



Chorley Marlins ASC

Club Byelaws

Version 1.5

Amendment control

Issue #	Date	Amended By	Nature of Change
1.0	16 th Sept 2010	Sonia Marshall	Major re-write of memberships sections 1-4. Clarification of Squad Membership (aka £5 Fee)
1.1	10 th Oct 2010	Andy Dunne	Galas – section 8. Clarification of team selection and Squad swimmers awards at Marlins galas. Welfare - section 9. Masters sharing lanes. Register taking. Codes of Conduct - section 12. Update to cover all members Sections 5-13 - cosmetic changes to remove duplication with website referrals.
1.2	11 th Oct 2010	Andy Dunne	Memberships and Squads – section 1b. Clarification of Squad Swimmers Membership criteria. . Club Procedures – section 14. New section
1.3	12 th October 2010	Sonia Marshall	Minor changes Movement of section 8.7 to fees section

Issue #	Date	Amended By	Nature of Change
1.4	12 th October 2010	Sonia Marshall	Club 3 criteria clarification in response to DB email
1.5	01/11/2011	Kath Mainon	Added table of contents Clause 1 b Clause 2.1 swimmers achieving regional times clarification of qualifying criteria and change to level of training fee discount
1.6	01/03/2012	Kath Mainon	Added clause 2.1.b to clarify fee discounts for squad swimmers

<i>Chorley Marlins ASC</i>	1
Club Byelaws	1
1. Membership and Squads	3
b) Squad Swimmer Member	3
c) Life Time Members	4
d) Associate Members	4
2. Exceptions to Payment of Full Fees	4
2.1 Performance:	4
2.1.a Qualifying Criteria	4
2.1.b. reduced fees for squad swimmers	5
recommended versus elective squad swimmers.....	5
recommended swimmers – training fee discount.....	5
elective swimmers – training fee discount.....	5
2.1.c start and end dates	6
2.1.d. level of membership fees payable	6
2.1.e. transitional arrangements	6
2.2 Personal Circumstance:	6
2.3 Siblings:	7
3. Squads	7
4. Movement Between Squads.....	8
5. Training Times.....	8
6. Fees	8

7. Training.....	8
8. Coach Development.....	9
9. Galas.....	9
10. Welfare Issues	10
11. Codes of Conduct.....	11
12. Byelaws Review Process	11
13. Club Procedures	11

1. Membership and Squads

Membership of Chorley Marlins Amateur Swimming Club shall consist of four classes defined as follows:

.1.a) Full Member – has paid the Club annual membership fee and appropriate ASA registration fees for the current year and such monthly fees as laid down by the Executive Committee, has trained actively with the Club for a minimum of one month, and is registered ‘First Claim’ for competitive purposes.

A Full Member is entitled to:

- Represent the Club in competitions
- Take part in the Club annual galas
- Vote at the AGM if over 18 years of age on the date of the AGM
- Stand for election to the committee if over the age of 18 years

b) Squad Swimmer Member – swimmers of exceptional ability who, having trained successfully in the Marlins District Squad for a minimum of 12 months, progress to train with a Squad on recommendation by the Club. Squad Swimmer Membership is subject to Committee approval. The Club annual membership fee and appropriate ASA registration fees and such monthly fees as laid down by the Executive Committee shall apply. Squad Swimmer members must be ASA registered as ‘First Claim’ for the Club or ‘Multi-Claim’ with ASA dual recognition, naming Chorley Marlins as one of their ranked clubs. A Squad Swimmer member waives their right to regular training with the club but may join occasional training sessions with the prior approval of the Head Coach. If a squad swimmer has trained, or wishes to train with the Club for an extended period (in excess of 2 weeks) the Head Coach shall consult with the committee before granting approval or allowing training to continue.

A Squad Swimmer Member is entitled to:

- Represent the Club in competitions
- Take part in the Club annual galas
- Vote at the AGM if over 18 years of age on the date of the AGM.
- Stand for election to the Committee if over the age of 18 years.

c) Life Time Members – swimmers who, having actively trained with Marlins, are swimming at National Level and pay the club's annual membership fee. Life Time Members are eligible to train with the club and represent the club in competitions and galas. They are not required to pay monthly training fees.

d) Associate Members – this class of membership is offered to the parent / guardian of full members and to coaches and committee members. No annual subscription is due from associate members but the appropriate ASA registration fee must be paid. In the case of coaches and committee members, the Club will pay the ASA registration fee.

An associate member is entitled to:

- Vote at the AGM
- Stand for election to the committee

2. Exceptions to Payment of Full Fees

The Committee using the following criteria will consider individual cases that should be formally submitted for consideration at a committee meeting:

2.1 Performance: The Club recognizes and will actively encourage and support further development of swimmers, with exceptional ability.

2.1.a Qualifying Criteria – Regional Times

In respect of a swimmer's (Full Member) ability to meet the following criteria a reduction in fees will be granted by the committee.

reduced fees will normally be granted where all of the following criteria have been met:

- The swimmer has achieved Regional times, in a single Regional qualifying event, in at least 2 events involving at least 2 different strokes.
- The swimmer was swimming as a Chorley Marlins swimmer at the event in which the regional time was obtained.
- Regular attendance at available training sessions (for their squad). For the avoidance of doubt this means attendance at 75% of available training sessions measured over the 6 months immediately preceding the relevant Regional event
- Exceptionally, where the Head Coach has agreed a specific training regime with an individual swimmer, the 75% test will be applied to that individually agreed regime.
- Currently pay full training fees applicable to their squad and have No current arrears of fees.
- Demonstrates commitment to the Club by representing Chorley Marlins in at least four of the

following 6 events in the 12 months preceding attainment of the relevant qualifying time:

Chorley Marlins Annual sprint Gala

Chorley Marlins Annual Distance Gala

North Lancs level 3 Development Meet (“Blackpool October”)

North Lancs Age Group (“Blackpool January”)

Wrexham (May)

Worksop Dolphins Annual Open Meet (August)

or such other galas as the Head Coach decides shall be key gala events for Chorley Marlins.

2.1.b. reduced fees for squad swimmers

recommended versus elective squad swimmers

The Club distinguishes between those swimmers who have transferred to squad on the recommendation of Chorley marlins head Coach (recommended for squad) and those who have independently chosen to train with a squad without head coaches recommendation (elective squad swimmers).

Recommended swimmers – training fee discount

For swimmers who have transferred to squad on the recommendation of Chorley marlins head Coach (recommended for squad) a reduced monthly training fee of £5 per month will apply, regardless of which level of squad they swim at.

Elective swimmers – training fee discount

For swimmers who have independently chosen to train with a squad without head coaches recommendation (elective squad swimmers) a different fee regime applies, as follows

While the swimmer is in “link” or “rising stars” they are still expected to train with their first claim club. These swimmers will be expected to pay full Chorley Marlins Club Training fees.

Where the elective squad swimmer swims in age group development, the expectation is that their level of training with our club is reduced, and they will therefore be eligible for a 50% discount on training fees.

When an elective squad swimmer moves into Junior Olympic Squad they will then qualify for a training fee of £5.00 per month.

2.1.c start and end dates

The reduced fee will apply FROM the date payment is due in the first full calendar month after the regional qualifying event, and remain in force for a total of 12 consecutive calendar months. The swimmer will then need to re-qualify under the criteria set out a 2.1.a. to benefit from a further period of reduced fees.

2.1.d. level of membership fees payable

In the event that a swimmer benefits from reduced monthly training fees, the swimmer must continue to pay the Marlins Club membership fee in full together with the appropriate ASA registration fees (through Chorley Marlins) and remain first claim to the Club.

2.1.e. transitional arrangements

Swimmers who achieved regional qualifying times during 2011 and are currently benefitting from reduced fees will continue to do so until expiry of 12 months from the date the reduction was started.

The level of discount granted to these swimmers will remain at 50% until the end of the 12 month period following the achievement of the regional time.

Those swimmers will then be subject to the provisions at 2.1a, 2.1b and 2.1c above.

2.2 Personal Circumstance: Where a parent/family is identified as suffering financial difficulties and parental income would deter an individual from remaining a member of Chorley Marlins, a sub-committee (which will be composed of a minimum of three independent members of the committee) will consider a temporary reduction of fees. However in doing so the sub-committee must be presented with the facts or evidence of low income from the parent in writing or via a committee member. The sub-committee will make a recommendation to the full committee having reached their decision after considering the following criteria;

- A swimmer's length of time and commitment with the club
- Number of children/siblings with the Club
- No previous arrears of fees for both Club and ASA

If the committee approves the decision to allow a reduction of fees in order to assist the family, then a specific time limit will be set at the same time. All information received by committee members will be dealt with in a sensitive and confidential manner.

2.3 Siblings:

A reduction in fees will be considered by the committee for any family with 3 or more siblings enrolled at the club. The reduction will be 50% of the monthly fees charged for the swimmer who would otherwise pay the highest monthly fees.

3. Squads

The Club (Full Members) will be divided into six squads:

3.1 Improvers – children from the age of 7 upward who demonstrate a talent for competitive swimming, as determined by the Head Coach or their deputy. This squad is offered two swims per week.

3.2 Intermediates – this squad is offered 3 swims per week and one land training session.

3.3 Juniors – this squad is offered five swims per week and one land training session.

3.4 District – this is considered to be the main competitive squad. Swimmers in this squad are offered six swims per week and one land training session.

3.5 Club3 – this squad is offered two swims (3 hours) per week and one land training session. The criteria for Club3 entry are as follows: Swimmers who are swimming with the District squad and/or have progressed through the Juniors squad but are unable to meet the requirements of the district squad.

Swimmers will not be eligible for Club 3 membership unless they have reached the end of School year 8 as defined by Lancashire Education Authority, and are aged 13 or older.

There are no exceptions to these entry criteria. The number of Club3 swimmers is capped so there may be times when we are unable to offer a swimmer a place in the squad despite them meeting these criteria.

3.6 Masters – swimmers who are aged 18 years plus and train twice per week.

4. Movement Between Squads

The Head Coach will decide movement between squads and this decision is final.

Any movement between lanes within a squad is the decision of the session coach.

5. Training Times

Training times for each squad are shown on the Club's website at

<http://www.chorleymarlins.org.uk>

These times will be updated as necessary as deemed by the Committee with due notice being given to parents.

6. Fees

Annual membership fees and monthly squad training fees are shown on the Club website at

<http://www.chorleymarlins.org.uk>

Fees will be updated annually or at times deemed as necessary by the committee.

Arrears of monthly fees: It is expected that all members fees are paid in full and up to date, however should a situation arise whereby a member is in arrears, the Treasurer will bring this to the attention of the committee, who may then impose restrictions on the individual's swim time at the Club and entry to competitions until payment of fees are up to date.

7. Training

7.1 The Club's Head Coach is responsible for the Club's training policy and has responsibility for ensuring that all Club coaches and teachers deliver a coordinated training programme for all swimmers.

7.2 To enable all coaches to have an input into the training programme and help deliver a unified coaching programme, it is envisaged that regular meetings will be held during the swimming year running from September until July.

7.3 The Club actively encourages and supports the training of coaches and coaches are encouraged to attend committee meetings. Parents with an interest in swimming and furthering their own development are encouraged to take coaching qualifications to better understand the sport and to support the Club.

7.4 During training, the squads will be divided into lanes of similar ability. This will be done regardless of gender; so most lanes will contain both boys and girls.

7.5 At all sessions, where masters' swimmers are permitted to swim, a maximum of one lane will be

available for these members. Masters swimmers shall not share lanes with other squad swimmers in accordance with ASA recommendations.

8. Coach Development

The Club wishes to support the development of volunteers initially to achieve level 1 coaching qualification. The cost of this qualification will normally be covered by the club subject to the following conditions:

8.1 The Head Coach must consider that the applicant is suitable for coach development.

8.2 The applicant must commit to coaching with Chorley Marlins continuously for at least 6 months after achieving qualification. The number of hours coaching time per week must be approved by the Head Coach.

8.3 The applicant will normally be expected to make an upfront payment of 50% of the cost of the qualification, which will be reimbursed by the Club upon satisfactory completion of 6 months post qualification coaching. The initial upfront payment can be made in up to 4 installments, to be agreed on a case by case basis by the Treasurer.

Applications for support for further qualification will be considered by the Head Coach and Committee on an individual basis.

9. Galas

9.1 The Club is a competitive swimming club. The selection of swimmers for a team gala and the event, which the individual should compete in, is the clear responsibility of the Head Coach.

9.2 Whilst there is an expectation that swimmers should be available for team events, the Committee recognises that the Head Coach should strive to give individuals as much notice as possible, preferably 7 days.

9.3 Notification of selection to swim for Chorley Marlins will come from the Head Coach via

- a selection list placed on the All Seasons notice board.
- a selection list attached to an announcement on the Clubs website at

<http://www.chorleymarlins.org>.

Swimmers must either tick off their names on the notice board list or respond to the email address provided with the website announcement so that the Head Coach can consider them available for placement in the team. .

It is important for swimmers to notify the Head Coach if they are unable to swim so that a replacement team member can be found.

9.4 The Club aims to promote the opportunity for swimmers in the junior and district squads the opportunity to swim in at least three appropriate 'open meets'. Swimmers in the junior and district squads are expected to attend a minimum of two open meets per year to enable these swimmers to achieve qualifying times for regional events.

9.5 At team galas there is an expectation that swimmers representing Chorley Marlins will wear the team kit i.e. royal blue swimming costume, a Marlins teabag whilst on poolside and when travelling to competitions a Marlins white polo shirt and / or tracksuit.

9.6 The procedure for acquiring Marlins swim kit is described under the 'Swim kit' page on the Clubs website at

<http://www.chorleymarlins.org.uk>

9.7 Gala etiquette: as member of Chorley Marlins, swimmers agree to abide by the Club's code of conduct and this code should be observed at all competitions, especially when the Club is being represented.

Parents attending Galas are deemed to be subject to the provisions of the Parent's Code of Conduct.

9.8 Where a Squad Swimmer wins an event at a Marlins gala, the swimmer will forfeit the Gold medal position for events where a winner's shield is available.

10. Welfare Issues

10.1 Child Protection – Chorley Marlins has adopted the ASA Guidelines on Child Protection and Disability. The Clubs Child Protection Policy can be found on the Clubs website under

<http://www.chorleymarlins.org.uk>

10.2 Asthma – members who have asthma should notify the Club and have the appropriate medication with them at all times. The Club follows the guidelines issued by the ASA in respect of asthma sufferers.

10.3 Disclosure of any medical condition and / use of notified medication under ASA rules must be disclosed by members and/or their parents / guardians on the club membership form. Under data protection legislation this information will be kept confidential.

10.4 Parents / guardians for all members under the age of 18 will be required to complete a consent form as part of their membership of the Club. This enables the appropriate qualified first aid person to administer treatment in the event of an accident / emergency.

10.5 It should be noted that whilst swimmers are swimming at All Seasons or Brinscall the responsibility for

administering first aid lies with the management of that venue.

10.6 A poolside register of all swimmers will be maintained. The register will be taken of all swimmers at the start of each swim session.

must be arranged through the Chair person of the committee.

11. Codes of Conduct

11.1 The Club's Codes of Conduct for Parents/Spectators, Swimmers, and Coaches can be found on the Clubs website under

<http://www.chorleymarlins.org.uk>

All members and visitors are expected to follow their respective codes of conduct.

11.2 ASA recommended procedures will be adopted and implemented should there be any serious violations of the Clubs Codes of Conduct. Ultimately this may result in the expulsion of a member from the Club

12. Byelaws Review Process

The Club Byelaws will be reviewed annually or as required in order to meet the needs and requirements of Chorley Marlins.

13. Club Procedures

Club procedures, once approved by the Committee, will be followed to aid the efficient running of the Club.