

Menzieshill Whitehall Swimming and Water Polo Club

CONSTITUTION, BYE-LAWS AND REGULATIONS

Registered Charity No. SCO46868

Changes from (March 2021 - February 2022)

In accordance with changes proposed by Midland District and committee.

- Added Registered charity to title of this document.

Proposed By	Position	Date
Coral Walker	President	25 Jan 2021
Paul Strachan	Vice President	27 Jan 2021
John Ingledew	Secretary	26 Jan 2021

Changes from (March 2021 - February 2022)

- **Byelaw addition:** BL1.5.14 The creation of any paid position to be voted on by the club membership at a general meeting.

Proposed By	Position	Date
Bob Muir	Waterpolo Coach	22 Feb 2021
Jillian Livie	Waterpolo Coach	22 Feb 2021
Graeme Wishart	Waterpolo Head Coach	22 Feb 2021

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Scottish Swimming Maintained Policies/Regulations (refer to Scottish Swimming)

Links to the relevant parts of the Scottish Swimming web site (www.scottishswimming.com) for the Scottish Swimming Policies are under <Club> – <Manage Your Club> – <Governance Documents>

(<https://www.scottishswimming.com/clubs/manage-your-club/governance-documents.aspx>)

Complaints & Appeals Procedure – Refer to Scottish Swimming Company Rules Sections R12 to R15 (within the “Scottish Swimming Governance Documents” for the current year)

Also refer to the Club Complaints Process, Wellbeing and Protection Policy Statement, Club Equality Policy, Data Protection Policy (GDPR), Code of Conduct (Coach, Athlete, Parent, Volunteer), Photographic & Video Equipment Policy and Mobile Phone Policy.

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CONSTITUTION

C1.0 NAME

- C1.1 The Club shall be called Menzieshill Whitehall Swimming & Water Polo Club (Hereinafter referred to as the Club)

C2.0 OBJECTS

- C2.1 The objectives of the Club shall be to:-
- a) Advance the public participation in Aquatic Sports by promoting and managing the teaching, knowledge and practice of one or more Aquatic Sports, in accordance with paragraph C2.1 of the SASA Constitution where relevant.

C3.0 MEMBERSHIP

- C3.1 The membership shall consist of the following categories:-

a) Adult Member

An Adult is an individual 16 years and over, as recognised in Scots Law. Who will have the right to attend the annual general meeting (or any special general meeting) and have powers under the constitution.

b) Junior Member

A Junior is an individual not recognised in Scots Law as an adult and not as defined in Scottish Swimming Company Rule R4.5.6. Who will have the right to attend the annual general meetings and any special meetings may also be represented by a parent/carer.

c) Life Member

There is no requisite qualification to applying for membership to The Club. Application for membership is open to everyone over the age of 5. Should the number of members in any age group exceed that which can be coached effectively or safely, a waiting list shall be created. This shall be adhered to strictly when new membership becomes available.

- C3.2 Membership fees shall be as agreed at each Annual General Meeting.

- C3.2.1 The Membership fees of existing members (agreed at the AGM) shall become due on 1 March in each year and those of new members on the date of acceptance for membership.

- C3.2.2 Members not renewing by date of Scottish Swimming renewal will be deemed to be non-members and will be notified in writing accordingly.

- C3.2.3 All members will be excluded from taking part in any of the Club's activities, competitions or meetings until their annual subscription is paid.

- C3.3 All Club Members must be registered with the SASA in accordance with the categories defined in SASA Constitution C3.3.3.

- C3.4 All members joining the Club shall be deemed to accept the terms of this Constitution, the Club Bye-Laws and any Regulations adopted by the Club.

- C3.5 A member wishing to resign from the Club shall inform the Secretary in writing.

- C3.6 A Club member wishing to change their 1st or 2nd Claim Club must do so in accordance with Scottish Swimming Company Rule R5.2.

- C3.7 The Management Committee shall have the power to turn down an application for membership, provided they act in accordance with paragraph C3.7.1.

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C3.7.1 When an application for membership is turned down by the Management Committee, the applicant must be advised, in writing, of the reason and their right of appeal to Scottish Swimming.

C4.0 GOVERNANCE

C4.1 The Club, and its members, shall be subject to and bound by, the Scottish Swimming Governance Documentation (SASA Constitution, Company Articles and Company Rules) and the appropriate SASA District Rules.

C4.2 The Club shall comply with the Scottish Swimming Codes of Conduct, Ethics and Wellbeing and Protection Policies.

C4.3 The Club shall be governed by its Constitution, Bye-Laws and Regulations.

C4.4 Amendments to the Constitution shall only be made at a General Meeting, provided at least a two thirds majority of those present and voting is secured.

C4.5 Amendments to the Bye-Laws shall only be made at a General Meeting provided a simple majority of those present and voting is secured.

C4.6 The Management Committee shall have the power to publish and enforce such Regulations as the Committee feels necessary to govern the activities of the Club.

C4.7 In pursuance of the objects set out above The Club shall have the following powers:

- I. To carry on other activities which will promote physical health and fitness.
- II. To purchase, lease, hire, or otherwise acquire any property or rights which are suitable for The Club's activities.
- III. To improve, manage, develop, all or any part of any such property.
- IV. To borrow money, and to give security in support of any such borrowing by The Club.
- V. To engage suitable advisors who are considered appropriate from time to time.
- VI. To effect insurances of all kinds.
- VII. To invest any funds which are not immediately required for The Club's activities in such investments as may be considered appropriate.
- VIII. To dispose of or vary the investments.
- IX. To liaise with other voluntary sector bodies, local authorities, UK or Scottish government department and agencies and other bodies all with a view to further The Club's objectives.
- X. To establish and/or support any other charitable body and to make donations for any charitable purpose falling within the associations object.
- XI. To take such steps as may be deemed appropriate for the purpose of raising funds for The Club's activities.
- XII. To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attached to them).
- XIII. To do anything which may be conducive to the furtherance of any of The Club's objectives.

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C5.0 MEETINGS

C5.1 General

C5.1.1 Notices

At least 30 days notice and the Agenda shall be given to all Adult members of any General Meeting

C5.1.2 Attendance

All Adult Members and Life Members are entitled to attend, take part and vote unless specifically excluded from doing so by the Club's Constitution. All voting for a position on the committee will be by secret ballot. Results of any secret voting will be announced at the meeting at which the vote was taken.

C5.1.3 Voting

- a) With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at General Meetings.
- b) Voting shall be by a show of hands unless decided otherwise by a majority of those attending the meeting.

C5.1.4 Quorum

The quorum at General Meetings shall be two Officers of the Club plus ten members eligible to vote.

C5.1.5 Changes to the Constitution and Bye-Laws

- a) A proposal to change the Constitution or Bye-Laws must be submitted in writing to the Secretary, signed by two members eligible to vote at a General Meeting.
- b) Any changes to section C2.0 requires the consent of the Office of the Charity regulator (OSCR) prior to any change being adopted. Any other change(s) to the constitution must be notified to the OSCR within 3 months of the change being made.

C5.1.6 Conduct of Business

The conduct of business shall be in accordance with Bye-laws Section BL2.1.

C5.2 Annual General Meeting (AGM)

C5.2.1 The Club shall hold an Annual General Meeting between the months of March and May to:

- a) Approve the minutes of the previous year's AGM.
- b) Receive reports from the President and Secretary.
- c) Receive a report from the Treasurer and approve the Annual Accounts.
- d) Receive a report from the Auditor(s) / Independent Examiner(s).
- e) Elect Management Committee Members.
- f) Appoint Auditor(s) / Independent Examiner(s) for the Club's Accounts.
- g) Consider changes to the Constitution.
- h) Consider changes to the Bye-Laws.
- i) Present Life Membership(s).
- j) Deal with other relevant business

C5.2.2 The Secretary shall give written notice of not less than 30(thirty) days prior to the date of the AGM. This notice shall be published on the Club notice board and circulated to all Adult and Life Members.

C5.2.3 Appended to the notice of intimation of an AGM shall be the Agenda, minutes of the last AGM, a note of the process governing alteration to the Constitution, Bye-Laws and nomination for the Management Committee.

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- C5.2.4 Nominations for Officers of the Club and other members of the Management Committee shall be submitted in writing, signed by two Adult Members and the nominee, to the Secretary no later than 14 days prior to the meeting.
- C5.2.5 Proposed alterations to the Constitution and Bye-Laws and notices of motion must be received by the Secretary not later than 14 days prior to the meeting. The President, Vice President, Secretary and Treasurer will meet no later than 14 days prior to the AGM to review finances with a view to proposing fees at the AGM.
- C5.2.6 Having received all nominations and proposed alterations, the Secretary shall arrange for this information to be displayed on the Club notice board at least 7(seven) days before the meeting.
- C5.2.7 The business for an AGM shall include:
- a) Presidents Remarks
 - b) Apologies for Absence
 - c) Approval of minutes from previous AGM & matters arising.
 - d) Hon. Secretary Report
 - e) Swimming Convener Report
 - f) Water Polo Convenor Report
 - g) Financial Report
 - h) Proposed changes to Constitution
 - i) Proposed changes to Bye-Laws
 - j) Election of Management Committee Members
 - k) Appointment of Auditors / Independent Examiners
 - l) Life Membership Awards
 - m) Other relevant business

C5.3 Extraordinary General Meeting (EGM)

- C5.3.1 An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least fifteen Adult Members of the Club. The Management Committee shall also have the power to call an EGM by decision of a simple majority of its members.
- C5.3.2 The Secretary will give notice, in writing of all Extraordinary General Meetings, stating the Agenda, to all Adult and Life Members at least 14 days prior to such meetings being held.
- C5.3.3 The order of Business for an EGM shall be:
- a) President's Remarks
 - b) Apologies for Absence.
 - c) Business to be transacted of which due notice has been given.
- C5.3.4 No business shall be transacted at the EGM other than business of which due notice has been given.

C6.0 AWARDS

C6.1 Life Membership

- C6.1.1 Life membership may be presented to person(s) who have given outstanding service, over many years, to the Club and shall be presented at the Annual General Meeting or at any other time decreed suitable by the Management Committee.
- C6.1.2 A recommendation for Life Membership may be made by any Adult or Life Member to the Secretary for submission to the Management Committee.
Full details of the nominee's service should be included with the recommendation.

Life Members- are any member who has given outstanding service and commitment to the Club. To qualify for Life Membership, the following criteria will normally apply-

- a) The individual will have been a member for a minimum of 10 years

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- b) The individual has, at all times, upheld and advanced the name of Menzieshill Whitehall Amateur Swimming and Water Polo Club
- c) The individual has shown commitment to the Club at all times.

Life Membership will also be considered for any member who has obtained recognition and/or achievement in the sport at an advanced level and has done this whilst an active member of the club, e.g. competing at the Olympic Games. Life Membership shall also be considered for members who, whilst not meeting the 10 year rule, it would be a fitting gesture giving individual circumstances.

C6.1.3 In the event that a Life Membership should require to be removed from any recipient, the Management Committee will make the decision to rescind and notify the Member concerned.

C7.0 TROPHIES

C7.1 All trophies belong to the Club in perpetuity and cannot be won outright.

C7.2 The Club shall act as Trustee of Club Trophies.

C7.3 The winner of a Club trophy shall guarantee safe custody and return of the trophy when requested by the Management Committee.

C7.4 The Club shall be responsible for arranging and funding the engraving of the winners name on all Club trophies.

C8.0 DISSOLUTION

C8.1 In the event of the dissolution of the Club, any funds, property and other assets shall not be distributed amongst the members of the Club in any way whatsoever, but shall be applied solely for charitable purposes, as agreed by OSCR.

C8.2 If the Management determines that it is necessary or appropriate that The Club be dissolved, it shall convene a meeting of the members; not less than 14 days notice of the meeting shall be given. The proposal to dissolve The Club requires two-thirds of those present to vote in favour of dissolution.

BYE-LAWS

BL1.0 MANAGEMENT

BL1.1 The affairs of the Club shall be conducted by a Management Committee which shall consist of the Officers of the Club plus ten other Adult Members and ex-officio members set out in Bye-Law BL1.5.1

BL1.2 The Officers of the Club, who shall be Honorary, shall consist of a President, Vice-President, Treasurer and Secretary who shall be elected at an Annual General Meeting, as shall be the said Adult Members.

BL1.3 If the post of any Officer or Adult committee member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy.

BL1.4 All Management Committee members shall be Adult members of the Club.

BL1.5 Management Committee

BL1.5.1 The Management Committee shall comprise the Officers of the Club (as defined in paragraph BL1.2), Membership Secretary, Fund Raising Convenor, Swimming Convenor, Water Polo Convenor, Head Swimming Coach, Head Water Polo Coach, Meet Secretary, Press officer and

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Volunteer Co-ordinator. The ex-officio members of the Management Committee may consist of Assistant Secretary, Squad Coaches, Club Boy Captain and Club Girl Captain.

- BL1.5.2 The term of office for President, Secretary and Treasurer shall be one year
- BL1.5.3 The Vice President, the Assistant and Meet Secretaries shall be elected for a term of one year.
- BL1.5.4 The term of office for the other Adult Members shall be one year.
- BL1.5.5 Retiring members of the Management Committee may offer themselves for re-election.
- BL1.5.6 Management Committee member(s) elected or co-opted to fill a vacancy part way through a term of office shall retire in sequence with the original order of rotation. It is permissible to allow job sharing.
- BL1.5.7 Management Committee members co-opted by the committee shall be subject to endorsement at the first EGM or AGM thereafter. A register of committee members shall be maintained listing names and positions held along with the associated time periods of the posts held.
- BL1.5.8 The Management Committee shall be responsible for:
- a) Running the day to day management and affairs of the Club.
 - b) The organisation and control of all members during Club hours.
 - c) The annual appointment of coaches and instructors.
 - d) The selection of members to represent the Club.
 - e) The handicapping of Club events as necessary.
 - f) The organisation of swimming activities as may be requested by other bodies.
 - g) Appointing the Boy and Girl Captains in January each year.
 - h) Presenting annually their nominations for Hon. President and Hon. Vice President(s) to the AGM for ratification.
 - h) Considering and approving or otherwise nominations for Life Membership of the Club.
- BL1.5.9 The Management Committee shall appoint such sub-committees as may be considered necessary. Any such delegation of power may be made subject to such conditions as the management committee may impose and may be revoked or altered. The rules of any such sub-committee shall be the same as prescribed for the main management committee.
- BL1.5.10 The Management Committee shall appoint at least one Wellbeing and Protection Officer (WPO) in accordance with section C10.6 of the SASA Constitution.
- BL1.5.11 The Management Committee may at its discretion allow any person who they reasonably consider appropriate, to attend and speak at any meeting of the Management Committee. Any such person is not allowed to vote on any issues raised at such a meeting.
- BL1.5.12 A Club delegate to be nominated to attend Council and Midland District meetings as and when required.
- BL1.5.13 Termination of office – a Management Committee member shall automatically vacate office if they are absent from more than 3 committee meetings unless such absence has been previously authorised by the committee; they become incapable through medical reasons from fulfilling their duties; or, they cease to be a member of The Club.
- BL1.5.14 The creation of any paid position to be voted on by the club membership at a general meeting.

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BL2.0 MEETINGS

BL2.1 Standing Orders

- BL2.1.1 At all meetings, if a quorum is present, the Chair shall be taken not later than fifteen minutes after the appointed time of the meeting.
- BL2.1.2 All Members when called to order at any meeting or gathering of the Club and not complying to the "rule of order" shall be expelled from the meeting.
- BL2.1.3 The Chair at all meetings of the Club shall be the President
In the absence of the President, the Vice President shall substitute.
In the absence of the President and Vice President, those in attendance shall appoint a substitute.
- BL2.1.4 In the event of equality of votes in any resolution before the meeting which requires a choice to be made for the continued good governance of the Club, the Chair of a meeting shall have a second or casting vote.
- BL2.1.5 The Chair of a meeting shall be the sole judge of questions of order and interpreter of the "rules" governing the Club.
- BL2.1.6 The Chair shall not speak to, oppose or move any motion from the Chair. In order to do so, they shall vacate the Chair until that business is concluded. The meeting shall be presided over by a substitute Chair elected from among those present.
- BL2.1.7 The minutes of all meetings will be circulated to Adult and Life Members.

BL2.2 Management Committee Meetings

- BL2.2.1 The club shall hold Management Committee Meetings no less frequently than every three months.
- BL2.2.2 A Management Committee Meeting shall be called by the Secretary when there is business to transact or on request of an Officer of the Club or by an application in writing by at least seven Adult Members of the Club.
- BL2.2.3 A quorum for Management Committee Meetings shall be at least one Officer of the Club and six Committee members. If at any time throughout the year, the number of Management Committee members falls below the number for a quorum, the remaining committee may act only for the purpose of filling vacancies or calling a general meeting.
- BL2.2.4 The business of the meeting shall be enacted in accordance with Section BL2.1.
- BL2.2.5 Notice of the date, time and venue of each committee meeting shall be published on the Club notice board at least 7(seven) days prior to the meeting.
- BL2.2.6 Adult Members who are not members of the Committee, may attend, but may only participate with the agreement of the Chair.
- BL2.2.7 All, except ex-officio members shall have a deliberative vote.
- BL2.2.8 No decision of the Committee may be altered or revoked without 14 (fourteen) days prior notice of intent, in writing, being given to the Secretary.

BL3.0 FINANCE & ACCOUNTS

- BL3.1 The financial year shall run from 1st March to last day of February each year.

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- BL3.2 The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.
- BL3.3 The Accounts shall be audited / examined by an independent person(s) elected annually at the Annual General Meeting.
- BL3.4 All invoices / expenses received by the club should be signed off by an Officer of the Club before being processed by the Treasurer. All cheques drawn against the Club's funds shall be signed by a minimum of two Officers of the Club. When payments are required to be made by direct Bank transfer the Treasurer shall obtain e-mail/written agreement from the President or another Officer of the Club prior to making an electronic payment.
- BL3.5 The Management committee can enter into contracts and/or partnerships, on behalf of the Club, provided each proposal is fully discussed at and recorded in the minutes of a quorate committee meeting prior to the commitment being made.
- BL3.6 All adult members of the Club shall be jointly responsible for the financial liabilities of the Club
- BL3.7 Any surplus of the Club's income will be re-invested in the Club and not distributed to its members by way of dividend, distribution, bonus, honoraria or otherwise way of profit.
- BL3.8 The Club's assets must not be distributed or otherwise applied other than for charitable purposes, as agreed by OSCR.
- BL3.9 The Treasurer shall arrange for the Auditor(s) / Independent Examiner(s) to examine and certify the accounts and balance sheet before presentation of a certified summary to the AGM.
- BL3.10 The Treasurer shall submit a budget, to the last meeting of the Management Committee prior to the AGM, for the following financial year. Following acceptance of the financial report at the AGM, the Treasurer shall send a copy of the certified accounts to OSCR.
- BL3.11 The Treasurer shall submit a financial statement to the Management Committee no less frequently than every 3 (three) calendar months.
- BL3.12 All outgoing payments shall be made by cheque or direct Bank transfer duly authorised in accordance with paragraph BL3.4.

Finance Miscellaneous

"Definitions clause: "Charitable body" shall mean a body on the Scottish Charity Register which is also regarded as a charity in relation to the application of the Taxes Acts.

'Charitable objects' means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts"

- a) Interpretation – for the purpose of this constitution 'charitable' shall be interpreted as charitable within the meaning of section 505 of the Income and Corporation Taxes Act 1988 (including any statutory amendment or re-enactment of the provisions of that section).
- b) Notices – Any notice which requires to be given to a member under this constitution shall be given in writing; such notice being either given to the member personally or sent by post to the members last intimated address.
- c) Clothing and Equipment – where possible The Club will try to ensure that swimming costumes, club clothing and relevant training equipment are available at affordable rates.
- d) All Active Members will be treated equally, in particular with respect to facilities and coaching, irrespective of ability.

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- e) No payments or private benefits will be given to any members.
- f) No separate benefits will be provided for non-swimming members.

BL4.0 DISCIPLINARY PROCEDURE, COMPLAINTS AND APPEALS

BL4.1 General

- BL4.1.1 All complaints and appeals, except for doping, wellbeing or protection, or alleged criminal offences, shall be dealt with in accordance with Sections BL4.2, BL4.3 and BL4.4.
- BL4.1.2 Complaints involving doping should be referred to British Swimming as Per Scottish Swimming Company Rule R13.1.3.
- BL4.1.3 Complaints involving, wellbeing or protection, or other criminal offences shall be referred to Scottish Swimming within 48 hours, in accordance with Scottish Swimming Company Rule R13.2.1.

BL4.2 Disciplinary Procedure

- BL4.2.1 In the event that the behaviour of a swimmer, waterpolo player, member of the coaching team or Management Group or a parent volunteer contravenes the Club's codes of conduct, the following action will be taken.
- BL4.2.2 The President, or a deputising club official, will conduct an investigation into the alleged breach of the Club's codes of conduct as they see fit and all persons and parties shall cooperate fully with the same. Failure to co-operate may amount to misconduct.
- BL4.2.3 The Investigating Club Official shall thereafter be entitled at any time to decide to:
 - a) Apply a sanction to the person(s) being investigated
 - b) Refer the matter to a Club Complaint panel
 - c) Take no further action
 - d) Pursue an alternative resolution, which may include Mediation, Arbitration or Conciliation.
- BL4.2.4 The Club will keep a record of each stage of the disciplinary process.

BL4.3 Complaints

- BL4.3.1 A complaint, which is a formal expression of dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by Scottish Swimming, can be made by:
 - a) Any member of the Club
 - b) A parent or guardian on behalf of a Junior member as defined in paragraph C3.1(b)
 - c) A parent or guardian on behalf of a Member classified as a Vulnerable Person, defined as a person who lacks sufficient capacity to present a complaint by themselves.
 - d) Any Individual
- BL4.3.2 A complaint must be made in accordance with Scottish Swimming Company Rules Sections R12 to R15.

BL4.4 Appeals

- BL4.4.1 An appeal may be made against decisions taken by the Club in respect to the outcome of a submitted complaint or against decisions taken by a National Complaints Committee.
- BL4.4.2 An appeal must be made in accordance with Scottish Swimming Company Rules Sections R12 to R15.

BL4.5 Suspensions and Fines

- BL4.5.1 The Management Committee may take action (e.g. fine, suspend or cancel membership) against any Club Member proved guilty of conduct or breach of the Constitution, Bye-laws, Regulations which is detrimental to the interests or aims of the Club or for acting in such a manner as to bring disrepute to the Club. Such action shall only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspension & Fines sections of the Scottish Swimming Governance Documentation (Company Rules Sections R12 to R15) have been applied.

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APPENDIX 1: Criteria for Club Trophies and Awards

- 1) Trophies will normally be won by first claim members only, although second claim members may be considered in exceptional circumstances.
- 2) Should any trophy be in a condition that no longer deems it appropriate to be awarded, it will be retired. In such cases, the Club should note this at the annual meeting and, if possible, consider an appropriate place for it to be displayed with a brief history.
- 3) Club Championships trophies for competitive swimming will be as per the winners of the various events at the Club Championships.
- 4) There are 3 categories of awards that will be made annually at an suitable awards presentation; Club Awards, Swimming Awards and Water Polo Awards, the criteria for nomination and/or selection is as follows –

CLUB AWARDS

The Frank Jordan Trophy – Awarded to the Outstanding Athlete in the Club. Nominations shall be made by the President, Head Swimming Coach and the Head Water Polo Coach (or in their absence the person assuming these roles) along with reasons for the nomination to Frank Jordan. He will use, where possible, the Midland District criteria for the Scottie Wilson Awards, and consider the nominations before making a decision of the winner. In the event of FJ no longer being active in the Club, the word President should amend to Vice President and FJ to President.

The Edna Ritchie Trophy - Awarded for the Club Person of the Year. This can be in a competitive or non-competitive manner. Nominations, along with reasons for the nomination, shall be made by the President, Vice President and the Swimming Committee, the Water Polo Committee and the Fund-Raising Committee (committees will make the nomination via their convenor), to Edna Ritchie. She will decide from these upon the winner. In the event of ER no longer being active in the Club, the word President will no longer nominate, and ER will amend to President.

The Alastair Myles Parker – Awarded for outstanding Service to the Club. Nominations, along with reason for nomination, shall be made by any member to the President who will, in conjunction with the family of the late Alastair Myles Parker, make a decision as to the winner.

SWIMMING AWARDS

Swimming Awards for Commitment, Performance and Effort will be made to each male and female of the age group categories, as determined by the Swimming Committee.

A top Male Swimmer and Top Female Swimmer will also be awarded, as determined by the Swimming Committee.

The John Boy Kerwin Trophy shall be awarded to the member who has shown the most to perform, train and enhance the Clubs' reputation on Open Water swimming throughout the previous 12 months, as determined by the Swimming Committee.

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WATER POLO AWARDS

Player of the Year Awards will be awarded for 'Rookie', Junior and Senior Player of the Year as determined by the Water Polo Coaching Panel.

Water Polo Club Person of the Year will be awarded to the member who has given the most effort to uphold and advance the Clubs' reputation in water polo throughout the previous 12 months, as determined by the Water Polo Committee.

Water Polo Players Player of the Year will be awarded to male and female categories to the player, as voted by his/her team-mates, who have been the top player throughout the previous 12 months. All age groups of players shall be entitled to vote for this award.

March 2021

Menzieshill Whitehall Swimming and Water Polo Club

CONSTITUTION, BYE-LAWS AND REGULATIONS

Registered Charity No. SCO46868

APPENDIX 2: Committee Regulations

Swimming Committee

- 1) The Swimming Committee will be empowered to develop a programme of teaching, instruction, training and competition for swimmers of The Club.
- 2) The Swimming Committee will report its activities to the Management Committee.
- 3) The Swimming Committee will ensure all swimmers are adhering to the club rules and follow the Clubs discipline procedure.

Water Polo Committee

As Swimming Committee but substitute Water Polo for Swimming.

Fund Raising Committee

1. The Fund Raising Committee will arrange events/sponsorship to generate income/publicity for The Club.
2. The Fund Raising Committee will pass monies raised to the Treasurer.
3. The Fund Raising Committee will report to all Management Committee meetings.

Menzieshill Whitehall Swimming and Water Polo Club

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APPENDIX 3: Club Rules

The following are the rules of Menzieshill Whitehall Swimming and Water Polo Club, hereafter referred to as 'The Club', and should be adhered to by all members. Changes to these rules should be carried out in line with section 4 of the Constitution.

1. Members should do their best to enhance and uphold the name and reputation of The Club at all times.
2. Members should make the relevant Manager, Coach or Committee member aware of any time they will be unable to attend a pre-arranged event, giving an appropriate period of notice.
3. Members should attend training sessions as directed by the coaching staff.
4. Members should always show respect to fellow members.
5. Members should ensure they pay the appropriate fees prior to any event and if they are unable to, make payment as soon as possible thereafter.
6. Members should treat Swimming and Water Polo officials at any competition with respect and should not abuse them in any way.
7. Members should treat other clubs in the way they would expect to be treated themselves.
8. Members should respect the club's property at all times.
9. Members should not attend training sessions, galas or water polo matches to train, compete or coach whilst under the influence of alcohol/drugs.
10. Members should advise the Club's Wellbeing and Protection Officer(s) of any signs of bullying happening within the club.

In the event that the behaviour of a swimmer, waterpolo player, member of the coaching team or Management Group or a parent volunteer contravenes the Club's codes of conduct, refer to the disciplinary actions set out in section 4 of the constitution.

Menzieshill Whitehall Swimming and Water Polo Club

CONSTITUTION, BYE-LAWS AND REGULATIONS

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APPENDIX 4: Committee Responsibilities

Honorary President

- Overseeing general running of The Club
- Development of The Club
- Overseeing development of the Learn to Swim

President

- Chair of Executive Committee
- Ensure effective running of the Executive Group meetings
- Ensure that all discussion is orderly; that every individual has an opportunity to participate and that a decision is made on each topic before proceeding
- Ensure impartiality during discussions and maintain an open mind
- Development of The Club
- Representative at external meetings (i.e. Midlands)

Vice President

- Ensure all lets are in place in association with Treasurer, checking invoices to ensure accuracy for onward transmission to Treasurer
- Development of The Club
- Act as President in the absence of the President
- Representative at external meetings (i.e. Midlands)

Swimming Convenor

- Act as point of contact to ensure all swimming sessions are covered
- Administration of database
- Preparation and distribution of cards to swimmers re gala dates/times (based on information provided by relevant coaches)
- Provide timely reports to the Executive Committee

Water Polo Convenor

- Chair of Water Polo sub-committee
- Oversee and co-ordinate water polo development
- Ensure, in collaboration with committee members that all sessions are covered
- Provide timely reports to the Executive Committee

Treasurer

- Oversee financial administration of all club activities
- Presentation of timely financial reports to the Executive Committee and AGM
- Preparation of year end accounts
- Ensure external audit of accounts
- In collaboration with relevant officials oversee lets/invoices

Secretary

- Maintain and update Club Constitution
- Deal with correspondence on behalf of the Executive Committee
- Ensure action points raised at meetings are followed up by the relevant people
- Organisation of Executive meetings
- Preparation and circulation of agenda

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- Typing and distribution of minutes
- In collaboration with other members of the Executive group ensure adherence to SASA Constitution

Minute Secretary

- Minute all Executive Committee meetings and SGM (where necessary)
- Minute AGM

Membership Secretary

- Ensure maintenance and update of club roll including liaison with Secretary
- Dealing with correspondence related to registrations

Head Coaches

Development of coaching plan in collaboration with other members of the sub-committee

Selection of teams and individuals

Liaise with relevant convenor

Fundraising Convenor

- Plan and execute fundraising events in collaboration with other members of the Committee
- Provide timely reports to the Executive Committee
- Distribution of information to club members regarding fundraising events

Wellbeing and Protection

- Ensure club adheres to Wellbeing and Protection legislation
- Provide timely reports to the Executive Committee

Meet Secretary

- Responsible for gala entries
- Provide timely reports to the Executive Committee

Volunteer Coordinator

- Responsible for enrolling volunteers
- Co-ordinate volunteers for events
- Provide timely reports to the Executive Committee