

**R3.3 Membership Fees**

R3.3.1 Membership and affiliation fees, which shall be decided annually at the Scottish Swimming AGM, except for Associate Member fees which will be decided by the Company Board on a case by case basis, and published in the Annual Information Guide or an alternative publication as decided by the Company, are payable to the Company.

R3.3.2 Members can only register in one category and pay the appropriate fee as per SASA Constitution C3.3.3.

R3.3.3 The membership year runs from 1 March until the last day of February inclusive. A person seeking to become a SASA registered Member of an Affiliated Club in the Swimmer category as defined in the SASA Constitution Section C3.3.3(a) part way through the membership year shall be required to pay a fee in accordance with the criteria below. The date the membership form is signed is taken as the effective date of registering with Scottish Swimming for calculating the portion of the annual fee that is due.

Registering during March to August inclusive	100% of annual fee.
Registering during September to December inclusive	50% of annual fee.
Registering during January to February inclusive	25% of annual fee.

**R3.4 Other Fees**

R3.4.1 The following fees shall be agreed at each Scottish Swimming AGM and shall be published in the Annual Guide and Information Booklet or an alternative publication as decided by the Company. The fees shall be collected by the Company.

- a) Protests
- b) Complaints
- c) Appeals
- d) Special SASA Council Meeting

- e) Special District Meetings
- f) Composite Teams
- g) Meet Licence Applications

R3.4.2 All fees other than those specified in Section R3.4.1 shall be recommended by the appropriate National Committee, approved by the Company Board, in January each year and shall be published in the Annual Guide and Information Booklet or an alternative publication as decided by the Company.

### **R3.5 Levies**

R3.5.1 Affiliated Clubs and Affiliated Swim Schools may be charged a levy agreed at a Scottish Swimming AGM or a Scottish Swimming EGM by at least a two-third majority of those present and voting.

### **R3.6 Fines**

R3.6.1 All fines except those imposed by the National Enquiry Panel and/or the National Arbitration Panel in accordance with Section R13.6.2 shall be recommended by the appropriate National Committee, approved by the Company Board in January each year and shall be published in the Annual Guide and Information Booklet or an alternative publication as decided by the Company.

### **R3.7 Expenses**

R3.7.1 All claims for expenses shall be made to the Company on official forms, accompanied by appropriate receipts showing supplier's VAT registration number where appropriate.

R3.7.2 The Company Finance Manager shall have power to pay such expenses or refer claims to the Chief Executive who in exceptional circumstances may refer them to the Company Board. This power does not extend to the payment of the individual's own expenses.

R3.7.3 Expenses shall be paid on the basis of a standard rail fare or The Company car mileage allowance agreed by the Company Board. Air fare(s) shall only be paid with the prior approval of the Company. The mode of transport shall be stated on the claim form. Reasonable meal and overnight allowances shall be paid where necessary.

R3.7.4 All reasonable expenses of the following shall be met.

- a) President, Vice Presidents, SASA Council, Company Board and members of administration staff incurred in attending convened meetings of National and Ad Hoc Committees, Scottish Swimming Championships meets or trials, international meets held in Scotland and such other meets or meetings as they are authorised to attend.
- b) Members of National and Ad Hoc Committees for attendance at appropriate convened meetings and meets under their control.
- c) Competitors selected for representative teams or participating in selection trials convened by the appropriate Company National Committee.
- d) Technical officials appointed by the Company to act at:
  - i) International meets or trials in Scotland
  - ii) National Championships held in Scotland
  - iii) Inter District Competitions
- e) Technical Officers in pursuit of their contractual duties.
- f) Lecturers/Examiners conducting approved certificate courses/examinations.
- g) Limited Technical Officials from other Associations/Federations

R3.7.5 The expenses of Technical Officials incurred by attendance at other meets shall be the responsibility of the organising body, as follows, unless decided otherwise by the Company Board.

- a) District and Club Meets/Galas which may include District Championships - by the organisers
- b) Water Polo League Matches - by the home team
- c) Swimming Leagues - by arrangement of the participating clubs
- d) Commonwealth Games by nominee
- e) Olympic Games )
- FINA World Championships ) by British Swimming
- FINA World Cup Competitions )
- LEN Competitions )



**R4.0 CHAMPIONSHIPS AND MEETS****R4.1 Scottish Championships**

R4.1.1 National Committees shall have full responsibility for the organisation of Scottish Swimming National Championships appropriate to their Discipline.

**R4.2 District Championships**

R4.2.1 Districts shall hold championships in accordance with the SASA Constitution Section C9.9.

**R4.3 Inter District Competition**

R4.3.1 For any Inter District Competition, the North and Midland Districts may agree to enter a joint team, upon the recommendation of the appropriate National Committee and subject to the approval of the Company Board.

**R4.4 Licensed/Accredited Meet**

R4.4.1 All competitive aquatic meets held in Scotland, involving members from two or more clubs, require to be licensed by the Company.

R4.4.2 Licensing is necessary to provide the Company with a means of control over and maintenance of minimum standards. The organisers of a competitive aquatic Meet are responsible for making application for a Licence in accordance with the appropriate Company Regulations.

R4.4.3 In addition to a licence, a Meet can also be “accredited” in accordance with the appropriate Company Regulations for the discipline of the meet that is to be licensed, in order to allow athletes an opportunity to achieve qualifying standards for National and International meets and teams.

R4.4.4 Athletes under 8 years on the last day of competition are not eligible to take part in a meet that has applied for accreditation.

R4.4.5 The minimum age for Open Water athletes, age defined as at 31 December, is as follows  
a) 12 years in events not greater than 1km.  
b) 13 years in events greater than 1km.

R4.4.6 A licence can only be granted for the weekend of the Scottish Swimming AGM with the agreement of the Chief Executive.

**R4.5 Eligibility**

R4.5.1 All competitors shall be registered with their National Federation to be eligible to compete (FINA Rule GR1.1).

R4.5.2 A competitor must have signed a declaration agreeing to submit to testing for ‘Banned Substances’ if selected. Competitors under the age of 16 years must have the declaration signed by their parent/guardian.

R4.5.3 A competitor selected to represent Scotland must be a registered member of SASA as per SASA Constitution sections C3.3 or C3.5 and must be either:  
a) a native of Scotland or  
b) a person with a Scottish mother or father or  
c) satisfy either of the following residential criteria:  
i) for the Commonwealth Games –  
In line with current Commonwealth Games Federation Regulations or Guidelines (see information guide for details).  
ii) for all other meets –  
a person who has been resident in Scotland for a minimum of six months in the 12 months prior to the first day of competition

R4.5.4 A Competitor who is not a SASA member may enter an Open Championship / Meet organised by the Company, provided they satisfy the requirements of Section R4.5.1.

R4.5.5 A Competitor who has changed their club in accordance with Section R5.2 and is not eligible to compete for their new club may compete as “Unattached”.  
An unattached competitor cannot compete for a club in a relay event.

## R4.5.6

- a) For Swimming a Junior Competitor is defined as under 17 years of age at midnight on 31 December in the year of competition.
- b) For disciplines, other than Swimming, a Junior Competitor is defined as under 17 years of age at midnight on 31 December in the year of competition except where FINA Rules state otherwise.

**R4.6 Medals**

## R4.6.1

In all Aquatic Sports Championships, except Water Polo, organised by the Company, medals shall be awarded as follows:-

- a) For all events, including Open events, 'Gold', 'Silver' and 'Bronze' will be presented.
- b) In Open events a 'Gold' only will be presented to the Scottish Champion provided they are not also the Open Champion. When the Scottish and the Open Champion is the same person only one medal will be presented.

## R4.6.2

In Water Polo championships, 'Gold' medals shall be awarded to all team members whose names appear on the team sheet of the team finishing first. 'Silver' medals shall be awarded to the members of the team finishing second in the following competitions: Scottish Water Polo Championship (Scottish Cup); Scottish Youth League Championships (Malta Trophy); Scottish Under 17 Water Polo Championship (Willie Mellors Memorial Trophy); Scottish Women's Water Polo Championship.

## R4.6.3

In Water Polo National Leagues 'Gold' medals shall be awarded to the team finishing first.

**R4.7 Access to Championships/Meets**

## R4.7.1

SASA Council Members, Company Board Members and National Committees will have free access to all meets under the Company's Jurisdiction and will receive permits for this purpose.

**R5.0 CLUB / TEAM (Membership)****R5.1 Club Membership**

## R5.1.1

An individual may be a member of one or more clubs.

## R5.1.2

An individual has a right to join additional club(s) in order to participate in an aquatic discipline not provided by their current club(s).

## R5.1.3

An Individual may participate in the internal championships/meets of any club of which they are a member providing the club has not a Regulation that would prevent such participation.

## R5.1.4

An individual may compete for one club only in each of the disciplines of Swimming, Masters Swimming, Water Polo, Synchronised Swimming, Diving or Open Water Swimming during the period 1 January to 31 December in any one year with the following exceptions:

- a) In Swimming, Synchronised Swimming, Diving or Open Water Swimming
  - i) An individual who is a member of only one club and changes clubs can compete for their new club in the month following confirmation of the receipt of the information by the Company.
  - ii) An individual who is a member of more than one club can declare to the Company, on the appropriate form, which is their First and Second claim club. Such individuals shall be eligible to compete for their second claim club with the written permission of their first claim club.
  - iii) An individual who has a first and second claim club and changes either club can compete for their new club in the month following confirmation of the receipt of the information by the Company.
- b) For Water Polo please refer to Section R5.1.5.
- c) A member whose registered club is part of a team may also compete in meets confined to the team.
- d) Providing that the promoting body concerned does not take part in open competition, an individual may also take part in the annual gala and local, district, national and international competitions of their appropriate:
  - i) Occupation, trade, profession or business
  - ii) School, college, further education establishment, university
  - iii) Youth organisation provided the individual is under 18 years of age on 31 December

An individual may also take part in one-off events approved by the Company.

- e) Where a person has changed residence to another SASA District, they may join a club in the new District provided that they have the permission of their former principal competitive club and District.
- f) When a person has represented their District in competition but not their Club.
- g) Swimmers may compete in a composite team in an invitation one off meet with the permission of their club.

R5.1.5 In Water Polo the following shall apply:

- a) A Water Polo player may only represent one District during the period 1 January to 31 December in any one year.
- b) Subject to Rule R5.1.5(c) and R5.1.5(d) a Water Polo player may play for their first or second claim club in any Scottish competition. Once committed to a team for a particular age group in that competition, they cannot play for another team in the same age group within that competition for the duration of that competition.
- c) A Water Polo player may
  - (i) represent a Combined Team in a different age group of that competition provided that his first or second claim club form part of the combined team;
  - (ii) play for their second claim club in any Scottish competition, if the first claim club does not enter a team into a particular age group.
- d) Notwithstanding Rule R5.1.5(b), a Water Polo player may represent a Combined Team or Combined Club in any competition without prejudice to their District and/or National club. (A Combined Team or Combined Club is a combination of players from two or more clubs for competition purposes as approved by the Company's Water Polo Committee).

## **R5.2 Change of 1<sup>st</sup> or 2<sup>nd</sup> Claim Club**

- R5.2.1 An individual wishing to change their 1<sup>st</sup> or 2<sup>nd</sup> Claim Club must complete the appropriate form (available from the Company), and obtain the signature of the Secretaries of the clubs involved. The form shall then be sent to the Company.
- R5.2.2 An individual shall be entitled to obtain the signature of a club secretary or a reason for refusal within 14 days of the request being made.
- R5.2.3 When the new information is noted, the Company will notify, the clubs concerned and the District Secretary(s).
- R5.2.4 An individual shall be able to compete for their new club(s) when notification is issued by the Company, provided they are not in breach of Section R4.5.5 or Sections R5.1.4 or R5.1.5.

## **R5.3 Members Leaving Clubs**

- R5.3.1 When an individual leaves a 1st or 2nd Claim Club and is not joining another Club there is no appropriate form to be completed. However, if the Club, they are leaving, wishes to retain an interest in the individual's registration, with Scottish Swimming, due to obligations, financial or otherwise, they must inform the Company within three months of the member leaving.
- R5.3.2 An individual who has left all Clubs for more than six months shall be entitled to join another Club without the need for the secretary from the previous club(s) to sign the form unless an interest in the individual's registration has been retained as per R5.3.1. Where an interest in the individual's registration has been retained an individual shall be entitled to obtain the signature of the club secretary or a reason for refusal within 14 days of the request being made.
- R5.3.3 When the new membership information is noted, irrespective of whether or not interest in the registration had been retained as per R5.3.1, the Company will notify the new club(s) and the District Secretary(s).
- R5.3.4 An individual shall be able to compete for their new club(s) when notification is issued by the Company, provided they are not in breach of Section R4.5.5 or Sections R5.1.4 or R5.1.5.

**R5.4 Composite Teams**

- R5.4.1 Membership of an Affiliated Club is a prerequisite of membership of a composite team.
- R5.4.2 With the prior approval of the Company Board, Composite Teams may be established by two or more Clubs within one local authority district or by clubs from neighbouring local authority districts for the purpose of training and competition.
- R5.4.3 Application for a licence to establish a composite team shall be made to the Company with a copy to the appropriate District Secretary. The application must be accompanied by the Constitution of the Composite Teams and the fee as specified in Section R3.4.1.
- R5.4.4 Competitors representing a Composite Team cannot also represent their registered club in the same competition.
- R5.4.5 Composite Teams are not entitled to have delegates at SASA, Company or District meetings.
- R5.4.6 Composite Teams shall have the following entitlements;
- a) Direct mailing of information concerning competitions to a nominated representative.
  - b) The right to organise competitions under Company Rules/Company Regulations.
  - c) Participation in National Swimming Championships/Meets, Masters Championships and Team Championships and Leagues which for the avoidance of doubt shall be run by the Company.
  - d) Participation in District Championships if approved by the District.
  - e) Participation in Club / Composite Team Invitation Meets if invited by the Organising Club / Composite Team.

**R6.0 DRUG ABUSE**

- R6.1 A competitor is forbidden to use any of the 'Banned Substances' listed by FINA.
- R6.2 A competitor found to have used, or to be in possession of a 'Banned Substance' at a competition or refusing to submit to a test shall be disqualified from the competition, at the instance of British Swimming
- R6.3 Testing for 'Banned Substances' shall be in accordance with British Swimming requirements.
- R6.4 Any person assisting or inciting others to use a 'Banned Substance' shall be considered as having committed an offence.
- R6.5 Complaints relating to drug offences shall be dealt with in accordance with Section R12.1.5.

**R7.0 RECORDS****R7.1 Scottish Records**

- R7.1.1 All applications for Scottish Records shall be submitted on the appropriate form to the Company, normally, within 30 days of the attempt. Applications for Scottish Junior Records must be eligible as defined in Section R4.5.6. Applications will not be approved unless the individual or all the members of the relay team are members of the SASA.
- R7.1.2 The approval or rejection by the Company of any application shall be final.
- R7.1.3 The Company shall issue on request a certificate for a Scottish Record.
- R7.1.4 Any individual who relinquishes their right to compete for Scotland in favour of another country cannot be accredited with a new Scottish Record.
- R7.1.5 The events for which a Scottish Record can be claimed shall be as set out in the Company Regulations.
- R7.1.6 The Company shall maintain a history of National Records.

**R7.2 British Records**

R7.2.1 Application for British records shall be submitted in accordance with the requirements of British Swimming.

**R7.3 Commonwealth, European & World Records**

R7.3.1 Application for Commonwealth, European & World records shall be submitted in accordance with the requirements of the appropriate governing body.

**R8.0 COMPETITION and/or TRAINING OUTSIDE GREAT BRITAIN**

R8.1 An individual, club or team competing and/or training outside Great Britain shall conform to FINA Rules.

R8.2 An individual, club or team wishing to compete and/or train outside Great Britain shall make application for a Permit to the Company.

R8.3 A Permit can only be granted for the weekend of the Scottish Swimming AGM with the agreement of the Chief Executive.

**R9.0 LICENSING OF MEMBERS**

R9.1 A system of licensing aims to promote a professional work force, high standards and good practice in the teaching, coaching, tutoring and officiating of aquatics. A licence equates to accreditation to practice based on level of qualification, highest standards and good practice, continuous professional development and adherence to a Code of Ethics.

R9.2 A member of SASA, suitably trained and experienced, may apply for a licence to operate in one or more of the following categories:-

a) Licensed by Scottish Swimming

i) Teacher and Coach

Teacher and Coach is as defined in SASA Constitution Section C3.3.3.

Affiliated members of the SASA can apply for a teacher/coach licence following the achievement of a recognised aquatic teaching and or coaching qualification (UKCC qualification or equivalent)

ii) Tutor

A member who holds a current tutoring qualification issued by a recognised governing body for aquatics i.e. SASA, ASA, WASA, British Swimming, an international equivalent or S/NVQ, wishing to run UKCC courses in Scotland.

Affiliated members of the SASA who hold a teacher/coach licence at a minimum of level 2 in the appropriate discipline(s) can apply for a tutor licence.

b) Licensed by British Swimming

i) Technical Official as defined in SASA Constitution Section C3.3.3.

R9.3 Detailed information relating to criteria, validity period and application process for each category in Section R9.2(a) is set out in the appropriate Company Regulations on the Scottish Swimming website. Information for categories in Section R9.2(b) are on the British Swimming website.

**R10.0 TROPHIES / REPLICAS / AWARDS**

R10.1 All Trophies belong to the Company in perpetuity and cannot be won outright.

R10.2 The Company shall act as Trustee of all Trophies.

R10.3 The winner of a trophy shall sign a receipt guaranteeing safe custody and return of the trophy at least two months prior to the next competition or on request by the Trustee or Company. Any change of address by the holder must be communicated to the Trustee.

R10.4 No trophy shall be taken outside Scotland.

R10.5 In the event of a Championship being withheld, the holder shall return the Trophy to the Trustee.

R10.6 Where the sole entrant is the holder of the Championship, they shall be recognised as champion without competition or award.

R10.7

No Replica, Copy or Miniature of any trophy, medal, plaque, pennant or design belonging to Scottish Swimming may be made unless with the permission of the Company.

R10.8

Awards shall be presented in accordance with the SASA Constitution Section C11.0.

**R11.0****PROTESTS****R11.1****Scope**

R11.1.1

All Protests shall be made to and dealt with by the Company.

A protest may be made by a competitor, or an individual acting on a competitor's behalf, in the following circumstances:

R11.1.1.1 If the rules/regulations for the conduct of the competition as organised by the Company are not observed.

R11.1.1.2 If other conditions endanger the competition and/or competitors as organised by the Company.

R11.1.1.3 Against a decision of the Referee as appointed by the Company.  
However, no protest shall be allowed against decisions of fact.

R11.1.2

In Diving, a verbal protest may be made by the appropriate individual (see Section R11.1.1) immediately after the execution of a dive, a round of dives or a section of the contest. If the verbal protest is not accepted, a formal protest may be made.

R11.1.3

A protest may not be made against a decision of the Referee or any other official regarding placing, fouling or any other facts of a competition.

**R11.2****Procedure - Referee**

R11.2.1

The Referee is responsible for dealing with protests during an event.

R11.2.2

If conditions causing a potential protest are noted prior to the competition a protest must be lodged before the signal to start is given, otherwise the protest must be lodged within 30 minutes following the conclusion of the respective event or match.

R11.2.3

A protest must be submitted:

- a) To the Referee
- b) In writing
- c) By the appropriate individual (see Section R11.1.1)
- d) Together with the appropriate fee (see Section R3.4.1)

R11.2.4

A referee rejecting a protest must give the reason for their decision in writing. The appellant may appeal to the Jury of Appeal, which shall be appointed as defined in Company Regulations.

R11.2.5

If the protest is rejected, the fee will be forfeited to the management body of the competition. If the protest is upheld, the fee will be returned.

**R11.3****Procedure - Jury of Appeal**

R11.3.1

A Jury of Appeal shall consist of at least three individuals. Each jury member shall have one vote (except as provided in Section R11.3.2) and in the case of equality of voting the Chair may exercise a casting vote.

R11.3.2

A jury member is allowed to speak but not to vote on a case in which the interest of their own District or Club is involved. A jury member having acted as an official is not allowed to vote on a case.

R11.3.3

The Jury of Appeal shall be appointed as defined in Company Regulations.

**R11.4****Treatment - Jury of Appeal**

R11.4.1

The decision of a Jury of Appeal is final.

**R12.0 COMPLAINTS****R12.1 Scope**

- R12.1.1 All Complaints shall be made to and dealt with by the Company.  
A complaint shall be a formal expression of dissatisfaction or allegation of unfair practice/misconduct in connection with aquatic sports as governed by Scottish Swimming and may be made by:
- Any member as defined in the SASA Constitution Section C3.
  - A parent or guardian on behalf of a member under the age of 16 years.
  - Any individual.
  - An Affiliated Club.
- R12.1.2 Any Individual or Body the subject of complaint must be offered the opportunity to be heard in their defence.
- R12.1.3 In dealing with complaints about breaches of Club Constitution/Rules, District Governance Documentation, SASA Constitution, Company Articles, Company Rules, Company Regulations or unfair practice the appropriate body to consider the complaint is as follows:
- For Club Constitution and/or Rules - The Club
  - For Drug offences - British Swimming
  - For all other complaints - The National Enquiry Panel  
except child abuse or other criminal offences
- R12.1.4 If the complaint involves child abuse or other criminal offences the complaint shall be referred to the Company's Chief Executive within 48 hours. Failure to do so may result in disciplinary action. The Chief Executive, Scottish Swimming Legal Advisor, Director of Operations and the Chair of the Company Board shall deal with such cases as appropriate. For such cases No fee is required and the initial contact need not be in writing.
- R12.1.4.1 Upon receipt by the Chief Executive of:
- notification that an individual has been charged with an Offence; or
  - notification that an individual is the subject of an investigation by the police, social services or any other authority relating to an offence; or
  - other evidence which causes the Chief Executive to reasonably conclude that an individual may have committed an Offence
- then in any such case the Chief Executive may impose upon the individual an interim suspension from any event or activity promoted or authorised by the Company or any body directly or indirectly affiliated to the SASA or the Company wherever held.
- R12.1.4.2 In reaching their determination as to whether an interim suspension should be imposed the Chief Executive shall give consideration to, inter alia, the following factors:
- whether a child or children or young persons(s) is/are or may be at risk;
  - whether the allegation(s) is/are of a serious nature;
  - whether a suspension is necessary or proportionate to allow conduct of any investigation (by the Company or any other authority or body) to proceed unimpeded.
- R12.1.4.3 Where an individual shall have been convicted or have been the subject of a caution in respect of an Offence the Chief Executive shall have power to impose summarily either or both of the following penalties:
- the withdrawal with immediate effect of any licence granted by the Company, which the individual may hold;
  - the suspension sine die of the individual from any event or activity promoted or authorised by the Company or any other body directly or indirectly affiliated to the SASA wherever held. There shall be a right of appeal to the National Arbitration Panel under this Section R12.1.4.3.
- R12.1.4.4 Without prejudice to the generality of Section R12.1.4.3 the Company may from time to time issue guidance or directions with regard to compliance with Section R12.1.4.3
- R12.1.5 If the complaint involves the use of drugs the complaint shall be referred to British Swimming for action and no further action taken under the complaints procedure. British Swimming shall deal with all cases involving drugs and their decisions in such cases shall be accepted by the Company.

**R12.2 National Enquiry Panel (NEP)****R12.2.1 Appointment and Composition**

R12.2.1.1 Refer to Section R1.3.2.1 for the National Panels Member List appointments process.

**R12.2.2 Panel Membership**

R12.2.2.1 No Panel Members shall participate in a tribunal in which they have a personal involvement with either the subject matters or the parties to the complaint or be present at such a tribunal.

R12.2.2.2 A Tribunal which will consist of a minimum of three persons including a Chair shall be selected from the panel membership.

**R12.2.3 Procedure**

R12.2.3.1 A complaint is made to the Company.

R12.2.3.2 The written complaint must reach the Company not later than 30 days after the incident that gave rise to it, but the Company may at their discretion extend this period up to six months in any case in which they are satisfied that it was not practicable for the complaint to be made within 30 days of the incident.

R12.2.3.3 The written complaint must detail the matter(s) with which the complainant is dissatisfied and the reasons for their dissatisfaction.

R12.2.3.4 The written complaint must be accompanied by the appropriate fee (see Section R3.4.1) except in the case of a water polo referee reporting "brutality" or "disrespect".

R12.2.3.5 Within 14 days of receipt of a complaint, the Company shall send copy to each of the parties who are involved, the appointed NEP Tribunal members and the appropriate District Secretary(s).

R12.2.3.6 The NEP Tribunal Chair shall arrange the date and venue for the National Enquiry Panel to consider the complaint which must be within 60 days of receipt of the complaint and shall give the parties at least 14 days notice of the arrangement.

R12.2.3.7 If the NEP Tribunal Chair becomes aware of any unavoidable circumstances which will prevent a hearing being held within 60 days from receipt of the complaint, they shall have the discretion to extend the period for the hearing to a maximum of 120 days from receipt of the complaint, and shall notify the parties as soon as the decision to extend the period is made giving the reasons.

R12.2.3.8 The Tribunal Chair may seek written or verbal evidence from any person who may be able to help the hearing.

R12.2.3.9 The proceeding shall be flexible and shall be at the discretion of the Tribunal Chair who shall ensure that manuscript notes of the proceedings are taken.

R12.2.3.10 The Company may invite the Scottish Swimming Honorary Legal Advisor to act as adviser to a NEP Tribunal.

R12.2.3.11 The Tribunal Chair shall obtain from the Company the record of previous offences, if any, of the alleged offender. It shall be supplied in an inner sealed envelope which shall only be opened in accordance with Section R12.2.4.2.

**R12.2.4 Treatment**

R12.2.4.1 If any question concerning the interpretation of General Law arises, the Tribunal Chair must seek the written advice of the Scottish Swimming Honorary Legal Advisor.

R12.2.4.2 In any case where a complaint is upheld the record of any previous offences of the person concerned shall be opened before the Panel considers the imposition of a penalty.

R12.2.4.3 A Panel may make whatever order it considers just, including the imposition of financial penalty and/or exclusion/suspension for a period.



R12.2.4.4 The Panel may decide to return the fee when the complaint is upheld.

R12.2.4.5 The Chair of the Tribunal at which the complaint is heard shall arrange for the decision to be communicated in writing to the parties, the Company and the appropriate District Secretary(s) within 14 days of the date of the meeting.

R12.2.4.6 The Chair of the Tribunal at which the complaint is heard shall arrange for a copy of the finding with all the attendant documents to be sent to the Company for record purposes and request the Company to inform the Company Board.

**R12.2.5 Costs**

R12.2.5.1 A Panel may at their discretion, award as costs in full or part, a sum to meet the expenses actually and necessarily incurred by a successful party in preparing and presenting their case. In calculating the amount of such a sum, nothing shall be included on account of professional charges for representation or otherwise, and expenses shall conform to Company Rules.

**R13.0 SUSPENSIONS AND FINES**

R13.1.1 Any SASA member as defined in the SASA Constitution Section C3, official, Affiliated Club, or individual proved guilty of an infringement of SASA Constitution, Company Articles, Company Rules, Company Regulations or Company Codes of Practice or proved guilty of misbehaviour or unfair practice in connection with the sport may be liable to suspension, fine or other sanction.

R13.1.2 Any sanction imposed on a competitor or any other person by FINA, by or recognised by a National Federation affiliated to FINA or a continental body recognised by FINA or the ASA or by WASA, shall be recognised by the SASA. An appeal may be made against the recognition by the SASA and enforced in Scotland of a sanction imposed by the ASA or WASA.

**R13.2 Powers of Club(s)**

R13.2.1 For a breach of its own Rules, a Club may suspend a member from activities wholly within its own jurisdiction provided that before doing so, it informs the member of the alleged offence and the requirements of Section R12.1.2 have been satisfied.

**R13.3 Powers of National Enquiry Panel**

R13.3.1 Suspensions and fines may be imposed on Individuals and or Clubs, by the National Enquiry Panel provided the requirements of Section R12.1.2 have been satisfied.

R13.3.2 Decisions taken by a National Enquiry Panel are mandatory on any individual or club cited in the report, unless the decision is withdrawn by the Panel following written representation

R13.3.3 Where a fee or fine (not subject to appeal) imposed by the Company has not been paid, then the Company can after due warning, suspend the individual or Club until payment is made.

**R13.4 National Arbitration Panel**

R13.4.1 Suspensions and fines may be imposed on Individuals and or Club by the National Arbitration Panel provided the requirements of Section R12.1.2 have been satisfied.

R13.4.2 Decisions taken by a National Arbitration Panel are mandatory on any individual or club cited in the report, unless the decision is withdrawn by the Panel following written representation.

**R13.5 Suspensions**

R13.5.1 A District will be suspended if a motion to the effect 'that the District has rendered itself unworthy to belong to the SASA' is carried by a two-thirds majority of those present and voting at a Scottish Swimming AGM or a Scottish Swimming EGM.

R13.5.2 A person under suspension shall not participate in any activity organised by a Club or controlled by the Company except as in Section R13.5.3.

- R13.5.3 Where appropriate a person may be given a limited suspension provided the limitation(s) are clearly defined (eg a person may be suspended from all competition activities but allowed to continue in training and administration activities).
- R13.5.4 A Swimmer, Club or Official taking part in a competition held by an unaffiliated Club or body except as permitted in Section R5.1.4(c) may be suspended.
- R13.5.5 An eligible competitor taking part in competitions, exhibitions or demonstrations with someone whom they know to be under suspension may themselves be suspended.
- R13.5.6 Suspensions by the National Enquiry Panel or the National Arbitration Panel shall be binding on all Clubs and Districts of the SASA.
- R13.5.7 Suspensions and the lifting of suspensions shall be reported to Clubs, Districts and to British Swimming/FINA as appropriate.
- R13.6 Fines**
- R13.6.1 Fixed fines published annually in the Annual Guide and Information Booklet or an alternative publication as decided by the Company shall be imposed on all Individuals and Clubs by Districts and Company National Committees as appropriate.
- R13.6.2 Fines may be imposed on Individuals, Clubs or Districts by the National Enquiry Panel or the National Arbitration Panel. The value of the fine will be as determined by the appropriate panel.
- R13.6.3 When a fee or fine (not subject to appeal) due to the Company has not been paid the Company can after due warning suspend the Individual or Club until payment is made.
- R14.0 APPEALS**
- R14.1 Scope**
- R14.1.1 There is Leave to Appeal against a decision taken by a Club, a District, Scottish Swimming or part thereof or any individual(s) or organisations empowered to act on behalf of Scottish Swimming or part thereof.
- R14.1.2 An Appeal may be made by:
- Any member as defined in the SASA Constitution Section C3.
  - A parent or guardian on behalf of a member under the age of 16 years.
  - Any individual.
  - An Affiliated Club.
- R14.1.3 There shall be a right of appeal against the recognition by the SASA and enforcement in Scotland under Section R13.1.2 of a sanction imposed by the ASA or WASA. The decision on any such appeal shall not be permitted to affect a sanction imposed by the ASA or WASA in any way which applies to any competition or matter wholly within the jurisdiction of the Association which has imposed the sanction.
- R14.1.4 In dealing with Appeals the appropriate body to consider an appeal is as follows:
- For a decision of a club, a District,  
The SASA and the Company or  
The National Enquiry Panel - The National Arbitration Panel.
  - For a decision of the  
National Arbitration Panel - The Company Final Appeal Panel.
- R14.1.5 Decisions arising from the normal course of business of a Club, District or Company National Committee on administrative and technical matters, appointments and selection of teams may not be the subject of an appeal.
- R14.1.6 The decision of the National Arbitration Panel will be final except when it is contended that the appeal has not been handled in accordance with the Company Rules and only then can Leave of Appeal be made to the Company Final Appeals Panel.

- R14.1.7 When Leave to Appeal is made, the decision against which the appeal is being made shall be suspended, except in exceptional cases which shall include but not be limited to circumstances where Child Protection is an issue. For the avoidance of doubt the Company will decide whether or not the case is an exceptional case for the purposes of the forgoing sentence.

## **R14.2 National Arbitration Panel (NAP)**

### **R14.2.1 Appointment and Composition**

- R14.2.1.1 Members of NAP Tribunals shall be appointed, by the Company, from the National Panels Member List for the purpose of hearing Appeals.
- R14.2.1.2 Nominations for the National Panels Members List shall be in accordance with Section R1.3.2.1.2.
- R14.2.1.3 The Company shall make appointments, to the National Panel Members in accordance with Sections R1.3.2.1.3 and R1.3.2.1.4.

### **R14.2.2 Panel Membership**

- R14.2.2.1 No Panel Members shall participate in a tribunal in which they have a personal involvement with either the subject matter or the parties to the complaint or be present at such a tribunal.
- R14.2.2.2 The Chair, Vice-Chairs and other members of the panel shall be appointed up to a three year term of office. Two of the members shall retire each year but shall be eligible for re-appointment.
- R14.2.2.3 A NAP Tribunal which will consist of a minimum of three persons including a Chair shall be selected from the Company National Panels Membership List. A person that has been a member of the National Enquiry tribunal dealing with the complaint can not also be a member of the tribunal considering the appeal."

### **R14.2.3 Procedure**

- R14.2.3.1 Leave to appeal is made to the Company.
- R14.2.3.2 The written appeal must reach the Company not later than 30 days after receipt of notification of the decision which is being appealed.
- R14.2.3.3 The appeal statement must detail the decision against which the appeal is being made and the reasons for dissatisfaction.
- R14.2.3.4 The written appeal must be accompanied by the appropriate fee (see Section R3.4.1).
- R14.2.3.5 Within 14 days of receipt of an appeal, the Company shall send a copy of the appeal statement to the Chair of the appropriate Appeal Body, each of the parties who are involved and the appropriate District Secretary.
- R14.2.3.6 The Chair of the Appeal Body, after due consideration of the appeal statement and any other supporting documentation available will decide whether the appeal will be handled by a tribunal hearing or only by due consideration of the documentation presented and arrange for the interested parties and the appropriate District Secretary to be advised of the decision within 14 days.
- R14.2.3.7 When the decision is taken to hold a tribunal hearing the date and venue must be within 90 days of receipt of the appeal by Company and the parties shall be given at least 14 days notice of the arrangements.

### **R14.2.4 Treatment**

- R14.2.4.1 The procedure to be followed at a hearing of the Appeal Tribunal shall be flexible and shall be at the discretion of the Chair. The purpose of the proceedings is to reach, expeditiously, a just outcome.

- R14.2.4.2 Witnesses may not be called except with the prior consent of the Chair of the Appeal Tribunal which shall not be given unless either:
- a) New evidence has come to light which was not available at the original hearing or the Chair is of the opinion that their evidence should be heard in the interests of justice.
  - b) The Chair is of the opinion that the record of evidence at the original hearing is inadequate.
- R14.2.4.3 The Chair of the tribunal shall not allow a substantial re-hearing of the case of one party without allowing an equal re-hearing of the other.
- R14.2.4.4 Professional representation shall be permitted only when the Chair of the tribunal and other parties to the hearing have been given at least 14 days notice of the name and professional status of such a representative.
- R14.2.4.5 A representative of the Body, whose decision is being appealed, should be available at the hearing of the appeal but may not act as a witness for the parties.
- R14.2.4.6 Any questions concerning the accuracy of the record made at the hearing of the complaint shall be referred in writing to the Chair of the relevant Tribunal who must reply in writing.
- R14.2.4.7 At the hearing, each party has the right to state their case, to call witnesses if this has been allowed by the Chair, to cross-question witnesses called by another party and finally to summarise their case.
- R14.2.4.8 The appointed Secretary shall record fully the hearing, the decision(s) and the reason(s) for it. Any tape recording shall be retained for at least six years.
- R14.2.4.9 If any question concerning the interpretation of general law arises the Chair of the Tribunal shall make a full record of the issue and shall seek the advice of the Honorary Legal Adviser in writing.
- R14.2.4.10 If any question arises concerning the interpretation of the rules of a District Association or Club, the Chair may seek the advice in writing of the relevant District or Club President.
- R14.2.4.11 The normal rules of evidence shall apply except that the Chair of the tribunal shall not be bound by judicial laws in respect of procedure or the admissibility of evidence.
- R14.2.4.12 The Chair of the Tribunal may advise the parties orally of the decisions of the Panel after the hearing. Whether or not the Chair does so, the parties shall be informed in writing within 14 days of the date of the hearing. A copy of the decisions shall be sent to the appropriate District Secretary for their information.
- R14.2.4.13 The entire record of the proceedings shall be sent to the Company for recording and storage. The Company shall inform the SASA Council of the decision.

**R14.2.5 Costs**

- R14.2.5.1 A panel may at their discretion, award as costs in full or part, a sum to meet the expenses actually and necessarily incurred by a successful party in preparing and presenting their case. In calculating the amount of such a sum, nothing shall be included on account of professional charges for representation or otherwise, and expenses shall conform to Company Rules.

**R14.3 Company Final Appeals Panel****R14.3.1 Appointment and Composition**

- R14.3.1.1 A Company Appeals Panel for the purpose of hearing Final Appeals shall be established by the Company.
- R14.3.1.2 Any person(s), who is a SASA member, may be requested to serve on a Company Appeals Panel, provided they have not been a member of either the NEP or NAP Tribunals that have previously deliberated on the case.

**R14.3.2 Panel Membership**

R14.3.2.1 No Panel Members shall participate in a panel in which they have a personal involvement with either the subject matters or the parties to the complaint or be present at such a tribunal.

**R14.3.3 Procedure**

R14.3.3.1 Leave to appeal is made to the Company.

R14.3.3.2 The written appeal must reach the place of business of the Company not later than 30 days after receipt of notification of the decision which is being appealed.

R14.3.3.3 The appeal statement must detail the reasons for contending that the Appeal Body did not handle the original appeal in accordance with Company Rules.

R14.3.3.4 The written appeal must be accompanied by the appropriate fee (see Section R3.4.1).

**R14.3.4 Treatment**

R14.3.4.1 The procedure shall be the same as for a National Arbitration Panel (see Section R14.2.4).

**R14.3.5 Costs**

R14.3.5.1 A panel may at their discretion, award as costs in full or part, a sum to meet the expenses actually and necessarily incurred by a successful party in preparing and presenting their case. In calculating the amount of such a sum, nothing shall be included on account of professional charges for representation or otherwise, and expenses shall conform to Company Rules.

**R15 Not Used**

**R16.0 STANDING ORDERS****R16.1 Chair & Quorums****R16.1.1 Chair**

The rules covering the Chair of meetings are included within the relevant paragraphs of the SASA Constitution, Company Articles and Company Rules relating to each meeting.

**R16.1.1 Quorum**

The rules covering the Quorum for meetings are included within the relevant paragraphs of the SASA Constitution, Company Articles and Company Rules relating to each meeting.

**R16.2 Annual, General and Delegates Meetings**

R16.2.1 The Standing orders in this section shall apply to Annual, General and Delegates meetings

a) **Scottish Swimming**

General Meetings

b) **SASA Districts**

General Meetings

Delegates Meetings

R16.2.2 The general rule is that any decision made by the meetings in Section R16.2.1 must be either a unanimous decision (Section R16.4) or a majority decision (Section R16.5).

R16.2.3 In the event of there being an equality of votes on a motion which requires a decision (choice) to be made for the continued good governance of Scottish Swimming the Chair shall have a second or casting vote.

R16.2.4 The Chair shall not speak to, support or oppose a motion from the Chair. If the Chair wishes to do so, they must vacate the Chair before the motion is moved and until that business is concluded the Chair shall be taken by the appropriate individual determined by the meeting rules.

R16.2.5 The Chair's ruling on questions of order or procedure shall be final unless it is challenged. No such challenge shall stand unless at least the following numbers, of those entitled to vote, indicate their support for such a challenge:

a) for Scottish Swimming meetings - at least 30 individuals.

b) for SASA District meetings - at least 30% of the individuals present.

Thereafter a motion "That the Chair's ruling shall stand" will be put without discussion. The Chair's ruling shall only be reversed by at least a two-thirds majority of those present and voting.

R16.2.6 The approval of at least two thirds of those present and voting is required to:

a) Alter the order of business.

b) To submit an alteration to a motion.

c) To allow any individual to address the meeting who is not otherwise entitled to do so.

R16.2.7 A motion must be in the affirmative.

R16.2.8 A motion must be seconded immediately after the mover's speech. If there is no seconder, the proposition falls.

R16.2.9 If any motion on the Agenda is not moved by the proposer or other individual entitled to take part in the proceedings and vote when it is called by the Chair, it shall be considered as dropped and may not be carried forward to later in the meeting.

R16.2.10 No speaker may speak more than once on any motion except in the following circumstances:

a) The mover of an original motion shall be entitled to reply at the end of the discussion before the motion is put to the vote and even if they have spoken on any amendment to the motion.

b) An individual who has already spoken may propose a motion of order or make a point of order, subject to Sections R16.2.17 and R16.2.18.

c) Speakers who consider they have been misunderstood shall be allowed, at the discretion of the Chair, to make an explanation.

- R16.2.11 A motion once seconded may only be withdrawn by the mover with the consent of the seconder.
- R16.2.12 An amendment must not directly negate the original motion nor shall it have the effect of introducing a new proposal, for which notice of motion would be required.
- R16.2.13 If an amendment is carried, it shall become or form part of the substantive motion.
- R16.2.14 The following motions of order shall have priority and shall be taken without discussion.
- a) That the vote now be taken
  - b) That the meeting does now adjourn
  - c) The meeting has no confidence in the Chair.
- R16.2.15 The motions of order set out in Section R16.2.14 do not require to be seconded with the exception of (c), which also requires the following numbers, of those entitled to vote, to indicate their support for such a motion.
- a) for Scottish Swimming meetings - at least 30 individuals.
  - b) for SASA District meetings - at least 30% of the individuals present.
- R16.2.16 The Chair shall have the discretion to refuse to accept any of the motions of order set out in Section R16.2.14 with the exception of (c).
- R16.2.17 A motion of order “that the vote now be taken” shall only be moved by an individual who has not previously spoken in the debate.
- R16.2.18 If the meeting agrees “That the vote now be taken”, the motion or amendment under debate shall be put to the vote after the mover of the motion or amendment has been offered the right of reply.
- R16.2.19 Speakers shall confine their remarks to the proposition under discussion.
- R16.2.20 The Chair shall ensure that where opposition to a motion exists, opportunity shall be given for this opposition to be expressed in debate.
- R16.2.21 The mover of a motion may speak for up to ten minutes. Other speakers will be allowed a maximum of five minutes.
- R16.2.22 Voting for Office-Bearers shall be by secret ballot. The candidate receiving the most votes shall be elected. In the event of a tie Section R16.2.3 shall apply.
- R16.2.23 Voting for motions or amendments shall be by show of hands unless a secret ballot is requested by the Mover or the Meeting. A secret ballot may also be held after a vote by show of hands at the discretion of the Chair.
- R16.2.24 When a vote on a motion or amendment is taken, the Chair shall firstly call for an indication of those in favour of the proposition and secondly those against the proposition. Only when an individual entitled to vote wishes their formal abstention to be recorded shall abstentions be counted.
- R16.2.25 Only the votes of those present at the casting of the votes shall be counted subject to the provisions of Section R16.2.23.
- R16.2.26 Any individual entitled to vote may request a recount.

### **R16.3 Committee Meetings**

- R16.3.1 The Standing orders in this section shall apply to Committee meetings
- a) SASA  
SASA Council
  - b) SASA Districts  
Committees
  - c) Company Meetings  
Company Board  
National Committees

- R16.3.2 The general rule is that any decision made by the committees in Section R16.3.1 must be either a unanimous decision (Section R16.4) or a majority decision (Section R16.5).
- R16.3.3 In the event of there being an equality of votes on a motion which requires a decision (choice) to be made for the continued good governance of Scottish Swimming the Chair shall have a second or casting vote.
- R16.3.4 The Chair's ruling on questions of order or procedure shall be final unless it is opposed by a majority of members.
- R16.3.5 Speakers shall confine their remarks to the proposition under discussion.
- R16.3.6 The Chair shall ensure that where opposition to a motion exists, opportunity shall be given for this opposition to be expressed in debate.
- R16.3.7 Voting shall be by a show of hands of those present at the casting of votes and eligible to vote.
- R16.3.8 The Chair may allow any individual not entitled to take part in the proceedings and vote to address the meeting.

#### **R16.4 Unanimous Decisions**

- R16.4.1 A unanimous decision is taken when all attendees indicate to each other that they share a common view on a matter.
- R16.4.2 A unanimous decision  
a) may be taken without any discussion between attendees.  
b) may, but need not, take the form of a resolution in writing, copies of which have been signed by each attendee or committee member.
- R16.4.3 If the total number of attendees at a meeting is less than the quorum the meeting must not take any unanimous decision.
- R16.4.4 If a proposed decision of a meeting is concerned with an actual or proposed transaction or arrangement in which an attendee is interested, that attendee is not to be counted as participating in the decision-making process for voting or quorum purposes unless the attendee's interest cannot reasonably be regarded as likely to give rise to a conflict of interest or the conflict of interest arises from a permitted cause.
- R16.4.5 A meeting must keep a record, in writing, of every unanimous decision taken by the meeting.

#### **R16.5 Majority Decisions**

- R16.5.1 Where a meeting has a specific rule on the criteria for a majority decision it takes precedence over the rules in this section.
- R16.5.2 No majority decision (other than a decision to call a meeting) shall be taken by a meeting unless a quorum participates in the decision-making process. Where no specified quorum exists for a meeting the number of attendees is taken as the quorum for majority decision making purposes.
- R16.5.3 If the total number of attendees at a meeting is less than the quorum required for majority decision making, the meeting must not take any majority decision.
- R16.5.4 If a proposed decision of a meeting is concerned with an actual or proposed transaction or arrangement in which an attendee is interested, that attendee is not to be counted as participating in the decision-making process for voting or quorum purposes unless the attendee's interest cannot reasonably be regarded as likely to give rise to a conflict of interest or the conflict of interest arises from a permitted cause.
- R16.5.5 A meeting must keep a record, in writing, of every majority decision taken by the meeting.

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## *Notes*

## *Notes*

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CONTAINING ALL AWARDS TEST CRITERIA AND CONDITIONS



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New Scottish Swimming's Teacher's Aquatics Guide (TAG) is printed in a handy A5 size, fully waterproof and durable so it is perfect as a resource for swimming teachers to use on poolside. The TAG contains specific criteria for each of the Awards in the Kellogg's Scottish Swimming Awards Scheme as well as other useful information and contact details. To purchase your essential copy, please telephone the Awards Team on 01786 466535 or email [awards@scottishswimming.com](mailto:awards@scottishswimming.com)