

Notice is hereby given that the 70th Annual General Meeting of the Ware Swimming Club will be held on Saturday, 28th November 2009.

Venue: Wodson Park, Ware
Time: 7pm

A G E N D A

- 1.0 Chairman's Opening Remarks
- 2.0 Apologies for Absence
- 3.0 Minutes of the 69th Annual General Meeting
- 4.0 Matters Arising from Previous Minutes
- 5.0 Committee Members' Reports
- 6.0 Financial Report
- 7.0 Proposal to amend Club Constitution
- 8.0 Election of Chairman, Officers & Committee for 2009/10
- 9.0 Any Other Business

The 2009 AGM papers will be published on the club's website.

**MINUTES FROM THE WARE SWIMMING CLUB 69TH ANNUAL GENERAL MEETING HELD
ON SATURDAY, 22ND NOVEMBER 2008 AT WAGGERS**

Jenny Matthews opened the 69th AGM at 7.12pm by welcoming the 39 members present.

1.0 Apologies for Absence

1.1 Apologies for absence were received from John Clarke, Club President.

2.0 Chair's Opening Remarks

2.1 JM reminded all present that any matters raised at the AGM will not be discussed until the next AGM.

2.0 Minutes From The Previous Meeting

2.1 The minutes of the previous meeting were proposed as a true copy by Philip Papworth and seconded by Graham Sinclair.

3.0 Matters Arising from Previous Meeting

3.1 There were no matters arising.

4.0 Committee Members' Reports

4.1 The reports published on the club's website in advance of the AGM were taken as read.

4.2 Jenny Matthews thanked Anne Vanner for her work on Swim21

4.3 The Wulfrath exchange visit was successful even though we did not win the gala.

4.4 There has been a mixed set of gala results throughout the year, however club membership has increased and the club has gained additional water time.

4.5 There was a new format for this year's club championships and the feedback received has been taken on board.

5.0 Financial Report

5.1 KP reviewed the Treasurer's Report which was circulated at the AGM. The key points mentioned were:
The Wulfrath visit cost just over £2k
Two new lane ropes were purchased during the year
There was an increase in pool hire and ASA fees
There is an accrual for water time which has not been invoiced to date

KP reported a small loss would have been made if the water time had been invoiced.

5.2 A question was asked as to what the loss in shop sales related to. KP advised this is stock which has been purchased but not sold.

5.3 KP thanked Keith Ian for their generous support of the 2007 Club Championships.

5.4 JM proposed the accounts presented subject to audit. The accounts were proposed subject to audit by Mike Suckling and seconded by Joan Vanner.

6.0 Election of Officers

- 6.1 Due to the lack of nominations received for positions on the committee it was agreed that the 2007/08 committee would stand for the 2008/ 09 committee with the exception of Denese Ross who was standing down and Kim Ross and Stephen Pearse (Club Captains).

The nominations received for the 2008/09 Committee were proposed by Ian Comben and seconded by Russell Schofield-Bezer.

Chairman – Jenny Matthews
Treasurer – Kris Pringle
Secretary – Anne Edmonds
Girls Team Manager – Jon Pinfold
Boys Team Manager – Mick Wolfe
Membership Secretary – Ron Keen
Fixtures Secretary – Chris Buck
Press Officer – Will Osterburg
Social Secretary – Phil Papworth
Trophy Secretary – Claire Matthews
Volunteer Co-ordinator – Janet Pinfold
General Committee Members: Jacqueline Backhaus, Carmen Schofield-Bezer and Graham Sinclair.

7.0 Any Other Business

- 7.1 Gifts were presented to Helen Malcolm for her work organising the lifeguard rota and Mike Suckling for his work on the club's website.
- 7.2 JM thanked all timekeepers and the poolside team for their work throughout the year.
- 7.3 The first meeting of the new Committee will take place on the first Wednesday in December at Chauncy School, commencing at 8pm.
- 7.4 JM thanked all present for the support she and her family had received throughout the year from Ware SC.

There being no further business the meeting closed at 7.25pm

Chairman's Report

Once more it's time for my Annual Report on what has taken place throughout the year with the aid of a hardworking Committee and the best of intentions for the Club.

We celebrated 75 years of Ware Swimming Club by holding a fun swim at Fanshawe Pool followed by a barbecue for the younger swimmers and families. A good time was had by all thanks to Chris Buck, Janet Pinfold and their team of helpers. We then held a reunion for past and present members at Fanhams Hall. It was a pleasant evening of reminiscences for many, with old photographs and stories taking pride of place. Carmen Schofield-Bezer did a wonderful job of tracking down some of the older club members, and the evening was a great success thanks to the hard work of Carmen, Chris Buck, and Janet Pinfold et al. The only disappointment was the low representation of current members at the event.

Two people from two different clubs asked me recently how it is that Ware manage to keep their older swimmers at the Club. I believe it is because we succeed in making all our swimmers feel they are an integral part of the club regardless of their abilities. We are a friendly club, and our younger swimmers respect and look up to our older swimmers. It is good to see our older swimmers so keen to help on poolside during training sessions, and this helps our younger ones to gain confidence outside the comfort zone of our own pool at galas. They will often listen to the advice of the older swimmer rather than a Coach. We continue to recruit new swimmers and encourage development of poolside training and helpers. We are slowly but surely building our Club back up to the successful Club it once was, but this can only succeed with the commitment of all our swimmers and families.

Our local school liaison continues, and our two early morning swim sessions remain very popular, with a mix of club swimmers and Chauncy students having a swim before school. We also had the opportunity to help our friends at Middleton School during the summer with some extra coaching from our older swimmers and our Club coaches. Everyone found the sessions rewarding, and we hope to repeat this in 2010.

We visited our German friends in Wulfrath this year and the visit was a great success. It is a huge responsibility to co-ordinate such an event, and Chris Buck rises to the challenge admirably. We all appreciate the hard work she does. Whilst the result of the annual gala was not what we had hoped for, every swimmer swam their hardest - particularly the open swimmers. Wulfrath will visit us at Easter 2010, and **WE CANNOT ALLOW THEM TO WIN** as they will achieve a 'never been done before' five wins in a row. **The training starts now!** The commitment of our swimmers at this time is vital if we want to win the trophy and put it back in the Fanshawe Cabinet where it belongs. Please help the Team Managers and the Club by supporting this event which is one of the main highlights of the Club's year. We will of course be looking for host families during this event, so please do not go away on holiday for Easter!

Thanks go to our team of Coaches and helpers who with a mix of Stan Vanner's and Mike Suckling's guidance have worked tirelessly to encourage that extra bit of work from the swimmers. Stan's ill health and subsequent retirement was a shock, and it was wonderful to see how everyone coped with the sudden change of personnel. Of course, the Coaches would have nothing to do if the swimmers did not train, and my thanks go to all the swimmers and their parents/guardians for their continued support of Ware Swimming Club.

My thanks also go to Helen Malcolm, who for best part of the year kept a lifeguard on poolside for our training sessions. Helen had to resign at the start of the autumn due to work commitments, and Kim Ross gallantly stepped forward to take on the task. However, it was agreed that Fanshawe would provide our lifeguards in future, so Kim's 'job' was short-lived. Thank you anyway Kim for being ready to take the role on.

Graham Sinclair also found that he had work pressures and had to resign as Boys' Team Manager, and Will Osterburg stepped up to the mark at short notice. Thanks go to Graham for successfully sorting out the boys, and organising the Open Meets.

Our Captains and Vice-Captains have done a magnificent job on poolside during training and galas. They also represented us well in Germany. However, we still struggle to gain the reliability of swimmers for galas. Swimmers should feel proud they have been selected for a gala because the Manager feels they are the best swimmer for the event. It is very difficult for the Manager and the other squad members when selected swimmers drop out from the team.

Last year I mentioned the lack of swimming club members and families attending fundraising events and supporting the Club. I suggested that maybe you preferred to pay higher fees and cut out social activities. I was not available to help at the Tea Tent this year and I know how Chris Buck struggled to get helpers and supplies of sandwiches and cakes. I joined with Carmen and the rest of the Committee trying unsuccessfully to promote tickets for the 75th Anniversary event. Please let the new Committee know whether you want this Club to remain a friendly sociable Club, or just somewhere to bring your children training on a spare evening!

My thanks go to everyone who made this year's Championships such a success. There are always things that can be improved, and the sub-committee will be meeting shortly to discuss improvements for 2010. We are very grateful to Keith Ian Estate Agents for their continued interest and support of the Championships. Claire Matthews has experienced her first year as Trophy Secretary, and has done an excellent job in nagging everyone to return their trophies in time for Presentation Evening.

The Committee would like to thank all those who have helped us during the year – poolside helpers, timekeepers, recorders, judges, announcers etc. We work closely with Fanshawe Pool staff, and we thank them for their continued support of the Club throughout the year.

The shock news of the summer was that Stan Vanner had decided to hang up his shorts and flip flops and retire from the Club. We wish you well Stan and are grateful for the inspiration you have given to the many young people who have passed through Ware Swimming Club during the 29 years you were involved in the Club.

Anne Edmonds is our reference book for all swimming rules and regulations, ASA information, Swim 21 paperwork – the list is endless. Thank you Anne. We all appreciate the hard work you do for the club as Club Secretary.

We were very proud to hear that four of our members received Awards from the region – what an achievement for a small Club, and congratulations to Chris Buck, Claire Matthews, Stan Vanner and Katrina Wolfe.

On a sadder note, we were all sorry to hear of Alyson Portch's death after such a courageous fight against her illness. Alyson had supported the Club in many ways. She had been a swimmer, coach, committee member and chairman, and helped at many successful social occasions for the Club as well as supporting Chris Buck with Wulfrath, the Tea Tent etc. etc. She was a truly committed member who will be missed by everyone. However, she will not be forgotten as before her death Alyson kindly donated a trophy to the Club which will be awarded at Presentation Evening.

The Treasurer, Secretary, Team Managers and Social Secretary will review the year in their reports, and it remains for me to thank them and the rest of the Committee for their hard work throughout the year.

Jenny Matthews

Club Secretary's Report

Throughout the year the Committee has completed work in a number of areas:

ASA Membership Fee

The ASA Membership Fee, East Region and Herts ASA Affiliation fees (includes insurance cover) were completed and returned at the beginning of the year.

Ware Town Twinning Association

The Club's membership to the Town Twinning Association was renewed in June 2009.

Swim 21

Swim 21 is the ASA's (Amateur Swimming Association) club development model – a planning tool, enabling clubs to help swimmers, coaches and administrators achieve their full potential. It is centred around the needs of the swimmers and regarded as the backbone of the ASA's development programme.

The club's improvement plan was submitted to the ASA East Region in July has been approved.

Throughout the year, the Committee has been working towards Swim 21 accreditation and the new Committee will continue to build on what has been put in place with a view to submitting the club's application in the new year.

Code of Conduct

The Club's Code of Conduct and Code of Behaviour were combined to form an updated Code of Conduct for the club's membership. A copy of the new Code of Conduct can be found on the club's website.

Job Descriptions

Job descriptions for the posts on the Ware SC Committee are available for the membership to see on the Club's website.

Club Championships

The Committee revised the Club Championship bylaws for this year's Championships.

One new Championship record was set in this year's competition. Grace Rawlins set a new record of 34.30 in the Girls under 15 50m Butterfly. Well done Grace!

I would also like to recognise and thank the Keith Ian Partnership for their financial support towards the 2008 and 2009 Club Championships.

Training Courses

The following club members have completed training courses throughout the year:

Will Osterburg, Katrina & Mick Wolfe	SCUK Safeguarding & Protecting Children	December 2008
Graham Sinclair	SCUK Safeguarding & Protecting Children	February 2009

Gregg Hills, Emma Kelleway, Claire Matthews, Sara Matthews, Will Osterburg, Kris Pringle, Craig Ross, Anna & Ben Ruddock, Graham Sinclair	Club Timekeeper	February 2009
Samantha Osterburg	ASA Club Helpers Certificate for Teaching Swimming	March 2009
Katrina Wolfe & Phil Papworth	ASA Level 1 Teaching Aquatics	April 2009
John Clarke	SCUK Safeguarding & Protecting Children	May 2009
Lydia Backhaus	ASA Level 1 Teaching Aquatics	July 2009
Jon Pinfold	SCUK Safeguarding & Protecting Children	July 2009
Josie Pinfold	ASA Club Helpers Certificate for Teaching Swimming	September 2009
Janet Pinfold & Jacqueline Backhaus	SCUK Safeguarding & Protecting Children	October 2009
Lydia & Frank Backhaus, Carmen & Russell Schofield-Bezer	SCUK Safeguarding & Protecting Children	November 2009

Ware SC has been able to obtain funding towards all of the courses listed above from Herts ASA. Funding was also obtained from the ASA East Region towards the ASA Level 1 Courses.

Safeguarding & Protecting Children

A revised copy of Wavepower (the ASA's Child Protection Procedures) has been received and you can find the Child Protection Policy on the Club's Website.

The ISA Vetting and Barring Scheme

We are still waiting to hear from the ASA regarding any action the club should be taking following the introduction of the above scheme on 12 October 2009.

From the guidance notes produced by the Government, we can confirm the following:

From April 2010, responsible persons who do not know whether a new entrant or mover into controlled activity is barred from regulated activity will have to apply to the CRB for an enhanced disclosure with a barred list check on that individual.

26 July 2010

You **may** apply for ISA registration from this date if you move into a new role, either paid or voluntary.

1 November 2010

*This is the date on which the Scheme becomes mandatory for new workers or those moving position. If you move into regulated activity, paid or voluntary, with a new RAP (regulated activity provider), you **must** apply for ISA registration before starting in that role.*

It will be a criminal offence to work in a regulated activity role without being ISA-registered. RAPs will have a legal duty to check that potential new employees/volunteers are ISA-registered before allowing them to engage in regulated activity. RAPs that are registered bodies may facilitate ISA registration at recruitment stage, as part of their checks on potential new staff.

1 April 2011

This is the date from which people who are already working in regulated activity and have not moved into a new role with a new RAP may apply for ISA registration. This will happen in phases, usually organised by RAPs, and they will tell people when they should join.

ASA Volunteer Aquaforce Awards

The ASA Volunteer Aquaforce Awards are an opportunity for clubs and Counties to recognise and thank the many volunteers that they work with to deliver our sport. Ware SC submitted 6 nominations for this year's awards:

Outstanding Contribution at Club level; Ron Keen & Derek Matthews
Young Volunteer U18 award; Katrina Wolfe
Outstanding Contribution by an 18-25 year old; Claire Matthews
Long Service award; Christine Buck and Stan Vanner

Out of the club's six nominations, we were delighted to have four club members receive an ASA East Region Aquaforce Award; Christine Buck, Claire Matthews, Stan Vanner and Katrina Wolfe.

Herts Sports Partnership Community Club of the Year

The Committee put forward Ware Swimming Club for the Community Club of the Year in the 2009 Herts Sports Partnership Service to Sport Awards.

The criteria for this award was 'a club that has shown overall improvement and commitment to its members. Nominated clubs must hold or be working towards 'clubmark' / charter standard status (Swim21)'.

The nominees for this category were:

OA Saints Women's Rugby Club - **1st**
Bovingdon & Flaunden Tennis Club - **2nd**
Welwyn Girls Rugby Club - **3rd**
ASCO Netball Club
Marshalswick Judo Club
Borehamwood Swimming Club
Ware Swimming Club
Stevenage & North Herts Athletics Club
Croxley Tennis Club
Hitchin Town Ability Counts Football Team
Dacorum Netball Club
Aspire Powerchair Sports Club

Life and Honorary Membership

In 2009 the committee awarded the following Life and Honorary Memberships:

Life Membership

Fred Portch
Stan Vanner

Honorary Membership

Miss Jessica Portch

I am also pleased to announce that Jon Cole, Life Member, became a dad in May to Jake.

Club Constitution

The Committee is presenting a revised Constitution at the AGM. This Constitution is based on the 2008 model produced by the ASA (our governing body).

Meeting Attendance

I am pleased to confirm members of the Committee have represented Ware SC at the following meetings throughout 2008/09:

East Herts Forum

Hertfordshire ASA Club Forum

Head Coach Vacancy

The closing date for applications for the position of Head Coach is 30 November 2009. At the time of writing this report, there are four applications for this post.

The post has been advertised on the following websites; Ware SC, British Swimming, Hertfordshire ASA and the ASA East Region.

Fanshawe Pool

The Committee has worked closely with the management at SLM and Fanshawe Pool this year and we would like to take this opportunity to thank the team at Fanshawe for their support during club nights and galas.

Volunteers

Like most clubs we do rely on parents/guardians giving up their time to help with the running of the club and I would like to take this opportunity to thank everyone who has helped with the running of the club throughout the year.

For more information on the Club's recruitment and succession planning policy, please see the club's website.

The Committee is always happy to hear from anyone willing to help and we have enclosed a Volunteer Form with our AGM papers. We are particularly interested to hear from any parents/guardians that would be interested in becoming an official (timekeeper, judge, referee or starter).

To improve communication throughout the club's membership, Anne Prout has kindly agreed to set up an email distribution list. Thank you Anne!

At this point in my report, I would like to thank Helen Malcolm, Graham Sinclair, Mick Wolfe and Stan Vanner for their work this year. All four have 'stepped down' from roles they held. Jenny Matthews is also standing down from the position of Chairman and I would like to thank her for her work in this role – I know it has not always been easy! Jenny will remain on the new committee in the post of Minute Secretary.

Anne Edmonds
Club Secretary

Treasurer's Report

The accounts for Ware Swimming Club for year ending 30 September 2009 are currently being prepared.

A full set of accounts subject to audit will be available at the Annual General Meeting.

If you have any questions regarding the accounts, please contact the Club Treasurer, Kris Pringle.

Team Managers' Report

The highlight of the last year was obviously winning the Peanuts League Division 3. This was done in emphatic style as Ware SC won all three of the galas, all by very large margins. The last time WSC won Division 3 we went on to win Division 2 the next year so let's see if we can repeat that achievement. Well done to all those who swam and the result owes a great deal to the work being done with our younger swimmers, particularly the coaching staff on a Sunday afternoon whose sessions have gone from strength to strength.

In the Speedo galas (now Arena), WSC came 21st out of 23 in Div 2 (London). This is a high quality league and bearing in mind the competition we swim against, a creditable result. Major League is probably a better gauge of our standards and we came 5th (out of 12) easily earning our place in the top final gala. In both these leagues, credit must go to the open age group who performed particularly well.

This year was my first year to Wulfrath. Having heard so many tales of visits gone by I wondered if the trip would live up to expectations. I needn't have worried. What great hosts our German friends are and I would encourage any swimmer to aim to be on the coach in 2011. OK, we didn't win which is something we need to put right but all swimmers should be very proud of themselves both in and out of the pool.

I would like to take this opportunity to thank all coaches, parents, fellow team managers and swimmers for their effort and dedication this year. In particular I would like to thank Stan for his help over the last couple of years and wish Mike every success for the future. As well as the usual swimming leagues, we are hoping to enter more 'one off' galas next year so that we can give the opportunity to as many swimmers as possible to show us what they can achieve. We are also aiming to make changes that will encourage swimmers to enhance their training so that they have every opportunity to improve and take Team Ware forward.

Jon Pinfold
WSC Girls Manager
On behalf of Boys and Girls Teams

RULES of Ware Swimming Club (“the Club”) as at 28 November 2009

1. Name

- 1.1 The name of the Club shall be Ware Swimming Club

2. Objects

- 2.1 The objects of the Club shall be the teaching, development and practice of swimming for its members and shall, where appropriate, be to compete. In the furtherance of these objects:

2.1.1 The Club is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of sex, ethnic origin, religion, disability or political persuasion, on any grounds.

2.1.2 The Club shall implement the A.S.A. Equal Opportunities policy.

- 2.2 The Club shall be affiliated to ASA East Region, and shall adopt and conform to the rules of this Association, and to such other bodies as the Club may determine from time to time.

- 2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the A.S.A. (“A.S.A. Laws”) and in particular:

2.3.1 all competing members shall be eligible competitors as defined in A.S.A. Laws; and

2.3.2 the Club shall in accordance with A.S.A. Laws adopt the A.S.A. Child Safeguarding Procedures; and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.

2.3.3 members of the Club shall in accordance with A.S.A. Laws comply with the A.S.A. Child Safeguarding Procedures.

- 2.4 By virtue of the affiliation of the Club to ASA East Region, the Club and all members of the Club acknowledge that they are subject to the laws, rules and constitutions of:

2.4.1 ASA East Region and

2.4.2 the A.S.A. (to include the A.S.A./IOS Code of Ethics); and

2.4.3 British Swimming (in particular its Doping Control Rules and Protocols and Disciplinary Code); and

2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together “the Governing Body Rules”).

- 2.5 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.

3. Membership

- 3.1 The total membership of the Club shall not normally be limited. If however the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club.

- 3.2 All persons who assist in any way with the Club's activities shall become members of the Club and hence of the A.S.A. and the relevant A.S.A. membership fee shall be paid. Assisting with the Club's activities shall include, but not be restricted to, administrators, associate members, voluntary instructors, teachers and coaches, Committee members, helpers, Honorary members, life members, Officers, patrons, Presidents, technical and non-technical officials, temporary members, Vice Presidents and verifiers or tutors of the A.S.A.'s educational certificates.
- 3.3 Paid instructors, teachers and coaches who are not members of the Club must be members of a body which accepts that its members are bound by the A.S.A.'s Code of Ethics, the Laws relating to Child Protection and those parts of the Judicial Laws, Judicial Rules and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of the A.S.A. shall be subject to all the constraints and privileges of the Judicial Laws and Rules.
- 3.4 Any person who wishes to become a member of the Club must submit a signed application to the Membership Secretary (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). Election to membership shall be determined by the Membership Secretary but other person(s) authorised by the Committee may make recommendation as to the applicant's acceptability.

The Membership Secretary shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a Review Panel appointed by the Committee ("Review Panel") comprised of not less than three members (who may or may not be members of the Committee). The Review Panel shall [wherever practicable] include one independent member nominated by the ASA East Region. The person refused membership shall be entitled to make representations to the Review Panel. The procedures for review shall be at the discretion of the Review Panel whose decision shall be final and binding.

- 3.5 The Club shall not refuse an application for membership on discriminatory grounds, whether in relation to ethnic origin, sex, religion, disability, political persuasion or sexual orientation.
- 3.6 The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, or, in the case of a swimmer, being unable to achieve the entry standards as laid down and provided by the Club to the applicant for membership.

4. Subscription and Other Fees

- 4.1 The annual members' subscription and coaching and squad fees (as applicable) shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for different classes of membership as it shall determine.
- 4.2 The annual subscription and entrance fee (if any) shall be due on joining the Club and thereafter on the 1st day of January each year.
- 4.3 Any member whose subscription is unpaid by the date falling 30 days after the due date for payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made.

- 4.4 The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual A.S.A. Membership Fees to the A.S.A. on behalf of members, be consequential upon an increase in individual A.S.A. membership fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.
- 4.5 The Executive Officers (or the Committee) shall have the power in special circumstances to remit the whole or part of the fees, including the A.S.A. membership fees, to address issues of social inclusion.

5. Resignation

- 5.1 A member wishing to resign membership of the Club must give to the Membership Secretary written notice of his/her resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.
- 5.2 The member who resigns from the Club in accordance with Rule 5.1 above shall not be entitled to have any part of the annual membership fee or any other fees returned.
- 5.3 Notwithstanding the provisions of Rule 5.1 above a member whose subscription is more than two months in arrear shall be deemed to have resigned. Where the membership of a member shall be terminated in this way he/she shall be informed in writing that he/she is no longer a member by notice handed to him/her or sent by post to his/her last known address.
- 5.4 The A.S.A. Membership Department shall be informed should a member resign when still owing money or goods to the Club.

6. Expulsion and Other Disciplinary Action

- 6.1 The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for the individual to remain a member. The Club in exercising this power shall comply with the provisions of Rules 6.3 and 6.4 below.
- 6.2 Upon expulsion the former member shall not be entitled to have any part of the annual membership fee to be refunded and must return any Club or external body's trophy or trophies held forthwith. Clubs in exercising this power are required to comply with the provision of Rules 6.3 and 6.4 below.
- 6.3 The Club shall comply with the relevant Judicial Rules for handling Internal Club Disputes ("the Rules") and the same may be revised from time to time. The Rules are set out in the A.S.A. Judicial Laws and appear in the A.S.A. Handbook. (A copy of the current Rules may be obtained from the A.S.A. Department of Legal Affairs.)
- 6.4 A member may not be expelled or (subject to Rule 6.5 below) be made the subject of any other penalty unless the panel hearing the complaint shall unanimously vote in favour of the expulsion of (or other penalty imposed upon) the member.
- 6.5 The Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider club activities, when in their opinion, such action is in the interests of the Club. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate Judicial Rules.

7. Committee

- 7.1 The Committee shall consist of the Chairman, Secretary, Treasurer (together “the Executive Officers of the Club”) and 11 elected members all of whom must be members of the Club. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.
- 7.2 The Committee shall appoint a member of the Club as Welfare Officer who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with A.S.A Child Safeguarding courses. The Welfare Officer will have a right to attend Committee meetings without a power to vote.
- 7.3 The Executive Officers and Committee members shall be proposed seconded and elected at the Annual General Meeting each year and shall remain in office until their successors are elected at the next Annual General Meeting and will take office when the Chairman has closed the meeting. Any vacancy occurring by resignation or otherwise may be filled by the Committee. Retiring Executive Officers and members of the Committee shall be eligible for re-election.
- 7.4 Committee meetings shall be held not less than once a month (save where the Committee itself shall by a simple majority resolve not to meet), and the quorum of that meeting shall be such number as shall represent not less than a simple majority of the Committee members (to include not less than one Executive Officer). The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than 5 days written notice of a meeting. Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote.) The Minute Secretary, or in his/her absence a member of the Committee, shall take minutes.
- 7.5 In the event that a quorum is not present within 30 minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 11.1 shall not apply.
- 7.6 In addition to the members so elected the Committee may co-opt up to 2 further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present.
- 7.7 The Committee may from time to time appoint from among their number such sub-committees as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 7.8 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year be examined by an independent examiner to be appointed by the members in General Meeting.

- 7.9 The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- 7.10 The Committee shall maintain an Accident Book in which all accidents to Club members at swimming related activities shall be recorded. Details of such accidents shall be reported to the A.S.A. Membership Department. The Club shall make an annual return to the A.S.A. Membership Department indicating whether or not an entry has been made in the prescribed form, which is to be found on the membership renewal form.
- 7.11 The Committee shall have power to make regulations, create by-laws (see Rule 13.1) and to settle disputed points not otherwise provided for in this Constitution.

8. Officers and Honorary Members/Life Members

- 8.1 The Annual General Meeting of the Club, if it thinks fit may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the Club on election shall, *ex officio*, be an honorary member of the Club and must be included in the Club's Annual Return of Members to the A.S.A..
- 8.2 The Committee may elect any person as an honorary member of the Club for such period as it thinks fit, or as a Life Member, and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as Officers or on the Committee unless any such person shall have retained in addition their ordinary membership of the Club. Such honorary members and Life Members must be included in the Club's annual return as to membership.

9. Annual General Meeting

- 9.1 The Annual General Meeting of the Club shall be held each year on a date falling within the period 1 November to 30 November . The date, time and venue for the Annual General Meeting shall be fixed by the Committee.
- 9.2 The purpose of the Annual General Meeting is to transact the following business:
- 9.2.1 to receive the Chairman's report of the activities of the Club during the previous year;
 - 9.2.2 to receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;
 - 9.2.3 to remove and elect the independent examiner (who must not be member of the Committee or a member of the family of a member of the Committee) or confirm that he/she remain in office;
 - 9.2.4 to elect the Executive Officers and other members of the Committee;
 - 9.2.5 to decide on any resolution which may be duly submitted in accordance with Rule 9.3.
- 9.3 Nominations for election of members to any office or for membership of the Committee shall be made in writing by the proposer and seconder to the Secretary not later than 10th October. The nominee shall be required to indicate in writing on the nomination form his/her willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not later than 10th October.

10. Special General Meeting

- 10.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Club within 28 days of receipt by the Secretary of a requisition in writing signed by not less than seven members entitled to attend and vote at a General Meeting or, if greater, such number as represents one-tenth in number of such members, stating the purposes for which the meeting is required and the resolutions proposed.

11. Procedure at the Annual and Special General Meetings

- 11.1 The Minute Secretary shall personally be responsible for the handing out or sending to each member at his/her last known address a written agenda giving notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least fourteen days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. The Secretary may, alternatively, with the agreement of member(s) concerned distribute these materials by e-mail or similar form of communication. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.
- 11.2 The quorum for the Annual and Special General Meetings shall be seven members entitled to attend and vote at the Meeting or, if greater, such number as represents one-tenth in number of such members.
- 11.3 The Chairman, or in the Chairman's absence a member appointed by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3. In the event of an equality of votes the Chairman shall have a casting or additional vote.

Only paid up members who have reached their 16th birthday shall be entitled to be heard and to vote on all matters. (Members who have not reached their 16th birthday shall be entitled to be heard and vote only on those matters determined by the Chairman as matters concerning juniors, such as the election of club captains.)

- 11.4 The Minute Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 11.5 The Chairman shall at all General Meetings have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

12. Alteration of the Rules and Other Resolutions

- 12.1 The Rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least two-thirds of members present and entitled to vote at the General Meeting. No amendment(s) to the Rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorised to do so by the County Association/ASA East Region.
- 12.2 Any member shall be entitled to put any proposal for consideration at any General Meeting provided the proposal in writing shall have been handed to or posted to the Secretary of the Club so as to be received by him/her not later than 10th October in the case of the Annual General Meeting or, in the case of a Special General Meeting, 18 days before the date of the meeting and thereafter the Secretary shall supply a copy of the proposal or resolution to the members in the manner provided in Rule 11.1.

13. By-Laws

- 13.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the well being of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

14. Finance

- 14.1 All moneys payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer. Any monies not required for immediate use may be invested as the Committee in its discretion think fit.
- 14.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club, (save as set out in Rule 17.3.).
- 14.3 The Committee shall have power to authorise the payment of remuneration and expenses to any Officer, member or employee of the Club and to any other person or persons for services rendered to the Club.
- 14.4 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.
- 14.5 The financial year of the Club shall be the period commencing on 1 October and ending on 30 September – to be not later than 28 February with the commencing date a day later]. Any change to the financial year shall require the approval of the members in a General Meeting.
- 14.6 The Committee shall retain all financial records relating to the club and copies of Minutes of all meetings for a minimum period of six years.
- 14.7 Donations for charitable purposes may be made as follows:
- 14.7.1 Donations up to a maximum of £50.00. Approval to make such donations will require the support of nine members of the Committee and shall only be given following two week's public notice of the intent to make the donation. Should twenty or more members or associate members object to such a donation during the two week public notice, the donations shall not be made.
- 14.7.2 Proceeds from events specially arranged by the club to raise money for charity. The amount donated in such cases shall be the monies raised from the event less the club's expenses.

15. Borrowing

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

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

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

16. Property

16.1 The property of the Club, other than cash at the bank, shall be vested in not more than four Custodians. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.

16.2 The Custodians shall be elected at a General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.

16.3 The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

17. Dissolution

17.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three-quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.

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

17.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to a charity or charities (or other non-profit making organisation having objects similar to those of the Club for the furtherance of such objects) nominated by the last Committee. **(see Guidance Notes ref Taxation).**

18. Acknowledgement

18.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.

The following statement needs to appear on Club membership forms and is to be signed by the member and must also be countersigned by the parent, or a person having parental responsibility for the member, if under 18 years of age:

I acknowledge receipt of the rules of _____ Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules.

NOMINATIONS FOR THE WARE SC 2009/10 COMMITTEE

EXECUTIVE MEMBERS – please print names clearly

POSITION	NOMINATED BY	SECONDED BY
Chairman		
Jacqueline Backhaus	Carmen Schofield-Bezer	Janet Pinfold
Club Treasurer		
Kris Pringle	Anne Edmonds	Janet Pinfold
Club Secretary		
Anne Edmonds	Ron Keen	Janet Pinfold

ELECTED MEMBERS – please print names clearly

POSITION	NOMINATED BY	SECONDED BY
Girls Team Manager		
Jon Pinfold	Jacqueline Backhaus	Anne Edmonds
Boys Team Manager		
Will Osterburg	Anne Edmonds	Karen Keen
Fixtures Secretary		
Christine Buck	Jacqueline Backhaus	Karen Keen
Welfare Officer		
Frank Backhaus	Anne Edmonds	Jacqueline Backhaus
Social Secretary		
Carmen Schofield-Bezer	Janet Pinfold	Chris Buck
Membership Secretary		
Ron Keen	Anne Edmonds	Janet Pinfold
Minute Secretary		
Jenny Matthews	Kris Pringle	Anne Edmonds
Trophy Secretary*		
Claire Matthews	Anne Edmonds	Jacqueline Backhaus
Volunteer Co-ordinator*		
Janet Pinfold	Helen Malcolm	Julie Suckling
Press Officer		
Jacqueline Backhaus		Janet Pinfold
General Committee (2 Members)		
Russell Schofield-Bezer	Carmen Schofield-Bezer	Jacqueline Backhaus

Notes:

1. All nominations must be received by the Club Secretary no later than 10 October 2009.
2. If you are interested in a position in which there is a current post holder, please inform the post holder of your interest as a vote will be required at the AGM
3. The posts of Volunteer Co-ordinator and Trophy Secretary can submit reports for Committee meetings rather than attend each meeting
4. Committee members are required to complete a Criminal Record Bureau application form in line with the ASA Child Protection Guidelines and attend a Safeguarding & Protecting Children training course

**WARE SWIMMING CLUB
2009/10 VOLUNTEER FORM**

I can help in the following ways:

- | | |
|---|--------------------------|
| Help on the poolside at home galas | <input type="checkbox"/> |
| Help on the door at home galas | <input type="checkbox"/> |
| Help with refreshments at home galas | <input type="checkbox"/> |
| Help with distributing information | <input type="checkbox"/> |
| Help during social events | <input type="checkbox"/> |

I would like to learn how to:

- | | |
|---------------------------------|--------------------------|
| Be a poolside helper | <input type="checkbox"/> |
| Be a timekeeper | <input type="checkbox"/> |
| Be a Swimming Judge | <input type="checkbox"/> |
| Train as a teacher/coach | <input type="checkbox"/> |