

Introduction

Rotherham Metro Amateur Swimming Club (Metro) was formed in 1976 to organize and provide competitive swimming for its members who are also members of the Council's Swimming Training Scheme (STS).

The Metro committee is made up of volunteers who provide input into all disciplines, some of the committee currently have competitors within the scheme and some did have competitors in the past but now freely give their time to pass on valuable experiences to others.

All our members are well catered for with varying levels of competition. The training available is in line with National recommendations and enables members to reach the highest level of their chosen discipline.

In competitive swimming the STS provides training time at local pools, currently Maltby, Aston, Swinton and Wath, and also provides the coaching staff. Metro arranges for swimmers to compete and pays for coaches to attend these competitions to provide guidance and encouragement. Metro have produced many County Champions, District Champions and National Medallists.

Our Water Polo section has great success at all levels. Norman Leighton is their coach, and he also coaches the GB team. In 1998 our under 16 team were national champions. Our juniors were national club winners in 2001, and in the same year our seniors gained 2nd position nationally. The club regularly has swimmers representing county, district, England and GB.

2002 was the first time Water Polo had been in the Commonwealth Games and two of our members made the senior teams. Chris Kirby helped the men win a bronze medal and Frances Leighton gave a superb performance for the ladies.

In 1995 Masters swimming was introduced and this is very popular. One member won Gold medals at the Europeans and World Championships. In 1999 we held our first Masters Open Meet, and this has become an annual fixture. We also have long distance swimmers and a channel swimmer.

Diving was added to our disciplines in 2000 when Maltby Diving Club joined our ranks.

In 1982 we staged our first Designated Open Meet; this continues to be a great success and is now held around the Easter weekend. In recent years we have attracted swimmers from Belgium, Germany, Holland, Hungary, Switzerland, Estonia, Canada, the USA, Scotland, Northern Ireland, Wales and Southern Ireland. Club families host these swimmers and many of our swimmers have made the return visits. As long course competition has now become vital to top swimmers, we have transferred the event to the Ponds Forge complex at Sheffield, and this has proved to an extremely popular venue.

Since 1987 we have held an annual B Grade Open Gala at the end of January. This is set at a standard to allow less experienced swimmers to compete in a major event. In 2003 we changed the format to be 'A' and 'B' grade, this opened the door for even more swimmers to take part. We now run the event Long Course in January and short course in July.

Please read our notice boards. These are where you will see information about our current activities and forthcoming events.

This then is a brief introduction to Rotherham Metro. May your time with us be both successful and enjoyable.

John Whaling - Chairman

Need to know what's going on at Rotherham Metro?

Why not visit our redesigned Website to see news and results covering all of our activities. Go to

www.rotherham-metro.co.uk

Comments and suggestions on the site and its content are welcome, please let Richard Starling know, or email

richard.starling@btinternet.com

CLUB OFFICIALS -2005

MANAGEMENT COMMITTEE

Chairman	Mr John Whaling (Tel: 01142 452482)
Secretary	Mrs Sue Milnes (Tel: 01709 382964)
Treasurer	Mrs Yvonne Waterhouse
Swimming Secretary	Mrs Julie Clayton
Membership Secretary	Mrs Debbie Pepper
Competition Secretary	Mr Peter Roebuck
Education Secretary	Mr Alan Day
Club Shop & Kit Secretary	Mrs Margaret Higham
Fundraising Secretary	Mrs Jayne Docherty
Open Gala Secretary	Vacant
Public Relations Officer	Mr Richard Starling
Water Polo Secretary	Mr Norman Leighton
Masters Secretary	Mr Peter Ingham

Co-opted member	
Maltby Diving	Mrs Helen Preece

SUPPORTER POSITIONS

LIAISON OFFICERS

Aston	Mrs Debbie Taylor
Maltby	Mrs Anita Wilson
Rawmarsh/Wath	Mrs Debbie Pepper

Sprint Badges	Mrs Ann Roebuck
Sheffield Eagle Lottery	Mrs Pam Patchett
Trophies	awaiting appointment
Overseas	awaiting appointment
Swimming Magazine	awaiting appointment

CUSTODIANS OF CLUB PROPERTY

Mrs Sue Milnes	Mr Pete Roebuck	Mrs Margaret Higham	Mr Norman Leighton
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PRESIDENT

Awaiting appointment

CLUB VICE PRESIDENTS

Mr Eric Banks
Mrs Hilda Banks
Mrs Dorothy Billington
Mr Fred Billington
Mr Colin Cunningham
Mr David Higgins
Mrs Chris Houghton
Mr Alan Keens
Mr Don Lee
Mr Dennis Newton

HONORARY LIFE MEMBERS

Mr Ian Cover
Mrs Sandra Swift

CHIEF COACH

Awaiting appointment

CLUB CAPTAINS 2005

Boys Captain	Tom Moxon
Girls Captain	Andrea Whaling

PREVIOUS CHAIRMEN

1976 - 1979	Mr J Frankland
1979	Mr A Clark
1979 - 1980	Mr N Perkins
1980 - 1990	Mr R Higham
1990 - 1991	Mr I Cover
1991 - 2004	Mrs Dorothy Billington

DATA PROTECTION ACT

To comply with the Data Protection Act, we have to advise members that personal details are kept on the Club's computer. This is only for the purpose of the Club's administration and details are only disclosed in limited circumstances. Any member who objects should inform the Membership Secretary.

INFORMATION FOR NEW MEMBERS

This information has been produced to try to clarify, for the benefit of new members, some of the matters regarding the Club and the Swimming Training Scheme, which are often confusing and difficult to understand when your child first becomes involved.

It is important to understand that the Swimming Training Scheme and Rotherham Metro A.S.C. fulfil two entirely different functions and whilst there is obviously a very close relationship, their areas of responsibility are entirely separate.

The Swimming Training Scheme is run by Rotherham Metropolitan Borough Council Leisure, Library and Information Services Department, under the control of their Swimming Co-ordinator, Linda Wilson and the Squad Training from D Squad upwards falls under the Local Authority's responsibilities. The weekly fees for training are paid to the Council, and not to the Club. The Council are responsible for the appointment of the various Squad Coaches and the provision of the appropriate water time at a number of different pools in the area. Any query regarding training should be directed to your Squad Coach, or through Linda Wilson.

Rotherham Metro A.S.C. is a swimming club whose primary objective is to provide competitive swimming for swimmers who are being coached under the Council's Swimming Training Scheme. There are several levels of competition from local friendly galas right up to National level, and some of these are explained elsewhere. The Chief Coach or Assistant Coaches are responsible for the selection of teams for all our galas. The Club's Committee does not normally have any direct responsibility for team selections although some input is necessary until a new Chief Coach is appointed.

The function of the Committee is to provide the administration back-up to ensure that galas at various levels are organised to provide the necessary competitive swimming, to ensure that there are sufficient qualified officials, and there is appropriate supervision for swimmers when they are taking part in various galas. The Committee is also responsible for providing transport to away galas if necessary, and to organise overseas visits to clubs on an exchange basis to give our swimmers the opportunity to compete against swimmers in other countries.

There is a Club Notice board at every pool which you should check regularly for gala details and other information. Maltby is the main notice board where all information is listed. Sunday morning training sessions are available for all swimmers and usually there are Committee members available. At your own pool, there are liaison officers who can help.

Hopefully, this has made matters a little clearer to you with regard to the swimming set up in Rotherham. Elsewhere, some points of a more practical nature are mentioned, which we hope you will find helpful. Whilst we tried to cover most of the things you will want to know, it is impossible to cover absolutely everything, so do not be afraid to ask.

GALA PROCEDURES

Firstly, it must be pointed out that all galas in which we participate, are run under the laws of the Amateur Swimming Association. Amongst other things, these laws govern swimming ages, stroke definition and gala organisation.

Information about forthcoming Galas is to be found on the notice boards at each swimming pool. Swimmers and parents should check the notice boards regularly. If you have any queries regarding Galas, your Liaison officer will advise you.

GENERAL

1. Swimmers are expected to swim for the Club whenever selected. Swimmers should tick selection lists to indicate they are available.

However, the Club understands that from time to time, sickness, holidays or other suitable reasons may prevent a swimmer from competing. In this case, swimmers should put N/A (not available) against their name at the earliest opportunity and explain the reason to the Chief Coach.

It is important to indicate your intentions early to allow for replacements if necessary.

2. Swimmers must wear Club Kit at all times when on the poolside. If needed for presentation, swimmers must wear a Club tracksuit, or a Club T shirt.
3. If swimmers wear a swim cap, it must be the official Club cap. Swim caps other than this are not acceptable in competition - save them for training.
4. Swimmers are expected to arrive at competition venues in plenty of time - at least 15 minutes before the warm-up time, and should report to the appointed Team Manager on the poolside.
5. Glass bottles should never be taken on to the poolside, and swimmers should not leave any litter.
6. **CARD SYSTEM**
Many Open Galas have a card system in operation. Swimmers should post their own entry card in the boxes provided, usually in the pool foyer, well before the box closing time. Make a habit of posting your own card as soon as you arrive before going into the changing room.

IMPORTANT - IF YOU DO NOT POST YOUR CARD IN TIME, YOU WILL NOT BE ALLOWED TO SWIM!

However, if you mislay or forget your card, and the boxes are still open, a duplicate can usually be arranged. See your Team Manager or Coach IMMEDIATELY.

7. Swimmers must sit together as a team on the poolside, and be available when the Team Manager instructs them to go and line up for their event. Swimmers should not leave the poolside for any reason without permission from their Team Manager.
8. Swimmers should report to their Coach after their swim.

FRIENDLY GALAS

These are held throughout the year. They are galas between various clubs by invitation. The teams compete for points, often, with a trophy for the winning team, and may include individual and team events. The team is chosen by the Chief Coach or Assistant Coach and displayed on the notice boards approximately 2 weeks before the Gala. Please indicate your availability as soon as possible by either ticking or putting N/A by your name. Your Liaison Officer will ensure your availability has been noted on Maltby notice board. Replacements will be sought for 'non indicators' and those 'N/A' about three days before the competition.

Transport by coach is arranged by the Club for Away Galas (unless they are local). Swimmers travel free, but spectators pay a small charge. Details of the travel arrangements will be shown on the team list on the notice boards. If you are not intending to travel on the coach provided, you should put 'by car' by your name on the team list. Numbers of spectators wishing to travel on the coach should be noted next to the appropriate swimmers name i.e. +1, +2 etc. However, seats for spectators may be limited, depending on the size of team chosen and priority is given to swimmers and appointed officials.

LEAGUE GALAS

The Club currently competes in 3 leagues: Speedo North East League, White Rose League and Barnsley Minors League. Galas take place throughout the year.

The Chief Coach or Assistant Coach selects the most appropriate team for these galas, depending on the ages and abilities involved. In some cases, because of the importance of gaining maximum points, swimmers may be asked to compete in relay events only.

League Galas are operated in a very similar way to the Friendly Galas. Your availability, or otherwise, should be noted on the team list on the notice board, and transport is arranged in the same way as Friendly Galas.

OPEN & GRADED GALAS

Selected Galas are supported by the Club, after consideration by the Chief Coach and Swimming Secretary. Information about these galas is displayed on all pool notice boards. The Galas attract various standards of entry. If you are unsure whether to enter your Coach or Liaison Officer will be able to advise you.

Graded Galas cater for different levels of availability with an entry time that must not be bettered. Many other Open Galas, particularly those designated for National Qualifying Times are intended for the more able swimmers. You should take care to enter at the correct level.

Entries should be given to your Liaison Officer, together with the necessary entry fees. You will receive entry cards about 2 weeks before the Gala, via your Liaison Officer. However, sometimes entries are not accepted due to oversubscribing, when you will receive a refund of fees paid.

Transport is NOT provided for these Galas. They are organised in several sessions, which makes it virtually impossible to make satisfactory arrangements for all swimmers, as they will be competing in different sessions.

Details of other Open Galas can be found in the 'Swimming' publication. If you wish to enter any of these, you must make your own arrangements, BUT CLUB SUPPORTED GALAS MUST TAKE PRECEDENCE, so particular care must be taken. If in doubt, seek advice.

CHAMPIONSHIP GALAS

Rotherham ASA and Sheffield ASA Championships take place in October/ November. There are no qualifying times. Entries are made via Liaison Officers.

Yorkshire ASA and North Eastern Counties ASA Championships take place in the first few months of the year. There is also a Winter Competition in the Autumn. Qualifying times must be achieved

to enter. Swimmers who have achieved these times are expected to enter and entry times must be verified by their Coach.

Please take care as if you do not achieve the qualifying standard on the day, you may be asked to pay a fine unless you can prove the time has been previously achieved (results sheet).

Entries are made via Liaison Officers and the events are mainly cardless.

National Championships

Those swimmers who are lucky enough to achieve National Qualifying Times are expected to enter. Entry times have to be achieved at Licensed Meets during the year prior to the closing dates. Full details of when and where the time was achieved have to be inserted on the entry form.

Where the Nationals are held a distance away (Crystal Palace or Coventry), it is usual for swimmers to stay together. The Club usually assists with Bed and Breakfast accommodation. Swimmers pay their own entry fee. When the Championships are held locally (Leeds or Sheffield), no accommodation is provided but the club will pay the entry fees and coaches expenses.

WATER POLO

In 1985, water polo was introduced into the Swimming Training Scheme as an opportunity for swimmers of all ages and abilities to enjoy another aquatic sport. Since its inauguration, many swimmers have taken to the sport and enjoyed successes at all levels, many of whom would not have achieved this acclaim through swimming alone.

There are many age groups which swimmers can enter the polo section, from 11 years through to senior level. The various age groups compete in local, district and national leagues and have enjoyed success in all categories.

Training sessions are held at Maltby and Wath swimming pools. The times are:

Maltby	Wednesday		8.30 to 10pm
Wath	Tuesday	Juniors	8.15pm

Other sessions are held at Ponds Forge, Sheffield.

Without doubt, water polo has offered many the opportunity to continue within a sport which offers competition, friendship, travel and success, and which has enabled those who have moved to other areas of the country to participate in and associate with fellow sportsmen and women in a game which can be enjoyed by all ages.

MASTERS SWIMMING

The Masters section was introduced in 1985 for swimmers aged 25 and over who wish to compete competitively. Swimmers enter Masters Galas where awards are given in 5 year age bands. In the last year, our swimmers have competed in the Yorkshire and NEC Masters, GB Masters and South Yorkshire Masters with great success. In 1999, the Club promoted a very successful Open Masters gala for the first time, this continues to be part of our open gala calendar.

Master swimmers train at the early morning sessions. Contact the Chief Coach for details.

SWIMMING TRAINING AND COACHING TEAM

in conjunction with Rotherham Metropolitan Borough Council

Chief Coach awaiting appointment

SQUAD COACHES

National & Club Squad (acting) Steve Boulton
District Squad Coach Danielle Clegg
Ponds Forge session Colin Cunningham

County Squads Bob Curbishley
Rachel Skelton
Karen Bates
Chris Adams

D Squads Matthew Evans
Denise Newman
John Dales

Water Polo Norman Leighton

Masters (acting) Danielle Clegg

Maltby Diving Gary Holland
Russ Preece

SWIMMING TRAINING TIMES

FOLLOWING THE CLOSURE OF SHEFFIELD ROAD BATHS IN JANUARY 2004, INTERIM ARRANGEMENTS WERE MADE FOR A & B SQUADS TO TRAIN AT MALTBY AND ASTON. THIS MEANT CHANGES TO TRAINING TIMES FOR OTHER SQUADS.

THESE TRAINING TIMES ARE UNDER REVIEW AND MAY CHANGE.

ANY ENQUIRIES SHOULD BE DIRECTED TO RMBC SWIMMING CO-ORDINATOR, LINDA WILSON

From time to time, Rotherham Metro Swimming Club will arrange additional sessions at Ponds Forge, Sheffield.

Early morning sessions are available:

Monday	Wath	all 6am to 7.30am
Tuesday	Aston	
Thursday	Maltby	

A & BSquad swimmers are expected to attend some mornings
C & D squad swimmers should consult their coach.

Club Equity Policy Statement

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

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

Sports Equity is about fairness in sport, equality of access, recognizing inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

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

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

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

Bullying

The damage caused by bullying can cause considerable distress and harm to children. Swimmers will be unable to reach their full potential if they feel they are the victims of bullying, by an adult or one of their peers. The Club and ASA will not tolerate any form of bullying be it physical, verbal or emotional.

Child Protection

The ASA Child Protection database has been developed in conjunction with the NSPCC and in full consultation with the Data Protection Registrar. ASA Law makes compliance of clubs with the procedures mandatory and a condition of registration. This information is strictly confidential except for the legal obligation of reporting.

Anyone who has personal contact with under 18 year olds will be asked to complete a form. This will include club coaches, team managers and chaperones. If an individual is unwilling to do so, they must not be used in any position which gives access to children.

The Education Officer's duties include those of **Child Protection Officer**. Please advise him/her of any concerns which he will refer to the ASA for advice. Please see the NSPCC Swimline posters for other contact details.

ROTHERHAM METRO ASC - ANTI-BULLYING POLICY

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all of our members so they can swim in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all swimmers or parents should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING club*. This means that *anyone* who knows that bullying is happening is expected to tell the club welfare officer or any committee member.

What Is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional being unfriendly, excluding (emotionally and physically) sending hurtful text messages, tormenting, (e.g. hiding goggles/floats, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racist racial taunts, graffiti, gestures
- Sexual unwanted physical contact or sexually abusive comments
- Homophobic because of, or focussing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Swimmers who are bullying need to learn different ways of behaving.

This club has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All committee members, coaches and teachers, swimmers and parents should have an understanding of what bullying is.
- All committee members, teaching and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported.
- All swimmers and parents should know what the club policy is on bullying, and what they should do if bullying arises.
- As a club we take bullying seriously. Swimmers and parents should be assured that they would be supported when bullying is reported.
- Bullying will not be tolerated.

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Says he is being bullied
- is unwilling to go to club sessions

- becomes withdrawn anxious, or lacking in confidence
- feels ill before training sessions
- comes home with clothes torn or swimming equipment damaged
- has possessions go "missing"
- asks for money or starts stealing money (to pay bully)
- has unexplained cuts or bruises
- is frightened to say what's wrong
- gives improbable excuses for any of the above

In more extreme cases

- starts stammering
- cries themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated

Procedures

1. Report bullying incidents to the club welfare officer or a member of the committee or ring swimline
2. In cases of serious bullying, the incidents will be referred to the ASA for advice
3. Parents will be informed and will be asked to come in to a meeting to discuss the problem
4. If necessary and appropriate, police will be consulted
5. The bullying behaviour or threats of bullying will be investigated and the bullying stopped quickly
6. An attempt will be made to help the bully (bullies) change their behaviour
7. If mediation fails and the bullying is seen to continue the club will initiate disciplinary action under the club constitution.

This policy is based on that provided to schools by KIDSCAPE.

KIDSCAPE is a voluntary organisation committed to help prevent child bullying.

KIDSCAPE can be contacted on 0207 730 3300.

ROTHERHAM METRO SWIMMING CLUB

Times must be recorded electronically

Standard times are shown where we have no record of suitable times

Records must be claimed in writing to the Chief Coach/Club Secretary within 3 months

LONG COURSE RECORDS - OPEN BOYS

<u>EVENT</u>	<u>NAME</u>	<u>TIME</u>	<u>DATE & OCCASION</u>	
50m Free	Alistair Crawford	24.36	Roth Metro Open	Ponds Forge Apr'04
100m Free	Alistair Crawford	53.93	Roth Metro Open	Ponds Forge Apr'03
200m Free	Steven Millican	2.00.55	National Age Gp	Ponds Forge Aug'01
400m Free	Joe Roebuck	4.11.36	National Youth	Ponds Forge Aug'02
1500m Free	Nick White	16.43.89	National Age Gp	Leeds Aug '93
50m Back	Mark Rose	27.98	National Senior	Ponds Forge Jul '98
100m Back	Paul Mannifield	1.01.51	National Age Gp	Coventry Aug '97
200m Back	Paul Mannifield	2.12.98	National Age Gp	Coventry Aug '97
50m Breast	Sam Seddon	29.80	European Junior	Moscow Jul '99
100m Breast	Ian Swift	1.04.13	European Trials	Ponds Forge Apr '96
200m Breast	Ian Swift	2.17.82	National Senior	Ponds Forge Jun '93
50m Fly	Mark Rose	26.62	National Senior	Ponds Forge Jul '98
100m Fly	Joe Roebuck	59.37	Roth Metro Open	Ponds Forge Apr'03
200m Fly	James Whitehead	2.07.05	National Senior	Ponds Forge Jul '98
200m IM	Joe Roebuck	2.09.38	National Youth	Ponds Forge Aug'02
400m IM	Joe Roebuck	4.37.21	National Youth	Ponds Forge Aug'02

SHORT COURSE RECORDS - OPEN BOYS

50m Free	Mark Rose	24.27	British Champs	Glasgow Dec' 98
100m Free	Warren Osborne	53.33	Mitchell Trophy	Aberdeen Oct '97
200m Free	Warren Osborne	1.57.51	NEC Champs	Bishop Aukl'd Nov '97
400m Free	Matthew Evans	4.08.14	Roth Metro Open	Maltby Apr '98
1500m Free	Matthew Evans	16.19.25	Mitchell Trophy	Aberdeen Oct '97
50m Back	Mark Rose	26.93	British Champs	Glasgow Dec '98
100m Back	Mark Rose	58.43	British Champs	Glasgow Dec '98
200m Back	Paul Mannifield	2.09.31	NEC Champs	Bishop Aukl'd Nov '97
50m Breast	Ian Swift	29.77	World Cup	Ponds Forge Feb '95
100m Breast	Ian Swift	1.02.75	Winter National	Ponds Forge Dec '94
200m Breast	Ian Swift	2.15.18	Winter National	Ponds Forge Dec '94
50m Fly	Mark Rose	26.16	British Champs	Glasgow Dec '98
100m Fly	James Whitehead	58.62	British Champs	Glasgow Dec '98
200m Fly	James Whitehead	2.05.33	NEC Champs	Middlesboro Nov '98
100m IM	Sam Seddon	59.63	NEC Champs	Middlesboro Nov '98
200m IM	Sam Seddon	2.10.23	NEC Champs	Middlesboro Nov '98
400m IM	Joe Roebuck	4.35.05	NEC Champs	Middlesboro Nov '00

RECORDS - DECEMBER 2004

Times must be recorded electronically

Standard times are shown where we have no record of suitable times

Records must be claimed in writing to the Chief Coach/Club Secretary within 3 months

LONG COURSE RECORDS - OPEN GIRLS

<u>EVENT</u>	<u>NAME</u>	<u>TIME</u>	<u>DATE & OCCASION</u>	
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50m Free	Georgina Whysall	27.71	Grand Prix	Ponds Forge May '98
100m Free	Georgina Whysall	58.99	Grand Prix	Ponds Forge May '98
200m Free	Georgina Whysall	2.08.26	National Age Gp	Coventry Aug '97
400m Free	Claire Liggins	4.31.63	BUSA Champs	Leeds Feb '00
800m Free	Claire Liggins	9.13.08	NEC Champs	Ponds Forge May '98
50m Back	Georgina Whysall	31.18	NEC Champs	Ponds Forge May '97
100m Back	Georgina Whysall	1.06.33	NEC Champs	Ponds Forge May '98
200m Back	Samantha Wilson	2.21.51	NEC Champs	Ponds Forge May'03
50m Breast	Debbie Hall	33.56	NEC Champs	Ponds Forge May'04
100m Breast	Debbie Hall	1.12.46	National Youth	Ponds Forge Aug'04
200m Breast	Debbie Hall	2.35.75	Olympic Trials	Ponds Forge Apr'04
50m Fly	Caroline Brady	30.78	NEC Champs	Ponds Forge May '00
100m Fly	Pamela Trickett	1.05.96	Yorkshire Champs	Leeds '92
200m Fly	Claire Liggins	2.21.72	Winter Nationals	Ponds Forge Dec '99
200m IM	Georgina Whysall	2.26.41	European Trials	Ponds Forge Apr '97
400m IM	Claire Liggins	5.05.51	Winter Nationals	Ponds Forge Dec '99

SHORT COURSE RECORDS - OPEN GIRLS

50m Free	Georgina Whysall	27.19	Mitchell Trophy	Aberdeen Oct '97
100m Free	Georgina Whysall	57.46	Inter Counties Meet	Ponds Forge Oct '97
200m Free	Georgina Whysall	2.06.46	International Meet	Bonn Mar '97
400m Free	Claire Liggins	4.25.54	Roth Metro Meet	Maltby Apr '99
800m Free	Claire Liggins	9.00.59	NEC Champs	Middlesboro Nov '99
50m Back	Georgina Whysall	31.11	NEC Champ	Bishop A'land Nov '97
100m Back	Georgina Whysall	1.04.13	Roth Metro Open	Ponds Forge Mar '97
200m Back	Samantha Wilson	2.18.13	Bradford Xmas	Shiplay Dec'03
50m Breast	Debbie Hall	34.78	GB Short Course	Stockport Aug'03
100m Breast	Debbie Hall	1.12.91	Bradford Xmas	Shiplay Dec'03
200m Breast	Debbie Hall	2.35.90	Bradford Xmas	Shiplay Dec'03
50m Fly	Danielle Clegg	30.80	Yorkshire Champs	Harrogate Apr'01
100m Fly	Pamela Trickett	1.07.43	Roth Metro Open	Maltby Apr '92
200m Fly	Claire Liggins	2.21.67	NEC Champs	Middlesboro Nov '99
100m IM	Georgina Whysall	1.07.78	NEC Champs	Newcastle Nov '96
200m IM	Georgina Whysall	2.24.20	Mitchell Trophy	Aberdeen Oct '97
400m IM	Claire Liggins	4.57.01	NEC Champs	Middlesboro Nov '99

ROTHERHAM METRO SWIMMING CLUB

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Juniors are under 15 years on date of swim.

LONG COURSE RECORDS - JUNIOR BOYS

EVENT	NAME	TIME	DATE & OCCASION
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50m Free	Warren Osborne	26.25	NEC Champs	Ponds Forge May '95
100m Free	Chris Middleton	56.82	NEC Champs	Ponds Forge Jun'03
200m Free	Chris Middleton	2.04.27	NEC Champs	Ponds Forge Jun'03
400m Free	Warren Osborne	4.28.93	National Age Gp	Leeds Aug '93
1500m Free	STANDARD TIME	18.00.00	*****	
50m Back	Chris Middleton	30.72	NEC Champs	Ponds Forge May'03
100m Back	Chris Middleton	1.03.65	NEC Champs	Ponds Forge Jun'03
200m Back	Chris Middleton	2.16.27	Roth Metro Open	Ponds Forge Apr'03
50m Breast	Richard Leighton	32.68	Grand Prix	Ponds Forge May '98
100m Breast	Richard Leighton	1.12.42	C Sheffield Open	Ponds Forge May '98
200m Breast	Mark Vardy	2.43.53	NEC Champs	Leeds July '97
50m Fly	Warren Osborne	29.25	NEC Champs	Ponds Forge May '95
100m Fly	James Whitehead	1.02.54	National Age Gp	Coventry Aug '94
200m Fly	James Whitehead	2.15.98	NEC Champs	Ponds Forge Mar '94
200m IM	Joe Roebuck	2.21.00	NEC Champs	Ponds Forge May '00
400m IM	Joe Roebuck	4.54.73	NEC Champs	Leeds May '00

SHORT COURSE RECORDS - JUNIOR BOYS

50m Free	Warren Osborne	25.59	Radford Open	Beechdale Apr '95
100m Free	Warren Osborne	55.86	Radford Open	Beechdale Apr '95
200m Free	Steven Millican	2.02.63	NEC Champs	Middlesboro Nov '99
400m Free	Steven Millican	4.20.82	NEC Champs	Middlesboro Nov '99
1500m Free	STANDARD TIME	18.00.00	*****	
50m Back	Joe Roebuck	31.03	C Derby Open	Derby Jan '00
100m Back	Rory Hull	1.04.80	Yorks Champs	Ponds Forge Oct '00
200m Back	Carl Hilton	2.16.82	Kirklees Dist	Huddersfield Jan '98
50m Breast	Warren Osborne	34.73	Radford Open	Beechdale May '94
100m Breast	Ian Swift	1.10.23	Roth Metro Open	Maltby Apr '88
200m Breast	Richard Leighton	2.39.53	Mitchell Trophy	Aberdeen Oct '97
50m Fly	Steven Millican	28.56	NEC Champs	Middlesboro Nov '99
100m Fly	Warren Osborne	1.02.77	Radford Open	Beechdale Apr '95
200m Fly	James Whitehead	2.15.36	Kirklees Dist	Huddersfield Jan '94
100m IM	STANDARD TIME	1.10.00	*****	
200m IM	Joe Roebuck	2.16.87	Yorkshire Champs	Ponds Forge Nov '99
400m IM	Joe Roebuck	4.50.30	Roth Metro Open	Maltby April '00

RECORDS - DECEMBER 2004

Times must be recorded electronically

Standard times are shown where we have no record of suitable times

Records must be claimed in writing to the Chief Coach/Club Secretary within 3 months

Juniors are under 15 years on date of swim

LONG COURSE RECORDS - JUNIOR GIRLS

EVENT	NAME	TIME	DATE & OCCASION	
50m Free	Georgina Whysall	27.85	European Trials	Ponds Forge Apr'97

100m Free	Georgina Whysall	59.70	NEC Champs	Ponds Forge May '97
200m Free	Georgina Whysall	2.10.60	Yorkshire Champs	Leeds Feb '97
400m Free	Jenny Starling	4.34.94	National Age Gp	Ponds Forge Jul'03
800m Free	Georgina Whysall	9.32.08	NEC Champs	Ponds Forge Jul '96
50m Back	Georgina Whysall	31.18	NEC Champs	Ponds Forge May '97
100m Back	Georgina Whysall	1.07.33	Grand Prix	Leeds Feb '97
200m Back	Georgina Whysall	2.27.10	Grand Prix	Leeds Feb '97
50m Breast	Debbie Hall	34.64	Roth Metro Open	Ponds Forge Apr'03
100m Breast	Debbie Hall	1.13.84	Roth Metro Open	Ponds Forge Apr'03
200m Breast	Debbie Hall	2.38.52	British Nationals	Ponds Forge Mar'03
50m Fly	Kayleigh Longstaff	30.99	C Sheffield Tsp	Ponds Forge Sep'04
100m Fly	Georgina Whysall	1.09.23	Yorkshire Champs	Leeds Feb '97
200m Fly	STANDARD TIME	2.38.00	*****	
200m IM	Georgina Whysall	2.26.41	European Trials	Ponds Forge Apr '97
400m IM	Georgina Whysall	5.13.13	Yorkshire Champs	Leeds Mar '97

SHORT COURSE RECORDS - JUNIOR GIRLS

50m Free	Georgina Whysall	27.48	Roth Metro Open	Ponds Forge Mar '97
100m Free	Georgina Whysall	58.81	Yorkshire Champs	Ponds Forge Oct '96
200m Free	Georgina Whysall	2.06.46	International Meet	Bonn Mar '97
400m Free	Jenny Starling	4.27.70	NEC Short Course	Harrogate Nov'03
800m Free	Claire Liggins	9.18.68	NEC Champs	Newcastle Nov '95
50m Back	Georgina Whysall	31.86	NEC Champs	Newcastle Nov '96
100m Back	Georgina Whysall	1.04.13	Roth Metro Open	Ponds Forge Mar'97
200m Back	Georgina Whysall	2.19.79	Roth Metro Open	Ponds Forge Mar '97
50m Breast	Debbie Hall	34.78	GB Short Course	Stockport Aug'03
100m Breast	Debbie Hall	1.17.66	Yorkshire Champs	Ponds Forge Oct '00
200m Breast	Debbie Hall	2.42.20	GB Short Course	Stockport Aug'03
50m Fly	Kayleigh Longstaff	31.90	Roth Metro A/B	Ponds Forge Jul'04
100m Fly	Kayleigh Longstaff	1.09.81	Roth Metro A/B	Ponds Forge Jul'04
200m Fly	Claire Liggins	2.34.06	Kirklees Dist	Huddersfield Jan '95
100m IM	Georgina Whysall	1.07.78	NEC Champs	Newcastle Nov '96
200m IM	Georgina Whysall	2.24.53	Yorkshire Champs	Ponds Forge Oct '96
400m IM	Georgina Whysall	5.04.75	Roth Metro Open	Ponds Forge Mar '97

CLUB SHOP

The Club Shop is open every Sunday morning. You can buy all your swimming requirements at very reasonable prices - goods can be ordered if they are not in stock. We also sell tuck. The shop is run by volunteers - help is always needed so if you can spare an hour or so on a rota basis, let us know. Please support the shop - all proceeds help Club funds.

CLUB KIT

Swim Cap- White with Blue 'R'
Green, Navy & White Track Suit
White T- Shirt

Navy Shorts
White Polo Shirt
Navy Sweatshirt

Club Swimsuits

All these items can be bought from the Club Shop, along with bags, drinks bottles, drinks bottles, flippers, paddles etc.

BY LAWS

MANAGEMENT COMMITTEE POSITIONS

CLUB CHAIRMAN

- A Should retain the final decision in all interpretations relating of Club rules.
- B Is responsible for ensuring the management positions are being carried out in accordance with the constitution.
- C Is responsible for the appointment of delegates to the various associations to which the Club is affiliated and any other outside meetings where representation is required. (Delegates need not be Management Committee members).

SECRETARY

- A Responsible for taking minutes at Management Committee Meetings and distribution to Committee members before the next meeting.
- B Dealing with all correspondence.
- C Prepares the agenda for meetings, including the Annual General Meeting.
- D Keeps a check on the Club office and equipment.

TREASURER

- A Shall see that all Club monies are correctly accounted for and are regularly paid into the bank.
- B Shall distribute monthly accounts to the Committee members before each meeting.
- C Shall advise the Management Committee on all financial matters.
- D Shall ensure that the accounts are correctly audited and presented at the Annual General Meeting.
- E Shall ensure adequate arrangements are made for insurance to cover Club liabilities and equipment.

COMPETITION SECRETARY

- A Take charge of and organise all entries into Championship events on behalf of the swimming members of the Club i.e. Rotherham ASA, Sheffield & District ASA, Yorkshire ASA, North Eastern Counties ASA and all National Championships (Age Group, Short Course and Long Course).
- B Accounting for all entry fees payable and liaise with Club Treasurer for the banking of fees collected. Ensure that the maximum number of swimmers are entered for all events of County standard and upwards.
- C Monitoring the attendance of swimmers at events for which they have been entered and drawing the attention of the Chief Coach and Management Committee to any problems in this area.

SWIMMING SECRETARY

To be responsible for co-ordinating the Club's swimming events (other than the Club's major OPEN swimming events), including:-

- A Organising and running all House Galas arranged by the Club,
- B Organising and running all Friendly Galas promoted by the Club, (both A and B to include raffles at home galas)
- C Responding to all invitations from other clubs etc., (including Open Meets) and making appropriate arrangements.
- D Official Club galas,
- E Organising all transport for team galas (e.g. friendlies and leagues) and ensuring adequate arrangements are made for the collection of transport fares,
- F Liaison with the Club Treasurer for the banking of any monies collected.

CLUB SHOP & KIT SECRETARY

- A Take charge of the Club shop, its stocking and running
- B Accounting for all monies received and liaison with the Club Treasurer for the banking of all monies received.

FUND RAISING SECRETARY

- A Promote fund raising activities through the year, e.g. Easter Draw, Sponsored Swim,
- B Responsibility for all Club social activities i.e., swimmers parties, Club dinners, discos etc,
- C Accounting for all monies received and liaison with the Club Treasurer for the banking of all monies received,

EDUCATION SECRETARY

Shall be responsible for:-

- A All educational matter published in the name of the Club,
- B Arranging regular courses for Club members to ensure that the Club has sufficient officials to meet its requirements,
- C Films on swimming and liaison with Club coach on such matters,
- D Maintaining an up-to-date record of all qualified officials within the Club in each category (e.g. Timekeepers, Judges, Starters, Referees)
- E The appointment of all Club Officials for events organised by the Club
- F Registration and updating the ASA Child Protection Register.

MEMBERSHIP SECRETARY

Shall be responsible for:-

- A Maintaining records of receipts of membership fees and liaison with Club Treasurer for banking of any fees collected,
- B Accounting for the banking of any fees collected,
- C Formally accepting or rejecting applicants and issuing information sheets,
- D Maintain ASA registration records for all registered members,
- E Ensuring that all swimmers to be admitted into membership comply fully with the requirements of the North Eastern Counties and Yorkshire ASA rules regarding admittance to their championships,
- F Submitting records to the Management Committee at each meeting of new members and members leaving,

- G Ensuring that the Club's membership records are kept up to date on a monthly basis.

OPEN GALA SECRETARY

- A To be responsible for co-ordinating the Club's OPEN swimming events
- B To be responsible for all aspects of each event including obtaining sponsorship where possible and appropriate, and liaising with the Sponsors accordingly, to report progress to the Management Committee on a regular basis,
- C Accounting for all monies received and liaison with the Club Treasurer for the banking of such monies,

PUBLIC RELATIONS OFFICER

- A Shall take charge of and be responsible for all official Club press and media releases.
- B Endeavour to obtain the maximum amount of press and media coverage for the Club and individual swimmers,
- C Responsible for the production of the monthly newsheet and the twice yearly newsletter.

WATER POLO SECRETARY

To be responsible for co-ordinating the Club's Water polo events including:-

- A Arranging fixtures,
- B Arranging entry in water polo competitions and leagues,
- C Arranging transport where necessary for water polo matches,
- D Arranging for the collection of all monies due to the Club in respect of water polo members and liaison with the Club Treasurer for the banking of such monies,
- E Team selection
- F Providing the Management Committee with a monthly report on water polo activities.

MASTERS SECRETARY

To be responsible for co-ordinating the Club's Masters events including:-

- A Obtaining Gala details and arranging entries for Club supported events,
- B Team selection,
- C Arranging collection of all monies due to the Club in respect of Masters members and liaison with the Club Treasurer for the banking of such monies,
- D Providing the Management Committee with a monthly report on Master's activities.

SENIOR COACH

- A Is appointed by and co-opted to the Management Committee
- B Shall have overall responsibility for the training and land training programme for all Club swimmers,
- C Acceptance of new swimmers into the Club following liaison with the Membership secretary and in accordance with the Club's policy,
- D Appointment of team captains
- E Be permitted to attend Management Committee meetings,
- F Operate in accordance with the Club's contract of employment,
- G Responsibility for selecting team managers and a coach to all club supported events,
- H Responsible for use of the gym and its equipment.

SUPPORT SECRETARIES

- A **LIAISON OFFICERS**
At least one person should be appointed for each pool
Takes entries for Club supported galas
Passes information from Senior Coach and Committee members, updating their pool notice board as needed,
Keeps Secretary advised of information in respect of members at their pool.
- B **SPRINT BADGES SECRETARY**
Keep a stock of badges,
Keep a record of swimmers who have achieved required times,
Make arrangements for sale of badges on a regular basis.
- C **SHEFFIELD EAGLE LOTTERY CO-ORDINATOR**
Keep a register of numbers allocated to members
Collect subscriptions from members when due and ensure subscriptions are paid to Sheffield Eagles in accordance with the Agency agreement,
Arrange publication of winners and payment of prize money.
- D **TROPHIES SECRETARY**
Purchase trophies and pennants required to be presented for all Club events
Keep a record of trophies/mementoes received and presented and arrange for their safe keeping,
Arrange for engraving of trophies where required
Return perpetual trophies when requested and request our trophies when needed.
Cleaning and maintenance of trophies in the Club room and trophy cabinet.
- E **OVERSEAS SECRETARY**
Find beds for visiting swimmers and organise billeting
Issue invitations for our swimmers to go on trips and collect deposits
Keep a register of those swimmers who have hosted and who have taken part in overseas trips.
- F **SWIMMING MAGAZINE SECRETARY**
Collection of subscriptions and ordering annually
Distribution of monthly magazines
- G **MALTBY DIVING SECRETARY**
Co-opted to the Management Committee.
Responsible for organisation of all Diving activities including obtaining gala details and submitting entries. Provides monthly reports to the Management Committee.

TEAM MANAGERS

Essential Equipment: Clipboard, pen, highlighter

Duties

- Arrive at the pool about 15 to 20 minutes before 'warm up'.
- Obtain poolside pass, to be in keeping with current child protection policy.
- Obtain TWO programmes for the session or day.

- Highlight all RM swimmers in BOTH programmes, to be used as a register by the Team Manager and as a results/records by the Coach.
- Special attention must be taken with ALL new/young/inexperienced swimmers identified by the Coach or Team Manager. Keep them with the RM team at all times prior to their race in order that they do not miss their race. It is easy to become disorientated at Leeds or Ponds Forge.
- As swimmers register with Team Manager, check that they have posted their cards for the session/day. If not:
 - post them immediately or,
 - arrange replacements via the recorders desk
 - When cards are available, collect them from the recorders table, then record heats in both programmes, whilst the Coach is supervising 'warm up'.
 - Distribute cards to swimmers, making them aware of their heats.
 - Ensure all swimmers report to the Coach before each of their races.
 - Escort ALL new/young/inexperienced swimmers to the marshalling area and hand over to the competitors stewards once their races have been announced.
- Make regular checks of the published results, and note any finalists or reserves.
 - Ensure all swimmers are aware of their finals, including reserves.
 - Inform the coach and recorders of any swimmer withdrawing from a heat or final immediately.
 - Ensure all finalists, particularly medallists, are available for presentations.
 - At the end of the gala/session:
- ensure the safe return of swimmers to their parents/guardian/chaperone
- collect any unclaimed medals/pennants etc
- collect any lost property belonging to RM personnel
- collect a full set of results
 - Throughout the gala/session encourage a team spirit within the RM swimmers, keeping them in the close vicinity of each other and supporting other team members whilst they are swimming.

MEMBERSHIP SUBSCRIPTIONS

Half yearly subs due 1st January and 1st July

Swimming members age 9 years and older	£25.00 per half year
Water Polo only swimming age 9 years and older	£25.00 per half year
Second and subsequent children pay half the fee.	

Quarterly subscriptions are accepted from those paying by standing order

Annual subs due 1st January

Maltby Diving aged 9 years and over	£10.00 per year
Swimming, Water Polo & Diving members age 8 years and under	£5.00 per year
Associates, Masters and Students	£5.00 per year

(The swimming age is at 31st December each year)

ASA MEMBERSHIP

The ASA membership fee is paid from subscriptions of Swimming members providing subs are up to date.

Water Polo players, Masters swimmers, Divers and Students are responsible for payment of their own fee.

Student members are those who have been competitive members of the club and have moved on to full-time higher education, whether studying away or locally.

All qualified pool officials have to be individually registered with the ASA. Providing these officials are Club members and their subs are up to date, the Club will pay the fee. The Club expects that these officials will be available to assist at club galas.

HONORARY MEMBERSHIPS

Granted to Competitive swimmers who are a National Finalist and Water Polo players who are selected to play in a National Team, provided that subs are paid up to date and the member has unbroken membership for 3 years, the Club will fund their subs and ASA membership fee for the following calendar year.

Granted to adult members who are actively involved in Club activities, i.e. Committee members and certain other volunteers with a continuous role, their Associate membership fees will be waived whilst they continue their active involvement.

MEDICATIONS

Please advise the Membership secretary if you are taking medication for any medical conditions (e.g. Asthma) as it may be necessary to complete an ASA declaration. The ASA may ask swimmers to take a Drug test at any time. Please be aware that some medications such as Sudafed and some forms of Benylin and Lemsip contain the banned substance, Pseudoephedrine. There is useful information on the ASA website www.britishswimming.co.uk.

CLUB COLOURS

- A The Club colours shall be navy blue, spring leaf green and white.
- B In competition, all swimmers are expected to wear Club colours and Club hats.
- C The Management shall be responsible relating to changes in style of all Club swimwear.

REPRESENTATIVE SELECTIONS

When a member is selected to compete in a team at County or above level, the Club will contribute 50% of any fee, up to a maximum of £50.00

TEAM MANAGEMENT EXPENSES

One Team Manager/Chaperone and the Physiotherapist will receive similar subsistence allowance to Assistant Coach allowance for competitions approved by the Chief Coach.

NATIONALS QUALIFIERS ASSISTANCE

- ASA National Age Groups – entry fees will be paid by the Club for as long as the competition is held at Ponds Forge, Sheffield
- ASA National Long and Short Course – Overnight accommodation for qualifiers who are full time students.

CLUB RECORDS

Club members are eligible to claim records and will receive a certificate.

Times must be recorded electronically.

Records must be claimed in writing to the Chief Coach/Club Secretary within 3 months and proof enclosed for events which are not 'Club Supported'.

Junior records are for swimmers under 15 years of age at the date of swim.

Standard Times are shown where we have no record of suitable times.

All swimmers claiming any club record must be first claim to Rotherham Metro Swimming Club,

And the majority of the annual training is done in Rotherham

New swimmers into the Club claiming records can only do so after six months of membership and training.

CLUB CONSTITUTION

RULES of *Rotherham Metro Amateur Swimming Club* as at 25th November 2001

1. Name

1.1 The name of the Club shall be ***Rotherham Metro Amateur Swimming Club***

2. Objects

2.1 The objects of the Club shall be the objects of the Amateur Swimming Association. In the furtherance of these objects:

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

2.1.2 The Club believes 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.

2.2 The Club shall be affiliated to North East District Amateur Swimming Association (and shall adopt and conform to the rules of such association) and such other bodies as the Club may determine from time to time.

2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association ("ASA Laws") and in particular:

2.3.1 all competing members shall be eligible competitors as defined in ASA Laws; and

2.3.2 the Club shall in accordance with ASA Laws adopt the ASA Child Protection Procedures; and

2.3.3 members of the Club shall in accordance with ASA Laws comply with the ASA Child Protection Procedures.

2.4 By virtue of the affiliation of the Club to Yorkshire ASA, North Eastern Counties ASA and the Amateur Swimming Association the Club and all members of the Club acknowledge that they are subject to the laws and rules of:

2.4.1 North Eastern and Yorkshire ASA; and

2.4.2 the Amateur Swimming Association; (to include the ASA/ISTC Code of Ethics); and

2.4.3 the Amateur Swimming Federation of Great Britain (to include in particular the ASFGB Doping Control Rules and Protocols and ASFGB 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 Any person who wishes to become a member of the Club must submit a signed application to the Secretary (and in the case of a junior swimmer the application must be signed by the swimmer's parent or guardian). Election to membership shall be in the discretion of the Committee or other person(s) authorised by the Committee. The Committee or such authorised person(s) shall not be required to give reasons for the refusal of any application for membership.

4 Subscription and Other Fees

4.1 The annual members subscription fees 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 shall be due on joining the Club and thereafter on the 1st day of January each year, and in the case of half yearly membership fees, the 1st day of July each year.

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

4.4 The Committee shall, from time to time, have the power to determine the annual membership subscription and other fees. This shall include the power to make such increase in the subscription as shall, where the Club pays the individual ASA Membership Fees to the ASA on behalf of members, be consequential upon an increase in individual ASA membership fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.

5 Resignation

5.1 A member wishing to resign membership of the Club must give to the Secretary written notice of his resignation. A member's resignation shall only take effect when this (Rule 5.1) has been complied with.

5.2 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 shall be informed in writing that he is no longer a member by notice handed to him or sent by post to his last known address.

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 him to remain a member.

6.2 The Club shall adopt and comply with the ASA Guidelines for handling Internal Club Disputes ("the Guidelines") as the same may be revised from time to time. The Guidelines are set out as an Appendix to the ASA Judicial Laws and appear in the ASA Handbook. A copy of the current Guidelines may be obtained from the ASA Legal Affairs Department.

6.3 A member may not be expelled or (subject to Rule 6.4 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.

6.4 The Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from club activities, when in their opinion, such action is in the interests of the Club. Where such action is taken the complaint will thereafter be dealt with in accordance with the Guidelines.

7 Committee

7.1 The Committee shall consist of the Chairman, Secretary, Treasurer together with such additional secretaries, Competition Secretary, Swimming Secretary, Membership Secretary, Fundraising Secretary, Education Secretary, Open Gala Secretary, Club Shop & Kit Secretary, Public Relations Officer, Water Polo Secretary, Masters Secretary, as required to manage specific activities of the Club (together "the Officers 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 as observers without power to vote.

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

7.3 Committee meetings shall be held once a month, excluding August, and the quorum of that meeting shall be six. The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than two days oral 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 Secretary, or in his absence a member of the Committee, shall take minutes.

7.4 In the event that a quorum is not present within thirty minutes of the published start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 11.1 shall not apply

7.5 In addition to the members so elected the Committee may co-opt 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.

7.6 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.

7.7 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.

7.8 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.

8 Officers [and Honorary Members]

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

8.2 Only members having attained their sixteenth birthday will be entitled to vote, nominate or second. Only members aged 18 years and over may be elected to the Management Committee.

8.2 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 association and 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 ASA.

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

9 Annual General Meeting

9.1 The Annual General Meeting of the Club shall be held each year on a date falling within the period 1 November and 31 December. The date for the Annual General Meeting shall be fixed by the Committee

9.2 The purpose of the Annual General Meeting is to transact the following business:

9.2.1 to receive the Chairman's report of the activities of the Club during the previous year;

9.2.2 to receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;

9.2.3 to remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he remain in office;

9.2.4 to elect the 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 21 days before the Annual General Meeting. The nominee shall be required to indicate in writing on the nomination form his willingness to stand for election. Notice of any resolution proposed to be moved at the Annual General Meeting shall be given in writing to the Secretary not less than 21 days before the Annual General Meeting

10 Special General Meeting

10.1 A Special General Meeting may be called at any time by the Committee. A Special General Meeting shall be called by the Secretary within 21 days of receipt by him of a requisition in writing signed by not less than 10 members entitled to attend and vote at a General Meeting stating the purposes for which the meeting is required and the resolutions proposed.

11 Procedure at the Annual and Special General Meetings

11.1 The Secretary shall personally be responsible for the handing out or sending to each member at his last known address written notice of the date, time and place of the General Meeting together with the resolutions to be proposed thereat at least 14 days before the meeting and in the case of the Annual General Meeting a list of the nominees for the Committee posts and a copy of the examined accounts. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.

11.2 The quorum for the Annual and Special General Meetings shall be 10 members entitled to attend and vote at the Meeting.

11.3 The Chairman, or in his absence a member selected by the Committee, shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. For the procedures for submitting resolutions to be considered at a General Meeting members are referred to Rule 9.3. In the event of an equality of votes the Chairman shall have a casting or additional vote. 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.

11.4 The Secretary, or in his 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 members present and entitled to vote at the General Meeting. No amendment to the rules shall become effective until such amendment shall have been submitted to and validated by Yorkshire ASA.

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 at least 21 days before the Annual General 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 above £500.00 shall be drawn from that account except by cheque signed by two of the three signatories who shall be the Chairman, Secretary and Treasurer. Any moneys not required for immediate use may be invested as the Committee in its discretion think fit.

14.2 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club, [save as set out in Rule 17.3.]

14.3 The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member or employee of the Club and to any other person or persons for services rendered to the Club.

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

14.5 It is the policy of the Club to organise overseas tours on a regular basis, such tours to be offered at a fixed price that all monies be taken into general Club funds with any deficits arising from such monies be met from general Club funds and any surpluses retained within general Club funds. Any surpluses or deficits arising from overseas tours should be properly disclosed in the annual accounts of the Club which are presented to the Annual General Meeting for approval. The income and expenditure arising out of any function organised by the duly authorised officials of the Club, or any functions hosted by the Club, shall be deemed to form part of the general income or expenses of the Club and be credited or debited to the general funds of the Club.

14.6 The financial year of the Club shall be the period commencing on 1st October and ending on 30th September. Any change to the financial year shall require the approval of the members in a General Meeting.

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 for the general upkeep of the Club or with the 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 the members present and entitled to vote.

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

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

18 ACKNOWLEDGEMENT

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