

Constitution of the Club



Ruislip Turtles Swimming Club Constitution

As approved at the AGM 20th June 2020

1. Names

The name of the club shall be known as 'Ruislip Turtles Swimming Club'

1. Objects

To encourage, promote and develop the art of swimming and provide respite for disabled persons.

3. Membership

a) The Turtles Committee reserves the right to reject a membership application at their absolute discretion, but in general, Membership shall be open to: -

1. All persons with a disability.

2. All persons who undertake to give instruction on behalf of the Club and/or assist in the running of the Club.

b) Persons admitted under clause 3(a), shall be required to complete a membership form, which will include a declaration of suitability to undertake pool activities.

c) Each disabled member shall be entitled to bring two relatives/friends to each session. These relatives/friends are not entitled to be present in the absence of the disabled member, or if the disabled member is unable to swim. These relatives/friends shall be enrolled as club members.

d) Family membership— although the general rule is that the club allows only 2 relatives or friends, the families of disabled members can apply for family membership to include up to 2 adults and any children under 16. All family members are expected to pay membership subscriptions.

e) Juniors (16 years or under in the year of payment) shall at all times be accompanied or be under the supervision of a responsible adult.

f) Vulnerable adults and junior members must be accompanied by a parent or carer member at all times both in and out of the pool. These members are the direct responsibility of the parent/carer and for this reason we require the parent / carer to be confident in the water.

g) Concessions to Clauses 3c, 3d & 3e may be granted on application to the Committee. The decision of the Committee shall be final. On approval, visitors may attend pool sessions on payment of the appropriate fee. All persons admitted under this concession, shall be enrolled as temporary members of the club for insurance purposes.

h) Any non-disabled member or carer may not attend the pool session without their disabled member. However, a non disabled member may attend in the capacity of carer to another disabled member which needs to be communicated at session registration.

i) Members acting in the capacity of a designated Club Volunteer Helper for that session shall be entitled to bring their children under the age of 16 for that particular swim session providing they are registered members. But otherwise, Helpers may not bring guests to the Poolside.

- j) Ruislip Turtles Swimming Club is unable to provide 1:1 support for disabled members for the duration of the swimming session. Disabled members requiring a high level of support need to bring their own carer (who will also need to be a member) who will be responsible for that member both in and out of the water.
- k) Membership and participation may be restricted in the following circumstances:
1. The committee may decide and publish a maximum club membership number and implement a waiting list should this number be reached. The implementation date and policy for managing such a waiting list must be published 2 months prior to implementation.
 2. The committee may decide and publish a maximum pool capacity for each swimming session. Any member who arrives at registration after that threshold has been reached will either be turned away or be instructed to wait at poolside until authorised to enter the pool by the Senior Committee member present, (Chair, Chief Instructor, H&S rep, Secretary etc). The authorising party may use their discretion based upon water utilisation to authorise entry into the water. The committee must publish the maximum pool capacity 2 months prior to implementing.
- l) The committee reserves the right to waive membership fees at its entire discretion.
- m) The prioritisation and allocation of resources is decided by the qualified instructors present at any swim session. These instructors will be identified as 'Swim Teachers'. Swimming tuition is available to all members, but priority is given to disabled members. No member has a 'right' to tuition or to a specific time period of tuition.
- n) The committee and its volunteers cannot be responsible for organising/ delivering transport to the membership.
- o) When applying for Membership to the Ruislip Turtles Swimming Club, it is usual for the club to offer a Trial Pool Session before joining. Throughout the session and Pool Test, the applicant(s) is expected to abide by the Clubs' Rules and adhere to Club Policies and take direction from both Turtles & Leisure Centre Pool Staff. The Committee reserves the right at their absolute discretion to reject a membership application form from the disabled member or their carer, following the Pool Test.
- p) From time to time, members may request to have visitors present in the viewing gallery. The Turtles Committee reserves the right to refuse visitors entry to the gallery at their absolute discretion, and The Turtles Committee also reserves the right to ask visitors to vacate the gallery. Visitors are not allowed at Poolside.

4. Officers & Committee Members

- a) The officers shall consist of:
1. Chair
 2. Vice Chair
 3. Secretary
 4. Treasurer
 5. Vulnerable Adult & Child Protection Officer
 6. Assistant Secretary
 7. Chief Instructor
 8. Competition Secretary

In addition, the elected Chair may, from time to time, propose the additional election of an Honorary Club President. All Officers shall serve in an honorary capacity.

- b) The Committee shall consist of the Officers, together with six other members to be elected at the AGM, by ballot if necessary. At least three of the elected Committee shall be disabled.
- c) A Quorum for the Committee shall be fifty percent (50%) of its elected Committee Members.
- d) Each member of the Committee shall have one vote. The Chairman shall have ONE vote only, that being the casting vote.
- e) The Committee shall have the power to fill vacancies and appoint such other members as they deem necessary. Such members shall have no vote.
- f) The Committee shall have the power to discipline club members for any reported and proven offence including contravention of: -
 - 1. The rules and regulations of the Council and the Pool Management
 - 2. The rules of the Club and / or Club Officers
 - 3. Unruly conduct contrary to the general safety of club members.

5. Disciplinary Procedures

- a) The Committee reserves the right to take action against members whose behaviour may be detrimental to others. Aggressive or unruly members will be warned as a first step but the club's Disciplinary Procedures will be enforced should there be a reoccurrence.
- b) If any Club member considers that another member(s) should be disciplined or expelled they must inform the Chair as soon as practicable, in writing, stating the reasons why that action should be taken.
- c) On receipt of an allegation the Chair will appoint a Reviewing Sub-Committee, consisting of three members not involved as witnesses, who will consider the evidence. The Reviewing Sub-Committee shall report their findings to the Committee as soon as practicable.
- d) If the Reviewing Sub-Committee is not satisfied that the evidence is sufficient to support an offence under 'Committee, Clause 4 (f), this shall be recorded in the minutes.
- e) If the Reviewing Sub-Committee is satisfied the evidence is sufficient they may recommend that: -
 - 1) The member(s) is expelled from the Club.
 - 2) The member(s) receive a formal written warning.
- f) If the Reviewing Sub-Committee is unable to agree a unanimous recommendation, the majority decision will prevail. Having made their recommendations, the Reviewing Sub-Committee will have no further involvement in the proceedings.
- g) The Chair must inform the member(s) directly involved in writing, of the Reviewing Sub-Committee's findings. The Chair must also inform the accused member(s) of the details of the allegation together with a summary of the evidence.
- h) Should the Reviewing Sub-Committee recommend action as at 5.e. above, the accused member(s) may appeal and ask for their case to be considered by a quorate meeting of the Committee. The appeal will be presided over by the Chair, or by another member appointed by the Chair, to act in his or her capacity. The majority decision of those Committee Members present will be binding.
- i) If an appeal to the full Committee is to be held the Chair must notify the accused member(s) of the date, time and place of the meeting. This notification must be delivered personally to the last

known address of the member(s), which will be accepted as Proof of Notification. This must be done within one month of the Reviewing Sub-Committee making their recommendations. These arrangements must be mutually convenient.

j) At the appeal, the accused member(s) may be accompanied by a friend. If the accused member(s) fail to appear before the Committee Meeting, the case may be heard in their absence, providing the Chair of the meeting is satisfied that the accused member(s) had been properly informed of the date, time and place of the meeting and that the meeting may proceed in their absence.

6. Annual General Meeting

a) The Annual General Meeting (AGM) shall be held on the second (2nd) Saturday in May, or at such time and place as may be determined by the Committee, provided that every General Meeting, except the first, shall be held not more than fifteen months after holding the last preceding meeting.

b) The Notice of the Meeting shall be publicly posted at least twenty-one (21) days before the Meeting.

c) In the absence of the Chair or Vice-chair, the Meeting may elect a Chair from the members present at the meeting.

d) The business at the AGM shall include:-

- 1 Minutes of the last Meeting.
2. Approval of the Annual Accounts and Treasurer's Report.
3. Officers Reports.
4. Election of Officers & Committee.
5. Election of an Auditor.
6. Any Other Business.

e) Every member, including Officers shall address the Chair. When more than one member wishes to speak, the first to signify shall be given preference, the decision resting with the Chair.

f) A Quorum for the AGM shall be twenty (20) members personally present, three (3) or more of whom shall be Committee members.

7. Extra-Ordinary General Meeting

a) An Extra-Ordinary General Meeting (EGM) may be called at the discretion of the Committee, or at the request of ten (10) members of the Club.

b) The Meeting shall discuss only the business for which the meeting was called.

c) A Quorum for the Extra-Ordinary General Meeting shall be fifteen (15) members personally present, three (3) or more of whom shall be Committee members.

d) Any EGM must be held within 45 days of being called. The Meeting must be publicised to all members via a visible notice at the pool and via the members email address supplied. The Motion proposed at the meeting must also be communicated with the above.

8. Finance

a) The Treasurer, or appointed nominee, shall present at the AGM an audited account of the state of affairs of the Club, made up to the 31st of March.

9. Subscriptions

- a) Subscriptions, for membership of the Ruislip Turtles Swimming Club, are to be set and communicated to the membership 60 days ahead of any proposed change.
- b) Any change to the membership rates will be recorded at the AGM as part of the Treasurers Report.
- c) A Visitor Fee shall become payable under Clause 3g, as set at the AGM.

10. Governance

- a) Subject to the following provisions of this clause, the Constitution may be altered by the Committee by giving a minimum of 35 days notice to the membership.

The Notice of the Resolution must set out the terms of the alteration proposed and make clear: the nature of the change, the reason for the change and the impact on the membership.

The changes should be communicated to the membership by way of a notice at the pool reception for 4 scheduled Turtles swim sessions.

Should objections be raised and an EGM called to discuss, no change can be made until resolution at the EGM.

- b) No amendment may be made to Name, Objects, Dissolution or this Clause without the prior consent, in writing, of the Charity Commissioners.
- c) No amendment may be made which would have the effect of making the Charity cease to be a charity in law.

11. Dissolution

- a) If the Committee decide that it is necessary or advisable to dissolve the Charity it shall call a Meeting of all the members of the Charity, of which not less than 21 days notice (stating the Terms of the Resolution to be proposed) shall be given. If the Proposal is confirmed by a two-thirds majority, of those present and voting, the Committee shall have the power to realise any assets held by or on behalf of the Charity

- b) Any assets, remaining after the satisfaction of any proper debts and liabilities, shall be given or transferred to such other charitable institutions, having objects similar to the Objects of the Charity, as the Members of the Charity may determine, or failing that, shall be applied for some other charitable purpose. A copy of the Statement of Accounts, or Account and Statement, for the Final Accounting Period of the Charity shall be sent to the Charity Commissioners.

12 Affiliation

- a) By agreement at a committee meeting, the club may from time to time, affiliate to a National Swimming body.
- b) Upon affiliation, and in 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.
- c) By way of example, should the club be accepted for Swim England accreditation then the club would be affiliated through the Swim England London Region, and shall operate in compliance with the Swim England London Region Constitution, and Swim England Rules & Regulations, including the Wavepower welfare guidelines.

At all times adhere to the rules of Ruislip Turtles Swimming Club, Highgrove Pool Management and any alternative Leisure Centre Pool Management related to temporary relocation or competitive events, together with any local rules pertaining to any Turtles outings or social events.

At all times adhere to the Ruislip Turtles Child and Vulnerable Adult Policy.

Treat all members and persons with due dignity and respect and at all times adhere to the Ruislip Turtles Equity Policy.

Understand that the use of inappropriate or abusive language, bullying, harassment, or physical violence will not be tolerated and could result in action being taken through the Club Constitution or Child Protection Policy.

Support your child or vulnerable adult's involvement and help them enjoy swimming but never force your child or vulnerable adult to take part in swimming activities (or any sport).

Help your child or vulnerable adult to recognise good performance, not just result, and set a good example by recognising fair play, applauding the good performance of all. Do not punish or belittle a child or vulnerable adult for losing or making mistakes.

Encourage and guide performers to accept responsibility for their own performance and behaviour. When participating in Galas, encourage your child or vulnerable adult to learn the rules and act within them and publicly accept officials' judgements, discourage unfair activity and any arguing with officials or other competitors.

Not participate in, or allow a child or vulnerable adult to participate in, any swimming sessions, contrary to the advice of their GP and must ensure that the committee member at registration is made aware of any changes to medical conditions or emergency drug procedures or any other health changes that may require helpers and lifeguards to be more vigilant.

Not participate or allow a child or vulnerable adult to smoke or consume alcohol or recreational drugs of any kind at the pool or whilst representing the Club at competitions and should not attend swimming sessions or competitions under the influence of alcohol, recreational drugs or contrary to the direction of prescribed medication.

Wear suitable swimming attire when attending pool sessions or when representing the Club at swimming galas.

Pay annual subscriptions promptly (due on 1 April).

Ensure that your child or vulnerable adult keeps to agreed timings for gala events and competitions or inform the team manager if they are going to be late.

Please Note : Vulnerable adults and junior members must be accompanied by a parent/carer at all times. During the session, the parent/carer should be seated upstairs in the Viewing Gallery. However, trial swimmers can have one spectator sitting at poolside for the trial session. Requests to alter the above must be made to the Committee. If an exception is granted, the parent/carer at the poolside must be suitably attired to enter the water if required. The Committee reserves the right to designate the parent/carers specific location.

Photography at poolside is strictly prohibited without prior consent from both Highgrove Pool staff and the Ruislip Turtles Committee. Any photographs taken must only include images of the person who is the authorised subject of the photograph. Ruislip Turtles Swimming Club reserves the right to take photographs for publicity purposes as outlined in the Photography Consent form signed when members join the Club.