



CHORLEY MARLINS

Amateur Swimming Club

CLUB BYELAWS

VERSION 2.0



AMENDMENT CONTROL

Issue #	Date	Amended By	Nature of Change
1.0	16/09/2010	Sonia Marshall	Major re-write of memberships sections 1-4. Clarification of Squad Membership (aka £5 Fee)
1.1	10/10/2010	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	11/10/2010	Andy Dunne	Memberships and Squads – section 1b. Clarification of Squad Swimmers Membership criteria. Club Procedures – section 14. New section
1.3	12/10/2010	Sonia Marshall	Minor changes Movement of section 8.7 to fees section
1.4	12/10/2010	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
1.7	28/04/2012	Kath Mainon	Amended clause 2.1 to remove the requirement to obtain regional times in more than one event: clarified the requirement to represent CM at our key event galas. Amended clause 8.3 to make the retention period 12 months rather than 6

1.8	13/07/2015	Kevin Sharples	<p>Total rewrite to repair broken table of content links, headers and sub headings.</p> <p>Updated reduced fees section 2, to exclude invalid references to performance related reduced fees.</p> <p>Updated squad lists, section 3 to include JD, Mini's and Alpha's</p> <p>Reworded Gala section 9 to include social media.</p>
1.9	15/02/2022	Dominic Hartley	<p>Updated sibling discount policy</p> <p>Club 3 changed to Club Swim with revised membership criteria.</p>
2.0	19/02/2022	Dominic Hartley	<p>Reformatted</p> <p>Development group added to squad lists</p> <p>Increased Alpha Squad training to 2 hours</p> <p>Amended Club Squad training fee.</p> <p>Noticeboard removed as a method of communicating team selection.</p> <p>ASA revised to Swim England (SE)</p> <p>10.1 Child Protection updated to reference Wavepower the Swim England Child Safeguarding Policy.</p>

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I. MEMBERSHIP AND SQUADS

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

I.1 FULL MEMBER

Has paid the Club annual membership fee and appropriate SE 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

I.2 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 SE registration fees and such monthly fees as laid down by the Executive Committee shall apply. Squad Swimmer members must be SE registered as 'First Claim' for the Club or 'Multi-Claim' with SE 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.
- No monthly training fees.

1.3 LIFETIME MEMBERS

Lifetime Membership is subject to Committee approval – to become a Lifetime member swimmers must have actively trained with Chorley Marlins, be swimming at National Level and pay the club's annual membership fee.

A Lifetime 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 Life Member 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 Lifetime 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.
- Annual Squad fee no longer applies

1.4 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 SE registration fee must be paid. In the case of coaches and Committee members, the Club will pay the SE 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 REDUCED FEES FOR SQUAD SWIMMERS

For swimmers who have transferred to squad but wish to keep Chorley Marlins as one of their chosen clubs then an Annual Training fee of £15 will apply, which would cover the odd occasion that they wish to attend a Chorley Marlins training session, after first obtaining the consent of the Head Coach.

2.2 PERSONAL CIRCUMSTANCES:

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 SE

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 three or more siblings enrolled at the club. For a three-sibling family the reduction will be fifty percent of the monthly fees charged for the swimmer who would otherwise pay the lowest monthly fees. For a four-sibling family the reduction will be one hundred percent of the monthly fees charged for the swimmer who would otherwise pay the lowest monthly fees. The club will make every endeavour to inform families of the available discount but please be aware that it may not always be obvious to the treasurer that a discount is applicable. Therefore, be advised that it is up to the family concerned to contact the Committee to formally ask for this concession to be applied.

3. SQUADS

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

3.1 MINI MARLINS

Children from the age of 4 years old upwards who are starting to learn to swim using the SE Learn to Swim Framework (Stages 1-7). Lessons are on a half hour basis.

3.2 DEVELOPMENT GROUP

This squad is aimed at improving the skills of children that can swim, to develop them into competitive swimmers. This squad is offered 1 hour swimming per week.

3.3 ALPHA SQUAD

This squad is aimed at improving the skills of children that can swim, to develop them into competitive swimmers. This squad is offered 2 hours swimming per week.

3.4 IMPROVERS

Children from the age of 7 upwards who demonstrate a talent for competitive swimming, as determined by the Head Coach or their deputy. This squad is offered 3 hours swimming per week.

3.5 INTERMEDIATES

This squad is offered 4 hours swimming per week and one land training session (when available).

3.6 JUNIORS

This squad is offered 7 hours swimming per week and one land training session (when available).

3.7 JUNIOR DISTRICT

This squad is offered 8 hours swimming per week and one land training session (when available). This squad is a transition squad to District and will thus share several swimming sessions with them.

3.8 DISTRICT

This is considered to be the main competitive squad. Swimmers in this squad are offered 10 hours swimming per week, one spinning class and one land training session (when available).

3.9 CLUB SWIM

This squad is offered 2 hours swimming per week and 1 land training session (when available). The Head Coach will confirm pool availability, currently the Saturday morning session at Brinscall Swimming Pool.

Members need to meet the following criteria for entry to Club Swim. Swimmers who are taking GCSE or higher examinations will be allowed to transfer to Club Swim during their exam year and pay Club Swim fees as set by the committee. The swimmer will return to their previous squad once their exams are completed. The number of Club Swim 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.

3.10 MASTERS

Swimmers who are aged 18 years plus and are offered 3 hours swimming 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

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 co-ordinated training programme for all swimmers.

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

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.

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.

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 SE recommendations.

8. COACH/TEACHER DEVELOPMENT

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

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

The applicant must commit to teaching/coaching with Chorley Marlins continuously for at least 12 months after achieving qualification. The number of hours teaching/coaching time per week must be approved by the Head Coach.

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 12 months post qualification teaching/coaching. The initial upfront payment can be made in up to 4 instalments, 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

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

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 14 days' notice. Notification of selection to swim for Chorley Marlins will come from the Head Coach via a selection list attached to an announcement via social media and on the Clubs website at

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

Swimmers must acknowledge their availability by leaving a comment on the commenting system of the website. This is so that the Head Coach can consider them available for placement in the team.

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

The Club aims to promote swimmers in the Junior, JD and District squads the opportunity to swim in at least three appropriate 'open meets'. It is expected that swimmers in these groups attend a minimum of two open meets per year to enable them to achieve qualifying times for regional events.

At team galas there is an expectation that swimmers representing Chorley Marlins will wear the team kit i.e. royal blue swimming costume and a Marlins teabag whilst on poolside.

The procedure for acquiring Marlins swim kit is described under the 'Swim kit' page on the Clubs website at <http://www.chorleymarlins.org.uk>

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.

Where a squad swimmer wins an event at a Marlins Gala, the swimmer will forfeit the gold medal position, and instead will receive a medal of participation as a way of thanking them for their continued support.

10. WELFARE ISSUES

10.1 CHILD PROTECTION

Chorley Marlins is committed to providing an environment in which all children participating in its activities have a safe and positive experience. In order to achieve this Chorley Marlins has adopted and implemented Wavepower the Swim England Child Safeguarding Policy and Procedures in full. The Clubs Child Protection Policy can be found on the Clubs website here: <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 SE in respect of asthma sufferers.

10.3 MEDICAL DISCLOSURE & CONSENT

Disclosure of any medical condition and use of notified medication under SE 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.

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.

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.

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

11. CODES OF CONDUCT

The Club's Codes of Conduct for Parents/Spectators, Swimmers, and Coaches can be found on the Clubs website here: <http://www.chorleymarlins.org.uk>

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

SE 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

I 2. BYLAWS REVIEW PROCESS

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

I 3. CLUB PROCEDURES

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