



ABERDEEN DOLPHIN SWIMMING CLUB
CONSTITUTION, BYELAWS AND REGULATIONS

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CONSTITUTION

C 1.0 NAME

The Club shall be called “Aberdeen Dolphin Swimming Club” (hereinafter referred to as “the Club”).

C2.0 OBJECTIVES

The objectives of the Club shall be to:

- a) Advance the public participation in Aquatic Sports by promoting and managing the teaching, knowledge, and practice of one or more Aqua Sports in accordance with paragraphs C2.2 and C2.5 of the SASA Constitution
- b) To encourage swimming Members to compete.

C3.0 MEMBERSHIP

C3.1 The membership is open to all of the community without discrimination and shall consist of the following categories. Those Members who fall into more than one category must register at the higher category as per the following hierarchy.

C3.1.1 Swimmer

A member of any age who participates in any aquatic discipline.

C3.1.2 Non Swimmer

A member who does not participate in any aquatic discipline.

- i) Club Volunteer - General
A member aged 14 years and over (and not a swimmer) who volunteers for the Club in any capacity at any time.
- ii) Club Volunteer - Technical Officer
A member aged 14 years and over (and not a swimmer) who holds a current technical official qualification issued by British Swimming. This would typically be Timekeeper, Judge, Starter, Recorder etc.
- iii) Club Volunteer - Coach/Teacher
A member who holds a current coaching or teaching qualification issued by a recognised governing body for aquatics.

C3.1.3 Life Member

[Upon application to the Management Committee]

C3.1.4 Honorary Member

[Upon nomination of 5 members of the Club and ratified at Annual General Meeting]

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

- C3.3 All Club Members must be registered with the SASA in accordance with the sub-categories defined in SASA Byelaw C3.3.1 - with exception of those in categories (C3.1.3) and (C3.1.4) above, unless they are active within the Club.
- C3.4 All members joining the Club shall be deemed to accept the terms of this Constitution, the Club Byelaws and any Regulations from time to time adopted by the Club.
- C3.5 The Management Committee shall have the power to turn down an application for membership, provided they act in accordance with Byelaw BL3.6.

C4.0 GOVERNANCE

- C4.1 The Club shall be subject to and bound by, the Constitution and Byelaws of the SASA, Memorandum, Articles and Rules of SASA Ltd. and the North District Rules.
- C4.2 The Club shall comply with the SASA Code of Conduct, the SASA Code of Ethics and the SASA Child Protection Guidelines.
- C4.3 The Club shall be governed by its Constitution, Byelaws and Regulations.
- C4.4 Amendments to the Constitution shall only be made at a General Meeting, provided at least a two-thirds majority of those present and voting is secured.
- C4.5 Amendments to the Byelaws shall only be made at a General Meeting provided at least a two-thirds majority of those present and voting is secured.
- C4.6 The Management Committee shall have the power to publish and enforce such Regulations, as the Management Committee feels necessary to govern the activities of the Club.

C5.0 MANAGEMENT

- C5.1 A **Management Committee**, which shall consist of the **Officers of the Club (4)** plus ten other **adult Members** [as set out in Byelaw BL5.1] shall conduct the affairs of the Club.
- C5.2 The **Officers of the Club** shall consist of a **President, Vice-President, Treasurer** and **Secretary** - who shall be elected at an Annual General Meeting (as shall be the said **adult Members**).
- C5.3 If the post of any Officer of the Club or Management Committee Member should fall vacant after such an election, the Management Committee shall have the power to fill the vacancy. This will be decided at a Management Committee Meeting (C6.4) by simple majority.
- C5.4 All Management Committee members shall be adults and members of the Club (BL5.1).

C6.0

MEETINGS

C6.1 General Meetings

C6.1.1 Notices

At least 21 (twenty-one) days notice and the Agenda shall be given to all Adult members of any General Meeting.

C6.1.2 Attendance

All Adult Members, Life and Honorary Members are entitled to attend, take part and vote unless specifically excluded from doing so by the Club's Constitution.

C6.1.3 Voting

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

C6.1.4 Quorum

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

C6.1.5 Changes to the Constitution and Byelaws

A proposal to change the Constitution or Byelaws must be submitted in writing to the Secretary, signed by two members eligible to vote at a General Meeting.

C6.2 Annual General Meeting (AGM)

C6.2.1 The Club shall hold an Annual General Meeting in the month of November to:

- Approve the minutes of the previous year's AGM
- Receive reports from the President and Secretary
- Receive a report from the Treasurer and approve the Annual Accounts
- Receive a report from the Auditors/Examiners
- Elect 'Officers of the Club' (4)
- Elect Management Committee Members
- Approve Management Committee appointing Auditors/Examiners for the Club's Accounts
- Consider changes to the Constitution
- Consider changes to the Byelaws
- Present Honorary Membership(s)
- Deal with other relevant business

C6.2.2 Nominations for Officers of the Club and Members of the Management Committee may be made at any time up to and including the Annual General Meeting. Nominations for the office of President shall only be for a person who has been a member of the Club for at least two years.

C6.3 Extraordinary General Meeting (EGM)

C6.3.1 An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by at least 10 (ten) adult Members of the Club. The Management Committee shall also have the power to call an EGM by decision of a simple majority of its members.

C6.4 Management Committee Meetings (MCM)

- C6.4.1 The club shall hold Management Committee Meetings no less frequently than every three months.
- C6.4.2 A Management Committee Meeting shall be called by the Secretary when there is business to transact or on request of an Officer of the Club or by an application in writing by at least seven adult Members of the Club.
- C6.4.3 A quorum for Management Committee Meetings shall be at least one Officer of the Club and six Management Committee members. The President or Vice-President shall chair the meeting. If neither is present, the quorum shall elect a chairperson to conduct the meeting.
- C6.4.4 The business of the meeting shall be enacted in accordance with Section 6 of the Byelaws.

C7.0 FINANCE & ACCOUNTS

- C7.1 The financial year shall run from 1st November to 31st October each year.
- C7.2 The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.
- C7.3 The Accounts shall be audited/examined by an independent person(s) appointed by the Management Committee.
- C7.4 All cheques drawn against the Club's funds shall be signed by the Treasurer and any other nominated Management Committee Member of the Club. All withdrawals, cheques and the like shall be completed in full before signature.
- C7.5 The Management Committee can enter into contracts and/or partnerships, on behalf of the Club, provided each proposal is fully discussed at and recorded in the minutes of a quorate Management Committee Meeting prior to the commitment being made.
- C7.6 All members of the Club shall be jointly responsible for the financial liabilities of the Club.
- C7.7 Any surplus of the Club's income will be re-invested in the Club and not distributed to its members.

C8.0 DISCIPLINE

- C8.1 The Management Committee may take action (e.g. fine, suspend or cancel membership) against any Club Member proved guilty of infringing the Club Regulations or acting in such a manner as to bring disrepute to the Club. Such action shall only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspension & Fines sections of the SASA Constitution Byelaws and the SASA Rules have been applied.
- C8.2 All Grievances, Complaints and Appeals, except for doping, child abuse or alleged criminal offences, shall be dealt with in accordance with Section 8 of the Club Byelaws.

C8.3 Grievances and Complaints involving doping, child abuse or other criminal offences shall be referred to the SASA Chief Executive within 48 hours, in accordance with SASA. Rule R16.1.3.4. Failure to do so may result in disciplinary action. If the complaint involves the use of drugs, the complaint shall be referred to British Swimming for action. No further action shall be taken under the complaints procedure.

C9.0 AWARDS

C9.1 Nomination and selection procedures shall be in accordance with Section 9 of the Byelaws

C10.0 TROPHIES

C10.1 All trophies belong to the Club in perpetuity and cannot be won outright.

C10.2 The Awards Convener shall act as Trustee of Club Trophies.

C11.0 DISSOLUTION

C11.1 In the event of the dissolution of the Club, any funds, property and other assets shall not be distributed amongst the members of the Club in any way whatsoever, but shall be applied towards the objectives of the SASA. Members of the Club have no claim on any of the assets of the Club.

C11.2 So long as four members agree to support the Club it cannot be dissolved.

C11.3 All Members of the club shall bear an equal share of any financial loss suffered by the Club.

BYELAWS

BL1.0 (Not used)

BL2.0 (Not used)

BL3.0

MEMBERSHIP

BL3.1 The subscription of existing members (agreed at the AGM) shall become due on 01 January in each year and those of new Members on the date of acceptance for membership.

BL3.2 Members not renewing by 31 March will be deemed to be non-Members and will be notified in writing accordingly.

BL3.3 All Members will be excluded from taking part in any of the Clubs activities, competitions or meetings until their annual subscription is paid. In special circumstances, a period of grace lasting no more than **6 weeks** may be applied for (in writing) to the Treasurer. The President and at least one other Management Committee Member must approve such an application before the Member is allowed to continue to participate in club activities (including training and competitions).

BL3.4 A Member wishing to resign from the Club shall inform the Secretary in writing. **Writing includes the use of acknowledged e-mail.**

BL3.5 A Member wishing to change their 1st or 2nd Claim Club must do so in accordance with SASA Byelaw BL8.2.4.

BL3.6 When the Management Committee turns down an application for membership, the applicant must be advised in writing of the reason for being turned down - and of their right of appeal to the SASA.

BL4.0 (Not used)

BL5.0

MANAGEMENT

BL5.1 The Management Committee shall comprise the Officers of the Club (C5.2):

President
Vice-President
Secretary
Treasurer

In addition the following adult Member positions will be appointed:

Head Coach
Child Protection Officer
Technical Officials Convenor
Meet Secretaries (2)
Learn to Swim Convenor
Social Events Convenor
Awards Convenor
Honorary Members Representative

An adult is an individual aged 16 years and over - as recognised in Law.

A Member is any individual who has paid their Membership fee within Categories C3.1.1 and C3.1.2.

For the purposes of the proper management of the Club, a Member may delegate his/her authority to a parent or guardian. This person shall be an adult.

BL5.2 Members of the Management Committee shall retire at each Annual General Meeting but shall be eligible for re-election for the ensuing year. However no one shall hold the same position on the Management Committee (with the exception of the Head Coach) for more than three consecutive years.

BL5.3 (Not used)

BL5.4 (Not used)

BL5.5 Retiring members of the Management Committee may offer themselves for re-election.

BL5.6 Management Committee member(s) elected or co-opted to fill a vacancy part way through a term of office shall retire at the next AGM.

B5.7 Management Committee members co-opted by the committee shall be subject to endorsement at the first EGM or AGM thereafter.

BL5.8 The Management Committee shall be responsible for Club business between Annual General Meetings including the following:

- a) Administer, delegate, supervise and generally attend to the day-to-day business of the Club
- b) Appoint the Head Coach and delegates
- c) Maintain financial control of the Club
- d) Review resolutions, motions and proposed amendments to the Constitution and Rules and recommend approval or rejection as appropriate
- e) Make recommendations to the Annual General Meeting for Life and Honorary Members
- f) Appoint Auditors/Examiners for the Club
- g) Set Training Fees

BL5.9 The Management Committee shall appoint such sub-Committees as may be considered necessary.

BL5.10 The Management Committee shall appoint a Child Protection Officer (CPO) who has attended an SASA approved training course.

BL6.0 MEETINGS

BL6.1 General

BL6.1.1 At all meetings, if a quorum is present, the Chair shall be taken not later than fifteen minutes after the appointed time of the meeting.

BL6.1.2 All Members when called to order at any meeting or gathering of the Club and not complying with the "rule of order" shall be expelled from the meeting.

- BL6.1.3 The Chairperson at all meetings of the Club shall be the President. In the absence of the President, the Vice President shall substitute. In the absence of the President and Vice President, those in attendance shall appoint a substitute.
- BL6.1.4 In the event of equality of votes in any resolution before the meeting, which requires a choice to be made for the continued good governance of the Club, the Chairperson of a meeting shall have a second or casting vote.
- BL6.1.5 The Chairperson of a meeting, shall be the sole judge of questions of order and interpreter of the "rules" governing the Club.
- BL6.1.6 The Chairperson shall not speak to, oppose or move any motion from the Chair. In order to do so, they shall vacate the Chair until that business is concluded. The meeting shall be presided over by a substitute Chairperson elected from among those present.
- BL6.1.7 The order of business at the Management Committee meetings shall be at the discretion of the President, Vice-President or such chairperson duly appointed.
- BL 6.1.8 The Minutes of all meetings will be made available to any Member on request.
- BL6.2 Annual General Meeting (AGM)**
- BL6.2.1 The Secretary shall give written notice of not less than 21 (twenty-one) days prior to the date of the AGM. This notice shall be published on the club notice board, website and circulated to all adult, Life and Honorary Members
- BL6.2.2 Appended to the notice of intimation of an AGM shall be the Agenda, a note of the process governing alteration to the Constitution, Byelaws and nomination for the Management Committee.
- BL6.2.3 Nominations for Officers of the Club and other members of the Management Committee should where possible be submitted in writing to the Secretary not later than 14 (fourteen) days prior to the date of the AGM. Nominations can be made at the AGM but must be seconded by at least one Adult Member before such a nomination can be accepted.
- BL6.2.4 Proposed alterations to the Constitution and Byelaws and notices of motion must be received by the Secretary not later than 14 (fourteen) days prior to the date of the AGM
- BL6.2.5 All nominations and proposed alterations received by the Secretary shall be displayed on the Club notice board at least 7 (seven) days before the meeting.

- BL6.2.6 The order of business for an AGM shall be:
Presidents Remarks
Apologies for Absence
Approval of minutes from previous AGM & matters arising
Secretary Report
Head Coach Report
Financial Report
Proposed changes to Constitution
Proposed changes to Byelaws
Election of Officers of the Club
Election of Management Committee Members
Life and Honorary Membership Awards
Other relevant business
- BL6.2.7 All Members of the Club as defined in BL5.1 are entitled to attend. All adult members are entitled to vote, unless such Member is suspended. One vote per Member shall be permitted. Voting by proxy or post shall not be competent.
- BL6.3 Extraordinary General Meeting (EGM)**
- BL6.3.1 The Secretary will give notice, in writing of all Extraordinary General Meetings, stating the Agenda, to all Adult, Honorary and Life Members at least 14 (fourteen) days prior to such meetings being held.
- BL6.3.2 The order of Business for an EGM shall be:
President's Remarks
Apologies for Absence
Business to be transacted of which due notice has been given.
- BL6.3.3 No business shall be transacted at the EGM other than business of which due notice has been given.
- BL6.3.4 The Management Committee shall convene the requested Extraordinary General Meeting within 21 (twenty-one) days of receipt of the written motion. The Management Committee shall appoint the date, time and place.
- BL6.3.5 Notice of the Extraordinary General Meeting shall specify the business to be transacted and shall be posted on all Club notice boards not less than 14 (fourteen) days before the date of the Meeting.
- BL6.4 Management Committee Meetings (MCM)**
- BL6.4.1 Notice of the date, time and venue of each MCM shall be given at least 7 (seven) days prior to the meeting.
- BL6.4.2 Adult Members who are not members of the MCM, may attend, but may only participate with the agreement of the Chairperson.
- BL6.4.3 All MCM members shall have a deliberative vote.
- BL6.4.4 No decision of the MCM may be altered or revoked without 14 (fourteen) days prior notice of intent, in writing, being given to the Secretary.

BL7.0

FINANCE & ACCOUNTS

- BL7.0.1 The Treasurer shall arrange for the Auditor(s)/Examiners to examine and certify the Club accounts and balance sheet before presentation of an audited summary to the AGM.
- BL7.0.2 The Treasurer shall submit a budget, to the last meeting of the MCM prior to the AGM, for the following financial year.
- BL7.0.3 The Treasurer shall submit a financial statement to the MCM no less frequently than every 3 (three) calendar months.
- BL7.0.4 All outgoing payments shall be made either by cheque (signed by the Treasurer and any other nominated Management Committee Member) or by electronic banking system. Due records of all transactions will be maintained by the Treasurer.
- BL7.0.5 The Management Committee shall be responsible for recommending the Annual Membership fee for each category of Member for the general administration of the Club.
- BL7.0.6 The Management Committee shall be responsible for issuing and collecting the relevant training squad fees, which shall cover the cost of pool hire and coaching/ teaching fees etc.
- BL7.0.7 All claims for expenses shall be made on the official forms available from the Treasurer and must be signed, dated and submitted to the Treasurer with appropriate vouching.
- BL7.0.8 The Management Committee shall have the power to increase the training fees and/or raise special levies as may be required from time to time.

BL8.0

DISCIPLINE

- BL8.0.1 Any member guilty of conduct or breach of the Constitution, Byelaws and Regulations, which is detrimental to the interests or aims of the Club may be disciplined by the Management Committee, provided Paragraph C8.1 of the Constitution has been satisfied.

BL8.1 Suspensions and Fines

- BL8.1.1 The Management Committee may suspend, from activities wholly within its own jurisdiction, impose a fine or expel a member as a means of discipline.

BL8.2 Grievances

- BL8.2.1 A Grievance, which is a formal expression of dissatisfaction or allegation of unfair practice in connection with the management of the Club can be made by any member of the Club, a parent or guardian on behalf of a member under the age of 16 years, or any individual.
- BL8.2.2 A grievance is made in writing to the Club Secretary, not later than 30 (thirty) days after the incident.
- BL8.2.3 A Club Enquiry Panel will be set up by the President to consider the grievance in accordance with the Club Regulations.

BL8.2.4 If the decisions of the Club Enquiry Panel do not satisfy the person who made the grievance, that person shall have a right of appeal to SASA in accordance with Club Byelaw BL 8.4.

BL8.3 Complaints

BL8.3.1 A complaint is a formal expression of dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by the SASA.

BL8.3.2 A complaint must be made in accordance with Section 12 of the SASA Rules.

BL8.4 Appeals

BL8.4.1 An appeal may be made against decisions taken by the Club in respect to the outcome of a submitted grievance or against decisions taken by a National Enquiry Panel.

BL8.4.2 An appeal must be made in accordance with Section 14 of the SASA Rules.

BL9.0 AWARDS

BL9.1 Honorary Membership may be presented to person(s) who have given outstanding service, over many years, to the Club and shall be presented at the Annual General Meeting or at any other time decreed suitable by the MCM.

BL10.0 TROPHIES

BL10.1 The winner of a trophy shall guarantee safe custody and return of the trophy when requested by the Management Committee.

BL10.2 The Club member awarded any trophy shall be responsible for arranging and funding of the engraving of the winners name on the trophy.

BL10.3 The custody and return of trophies shall rest with the Member receiving the same. The Member, and in the event of the Member being under the age of 18 years, the parents of that Member, shall be responsible for the safe keeping of any trophy. In the event of loss or damage thereto, the Member or the parents of the Member shall be responsible for the repair or replacement of the same.

BL10.4 If any Member resigns, that Member shall immediately return all trophies to the Club.

BL11.0 (Not Used)

REGULATIONS

R1.0 CLUB GRIEVANCE PROCEDURE

R1.1 Grievances

R1.1.1 A grievance may be made in the circumstances described within the Club's governance documentation. Any Individual who is the subject of a grievance must be offered the opportunity to be heard in their defence.

R1.1.2 The appropriate body to consider the grievance is as follows:
I. For Club Constitution and/or Rules - The Club
II. For Drug offences - British Swimming

R1.1.3 If the complaint involves child abuse or other criminal offences the grievance shall be referred to Scottish Swimming's Chief Executive within 48 hours.

R1.1.4 If the grievance involves the use of drugs the grievance shall be referred to the Secretary of the Amateur Swimming Federation of Great Britain (ASFGB) for action, and no further action will be taken by the Club under the grievances procedure. The ASFGB shall deal with all cases involving drugs and their decisions in such cases shall be accepted by the Club.

R1.2 Club Enquiry Panel

R1.2.1 A Club Enquiry Panel shall be appointed for the purpose of hearing the grievance and shall be established by the President.

R1.2.2 The Club Enquiry Panel should be appointed from three members of the Management Committee or adult Members who are not Officers of the Club.

R1.2.3 No Panel Members shall participate in a hearing in which they have a personal involvement with either the subject matter(s) or the parties to the grievance or be present at such a panel.

R1.2.4 One member should be appointed as Chairperson of the Club Enquiry Panel and the Club Secretary should carry out the administration for all grievances.

R1.3 Procedure

R1.3.1 A grievance is made to the Club on the appropriate form, which can be obtained by contacting the Club Secretary.

R1.3.2 The written grievance must reach the Club not later than 30 days after the incident that gave rise to it, but the CEP Chairperson may at their discretion, extend this period up to six months in any case in which they are satisfied that it was not practicable for the grievance to be made within 30 days of the incident.

- R1.3.3 The written grievance must detail the matter(s) with which the complainant is dissatisfied and the reasons for their dissatisfaction.
- R1.3.4 Within 14 days of receipt of a grievance, the Club shall send a copy to each of the parties, who are involved, and the Chairperson of the Club Enquiry Panel.
- R1.3.5 The CEP Chairperson shall arrange the date and venue for the Club Enquiry Panel to consider the grievance, which must be within 60 days of receipt of the grievance and shall give the parties at least 14 days notice of the arrangement.
- R1.3.6 If the CEP Chairperson becomes aware of any unavoidable circumstances which will prevent a hearing being held within 60 days from receipt of the grievance, they shall have the discretion to extend the period for the hearing to a maximum of 120 days from receipt of the grievance, and shall notify the parties as soon as the decision to extend the period is made giving the reasons.
- R1.3.7 The Chairperson may seek written or verbal evidence from any person who may be able to help the Hearing.
- R1.3.8 The proceeding shall be flexible and shall be at the discretion of the Chairperson who shall ensure that manuscript notes of the proceedings are taken.

R1.4 Treatment

- R1.4.1 If any question concerning the interpretation of General Law arises, the Chairperson must seek the written advice of a Legal Adviser.
- R1.4.2 In any case where a grievance is upheld the record of any previous offences of the person concerned shall be sought by the Chairperson of the Panel before the Panel considers the imposition of a penalty.
- R1.4.3 A Panel may make whatever order it considers just, including the imposition of a financial penalty and/or exclusion/suspension for a period.
- R1.4.4 The Chairperson of the Panel at which the grievance is heard shall arrange for the decision to be communicated in writing to the parties and the Club within 14 days of the date of the meeting.
- R1.4.5 The Chairperson of the Panel at which the grievance is heard shall arrange for a copy of the finding with all the attendant documents to be sent to the Club Secretary for record.

R1.5 Suspension and Fines

- R1.5.1 For a breach of Rules, the Club may suspend a member from activities provided that before doing so, it informs the member of the alleged offence and the requirements of the governance documentation have been satisfied.

- R1.5.2 Suspensions and fines may be imposed on Individuals by the Club Enquiry Panel provided the requirements of their governance documentation have been satisfied.
- R1.5.3 Where a fee or fine (not subject of an appeal) imposed by the Club has not been paid, then the Club can after due warning, suspend the individual until payment is made.
- R1.5.4 A person under suspension shall not participate in any activity organized by the Club or controlled by the Club except as in the governance documentation.
- R1.5.5 Where appropriate a person may be given a limited suspension provided the limitation(s) are clearly defined (e.g. a person may be suspended from all competition activities but allowed to continue in training and administration activities).
- R1.5.6 An eligible competitor taking part in competitions, exhibitions or demonstrations with someone whom they know to be under suspension may themselves be suspended.
- R1.5.7 Suspensions by the Club Enquiry Panel shall be binding on all Clubs and Districts of Scottish Swimming.
- R1.5.8 Suspensions and the lifting of suspensions shall be reported to Clubs, Districts and Scottish Swimming as appropriate.
- R1.5.9 Fixed fines shall be imposed on all Individuals as appropriate.
- R1.5.10 Fines may be imposed on Individuals by the Club Enquiry Panel. The value of the fine will be as determined by the appropriate Panel.
- R1.5.11 When a fee or fine (not subject of an appeal) due to the Club has not been paid the Club can, after due warning, suspend the Individual until payment is made.

R1.6 Appeals

- R1.6.1 There is LEAVE TO APPEAL against a decision taken by the Club, or any individual(s) or organisations empowered to act on behalf of the Club.
- R1.6.2 In dealing with Appeals the appropriate Body to consider an appeal is The National Arbitration Panel.
- R1.6.3 Decisions arising from the normal course of business of a Club on administrative and technical matters, appointments and selection of teams may not be the subject of an appeal.
- R1.6.4 When Leave to Appeal is made, the decision against which the appeal is being made shall be suspended, except in exceptional cases which shall include but not be limited to circumstances where Child Protection is an issue.

R2.0 Child Protection Officer Appointments and Terms of References

- R2.1 Interview
An informal interview will take place to discuss the requirements of the post, expected commitment and relevant experience. This is an informal situation, allowing questions and answers to be exchanged.
- R2.2 Self Declaration
The volunteer will then be asked to complete the Self Declaration Form, showing any previous convictions or investigations.
- R2.3 Disclosure Application
The volunteer shall be required to complete the new police check at an Enhanced Disclosure level. This is also an opportunity for applicants to provide evidence of their identity.
- R2.4 Referees
Two references will be sought for all new applicants. These people should be able to comment on the applicant's ability to work with children and must not be relatives.
- R2.5 General
The applicant will then be expected to become a member of the Club and Scottish Swimming, and to sign and agree to a Code of Conduct. Helpers will then be bound by the rules and disciplinary procedures of the Club and Scottish Swimming.