Scottish Swimming

# Information Guide and Governance Documentation

## 2024/2025

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# Our Vision – Everyone Can Swim

The **Scottish Amateur Swimming Association** (SASA), founded in 1888, is the National Governing Body for Artistic Swimming, Diving, High Diving, Masters Swimming, Open Water Swimming, Swimming and Water Polo in Scotland. Following a review of governance arrangements, Scottish Amateur Swimming Association Limited (SASA Ltd) was incorporated as a private company limited by guarantee without share capital on 27 March 2003 and a Board of Directors appointed to oversee the company on behalf of SASA. The trading name of the company is **Scottish Swimming** and that name is now commonly used to describe the Governing Body.

In 2010, the Company Articles were updated to comply with the Companies Act 2006. This meant that the Company no longer needed to hold an AGM. The decision was taken to hold a single AGM which incorporated the SASA AGM, the Congress and the relevant parts of the Company AGM. Although the governance for this AGM lies within the SASA Constitution, the new AGM was named the "Scottish Swimming AGM" to reflect that it included items relevant to both SASA and SASA Ltd.

**Our Mission**

To inspire our members and partners in the development of aquatics, providing leadership and expert support, resulting in more people taking part and reaching their full potential.

**Our Strategic Objectives**

- To increase the number of people of all ages and abilities participating in swimming for health, fitness and fun.
- To support and develop stronger, more sustainable clubs that will provide increased and quality opportunities for people to participate at all levels.
- To enhance the aquatic pathway, ensuring high performance results through effective athlete development and quality coaching.

Scottish Swimming works with, and for our members. Everything we want to achieve happens in partnership with local and national organisations supporting and working with us.

This Information Guide sets out "who does what" within Scottish Swimming; key dates in the swimming calendar; procedures on topics such as how to complain and on wellbeing and protection; Scottish Swimming fees; and full governance documentation. A full list of topics covered in the Information Guide is set out on the Contents page. Key strategy and policy documents, such as the Corporate Plan 2015-2021, can be accessed through the Scottish Swimming website.

Scottish Swimming is the trading name for the Scottish Amateur Swimming Association Limited.
Registered in Scotland. Company Number SC246645

Registered Office:
Scottish Swimming
University of Stirling Sport
University of Stirling
Stirling
FK9 4LA

Tel: 01786 466520 email: info@scottishswimming.com

## CHIEF EXECUTIVE OFFICER

| | |
|---|---|
| **John Lunn** | John supports the Staff, Council and Board. John also leads on the development and execution of vision, strategy and planning. |

## AQUATICS TEAM (Supporting Athletes/More Swimmers/Stronger Clubs)

### Development

| | |
|---|---|
| **Sophie McCall** Director of Aquatics Development | Sophie leads the Aquatics Development team, providing strategic direction and leadership for the More Swimmers, Stronger Clubs and People areas of the Scottish Swimming plan. Sophie also works closely across the teams to ensure the Supporting Athletes and Active Communities strands of the plan are embedded throughout all areas of our work. |
| **Gordon Hunter** Aquatics Partnerships Manager | Gordon heads up the More Swimmers team and manages the partnerships with learn to swim providers and pool operators delivering the National Learn to Swim Framework, while also providing leadership and direction in the development and implementation of a School Swimming Framework. Gordon also supports the strategic direction around Facilities. |
| **Alan Reed** Aquatics Development Manager (Learn to Swim) | Alan's role will provide operational support and guidance to all the Aquatic Partners delivering the Scottish Swimming's National Learn to Swim Framework alongside rolling out national initiatives. |
| **Erin Cummins** Aquatics Development Manager (Schools Swimming) | Erin works with key stakeholders and partners to develop and implement the National School Swimming Framework. Erin also helps lead on the key relationships and work regarding water safety across both the National Learn to Swim and School Swimming Frameworks. |
| **Paul Donald** Club Development Manager | Paul is responsible for supporting our clubs, growing our membership across the sports and supporting performance development within clubs. Paul manages the RSDMs who have responsibility for planning, monitoring and evaluating a co-ordinated approach to swimming development. |
| **RSDM's** – Regional Swimming Development Managers | RSDM's are responsible for working with clubs to implement Scottish Swimming's AquaMark club accreditation and development programme, co-ordinating training and development for coaches and teachers and organising the training and development of volunteers including wellbeing and protection. |
| **Colleen Blair** RSDM–Highlands, Islands & Moray | Colleen covers Highland, Orkney, Shetland and the Western Isles. Colleen is also the strategic support for Open Water Swimming. |
| **Jordan Young** RSDM–Grampian & Tayside | Jordan covers Aberdeen City, Aberdeenshire, Angus, Dundee, Perth and Kinross. Jordan is also the strategic support for Diving. |
| **Anthony Manfredi** RSDM–Central & West | Anthony covers Clackmannanshire, Falkirk, Stirling, Glasgow, North and South Lanarkshire. He is also the strategic support for Water Polo. |
| **Stephen Milne** RSDM–West | Stephen covers Argyll and Bute, Dumfries and Galloway, East Ayrshire, East Dunbartonshire, East Renfrewshire, Inverclyde, North Ayrshire, Renfrewshire, South Ayrshire and West Dunbartonshire. Stephen is also the strategic support for the Artistic Swimming. |
| **Andy Maguire** RSDM–East | Andy covers the Borders, East Lothian, City of Edinburgh, Fife, Midlothian and West Lothian. Andy is also member of the East District Management Committee and the strategic support for Master's Swimming. |
| **Victoria Park** National Aquatic Sports Manager | Victoria leads on the development and growth of each of our aquatic sports or sports which include Diving, Water Polo, Artistic Swimming, Master's Swimming and Open Water Swimming. |
| **Vacancy** Workforce Development Manager | This post manages the education, learning and development programme for Learn to Swim providers and the teaching workforce and manages the education, learning and development programme for Club coaches and volunteers. |

## AQUATICS TEAM (Supporting Athletes/More Swimmers/Stronger Clubs)

### Performance

| | |
|---|---|
| **Ian Wright** National Coach | Ian is the strategic lead for the Supporting Athletes section of the Corporate Plan. He is responsible for technical and competition development in swimming and heads up the extensive national squads programme, international teams and the preparation for the Commonwealth Games. He also leads the development opportunities and support process for performance and performance development coaches throughout the country. |
| **Ollie Summers** Performance Programme Manager | Ollie is the Performance Team lead for sportscotland Institute of Sport support to Scottish Swimming squads. Ollie also leads on the organisation of Commonwealth Games preparation and in conjunction with the National Coach, the planning of National Programme activities. |

## AQUATICS TEAM

(Supporting Athletes/More Swimmers/Stronger Clubs)

### Performance

| | |
|---|---|
| **Kerry Wood**<br>Swimming Pathway Coach | Kerry works with swimming coaches operating in the 'Age Group' domain. She is responsible for developing strategies to improve the effectiveness of our age group coaches and takes a key role in the organisation of the Junior Academy programme. |
| **Paul Wilson**<br>Disability Performance Development Manager | Paul has responsibility for the performance development of disability swimming. He is responsible for the Scottish Talent Squad to ensure that more swimmers make Aquatics GB Para-Swimming World Class Programmes. He works closely with Aquatics GB and Scottish Disability Sport towards providing a seamless pathway from Learn to Swim through to World Class Programmes. |
| **Shona McCallum**<br>Executive Officer Performance | Shona is responsible for administration of the National Squad Programmes and related activities, along with recording of Scottish Records and Results. Shona provides administration support to Swimming Committee, Coaches Technical Panel, Aquatics High-Performance Group and Performance Team. |

## CORPORATE SERVICES

| | |
|---|---|
| **Elaine Mackenzie**<br>Director of Services | Elaine heads up with the Services team and oversees all HR and governance issues. Elaine is also responsible for planning the AGM & Awards Dinner, handling complaints, handling constitutional concerns, assisting with wellbeing and protection, promoting equality, and making sure Scottish Swimming complies with GDPR requirements. |
| **Francesca Carlo**<br>Services Manager & Data Protection Officer | Francesca is the Services Team Manager and leads on the development and implementation of the Club Membership program for Scottish Swimming. Francesca is the first point of contact for data protection enquiries. |
| **Sean Dawson**<br>Safeguarding Manager | Sean is responsible for wellbeing and protection case supervision, management and support. Also responsible for managing the development of the safeguarding polices and resources and providing direct support for club Wellbeing Protection Officers. Sean is also the strategic lead for the National STO committee. |
| **Natasha Hofton**<br>Executive Officer – Wellbeing & Protection | Natasha is the responsible for the administration for wellbeing and protection, she is the point of contact for any queries regarding PVGs, training courses or general club support. |
| **Emma McDonald**<br>Executive Officer - Aquatics | Emma supports the Aquatics team through providing administrative support focused on the successful implementation of the Scottish Swimming Aquatics plan – engaging with partners and stakeholders as part of her support. |
| **Melanie Orr**<br>Executive Officer - Services | Melanie supports the Services Manager on the Club Membership program and maintaining the membership system Just Go. Melanie is also responsible for supporting the organisation of the Awards Dinner, AGM and administering the Information Guide/Governance documentation. Melanie provides admin support to the Board of Directors, Council and to the National Events Manager for all the sports. |

### Education

| | |
|---|---|
| **Nicola Curwood**<br>**Kerry Evans (maternity cover until 2025)**<br>**Rachel McAree (maternity until 2025)**<br>Executive Officer(s) - Education | Rachel and Nicola are part of the Services Team with responsibility for overseeing the daily operation of the Education department including Teacher and Coach education, CPD, funding and subsidy processing. They are the SQA Head of Centre for Scottish Swimming and lead on the Active Delivery Centre for our 10 partner sports. |

### Finance

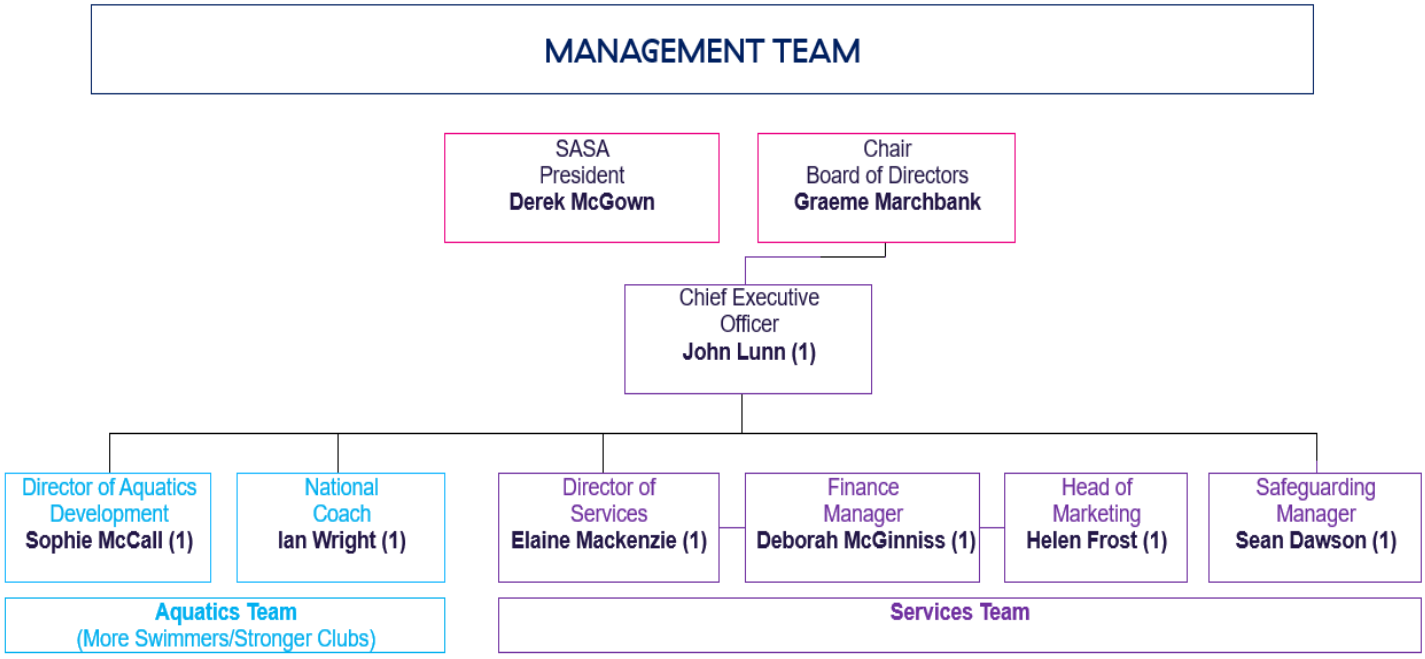
| | |
|---|---|
| **Deborah McGinniss**<br>Finance Manager/ Company Secretary | Deborah leads and manages the day-to-day financial management of the company. This includes managing the income received from **sport**scotland, Membership, sponsorship and other external partners. Deborah also provides management and financial reports to Board, Council, ARC and the senior management team. |
| **Catherine Ely**<br>Executive Officer Finance | Cathy supports the finance manager and is responsible for accounts payable finance functions including ensuring supplier invoices are authorised, accurate and processed for payment. Administration of expenses, corporate credit cards and bank reconciliation. |
| **Michelle Innard**<br>Executive Officer Finance | Michelle supports the Finance Manager and is responsible for accounts receivable, finance functions including invoicing, recording and ensuring collection of payment from our members, customers and partners. In addition, Michelle supports the Safe-guarding team by process PVGs for clubs. |

## CORPORATE SERVICES

### Marketing

| | |
|---|---|
| **Helen Frost**<br>Head of Marketing | Helen manages the marketing team and leads the development and implementation of the marketing and communications strategy for Scottish Swimming in line with corporate objectives. This involves leading the development of Scottish Swimming's marketing and communications strategy and presentation to Board; securing sponsorship and managing partners; brand and campaign development; digital development; content management; stakeholder liaison and marketing support for all partners. |
| **Kirsten Phillips**<br>Communications Manager | Kirsten's role is to lead in all communications and media activity for Scottish Swimming. This includes the development and implementation of a communications strategy, maximising media and PR opportunities across the business as well as managing athlete requests. In addition, Kirsten is also responsible for the production of all corporate documents and is the contact for equality, diversity and inclusion within the organisation. As Line Manager for the Digital Communications and Marketing Officer and Events Manager, Kirsten oversees the reporting of national and international events. |
| **Lindsay Lewis**<br>Events Manager | Lindsay is the lead and manages Scottish Swimming National events, across all sports. Lindsay is responsible for communicating, maintaining and developing client relationships and partnership agreements, with external service and venue providers, to help secure favourable terms for all Scottish Swimming events. Lindsay supports the AGM and Awards Dinner as well as any ad-hoc corporate events during the year. She also supports the activation of the Speedo partnership and co-ordinates all kit orders for staff, athletes, coaches and volunteers. |
| **Charlie Harris**<br>Digital Communications & Marketing Officer | Charlie manages social media content across all channels, ensuring Scottish Swimming maximises engagement through creative and relevant posts. Charlie is responsible for the day-to-day management of the website, keeping content up to date and relevant and provides cross-team support on all marketing and communication activity. Charlie leads on all video requirements, including planning and editing, taking the lead on in-house video development and delivery. Charlie also takes a lead role in event coverage at national and international events. |

# STAFF STRUCTURE



## AQUATICS TEAM
### (Supporting Athletes/More Swimmers/Stronger Clubs)

- National Coach — **Ian Wright (1)**
- Performance Programme Manager — **Ollie Summers (1)**
- Disability Performance Development Manager — **Paul Wilson (1)**
- Swimming Pathway Coach — **Kerry Wood (1)**
- Executive Officer – Performance — **Shona McCallum (1)**

- Director of Aquatics Development — **Sophie McCall (1)**
  - Education Manager — **Vacancy (1)**
  - Aquatics Partnerships Manager — **Gordon Hunter (1)**
    - Aquatics Development Manager – Learn to Swim — **Alan Reed (1)**
    - Aquatics Development Manager – Schools — **Erin Cummins (1)**
  - Club Development Manager — **Paul Donald (1)**
    - RSDM – East — **Andy Maguire (1)**
    - RSDM – Highlands, Islands & Moray — **Colleen Blair (1)**
    - RSDM – Grampian & Tayside — **Jordan Young (1)**
    - RSDM – Central & West — **Anthony Manfredi (1)**
    - RSDM – West — **Stephen Milne (1)**
    - National Aquatic Sports Manager — **Victoria Park (1)**

## SERVICES TEAM

- Director of Services — **Elaine Mackenzie (1)**
  - Finance Manager — **Deborah McGinniss (1)**
    - Executive Officer - Finance — **Cathy Ely (0.5)**
    - Executive Officer - Finance — **Michelle Innard (0.5)**
  - Services Manager — **Francesca Carlo (1)**
    - Executive Officer – Education — **Nicola Curwood (0.5)**
    - Executive Officer – Wellbeing & Club Development — **Natasha Hofton (1)**
    - Executive Officer – Education — **Kerry Evans** (mat cover until 2025) / **Rachel McAree (1)** (Mat leave until 2025)
    - Executive Officer – Aquatics — **Emma McDonald (1)**
    - Executive Officer – Services — **Melanie Orr (0.6)**
  - Head of Marketing — **Helen Frost (1)**
    - Communications Manager — **Kirsten Phillips (1)**
    - Events Manager — **Lindsay Lewis (1)**
    - Communications & Marketing Officer — **Charlie Harris (1)**

## COUNCIL

The SASA Council oversees the governance of the organisation and is responsible for appointing the Board of Directors. Council is made up of the President of the Scottish Amateur Swimming Association, two Vice Presidents of SASA, two representatives of each SASA District and the Company Chair.

| | | |
|---|---|---|
| **President:** | Derek McGown | d.mcgown@scottishswimming.com |
| **Vice President(s):-** | Tony Dane | tony_dane@hotmail.com |
| | Phil Cartwright | pckc2385@icloud.com |
| **East President:** | Susan Liddle | sasaeastdistrictpresident@gmail.com |
| **East Vice President:** | Jeremy Chittleburgh | sasaeastdistrictvicepresident@gmail.com |
| **Midland President:** | Chris Simpson | president.midlandsasa@outlook.com |
| **Midland Secretary:** | Bruce Renfrew | renbru66@gmail.com |
| **North President:** | Kerry Christie | kerry.christie67@gmail.com |
| **North Member:** | Phil Cartwright | pkrri@btinternet.com |
| **West President:** | Hazel Hastings | president@scotswimwest.co.uk |
| **West Vice President:** | Joanne Sayer | vicepresident@scotswimwest.co.uk |
| **Company Chair:** | Graeme Marchbank | g.marchbank@scottishswimming.com |
| **Young Volunteer(s):** | Laurie Morris | |
| | Abigail Thomson | |
| | Victoria Torrance | |

## BOARD

The Board of Directors have a full understanding of the challenges and opportunities facing the sport and the skills to set a strategic direction for the organisation. Board are responsible for the management of risks.

| | | |
|---|---|---|
| **Chair:** | Graeme Marchbank | g.marchbank@scottishswimming.com |
| **Directors:-** | Jackie Davidson | j.davidson@scottishswimming.com |
| | Chris Davison | c.davison@scottishswimming.com |
| | Andrew Dunlop | a.dunlop1@btinternet.com |
| | Caitlin McClatchey | c.mcclatchey@scottishswimming.com |
| | Gillian Strathern | g.strathearn@scottishswimming.com |
| | Jo Thomson | j.thomson@scottishswimming.com |
| | Kieran Watt | k.watt@scottishswimming.com |
| **President:** | Derek McGown | derek@ekasc.co.uk |
| **Vice President:** | Tony Dane | tony_dane@hotmail.com |
| **Executive Director**: | John Lunn | j.lunn@scottishswimming.com |

### Scottish Swimming Staff who attend Board Meetings:

| | | |
|---|---|---|
| **Director of Services:** | Elaine Mackenzie | e.mackenzie@scottishswimming.com |
| **Finance Manager/ Company Secretary:** | Deborah McGinniss | d.mcginniss@scottishswimming.com |

## EDITORIAL BOARD

The role of the Editorial Board is to advise SASA Council and the Company Board on all matters associated with the Scottish Swimming Governance Documentation in particular providing advice on any proposed amendments as well as drawing up and/or reviewing proposals at the request and direction of SASA Council or Company Board. It also provides assistance to SASA Council with updates to The Club Model Constitution. The Editorial Board has a liaison role with the National Sport & Technical committees on any updates to their regulations. It also provides advice, when asked, to any District or Club on their own Governance Documentation or on how Scottish Swimming Governance Documentation affects them.

| | | |
|---|---|---|
| **Chair:** | Fiona Crawford | fiona.crawford10@outlook.com |
| **Members:-** | Les Rodger | rodgerfl@blueyonder.co.uk |
| | Jackie Smith | jsmith2329@btinternet.com |
| | Elizabeth Stewart | eliz.stewart04@btinternet.com |
| **Co-opted:-** | Colin Kennedy | colin.kennedy@blueyonder.co.uk |
| | Blair Prentice | prenticeblair@aol.com |
| **President:** | Derek McGown | d.mcgown@scottishswimming.com |
| **Board Rep:** | Andrew Dunlop | a.dunlop1@btinternet.com |
| **Director of Services:** | Elaine Mackenzie | e.mackenzie@scottishswimming.com |

## AUDIT & RISK

The role of the Audit and Risk Committee (Board Sub Committee) is to support the Board in the management of significant risks including finance and internal and external financial reporting, satisfy itself that less significant risks are being managed appropriately, that appropriate internal controls are in place and working effectively, regularly review the organisation's approach to risk management and make recommendations to the Board to improve financial controls and risk management systems. In addition, the Sub Committee considers the preparation of, and disclosures in, the Company's annual financial statements prior to review and approval by the Board.

| | | |
|---|---|---|
| **Chair:** | Kevin Reynard | kevinreynard@msn.com |
| **Members:-** | David Beattie | d.beattie@scottishswimming.com |
| | Jackie Davidson | j.davidson@scottishswimming.com |
| | Kieran Watt | k.watt@scottishswimming.com |
| **Chief Executive:** | John Lunn | j.lunn@scottishswimming.com |
| **Finance Manager/ Company Secretary:** | Deborah McGinniss | d.mcginniss@scottishswimming.com |

## ARTISTIC SWIMMING COMMITTEE

The role of the Artistic Swimming committee is to publish a Development Plan for Artistic Swimming and drive this Development Plan as a committee. Also to publish the National Calendar for Competitions, Education & Training with consultation with all clubs. The committee are also responsible for the development of coaching skills throughout Scotland and offering further education to both coaches, swimmers and parents. We arrange our National Events, working alongside the various Scottish Swimming staff in achieving effective and financial management for our sports.

| | | | |
|---|---|---|---|
| **Chair:** | | Phyllis McLean | scottishsynchro@virginmedia.com |
| **Club Reps:** | Clydebank ASC: | Susan Anderson | clydebanksynchrorep@gmail.com |
| | Edinburgh Artistic Swimming: | Margo Wimberley | edinburghsynchroheadcoach@gmail.com |
| | Fife Artistic SC: | Lesley Bloomer | fifesynchroswimming@outlook.com |
| | Grangemouth ASC: | Lindsay Makin | lindsaymakin@hotmail.com |
| | Kirkintilloch & Kilsyth: | Vacancy | |
| | Nairn Synchro SC: | Steven McGregor | stevemcgregor@live.com |
| | North Ayrshire ASC: | Katy Eldridge | kathleenkeldridge@gmail.com |
| **Event Co-ordinator:** | | Elizabeth Bowman | scottishartisticevents@gmail.com |
| **Technical Officials Co-ordinator (s):** | | Elizabeth Bowman | scottishartisticevents@gmail.com |
| | | Margo Wimberley | edinburghsynchroheadcoach@gmail.com |
| **Staff** | **RSDM, West:** | Stephen Milne | s.milne@scottishswimming.com |
| | **Executive Officer (s)** | Emma McDonald | e.macdonald@scottishswimming.com |
| | | Melanie Orr | m.orr@scottishswimming.com |

## COACHES TECHNICAL PANEL

The purpose of the Coaches Technical Panel (CTP) is to provide feedback to Scottish Swimming staff (primarily the Performance Team) on a range of performance and performance development related matters, focussing on areas such as; calendar planning, selection policy review and development, national programme content, post-event feedback and new performance idea feedback. The CTP is selected to ensure balanced feedback geographically and from across the performance/performance development pathway.

| | | |
|---|---|---|
| **Chair/sportscotland Partnership Manager:** | Aileen McGillivary | aileen.mcgillivary@sisport.com |
| **Coach(s):-** | Andrew Addison | andrewadison202@hotmail.com |
| | Laurel Bailey | laureljade.bailey@gmail.com |
| | Laura Bowie | laurabowie.swimcoach@gmail.com |
| | Brad Hay | bradley.hay@stir.ac.uk |
| | Ross McCafferty | rossmccaffertyren96@gmail.com |
| | Patrick Miley | patrick.miley@abdn.ac.uk |
| **National Coach:** | Ian Wright | i.wright@scottishswimming.com |
| **Swimming Pathway Coach:** | Kerry Wood | k.wood@scottishswimming.com |
| **Executive Officer:** | Shona McCallum | s.mccallum@scottishswimming.com |

## DIVING COMMITTEE

The role of the National Diving Committee (NDC) is to provide a central point for gathering of information from each f the Diving District Representatives and to assist in sharing of knowledge and development between these areas. The NDC acts as a liaison between the Districts and Scottish Swimming and supports the Districts with any queries, issues etc. with which they may be faced. The NDC organises and runs diving events throughout the calendar year, ranging from the Scottish Levels League to the Scottish National Diving Championships.

| | | | |
|---|---|---|---|
| **Chair:** | | Robert Heatly | rjheatly@hotmail.com |
| **Club Reps:** | Aberdeen Diving: | Kim Young | kim@aberdeensportsvillage.com |
| | Ayr DC: | Peter Smith | diver2008@hotmail.co.uk |
| | Dundee CA: | Lindsay McNally | diving.midlandSASA@outlook.com |
| | Edinburgh Diving: | Becky Gallantree | rebeccagallantree@edinburghleisure.co.uk |
| **Events Co-ordinator:** | | Kim Young | Kim@aberdeensportsvillage.com |
| **Technical Officials Co-ordinator:** | | Vicki Tomlinson | vickitomlinson@edinburghleisure.co.uk |
| **Co-opted:-** | | Judy Wardlaw | jswardlaw@outlook.com |
| | | Jane Ogden | jane.ogden13@btinternet.com |
| **Staff:** | **RSDM, Grampian & Tayside:** | Jordan Young | j.young@scottishswimming.com |
| | **Executive Officer(s):** | Emma McDonald | e.macdonald@scottishswimming.com |
| | | Melanie Orr | m.orr@scottishswimming.com |

## MASTERS COMMITTEE

The role of the Masters Committee is to maintain the master's regulations and give guidance to members on the interpretation of those regulations together with arranging a calendar of events and assisting clubs and Districts in the governance of those events. In addition, the Committee is participating in the targeted growth of Adult Swimming in Scotland by assisting adult swimmers in a pathway to regular exercise and participation in organised swimming sessions.

| | | | |
|---|---|---|---|
| **Chair:** | | Eddie Riach | scotmastersswim@aol.com |
| **East:** | | Mark Jones | markay.jones@blueyonder.co.uk |
| **Midland:** | | Iain Ford | iford62@outlook.com |
| **North**: | | Andrew Wheeler | andy_wheeler@hotmail.com |
| **West:** | | Graeme Schreiber | ren96@btinternet.com |
| **Events Co-ordinator:** | | Margaret Riach | Margriach@aol.com |
| **Technical Officials Co-ordinator:** | | Vacancy | |
| **Co-opted:-** | | Jane Grant | jane@janeandcalum.com |
| | | Janet McLean | jf_mclean@yahoo.com |
| | | Doug Robertson | doug.robertson1967@googlemail.com |
| | | Dave Smith | david.c.smith998@gmail.com |
| **Staff:** | **RSDM, East:** | Andy Maguire | a.maguire@scottishswimming.com |
| | **Executive Officer(s):** | Emma McDonald | e.macdonald@scottishswimming.com |
| | | Melanie Orr | m.orr@scottishswimming.com |

## OPEN WATER COMMITTEE

The role of the Open Water Committee is to develop the open water swimming, including events, swimmers, technical officials and volunteers. The Committee appoints swimmers to Scottish teams and squads. It licenses open water events on behalf of Scottish Swimming and produces guidance and advice to help run events safely and fairly. It makes recommendations for changes to Open Water Regulations as necessary. The Committee organises the Scottish National Open Water Championships and provides support to District open water events.

| | | |
|---|---|---|
| **Chair:** | Les Rodger | chair@scottishswimming-ow.com |
| **East**: | Andrew Aspinall | sasaeastdistrictow@gmail.com |
| **Midland:** | Stewart Halliday | OW.midlandSASA@outlook.com |
| **North:** | Iain Chirnside | ichirnside@gmail.com |
| **West:** | Robert Taylor | openwater@scotswimwest.co.uk |
| **Team Manager:** | Kirsten Geary | tm@scottishswimming-ow.com |
| **Lead Coach:** | Richard Collins | coach@scottishswimming-ow.com |
| **Events Co-ordinator:** | Kirsty Ewen | snows@scottishswimming-ow.com |
| **Technical Officials Co-ordinator:** | Ralph Payne | RalphP26@aol.com |
| **Volunteer Co-ordinator:** | Nicole Simpson | volunteers@scottishswimming-ow.com |
| **Health & Safety Co-ordinator:** | Jim Gallacher | safety@scottishswimming-ow.com |
| **Co-opted:** | Cameron Clark | eventscammy@gmail.com |
| **Staff:** **RSDM, Highlands, Islands & Moray:** | Colleen Blair | c.blair@scottishswimming.com |
| **Executive Officer(s):** | Emma McDonald | e.macdonald@scottishswimming.com |
| | Melanie Orr | m.orr@scottishswimming.com |

## SWIMMING COMMITTEE

The role of the National Swimming Committee is to calendar plan District, Club and National competitions; organise and implement National Championships including supporting Junior Academy Programme and District Championships; communicate between Scottish Swimming and Districts on swimming and implementation of strategies and policies. The Committee's role is also to liaise with Coaches Technical Panel and Technical Officials Committee; formulate Swimming Regulations and provide interpretation as necessary; and to ratify Scottish Swimming National Records. The Committee also liaises with the Coaches Technical Panel on the eligible selections to compete out with Scotland or in International contests held in Scotland.

| | | |
|---|---|---|
| **Chair:** | Nigel Scott | nigel-scott@outlook.com |
| **East:** | Lynne Rafferty | sasaeastdistrictswimming@gmail.com |
| **Midland**: | Lorna Whike | swimming.midlandsasa@outlook.com |
| **North:** | Gregor McMillian | gregor.mcmillan@abdn.ac.uk |
| **West:** | John Deans | swimming@scotswimwest.co.uk |
| **National Champs/ Events Convenor:** | Margaret Riach | Margriach@aol.com |
| **STO Representative:** | Matt Huntington | nstochair@gmail.com |
| **Coach Representative:** | Gordon Glasgow | swimfastgee@gmail.com |
| **Disability Performance Development Manager:** | Paul Wilson | p.wilson@scottishswimming.com |
| **Co-opted - National Coach:** | Ian Wright | i.wright@scottishswimming.com |
| **Executive Officer:** | Shona McCallum | s.mccallum@scottishswimming.com |

## SWIMMING TECHNICAL OFFICIALS COMMITTEE

The role of the STO committee is to regulate the training and/or retraining of Swimming Technical Officials registered with Scottish Swimming and arrange for assessments/written examination for the appropriate categories of officials. The committee also arrange for the selection and appointment STOs at national championships and international events held in Scotland whilst the district convenors do the same at District events.

| | | |
|---|---|---|
| **Chair:** | Matt Huntington | nstochair@gmail.com |
| **East:** | Ian Peebles | sasaeastdistrictsto@gmail.com |
| **Midland**: | Fiona Crawford | sto.midlandsasa@outlook.com |
| **North:** | Durno Jessiman | durnojessiman@outlook.com |
| **West:** | Ross Stewart | stoconvenor@scotswimwest.co.uk |
| **Open Water Rep:** | Les Rodger | lesrodger@blueyonder.co.uk |
| **Elected Member:** | Susan Liddle | susan.liddle@googlemail.com |
| **Co-opted:** | Neil Valentine | neilwvalentine@aol.com |
| **Staff: Safeguarding Manager** | Sean Dawson | s.dawson@scottishswimming.com |

## WATER POLO COMMITTEE

The role of the Water Polo Committee is to manage and direct all Water Polo related matters associated within Scottish Swimming and to provide input to the direction of Great Britain Water Polo. The scope covers the development, participation and promotion of the sport in Scotland. The committee provide the domestic competitions and promotion of international competitions; are responsible for the development of athletes, officials, coaches and administrators; and are responsible for the preparation, selection and performance of the national teams.

| | | | |
|---|---|---|---|
| **Chair:** | | Wendy Tubi | scotlandwaterpolochair@gmail.com |
| **Club Reps:** | Aberdeen WPC | Neil Kennedy | wpcoachaasc@gmail.com |
| | Dunfermline WPC | Richie Metcalfe | secretary@dunfermline-wpc.co.uk |
| | Forth Valley WPC | Andrew Millar | andrewmi77ar@gmail.com |
| | Glasgow University WPC | Harrison Collie-Duguid | collieduguidha@gmail.com |
| | Kirkintilloch & Kilsyth ASC | Alan Scobie | scotwpdev@gmail.com |
| | Menzieshill WPC | Jillian Livie | jillianlivie@hotmail.com |
| | Portobello ASC | Sally Williamson | sally@s-eight.co.uk |
| | Stirling WPC | David Dalziel | stirlingwaterpoloclub@gmail.com |
| | Strathclyde University WPC | Isla McDonald | |
| | Warrender WPC | Christine Braban | scottishwaterpolosec@gmail.com |
| | West Edinburgh Stingrays | Julia Kerr | juliakerr1971@gmail.com |
| | Western Baths WPC | Euan Mitchell | r_mitchell43@hotmail.com |
| **Event Co-ordinator:** | | Vacancy | |
| **Technical Officials:** | | Sam Muir / Ben Parsons | swpofficials@gmail.com |
| **Finance Co-ordinator:** | | David Dickson | scotwpfinance@gmail.com |
| **Co-opted:** | | Alasdair Campbell | alasdairacampbell@hotmail.com |
| | | Ian Campbell | swpcommunications@gmail.com |
| | | Lesley Luke | scotlandwaterpolocpo@gmail.com |
| | | Catilin McRobbie | scotlandwaterpolontm@gmail.com |
| | | Neal Rayner | gonealgo@icloud.com |
| | | Fraser Richardson | swpcevents@gmail.com |
| | | John Sanders | swppoolallocations@gmail.com |
| **Staff:** | **Central & West:** | Anthony Manfredi | a.manfredi@scottishswimming,com |
| | **Executive Officer(s):** | Emma McDonald | e.macdonald@scottishswimming.com |
| | | Melanie Orr | m.orr@scottishswimming.com |

# DISTRICT EXECUTIVES

## EAST DISTRICT

| | | |
|---|---|---|
| **President:** | Susan Liddle | sasaeastdistrictpresident@gmail.com |
| **Vice President:** | Jeremy Chittleburgh | sasaeastdistrictvicepresident@gmail.com |
| **Secretary:** | Bill Brash | sasaeastdistrictsecretary@gmail.com |
| **Treasurer:** | Duncan McKinnell | sasaeastdistricttreasurer@gmail.com |

## MIDLAND DISTRICT

| | | |
|---|---|---|
| **President:** | Chris Simpson | president.midlandsasa@outlook.com |
| **Vice President:** | Fiona Brown | vp.midlandsasa@outlook.com |
| **Secretary:** | Bruce Renfrew | secretary.midlandsasa@outlook.com |
| **Treasurer:** | Phil Duncan | treasurer.midlandsasa@outlook.com |

## NORTH DISTRICT

| | | |
|---|---|---|
| **President:** | Kerry Christie | kerry.christie67@gmail.com |
| **Vice President:** | Karl Breeman | vice-chair@ythanasc.org.uk |
| **Secretary:** | Lynn Alderton | sasa-north-secretary@outlook.com |
| **Treasurer**: | Sandra French | sasanorthtreasurer@hotmail.co.uk |

## WEST DISTRICT

| | | |
|---|---|---|
| **President:** | Hazel Hastings | president@scotswimwest.co.uk |
| **Vice President:** | Joanne Sayer | vicepresident@scotswimwest.co.uk |
| **Secretary:** | Vacancy | secretary@scotswimwest.co.uk |
| **Treasurer**: | Tricia Deans | treasurer@scotswimwest.co.uk |

# APPOINTMENTS & REPRESENTATIVES

## APPOINTMENTS

| | | |
|---|---|---|
| **Independent Examiners:** | Drummond Lawrie | Ian.Bilsland@drummondlaurie.co.uk |
| **Hon. Legal Adviser:** | Harper MacLeod | info@harpermacleod.co.uk |
| **Hon. Medical Adviser:** | Dr Carrie McCrea | mccreacarrie@hotmail.com |

## AQUATICS GB JUDICAL PANEL MEMBERS

| | | |
|---|---|---|
| **Judicial Panel** | Allan Fletcher | allanfletcher@onetel.com |
| | Moraig Macdonald | moraigmacdonald@gmail.com |
| | Elizabeth Stewart | eliz.stewart04@btinternet.com |
| **Appeal Panel** | Doris Mair | dsmair99@btinternet.com |
| **Judicial Appointments Panel:** | Margaret Somerville | marsom144@aol.com |

## AQUATICS GB COMPANY REPRESENTATIVE

| | | |
|---|---|---|
| **Chair:** | Graeme Marchbank | g.marchbank@scottishswimming.com |

## COMMONWEALTH GAMES COUNCIL REPRESENTATIVES

| | | |
|---|---|---|
| **Chair:** | Graeme Marchbank | g.marchbank@scottishswimming.com |

## SCOTTISH SPORT ASSOCIATION REPRESENTATIVES

| | | |
|---|---|---|
| **Chief Executive:** | John Lunn | j.lunn@scottishswimming.com |

## EAST DISTRICT

| Name | Code | SPORTS | | | | | |
|---|---|---|---|---|---|---|---|
| | | Swimming | Artistic | Diving | Masters | Open Water | Water Polo |
| 1930 ASC | ENTX | √ | | | | | |
| Bathgate ASC | EBEX | √ | | | √ | | |
| Broxburn & District ASC | EBNX | √ | | | √ | | |
| Burntisland ASC | EBDX | √ | | | √ | | |
| Cardenden ASC | ECNX | √ | | | | | |
| Carnegie SC | ECEX | √ | | | √ | √ | |
| Cupar & District SC | ECRX | √ | | | | | |
| Dunedin Swim Team | EDDX | √ | | | | | |
| Dunfermline ASC | EDEX | √ | | | √ | | |
| Dunfermline Water Polo Club | EDUX | | | | | | √ |
| Duns ASC | EDSX | √ | | | | | |
| Edinburgh Artistic Swimming | EESX | | √ | | | | |
| Edinburgh Diving Club | EEDX | | | √ | √ | | |
| Edinburgh University | EEUX | √ | | | | | √ |
| Eyemouth & District ASC | EEHX | √ | | | √ | | |
| Fauldhouse Penguins SC | EFPX | √ | | | | | |
| Ferry AST | EFAX | √ | | | | | |
| Fife Artistic SC | EFEX | | √ | | | | |
| Fins CSC | EFSX | √ | | | | | |
| Galashiels ASC | EGAX | √ | | | | | |
| Glenrothes ASC | EGSX | √ | | | √ | | |
| Grove ASC | EGEX | √ | | | | | |
| Haddington & District ASC | EHNX | √ | | | | | |
| Hailes ASC | EHAX | √ | | | | | |
| Hawick & Teviotdale ASC | EHTX | √ | | | | | |
| Heart Of Midlothian ASC | EHMX | √ | | | √ | | |
| InCAS | EISX | √ | | | √ | | |
| Inverleith ASC | EIHX | √ | | | | | |
| Kelso ASC | EKOX | √ | | | | | |
| Livingston SC | ELNX | √ | | | | | |
| Midlothian SC | EMNX | √ | | | √ | | |
| Musselburgh ASC | EMHX | √ | | | | | |
| North Berwick SC | ENBX | √ | | | √ | √ | |
| Peebles ASC | EPSX | √ | | | | | |
| Portobello ASC | EPOX | √ | | | | | √ |
| Scorpion Swim Team | ESNX | √ | | | | | |
| Step Rock ASC | ESRX | √ | | | | √ | |
| Swim-IT | ESIX | √ | | | √ | √ | |
| Tranent ASC | ETTX | √ | | | √ | | |
| Trojan ASC | ETNX | √ | | | | | |
| Warrender Baths Club | EWBX | √ | | | √ | | √ |
| West Edinburgh Stingrays WP | EWEX | | | | | | √ |

## MIDLAND DISTRICT

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Blairgowrie Dolphins ASC | MBEX | √ | | | | | |
| Brechin Beavers ASC | MBBX | √ | | | | | |
| Carnoustie Claymores | MCCX | √ | | | √ | | |
| Dundee City Aquatics SC | MDCX | √ | | √ | √ | √ | |
| Dundee Diving Club | MDDX | | | √ | | | |
| Forfar ASC | MFRX | √ | | | | | |
| Kinross Otters ASC | MKOX | √ | | | √ | | |
| Menzieshill & Whitehall Swim & WPC | MMLX | √ | | | | √ | √ |
| Monifieth ASC | MMHX | √ | | | √ | | |
| Montrose & District Seals ASC | MMSX | √ | | | | | |
| Perth City Swim Club | MPCX | √ | | | | | |
| Perth Masters | MPMX | | | | √ | | |
| St Thomas ASC | MASX | √ | | | √ | √ | |
| Ye ABBA | MYAX | | | | √ | √ | |

## NORTH DISTRICT

| Name | Code | SPORTS | | | | | |
|---|---|---|---|---|---|---|---|
| | | Swimming | Artistic | Diving | Masters | Open Water | Water Polo |
| Aberdeen ASC | NANX | √ | | | √ | √ | |
| Aberdeen Diving Club | NAVX | | | √ | | | |
| Aberdeen Dolphin SC | NADX | √ | | | | | |
| Aberdeen University Swim & WPC | NAUX | √ | | | √ | √ | √ |
| Alford Otters ASC | NAOX | √ | | | | | |
| Banchory ASC | NBBX | √ | | | | | |
| Banff & Buchan Masters | NBMX | √ | | | √ | | |
| Bon Accord Thistle ASC | NBAX | √ | | | | | |
| Bridge of Don ASC | NBDX | √ | | | √ | √ | |
| Broch SC | NBHX | | | | √ | | |
| Buckie ASC | NBKX | √ | | | | | |
| Bucksburn ASC | NBNX | √ | | | | | |
| Cults Otters ASC | NCOX | √ | | | | | |
| Delting Dolphins ASC | NDDX | √ | | | | | |
| Deveron ASC | NDNX | √ | | | | | |
| Dingwall ASC | NDIX | √ | | | | | |
| Dyce (ASV) ASC | NDAX | √ | | | √ | | |
| Elgin ASC | NENX | √ | | | | | |
| Forres Bluefins ASC | NFBX | √ | | | √ | | |
| Free Style SC | NFSX | √ | | | √ | | |
| Garioch ASC | NGHX | √ | | | √ | √ | |
| Grantown-on-Spey SC | NGRX | √ | | | | | |
| Highland Disability ST | NHDX | √ | | | | | |
| Huntly ASC | NHYX | √ | | | | | |
| Inverness ASC | NISX | √ | | | √ | | |
| Lerwick ASC | NLKX | √ | | | | | |
| Lochaber Leisure Centre ST | NLRX | √ | | | | | |
| Moray Masters | NMYX | | | | √ | | |
| Nairn ASC | NNNX | √ | | | | | |
| Nairn Synchro SC | NNSX | | √ | | | | |
| Orkney ASC | NOYX | √ | | | √ | | |
| Peterhead ASC | NPDX | √ | | | | | |
| Shetland ASC | NSHX | √ | | | √ | | |
| Silver City Blues Masters SC | NSCX | | | | √ | √ | |
| South Mainland ASC | NSMX | √ | | | | | |
| Stonehaven ASC | NSNX | √ | | | | | |
| Swim Western Isles | NWIX | √ | | | | | |
| Tain ASC | NTNX | √ | | | | | |
| Thurso ASC | NTOX | √ | | | √ | | |
| Ullapool SC | NULX | √ | | | | | |
| Uni of Aberdeen Performance Swim | NUAX | √ | | | | | |
| Upper Deeside ASC | NUDX | √ | | | | | |
| Westhill District ASC | NWDX | √ | | | | | |
| Westside Sharks SC | NWSX | √ | | | | | |
| Wick ASC | NWKX | √ | | | √ | | |
| Ythan ASC | NYNX | √ | | | | | |

## WEST DISTRICT

| Name | Code | SPORTS | | | | | |
|---|---|---|---|---|---|---|---|
| | | Swimming | Artistic | Diving | Masters | Open Water | Water Polo |
| Airdrie & Monklands ASC | WAMX | √ | | | | | |
| Alloa ASC | WAAX | √ | | | √ | | |
| Annan ASC | WANX | √ | | | | | |
| Ayr Diving Club | WARX | | | √ | | | |
| Balfron Barracudas | WBBX | √ | | | | | |
| Bellshill Sharks ASC | WBLX | √ | | | | | |
| Blantyre ASC | WBEX | √ | | | | | |
| Bo'ness ASC | WBSX | √ | | | √ | | |
| City of Glasgow ST | WCGX | √ | | | √ | √ | |
| Clydebank ASC | WCKX | √ | √ | | | | |
| Cumbernauld ASC | WCDX | √ | | | | | |
| Dumfries ASC | WDSX | √ | | | √ | √ | |
| Dunoon ASC | WDNX | √ | | | | √ | |
| East Kilbride ASC | WEKX | √ | | | | | |
| Enable Arion SC | WEAX | √ | | | | | |
| Forth Tridents | WFTX | √ | √ | | | | √ |
| Forth Valley WPC | WFVX | | | | | | √ |
| Glasgow Nomads SC | WNSX | √ | | | √ | | |
| Glasgow University ST | WGUX | √ | | | | | √ |
| Glasgow Western Masters ASC | WWMX | √ | | | √ | | |
| Hamilton Baths ASC | WHBX | √ | | | √ | | |
| Helensburgh ASC | WHHX | √ | | | | | |
| Inverclyde ASC | WIEX | √ | | | | | |
| Inverclyde Masters ASC | WIMX | √ | | | √ | √ | |
| Islay & Jura Dolphins ASC | WIJX | √ | | | | | |
| Kilmarnock ASC | WKKX | √ | | | √ | | |
| Kingston ASC | WKNX | √ | | | | | |
| Kintyre ASC | WKEX | √ | | | | | |
| Kirkintilloch & Kilsyth ASC | WKHX | √ | | √ | | | √ |
| Lanark ASC | WLKX | √ | | | | √ | |
| Larkhall Avondale ASC | WLAX | √ | | | √ | | |
| Making Waves ASC | WMSX | √ | | | | | |
| Merrick Mavericks SC | WMMX | √ | | | | | |
| Milngavie & Bearsden ASC | WMBX | √ | | | √ | | |
| Motherwell & Wishaw ASC | WMWX | √ | | | √ | | |
| North Ayrshire ASC | WNAX | √ | | | √ | √ | |
| Oban Otters SC | WOOX | √ | | | | | |
| Ren 96 ST | WRXX | √ | √ | | √ | √ | |
| Renfrew Baths ASC | WRBX | √ | | | | | |
| Rutherglen ASC | WRNX | √ | | | | √ | |
| Scotia ASC | WSAX | √ | | | √ | | |
| South Ayrshire ST | WSEX | √ | | | √ | | |
| Stirling Swimming | WSWX | √ | | | √ | | √ |
| Stranraer Stingrays ASC | WSRX | √ | | | | | |
| Strathclyde Aquatics | WSCX | √ | | | | | √ |
| Strathclyde University Swim & WPC | WSYX | √ | | | | | √ |
| University Of Stirling | WUSX | √ | | | | | |
| West Dunbartonshire ASC | WDDX | √ | | | | | |
| Western Baths WPC | WABX | | | | | | √ |

| EAST DISTRICT | Code | Framework | Swim School |
|---|---|---|---|
| Beeslack Community HS | EBC | √ | |
| Edinburgh Leisure | ELA | √ | |
| Enjoy Leisure | ENL | √ | |
| Fife Sport & Leisure Trust | EFS | √ | |
| George Watson's College/Galleon Swim School | EGW | √ | |
| Live Borders | EBS | √ | |
| Stepping Stones Play Services | ESS | | √ |
| SwimClusion | ESC | | √ |
| Swim Easy Ltd | ESE | | √ |
| Xcite West Lothian Leisure | EWL | √ | |
| **MIDLAND DISTRICT** | | | |
| Aberfeldy Sharks | MAS | | √ |
| AJ Swimming | MAJ | | √ |
| Angus Alive | MAA | √ | |
| Institute of Sport & Exercise University of Dundee | MUD | √ | |
| Kilgraston Swimming Academy | MKS | √ | |
| Live Active Leisure | MLA | √ | |
| Sport & Active Health & Dundee University | MLC | √ | |
| **NORTH DISTRICT** | | | |
| Aberdeen Sports Village | NAS | √ | |
| Highlife Highland | NHH | | √ |
| Moray Leisure | NML | √ | |
| Orkney Islands Council | NOP | √ | |
| Robert Gordon University | NGU | √ | |
| Shetland ASCS Swim School | NSL | √ | |
| Shetland Recreational Trust | NSR | √ | |
| Sport Aberdeen | NSN | √ | |
| Swim Aberdeenshire/Live Life Aberdeenshire | NSA | | √ |
| The Pickaquoy Centre Trust | NPC | √ | |
| Western Isles / Comhairle Nan Eilean Siar | NWI | √ | |
| **WEST DISTRICT** | | | |
| Active Stirling | WAS | √ | |
| Atlantis Leisure | WAL | √ | |
| D&G Leisure Sport | WDG | √ | |
| East Ayrshire | WEA | √ | |
| East Dunbartonshire Leisure & Culture | WED | √ | |
| East Renfrewshire Leisure | WEL | √ | |
| Falkirk Council | WFC | √ | |
| Glasgow Life / Glasgow Sport | WGS | √ | |
| KA Leisure Swim School | WKA | √ | |
| Live Argyll | WAB | √ | |
| Love 2 Swim Ltd | WLS | | √ |
| McLaren Leisure | WML | √ | |
| North Lanarkshire Council | WNL | √ | |
| South Ayrshire Council | WSA | √ | |
| South Lanarkshire Leisure | WSL | √ | |
| University of Stirling | WSU | √ | |
| Visions Leisure | WVL | √ | |
| West Dunbartonshire Leisure Trust | WWD | √ | |

| CODE | TEAM NAME | CLUBS | |
|---|---|---|---|
| **UACX** | **Argyll & Clyde Swim Team** | Helensburgh ASC<br>Dunoon ASC<br>Inverclyde ASC | Kintyre ASC<br>Oban Otters ASC |
| **UBEX** | **Borders Elite Swim Team (B.E.S.T.)** | Duns ASC<br>Galashiels ASC<br>Hawick & Teviotdale ASC | Kelso ASC<br>Peebles ASC |
| **UELX** | **East Lothian Swim Team** | Haddington & District ASC<br>Musselburgh ASC | Tranent ASC |
| **UHIX** | **Highland Swim Team** | Inverness ASC<br>Lochaber ASC<br>Nairn ASC | Tain ASC<br>Thurso ASC<br>Wick ASC |
| **USLX** | **South Lanarkshire Swimming** | East Kilbride ASC<br>Hamilton Baths ASC | Lanark ASC<br>Larkhall Avondale ASC<br>Rutherglen ASC |
| **USDC** | **Shetland Swimming Association** | Delting Dolphins<br>Lerwick ASC<br>Shetland ACSC | South Mainland ASC<br>Westside Sharks SC |
| **UWLX** | **Swim West Lothian** | Broxburn & District ASC | Livingston SC<br>Trojan ASC |

**R5.4 Composite Teams**

R5.4.1 Membership of an Affiliated Club is a prerequisite to participate as part of a composite team.

R5.4.2 With the prior approval of the CEO, Composite Teams may be established for the purpose of training and competition.

a) In Masters Swimming, Open Water Swimming, Swimming or Water Polo by two or more Clubs within one local authority district or by clubs from neighbouring local authority districts
b) In Artistic Swimming or Diving by two or more Clubs within Scotland.

R5.4.3 Application for a licence to establish a composite team shall be made to the CEO with a copy to the appropriate District Secretary. The application must be accompanied by the Constitution of the Composite Team and the appropriate fee. Any change to the Clubs which are members of the Composite Team requires a new application to be submitted to the CEO.

R5.4.4 Competitors representing a Composite Team cannot also represent their registered club in the same competition.

R5.4.5 Composite Teams are not entitled to have delegates at SASA, Company or District meetings.

R5.4.6 Composite Teams shall have the following entitlements;

a) Direct mailing of information concerning competitions to a nominated representative.
b) The right to organise competitions under Company Rules/Company Regulations.
c) Participation in National Swimming Championships/Meets, Masters Championships and Team Championships and Leagues which for the avoidance of doubt shall be run by the Company.
d) Participation in District Championships if approved by the District.
e) Participation in Club/Composite Team Invitation Meets if invited by the Organising Club/Composite Team.

| | | |
|---|---|---|
| **ASSOCIATE MEMBERS** | **USDX** | **Scottish Schools Swimming Association** |
| | **UDSX** | **Scottish Disability Sport** |

## Support Available for Clubs across Scotland

Clubs remain Scottish Swimming's core membership group, supporting a quality experience for interested athletes wishing to progress in their sports. We believe that strong clubs can offer local communities a vibrant focus for volunteer and athlete development, essential for creating lifelong participants and local and national heroes.

Scottish Swimming wants to support clubs to sustainably grow the active membership of their club, consequently increasing the opportunities they offer and the number of people taking part in club swimming or other aquatic sports. In addition, we want to support clubs to create an environment where the required coaching, practice time and attitudes are fostered and displayed to support the progression of athletes aspiring to world class performance.

The support currently available from Scottish Swimming is designed to help with this through the following resources.

## Scottish Swimming support/resources available for clubs:

- Regional Swimming Development Manager direct support to clubs
- Governance & Planning Workshops
- Volunteer Management for Clubs workshops
- Young Volunteer Programme
- Culture Workshops
- Club Framework
- Club accreditation scheme (AquaMark 1, AquaMark 2 and AquaMark 3)
- Club of the Year Award
- Wellbeing & Protection Support, Advice & Training
- Support with Investment streams e.g. Awards for All, Direct Club Investment
- Online Licensing for Coaches & Teachers
- National and Regional Coach & Teacher Education Programmes
- Bursary support for Scottish Swimming courses
- Local Aquatic Forums
- Performance Pathway & Plan
- National & Regional Partnerships with Scottish Disability Sport
- Coach Mentoring via National Programmes
- Governance Support & Advice
- Club Workshops via SS Connect

For more information, please get in touch with your Regional Swimming Development Manager or visit www.scottishswimming.com

| | | |
|---|---|---|
| **East** | | |
| Andy Maguire | a.maguire@scottishswimming.com | 07917 164644 |
| **Central & West** | | |
| Anthony Manfredi | a.manfredi@scottishswimming.com | 07894 613103 |
| **Grampian & Tayside** | | |
| Jordan Young | j.young@scottishswimming.com | 07548 759957 |
| **Moray, Highlands & Islands** | | |
| Colleen Blair | c.blair@scottishswimming.com | 07809 658341 |
| **West** | | |
| Stephen Milne | s.milne@scottishswimming.com | 07917 875447 |

## Club and Swim School Accreditation Scheme

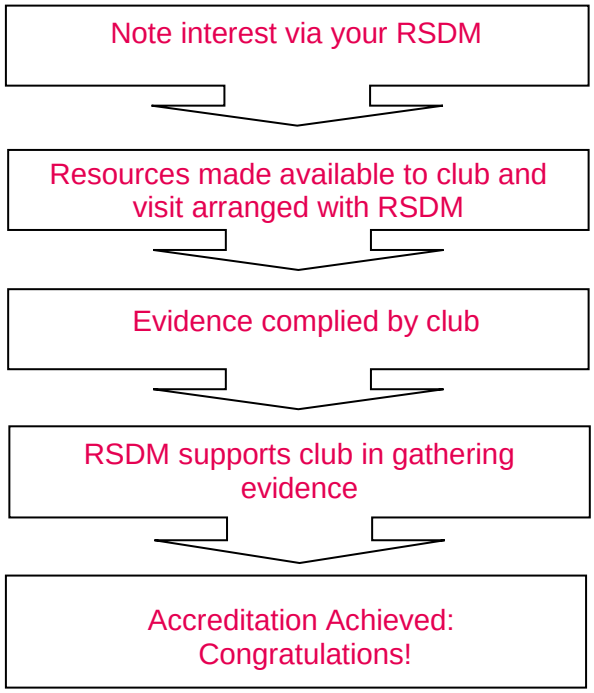
Scottish Swimming recognises the important role clubs can play to increase participation and improve the quality of sporting opportunities for the benefit of the local community.

The aims of the AquaMark accreditation are to provide a nationally recognised standard that will enable clubs to:

- Be inclusive, adhere to equality standards and engage with the local community
- Develop safe, effective, well governed, welcoming, and friendly environments, based on good practice
- Improve the club experience for all members by having an agreed vision and culture
- Strive to be a long-term sustainable club focused on developing pathways for all

The accreditation process is straightforward with guidance and support resources being made available throughout from your Regional Swimming Development Manager and Scottish Swimming.

## Accreditation Process:




## Key Benefits of Accreditation:

- ✓ Creates safer, quality environments for all
- ✓ Can help raise profile and public confidence
- ✓ Highlights and develops good practice
- ✓ Certificate awarded to club
- ✓ Education voucher awarded to club:
  - £100 Level 1, £200 Level 2 & £300 Level 3
  - £50 Additional Modules *
- ✓ Discount on Scottish Swimming Club Affiliation
- ✓ Access to Club of the Year Award
- ✓ Helps club to engage in its own development
- ✓ A process to identify key education & training needs
- ✓ Confidence in what a club offers & how it operates for both the committee & club members
- ✓ Can help promote Learn-2-Club links
- ✓ Can help with membership growth and retention
- ✓ National recognition that a club is a quality programme which is athlete centred and is constantly striving to provide the ideal environment for athletes to reach their full potential
- ✓ Assists clubs in attracting external funding
- ✓ Assists with succession planning in club management
- ✓ A process of continuous improvement

* Clubs will be awarded up to a maximum of 4 additional modules prior to the completion of Level 3. Following the completion of level 3 clubs will be awarded for each additional module they complete thereafter.

## Interested in Accreditation?

Accreditation aims to help support clubs develop but also gives recognition for their continued commitment to the development of aquatics in Scotland. If your club is interested, please contact you're Regional Swimming Development Manager, contact details can be found on page 19.

## Club Membership

Whatever you want from your sport – a challenge, fitness, teamwork, friendship or that winning feeling, our aquatic sports have something for you. With a choice of swimming, diving, open water, master's, water polo and artistic swimming, we cater for every taste. Joining one of our clubs isn't just open to the young and nimble either, we have a thriving master's community across the country with one of our oldest athletes being 87 years old.

## Why Join?

- Full insurance cover for individual members at competitions and in training
- Structured and supervised training in a quality coaching environment at more than 160 affiliated clubs
- Opportunities to reach new heights by competing at National Championship events
- Eligibility for Scottish athletes to be selected to compete at a Commonwealth Games
- Selection eligibility for exclusive performance events, camps and support
- Cutting edge training for teachers and coaches and eligibility for **sport**scotland subsidy
- Advice, support and training for volunteers and wellbeing and protection officers
- Resources to support governance, marketing and club development
- Priority booking and opportunities to volunteer at major international events
- Media coverage via the website and press releases on our competing Scots
- How we support our members and clubs, click here
- Plus many more discounts and offers

We are continually building the benefits package for our members. With over 160 clubs in Scotland, there is a club near you waiting to welcome you into our community. You can find your nearest club here.

## Categories

C3.3.3 There are two categories of members of Affiliated Clubs "Athlete" and "Non-Athlete". Members must register in all applicable categories. Those members who register in both categories must pay the higher fee only.

a) Athlete – a member of any age who participates in any aquatic sports

b) Non-Athlete - as defined by the following classifications:

i) Club Volunteer - A member 14 years and over who volunteers for their club in any capacity at any time.

ii) Club Volunteer Technical Official - A member who volunteers for their club and who holds a current technical official qualification issued by a recognised governing body for aquatics i.e. Scottish Swimming, Aquatics GB or international equivalent.

iii) Teacher and Coach – A member who holds a current teaching or coaching qualification issued by a recognised governing body for aquatics i.e. Scottish Swimming, Swim England, Swim Wales, Aquatics GB, an international equivalent, or S/NVQ in coaching.

iv) Club Life Member - A member who has been awarded life membership of the club.

## Membership Fees

The membership year runs from 1st April until 31st March inclusive.

An Athlete seeking to become a SASA member part way through the membership year shall be required to pay a fee in accordance with the membership fees as detailed under Scottish Swimming Fees on page 23.

A Non-Athlete, i.e. Club Volunteer, Technical Official, Teacher & Coach or Club Life Member, seeking to become a SASA member part way through the membership year shall be required to pay a Non-Athlete membership fee in full.

When a new member joins a Club, the club shall register them using the on-line membership system and pay the appropriate fee to the Company within 28 days.

The Club Insurance Certificates are available to download from your Club Profile on Just Go.

Howden's Insurers have advised that there is a need to ensure that certain roles within the club do not crossover, for example, Coach/Teacher and Club Well-being and Protection Officer, Treasurer and Chairman. These posts within a Club should be held by different individuals to avoid any conflict of interest.

**Insurance – The Civil Liability:** This covers legal liability for bodily injury to third parties and/or damage to third party property in connection with the approved activities of the Scottish Swimming.

**Personal Accident Cover:** The personal accident policy provides cover for members under the age of 80 years of age (restricted cover for those aged between 70 and 80 years of age) providing they are participating in activity approved by Scottish Swimming.

**Travel insurance is NOT:** Included so the club will have to arrange separate cover, which Howden's can provide. Via their website https://www.howdengroup.com/uk-en/amateur-sport-and-recreation

**Insurance Actives:** The Scottish Swimming civil liability protection provides cover for club members for the following activities:

| | |
|---|---|
| Administrative, Teaching & Coaching Activities<br>Competitive Swimming<br>Fund-raising Activities<br>Learn to Swim | Recreational Swimming<br>Social Activities<br>Swimming Development Activities<br>Training for Competitive Swimming |

There is a requirement on Scottish Swimming to provide information on approved activities which fall into the above categories.

**Excluded Sports Include:**

| | | | |
|---|---|---|---|
| Abseiling<br>Archery<br>Boxing<br>Fencing<br>Flying/Gliding<br>other forms of aerial | Judo<br>Martial Arts<br>Motor Racing<br>Mountaineering<br>Parachuting<br>Potholing | Horse Riding<br>Rock Climbing<br>Roller Hockey<br>Rugby Football<br>Shooting<br>Skating | Skiing<br>& other winter sports<br>Sub–Aqua Water<br>Skiing<br>Weightlifting<br>Wrestling |

**Excluded Recreational Activities**

Ballooning, Bungee, Cliff Diving, Jumping Paragliding,
Paint Ball Games, Survival & Assault Course Activities

The personal accident policy provides cover for members under the age of 80 years of age (restricted cover for those aged between 70 and 80 years of age) providing they are participating in activity approved by Scottish Swimming.

This list is not exhaustive and if you intend on taking part in any activity which is outside the core activities covered then please call Scottish Swimming to check if the activity is covered under the policy.

| | |
|---|---|
| **Note 1:** The policy DOES NOT offer travel insurance, this must be separately arranged | **Note 2:** If any member of an affiliated club (who has been with the club for longer than 28 days and who attends the club on any occasion) is not a member of Scottish Swimming then the insurance for the ENTIRE CLUB is void. This includes executive members, helpers, teachers/coaches. |

Scottish Swimming affiliated Clubs cannot swim or train with non-affiliated clubs, this will make your club insurance void as per the World Aquatics rule.

Scottish Swimming is aware that many clubs which do not traditionally offer open water swimming activities may, from time to time, wish to do so and therefore specific guidelines will be drawn up providing advice and guidance on this topic.

## Membership Fees (End of March 2025)

| Date when membership added | | Athlete | Non-Athlete |
|---|---|---|---|
| 1st April – 31st August 2024 | | £48.00 | £12.00 |
| 1st September – 31st December 2024 | 60% of the standard annual fee | £28.80 | |
| 1st January 2024 – 31st March 2025 | 25% of the standard annual fee | £12.00 | |
| Club Affiliation Fees | Non-Accredited & AquaMark Level 1 | | £50.00 |
| | AquaMark Level 2 | | £25.00 |
| | AquaMark Level 3 | | Free |
| Temporary Membership | Masters & Open Water | | £10.00 |
| Swim School Affiliation Fee | | | £300.00 |

## Membership Fees (1 April 2025 – 31 March 2026)

| Date when membership added | | Athlete | Non-Athlete |
|---|---|---|---|
| 1st April – 31st August 2025 | | £55.00 | £13.00 |
| 1st September – 31st December 2025 | 60% of the standard annual fee | £33.00 | |
| 1st January 2025 – 31st March 2026 | 25% of the standard annual fee | £13.75 | |
| Club Affiliation Fees | Non-Accredited & AquaMark Level 1 | | £75.00 |
| | AquaMark Level 2 | | £60.00 |
| | AquaMark Level 3 | | £50.00 |
| Temporary Membership | Masters & Open Water | | £13.00 |
| Swim School Affiliation Fee | | | £500.00 |

## Company Fees

| | | | |
|---|---|---|---|
| Special District Meeting | £100.00 | Protest | £25.00 |
| Complaints | £50.00 | Appeals | £100.00 |
| Composite Team Application | £150.00 | Combined Teams | No fee |
| Associate Members | Fees are decided by the Company Board on a case by case basis | | |

## Sports Fees

| | | | |
|---|---|---|---|
| **All Sports:** | Licence Application Fee | | £25.00 |
| **Swimming Committee:** | Entry Fees: | National Event & Late Withdrawals | £11.00 |
| | | National Event Relay | £22.00 |
| **STO Committee:** | Course Fees: | Judges | £10.00 |
| | | Timekeeper Workshop | £25.00 |
| | | Recorders | £10.00 |
| **Open Water Committee:** | Entry Fees: | Events: 1 km | £17.50 |
| | | 2 km | £22.50 |
| | | 5 km | £27.50 |
| | | 10 km | £32.50 |
| | | Relay Events | £35.00 |
| **Artistic Swimming Committee:** | Late Withdrawal | after the closing date | £5.00 |
| | | after 12noon prior to competition | £8.00 |
| | Club Championships | Solo | £15.00 |
| | | Duet | £30.00 |
| | | Free Team | £40.00 |
| | | Combination Team | £50.00 |
| | Nationals & Age Group | Tech Solo & Figures | £15.00 |
| | | Tech Duet | £30.00 |
| | | Free Team | £40.00 |
| | | Combination Team | £50.00 |
| | Figure Champs | Tech Solo & Figures | £15.00 |
| | | Tech Duet | £30.00 |
| | | Technical Team | £40.00 |
| | Inter Districts | Per District Team | £50.00 |
| **Water Polo Committee:** | Entry Fees: | Scottish Championships – Team | £100.00 |
| | | Scottish National League – Players | £35.00 |
| **Diving Committee:** | | Nationals Artistic Entry per pair | £34.00 |
| | | National Championships | £17.00 |
| | | National Levels | £5.00 |
| **Master's Committee:** | | Individual | £8.50 |
| | | Relay & 1500m | £15.00 |

Scottish Swimming forms are a requirement of the Scottish Swimming Governance documentation; and can be downloaded from the Scottish Swimming website, or by contacting the office.

### Constitution

| Form ID | Description |
|---|---|
| C3.3.4 & C10.1.1 | Club Affiliation Application Form & Guidelines |
| C3.4.4 | Swim School Affiliation Form |
| C3.6.2 | Associate Members Application Form |
| C3.8 | Temporary Competitor Membership Form |

### Company Rules

| | |
|---|---|
| R3.7.1 | Expense Claims |
| R4.4 (M) | Licence Application – Masters |
| R4.4 (OW) | Licence Application – Open Water |
| R4.4 (AS) | Licence Application – Artistic Swimming |
| R4.4.(D) | Licence Application – Diving |
| R4.4.(SW) | Licence Application – Swimming |
| R4.4.(WP) | Licence Application – Water Polo |
| R5.2.1 | Change of 1st and/or 2nd Claim Club |
| R5.4.3 | Composite Team Licence Application |
| R5.5.1 | Combined Teams |
| R7.1.1 (M) | Record Application Form |
| R7.1.1 (SW) | Swimming /Para Swimming Record Application Form |
| R8.2 | International Permit |

### General

| | |
|---|---|
| GEN.01 | Code of Conduct |
| GEN.02 | Confidentiality Statement/Code of Ethics |
| GEN.03 | Club Information and Contact Update |
| GEN.04 | Individual Clearance Form to (compete abroad) |

### STO

| | |
|---|---|
| Forms | Can be downloaded from the Scottish Swimming or Aquatics GB websites |

### Company Regulations

Regulations are an important source of information for the administration of aquatic activities in Scotland.

Unlike the Governance Documentation documents, which can only be amended annually at the AGM, Regulations with the approval of the Company Board, can be amended at any time during the year.

Regulations are available for download from the website www.scottishswimming.com.

| | | |
|---|---|---|
| Artistic Swimming | Coaches Technical Panel | Diving |
| Masters Swimming | Open Water Swimming | Swimming |
| Swimming Technical Officials | Water Polo | |

## Introduction

The General Data Protection Regulation (EU) 2016/679 (the GDPR) was introduced in EU Member States on 25th May 2018.

## A Brief Overview

Personal data shall be:

1. processed lawfully, fairly and in a transparent manner in relation to the data subject;
2. collected for specified, explicit and legitimate purposes and not processed in a way that is incompatible with those purposes;
3. adequate, relevant and limited to what is necessary in relation to purposes;
4. accurate and kept up to date (where necessary) with reasonable steps to rectify or delete inaccurate personal data without delay;
5. kept in a form which can identify data subjects for no longer than necessary for purposes; and
6. processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

## Grounds for processing data

The GDPR sets out the grounds for lawful processing of personal data. Clubs should determine the grounds and ensure
these are referred to in the club privacy notice. There are six available lawful bases for processing. No single basis is 'better' or more important than the others – which basis is most appropriate to use will depend on your purpose and relationship with the individual.

1. **Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.
2. **Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.
3. **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations).
4. **Vital interests:** the processing is necessary to protect someone's life.
5. **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.
6. **Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party, unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.

## Privacy Notice

Controllers (clubs) must provide data subjects (members) with a privacy notice at the time of collecting data. The privacy
notice should specify the following:

- identity and contact details of the Club and Data Protection Officer (if appointed);
- purpose of processing and legal basis;
- legitimate interests of Club or third party, where applicable;
- any recipient or categories of recipients of personal data;
- details of transfers to third country (outside the EU) and safeguards;
- retention period or criteria used to determine retention period;
- existence of data subject's rights, including the right to lodge a complaint with the Information Commissioner's Office; and right to withdraw consent at any time, where relevant.

## Consent

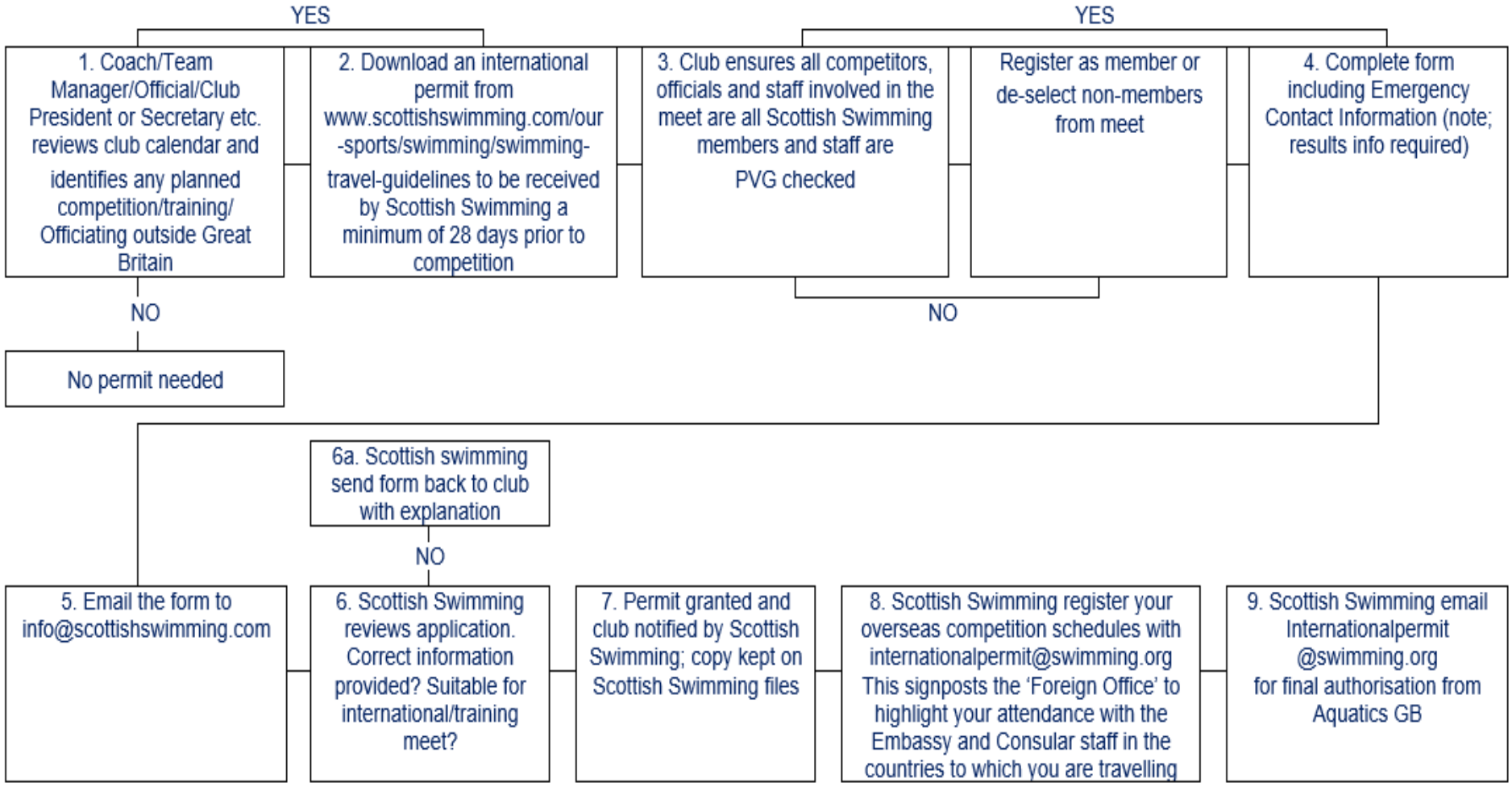
If you are asking for consent to process members' data, the GDPR requires that consent:

- must be a clear affirmative action: opt-in rather than opt-out and no pre-ticked boxes;
- should be separate from other terms and conditions and not a precondition of signing up to a service;
- should be specific and 'granular' so that you get separate consent for separate things. Vague or blanket consent is not enough;
- must be easy to withdraw – it must be as easy to withdraw consent as it is to give it. Individuals need to be told that they have the right to withdraw consent.
- Keep evidence of consent – who, when, how, and what you told people.

## Support to Clubs

GDPR is embedded into governance sessions and is part of the AquaMark process. For specific queries, you can contact Scottish Swimming's Data Protection Officer at DP@Scottishswimming.com

## In accordance with World Aquatics Rules & Scottish Swimming Company Rule R8




## Competition, Training and Officiating abroad requires a Scottish Swimming International Permit

The Aquatics GB Medical Declaration form has been removed from use and circulation as of 1st January 2016. If we require an athlete to complete the form it will be sent via the Home Nation's admin team upon selection. For the rest of the Scottish Swimming/Swim England/Swim Wales membership the form is no longer required to be completed and forms no part of doping control at any event. Please see the anti-doping points below for further anti-doping advice.

- All athletes (of any level) are required and responsible for checking their own medications. This must be done via the WADA approved website: www.globaldro.com
- Globaldro.com result searches must be stored and saved by the individual athlete
- It is recommended the searches are repeated throughout the year as the prohibited list can change at any time and in turn medication status can change
- If a result (either in or out of competition) shows a PROHIBITED result then a TUE is required
- The Therapeutic Use Exemption (TUE) process is a means by which an athlete can obtain approval to use a prescribed prohibited substance or method for the treatment of a legitimate medical condition
- For World Class funded athletes they must apply for a TUE that is valid at all times
- For non-funded athletes they must apply for a RECTROACTIVE TUE
- The RECTROACTIVE TUE application must be submitted no longer than five days post the receipt of an adverse analytical finding (AAF). Typically, an athlete will receive a letter by courier to confirm an AAF and inform them of the requirements to apply for a retroactive TUE for the prohibited substance detected in their sample. The NGB or UKAD may also contact the athlete to make them aware that this correspondence is on its way, in relevant circumstances

Both TUE and RECTROACTIVE TUE applications, should be made with the prescribing physician, stating that the criteria and medical evidence needed by the Therapeutic Use Exemption Committee (TUEC) can be met before the athlete uses any prohibited substance or method

- If an athlete does take medications, it is recommended that the name, dosage, frequency is recorded on a media that an athlete can access at all times (particularly on poolside) i.e. written and kept in their kit bag or on their phone etc, so should they be called into doping control, they have the medication information on hand to submit on the doping control paperwork.
- Refusal of a drug test = Anti-Doping rule violation and ban from the sport.
- An athlete can be tested anywhere, any time (not just at an event)
- Under 18ys must have a chaperone (of their choice) to accompany them into doping control. The chaperone does not have to witness the giving of the sample
- The www.informed-sport.com programme certifies that all nutritional supplements and/or ingredients that bear the Informed-Sport logo have been tested for banned substances by the world class sports anti-doping lab, LGC. Athletes choosing to use supplements can use the search function on the informed-sport website to find products that have been through this rigorous certification process
- Download the FREE APP: Clean Sport for all up-to-date Anti-Doping information, supported by UKAD

If you require any further support, please contact the Aquatics GB Anti-Doping Compliance Manager: Jane Smith jane.smith@swimming.org or on Tel: 07917 834785.

**More useful information can be found:**

**www.wada.ama.org**
**www.globaldro.com**
**www.informed-sport.com**
**www.myadams.co.uk**

Scottish Swimming's Young Volunteer Programme (YVP) is a national strategy designed to engage and develop our young members between the ages of 13-25.

There are 5 programmes within the YVP and each programme will provide skills, knowledge and support to prepare and deploy young members to help build on Scottish Swimming's incredible volunteer base across all sports and areas of work.

### Club Poolside Helper

If you are age 14 upwards you are able to go on a poolside helper course and take back all that you have learned to your club.

The Club Poolside Helper is designed to develop coaches and helpers within a club environment. Becoming a Club Poolside Helper is a great way to stay in the sport and support young members within your club to reach their full potential by assisting at club training sessions.

### Young Leader Squad

If you are aged 13-17 years old you are able to apply for the Young Leader Squad and take a lead in supporting members of your club.

The Young Leader Squad is designed to develop Club Captains and improve retention rates. Our Young Leader Squad involves a weekend residential course where you will meet other like-minded young people with a passion for their club and pass on this enthusiasm to younger club members. It's a fun weekend with lots of positive content around becoming a great Young Leader.

### Young Technical Official

If you are aged 15-25 years old and have your timekeepers certificate then you are able to apply for the Young Technical Official Programme

The Young Technical Official programme is designed to recruit more technical officials. Becoming a Young Technical Official is a great way for our young members to stay in the sport and there is a whole pathway open to you including Timekeeper, Recorder, Judge 1, Judge 2, Judge 2S and Referee.

### Young Events Team

If you are aged 14-25 you are able to apply for the Young Events Team programme.

The Young Events Team programme is designed to support our events. Our Young Event Team programme enables young members in affiliated clubs to join the Events team in planning, creating and delivering successful events. Young Event Team participants will be encouraged and supported to initially attend and help at various events at Club and Regional level across different aquatic sports within their District. The range of events and variety of opportunities alongside attendance at planning meetings will give you a unique opportunity to learn from our experienced events staff and inspire you to find your role in helping plan and deliver these events in the future.

### Young Ambassador Programme

If you are aged 16-25 years old you can apply to be a Young Ambassador. The Young Ambassador programme is designed to create a national voice for the youth members in Scottish Swimming.

At Scottish Swimming we believe all of our young members should have a voice within our organisation to help shape what we do in the future. You can get involved and have an impact on Scottish Swimming by joining the Young Ambassador Programme, becoming an Advocate and Ambassador for our sport.

You will attend a weekend residential where you will work with a team of young people from across aquatics in Scotland. As a team, you will help formulate young people priorities and come up with suggestions to present to the top people in Scottish Swimming and the Districts. As a group you will work together to promote your message and influence positive change for young people in your sport.

For more information on our Young Volunteer Programme please visit our website or contact ssa-yvp@scottishswimming.com

The National Learn to Swim Framework for Scotland is an all-inclusive pathway providing opportunities for everyone to participate in any aquatic sport they choose, at whatever level they aspire to. To support this rationale the National Framework provides a structure in which schemes of work for Scottish Swimming lesson programmes can be developed. This outlines objectives that work with the core philosophy of firstly establishing core aquatic skills prior to attempting to developing efficient stroke technique and later going on to develop a wider range of aquatic competences. The National Framework links to the training of swimming teachers by Scottish Swimming, resources provided by Scottish Swimming to aid the development of core aquatic skills.

## Structure of the National Framework for Swimming in Scotland

Within the National Scottish Swimming Framework there are three programmes:

### Early Years Programme:

This programme is designed to support teachers to plan a programme which introduce adult and baby to a swimming environment. There is emphasis on encouraging independent movement, developing water confidence and core aquatic skills through structure play using fun, games and songs.

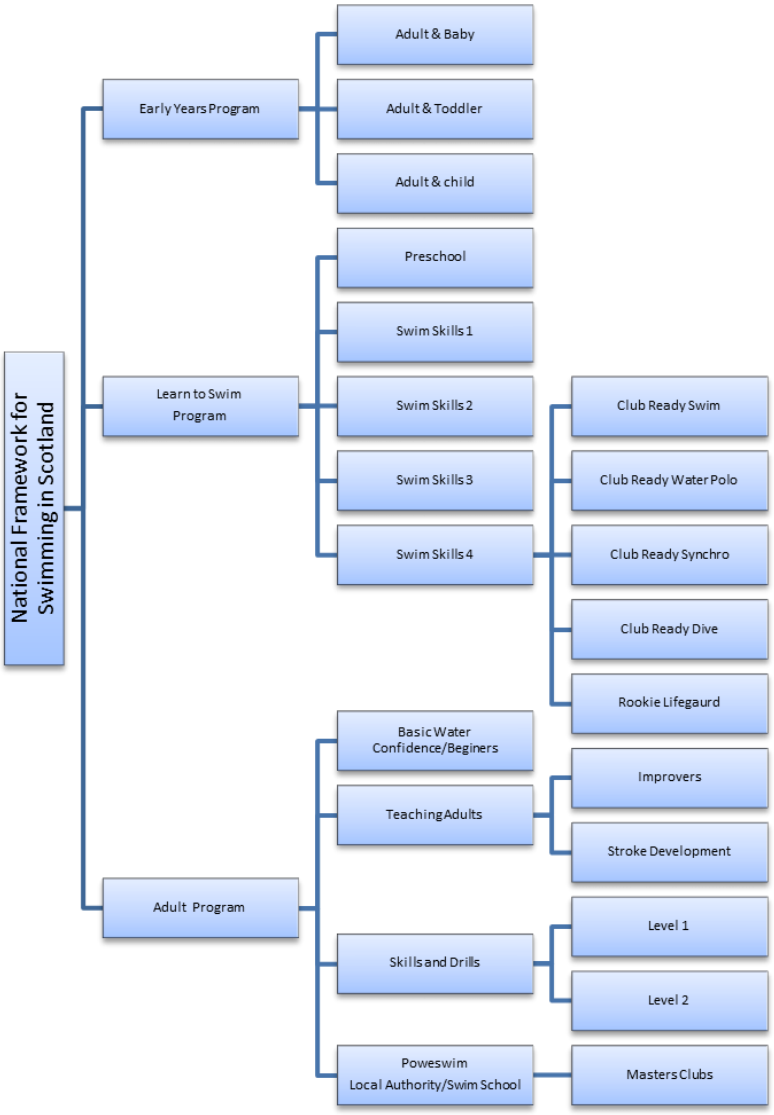
### Learn to Swim Programme:

This programme is designed to enable teachers to plan, deliver and assess progressive programmes that produce swimmers that are depending on their ambitions, either 'club ready' or 'ready for lifelong swimming'.

### Adults Programme:

This programme is designed to help teachers formulate an all-inclusive pathway, providing opportunities for all adults to participate in swimming from beginners to masters. It follows the template of the full Learn to Swim framework and has been adapted to suit adults.

"Developing and delivering a progressive learn to swim programme is critical for the continued success of aquatics in Scotland.




This framework develops fundamental aquatic literacy skills before developing stroke technique and proficiency in other water-based activities. Swimming is a sport for all and a sport for life and adopting this framework will encourage individuals to remain in the sport, whether as a competitor or for the fun, fitness and friendship element, as well as producing new role models on the world stage."

**Guide to organising and running a Scottish Swimming course.**

**Please refer to the Policies and Operation Manual for Scottish Swimming Courses for full details, terms and conditions**

Course organiser sends course registration form to Scottish Swimming a **minimum of 4 weeks prior to the start date of the course** (Course organiser books tutor/assessor and facilities)

Ensure venue is a Scottish Swimming approved satellite centre venue prior to registering the course

Scottish Swimming registers the course, sets up the course as an event on Just Go and advertises the course on the Scottish Swimming website

Course organiser books candidates via Just Go event and makes payment (if applicable). External candidates book themselves via the Just Go event and make full course payment.

Two weeks prior to start date Just Go event is closed and Course Organiser is notified of final registered candidates

Scottish Swimming sends welcome instructions/info on accessing the relevant Online Platform to candidates and confirms course set-up with course organiser/tutor

Final paperwork and confirmation of learner completion sent to Scottish Swimming by tutor as soon as possible following completion of the course.

Scottish Swimming issues results to candidates up to 8 weeks after receipt of all assessment/course work

Scottish Swimming requests certificates from SQA where applicable and updates Just Go record

*** relates to course organisation templates paperwork**

**The following teaching and coaching qualifications are available from Scottish Swimming:**

- Scottish Swimming Teaching Qualification (SSTQ) *
- Scottish Swimming Coaching Qualification (SSCQ) *
- Level 3 in Coaching Swimming
- Levels 1 and 2 in Coaching Water Polo
- Levels 1 in Coaching Artistic Swimming
- Levels 1 and 2 in Coaching Diving

**These qualifications are accredited by the Scottish Qualifications Authority therefore each qualification can be mapped onto the Scottish Credit and Qualifications Framework (SCQF), which includes qualifications across a variety of sectors and subjects.*

**Benefits of the Scottish Swimming Education Courses for Teachers and Coaches**

- An SQA endorsed qualification on the SCQF framework
- Enhanced coaching or teaching skills
- A professionalised role for sports coaching in the UK
- More flexible coach-centred training programmes
- Sport-wide recognised 'seal of quality' qualifications
- Provides a benchmark for employers and clubs
- Qualifications underpinned by National Occupational Standards

**The Structure of the Aquatics qualifications within Scotland**

Scottish Swimming provide the above qualifications in Scotland and awarded by the SQA. The SQA is the awarding body for qualifications within Scotland and is responsible for:

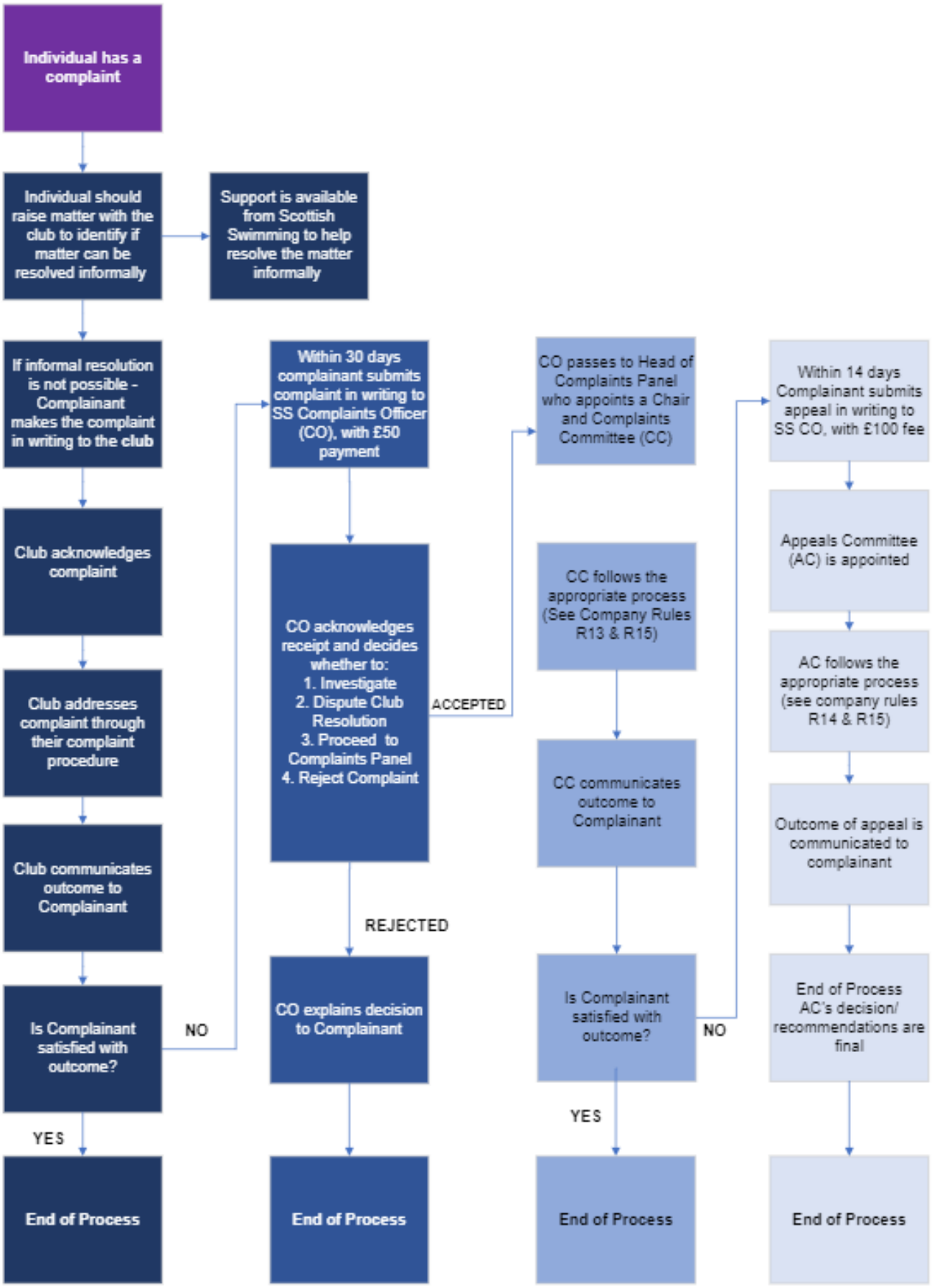
- Accrediting qualifications
- Registering qualifications on Scottish Credit and Qualifications Framework (SCQF)
- Monitoring quality through external verifiers
- Ensuring standards of training provider (i.e. Scottish Swimming)

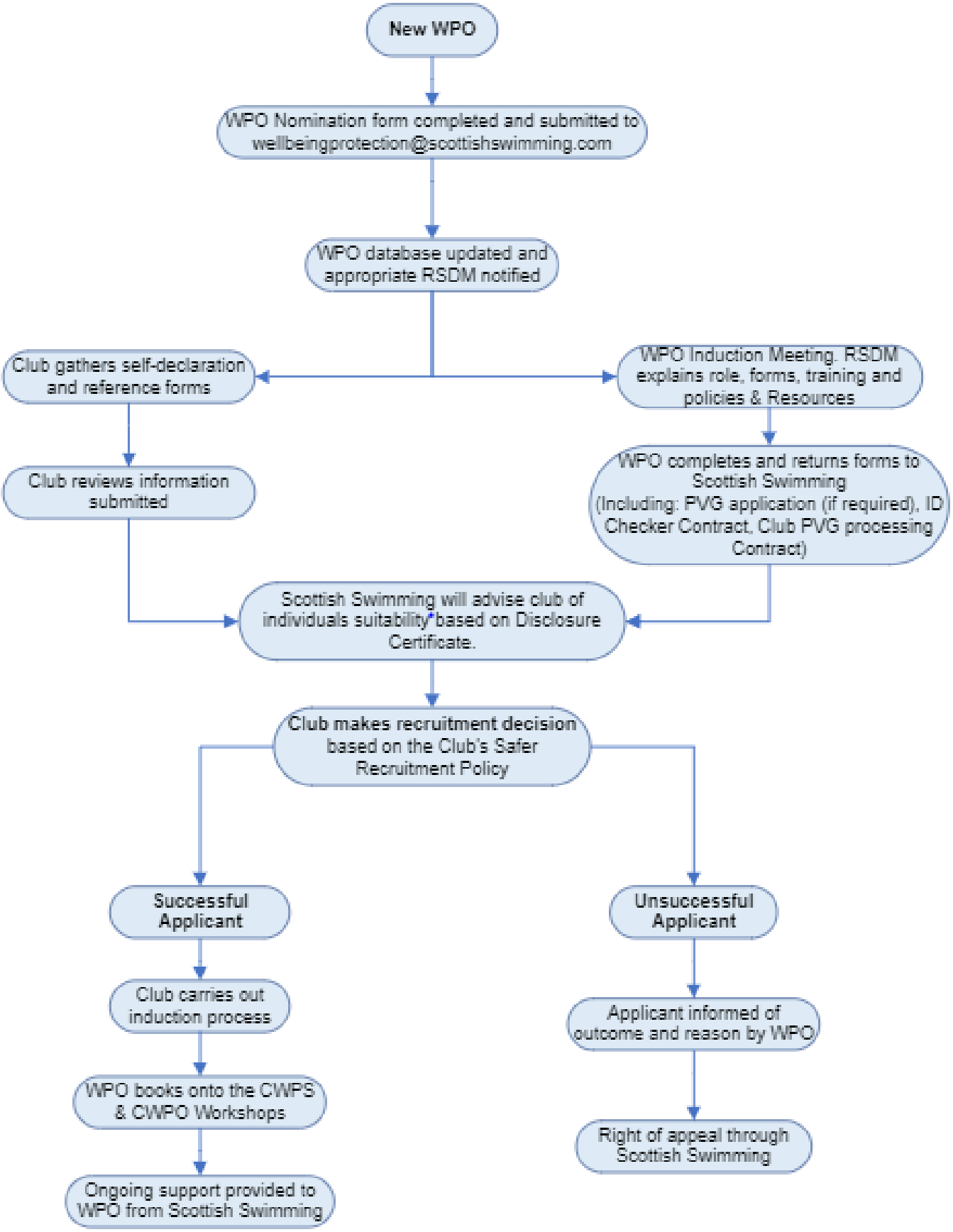
**Scottish Swimming is the training provider for aquatics qualifications in Scotland and responsible for:**

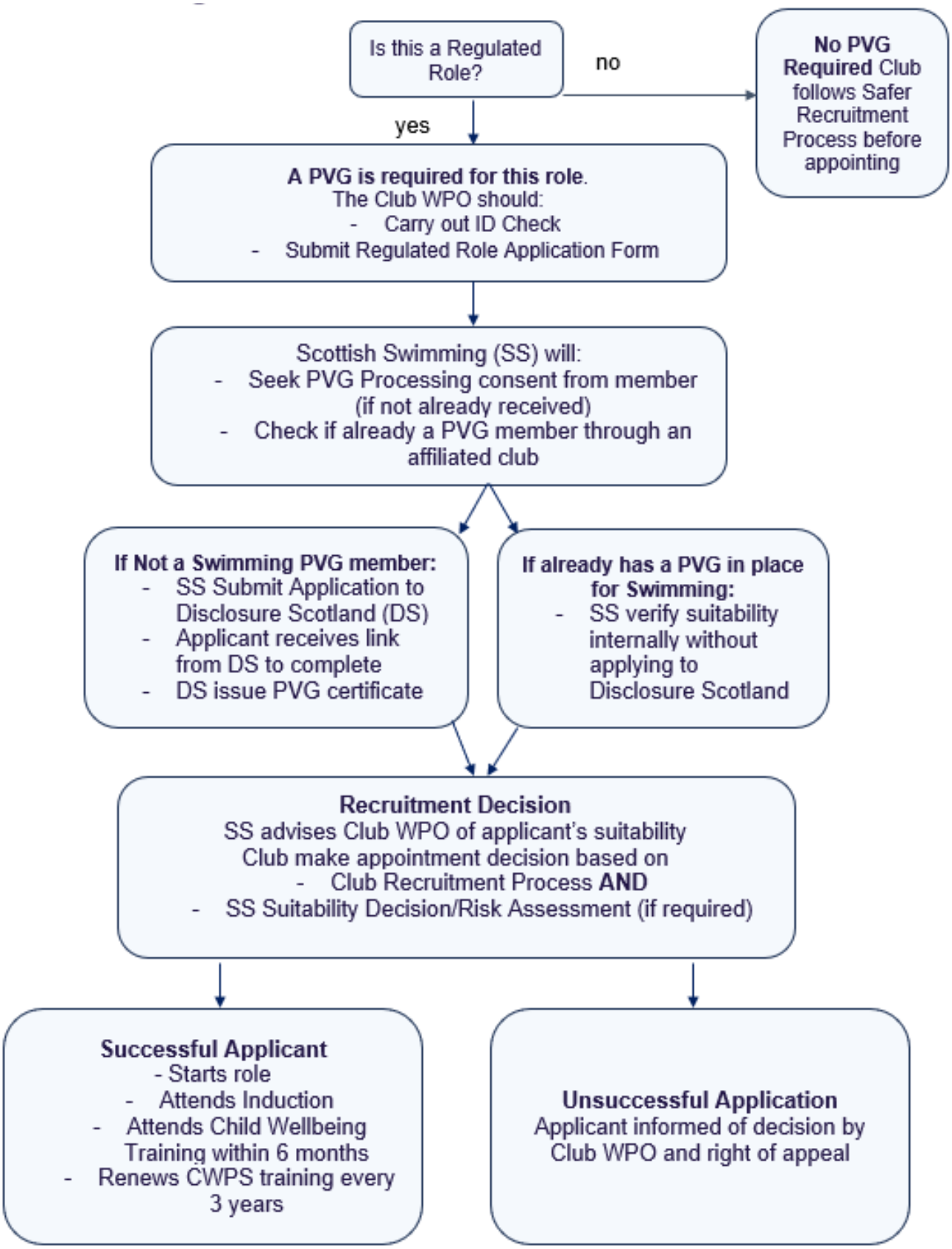
- Training, licensing and supporting tutors
- Providing tutor CPD
- Appointing and training assessors
- Appointing and training expert witnesses
- Appointing and training internal verifiers
- Registering courses and candidates
- Providing resources
- Providing assessors
- Monitoring quality (internal verifying)
- Awarding certificates
- Supporting course organisers
- Licensing teachers and coaches

**Please note: Courses are not organised centrally by Scottish Swimming, but locally according to need. The delivery of courses is flexible and can be arranged to fit around the needs of the candidates/club/course organiser. If you would like further information or advice on how to organise a Scottish Swimming course, please visit the "how to organise" section of the website under "teaching and coaching".**

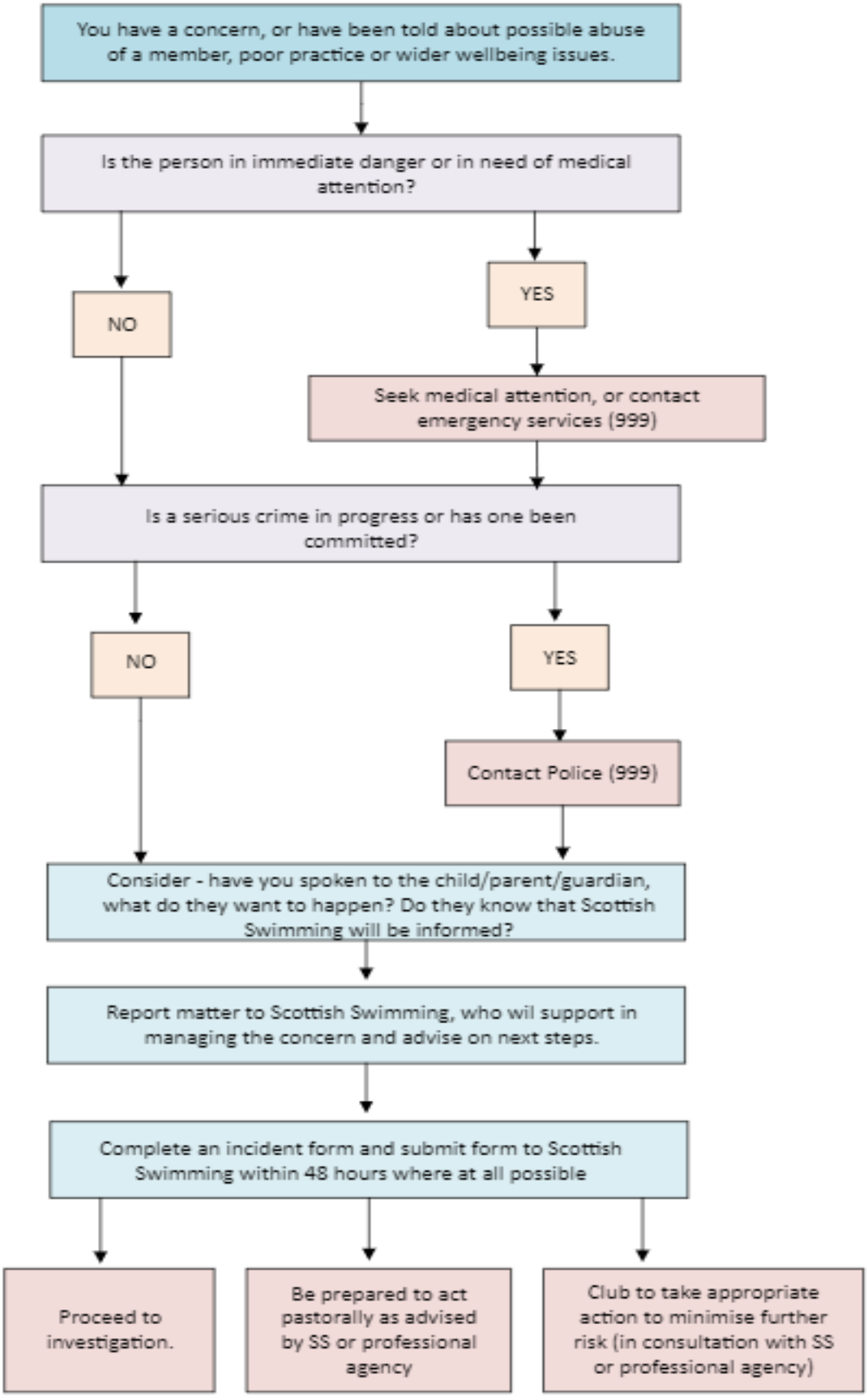
**"Details of all courses registered, along with course organiser contact details can be found on the events calendar on the Scottish Swimming website (www.scottishswimming.com).**

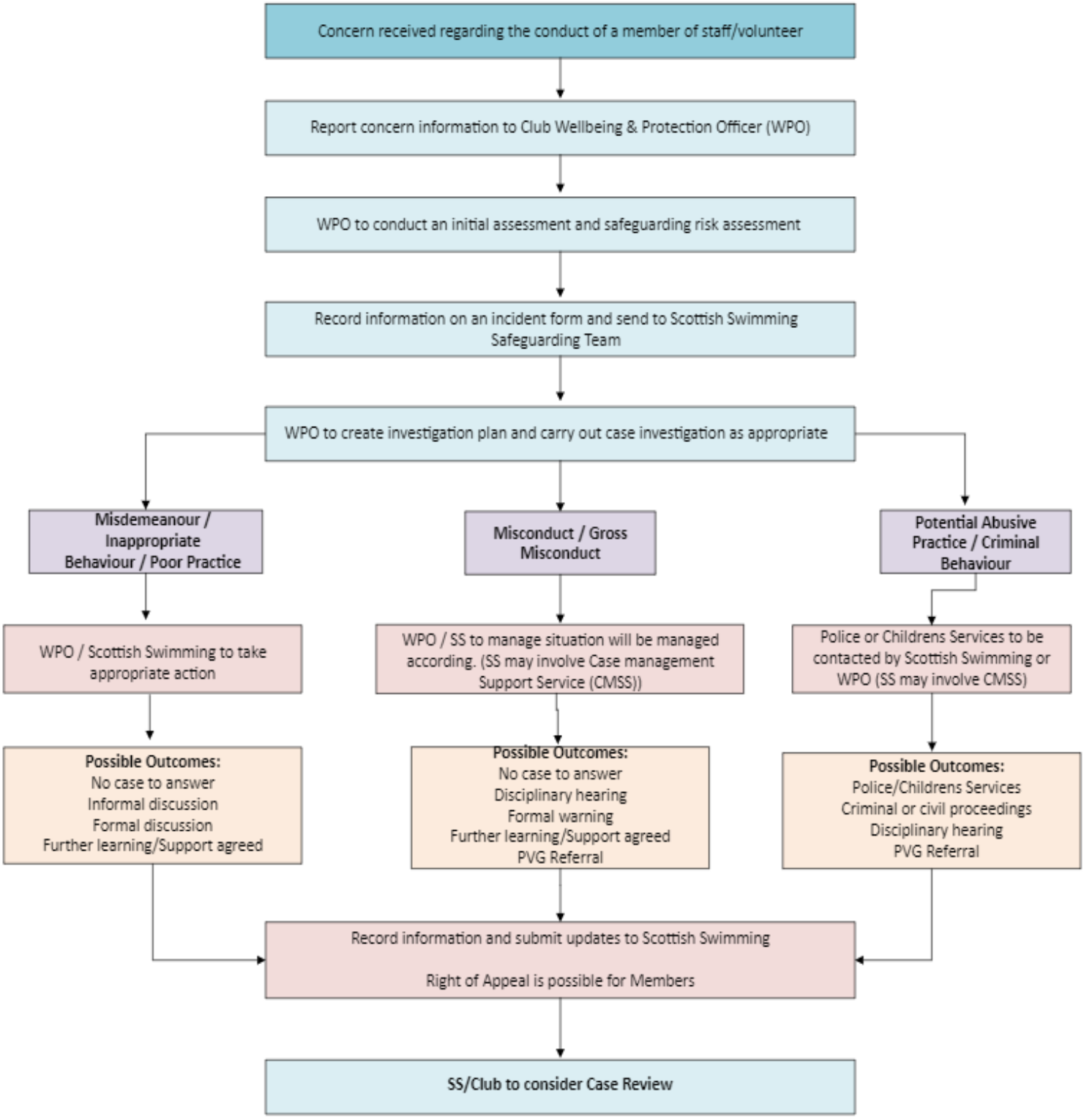

Individual has a complaint
Individual should raise matter with the club to identify if matter can be resolved informally
Support is available from Scottish Swimming to help resolve the matter informally
If informal resolution is not possible - Complainant makes the complaint in writing to the club
Club acknowledges complaint
Club addresses complaint through their complaint procedure
Club communicates outcome to Complainant
Is Complainant satisfied with outcome?
NO
YES
End of Process
Within 30 days complainant submits complaint in writing to SS Complaints Officer (CO), with £50 payment
CO acknowledges receipt and decides whether to:
1. Investigate
2. Dispute Club Resolution
3. Proceed to Complaints Panel
4. Reject Complaint
ACCEPTED
REJECTED
CO explains decision to Complainant
End of Process
CO passes to Head of Complaints Panel who appoints a Chair and Complaints Committee (CC)
CC follows the appropriate process (See Company Rules R13 & R15)
CC communicates outcome to Complainant
Is Complainant satisfied with outcome?
NO
YES
End of Process
Within 14 days Complainant submits appeal in writing to SS CO, with £100 fee
Appeals Committee (AC) is appointed
AC follows the appropriate process (see company rules R14 & R15)
Outcome of appeal is communicated to complainant
End of Process AC's decision/ recommendations are final
End of Process


New WPO
WPO Nomination form completed and submitted to wellbeingprotection@scottishswimming.com
WPO database updated and appropriate RSDM notified
Club gathers self-declaration and reference forms
WPO Induction Meeting. RSDM explains role, forms, training and policies & Resources
Club reviews information submitted
WPO completes and returns forms to Scottish Swimming (Including: PVG application (if required), ID Checker Contract, Club PVG processing Contract)
Scottish Swimming will advise club of individuals suitability based on Disclosure Certificate.
Club makes recruitment decision based on the Club's Safer Recruitment Policy
Successful Applicant
Unsuccessful Applicant
Club carries out induction process
Applicant informed of outcome and reason by WPO
WPO books onto the CWPS & CWPO Workshops
Right of appeal through Scottish Swimming
Ongoing support provided to WPO from Scottish Swimming


Is this a Regulated Role?
no
No PVG Required Club follows Safer Recruitment Process before appointing
yes
A PVG is required for this role.
The Club WPO should:
- Carry out ID Check
- Submit Regulated Role Application Form
Scottish Swimming (SS) will:
- Seek PVG Processing consent from member (if not already received)
- Check if already a PVG member through an affiliated club
If Not a Swimming PVG member:
- SS Submit Application to Disclosure Scotland (DS)
- Applicant receives link from DS to complete
- DS issue PVG certificate
If already has a PVG in place for Swimming:
- SS verify suitability internally without applying to Disclosure Scotland
Recruitment Decision
SS advises Club WPO of applicant's suitability
Club make appointment decision based on
- Club Recruitment Process AND
- SS Suitability Decision/Risk Assessment (if required)
Successful Applicant
- Starts role
- Attends Induction
- Attends Child Wellbeing Training within 6 months
- Renews CWPS training every 3 years
Unsuccessful Application
Applicant informed of decision by Club WPO and right of appeal

# WELLBEING & PROTECTION PROCESS – RESPONDING TO A CONCERN




Concern received regarding the conduct of a member of staff/volunteer
Report concern information to Club Wellbeing & Protection Officer (WPO)
WPO to conduct an initial assessment and safeguarding risk assessment
Record information on an incident form and send to Scottish Swimming Safeguarding Team
WPO to create investigation plan and carry out case investigation as appropriate
Misdemeanour / Inappropriate Behaviour / Poor Practice
Misconduct / Gross Misconduct
Potential Abusive Practice / Criminal Behaviour
WPO / Scottish Swimming to take appropriate action
WPO / SS to manage situation will be managed according. (SS may involve Case management Support Service (CMSS))
Police or Childrens Services to be contacted by Scottish Swimming or WPO (SS may involve CMSS)
Possible Outcomes:
No case to answer
Informal discussion
Formal discussion
Further learning/Support agreed
Possible Outcomes:
No case to answer
Disciplinary hearing
Formal warning
Further learning/Support agreed
PVG Referral
Possible Outcomes:
Police/Childrens Services
Criminal or civil proceedings
Disciplinary hearing
PVG Referral
Record information and submit updates to Scottish Swimming
Right of Appeal is possible for Members
SS/Club to consider Case Review

# Scottish Swimming

# Governance Documentation

**for**

# SASA

**(**Scottish Amateur Swimming Association)

**and**

# SASA Ltd

**(**Scottish Amateur Swimming Association Limited)

# September 2024

## SS Governance. Issue 16, September 2024, consists of

**SASA Constitution - Issue 29, September 2024**

**Company Articles - Issue 21, September 2024**

**Company Rules - Issue 23, September 2024**

**List of Acronyms**

| | | | |
|---|---|---|---|
| AGB | Aquatics GB | AGM | Annual General Meeting |
| SE | Swim England | EGM | Extraordinary General Meeting |
| SW | Swim Wales | CEO | Chief Executive Officer |
| WA | World Aquatics | STO | Swimming Technical Officials |
| EA | European Aquatics | WPO | Wellbeing & Protection Officer |
| ADRV - Anti-Doping Rule Violation | | | |
| UKAD - UK Anti-Doping | | | |
| WADA - World Anti-Doping Agency | | | |

**Scottish Amateur Swimming Association**
**SASA Constitution**

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C1.0 NAME

C1.1 The Association shall be called the "Scottish Amateur Swimming Association" hereafter referred to as the "SASA".

C1.2 The Company shall be called “Scottish Amateur Swimming Association Limited” hereafter referred to as “the Company”.

C1.3 Scottish Swimming is the trading name of the Company (as defined in C1.2) and is the generic term associated with SASA and the Company.

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**C2.0 OBJECTIVES**

C2.1 The objectives of Scottish Swimming shall be to:

a) Advance the public participation in Aquatic Sports by promoting and managing the teaching, knowledge and practice of swimming, diving, high diving, open water swimming, water polo, artistic swimming (hereinafter referred to as either artistic swimming or synchronised swimming) and masters swimming.
b) Advance the public participation in aquatic sports based competitive, educational and recreational activities, including life saving.
c) Promote and deliver aquatic sports based initiatives that support wellbeing and a healthy lifestyle.
d) Promote and develop all aspects of aquatic sports in an inclusive, equitable, safe and fair way and respect the characteristics protected under equalities legislation.

C2.2 Scottish Swimming shall formulate, publish and enforce uniform Company Rules relating to the conduct of its business as set out in this, the Scottish Swimming Governance Documentation.

C2.3 The SASA shall delegate to and vest in the Company the power to establish the standardisation of rules for all international competitions in aquatic sports and for the management of competitions through consultation with Aquatics GB (AGB).

C2.4 Scottish Swimming opposes the use of drugs in sport. Members shall be subject to doping controls and may be subject to random testing. If any Member is found to have committed an Anti-doping Rule Violation (ADRV) of any organisation having the requisite lawful authority, such member may be penalised by Scottish Swimming, AGB, UK Anti-Doping (UKAD) or such organisations, (e.g. World Aquatics (WA)).

C2.5 The SASA will be the sole member of the Company Limited by guarantee incorporated for the purposes of running the day to day management and affairs of the SASA.

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**C3.0 MEMBERSHIP and ANNUAL RETURNS**

**C3.1 Membership Groups**

C3.1.1 SASA Membership Groups with voting rights.

a) SASA Life Members (C3.2)
b) Affiliated Clubs (C3.3)
c) Affiliated Swim Schools (C3.4)

C3.1.2 SASA Membership Groups with no voting rights.

a) Athletes not Members of Scottish Clubs (C3.5)
b) Associate Members (C3.6)
c) Honorary Members (C3.7)
d) Temporary Competitor Members (C3.8)

C3.1.3 Members will be given a unique registration number.

**C3.2 SASA Life Members**

C3.2.1 Each recipient of SASA Life Membership shall be presented with a memento. A copy of the Scottish Swimming Governance Documentation can be obtained by the recipient free of charge by sending a request to the Company.

C3.2.2 Recommendation for SASA Life Membership should be made as per Section C11.2.

C3.2.3 A person who is a SASA Life Member is not required to pay any membership fee.

C3.2.4 SASA Life Members are covered by Third Party and Personal Accident Insurance effected by the Company for the protection of members.

**C3.3 Affiliated Clubs**

C3.3.1 a} It is a requirement for a Club affiliating to SASA to register all members, including Life Members, of the Club with SASA and for them to pay the appropriate membership fee.
b) Clubs must also affiliate to the appropriate SASA District as per sections C9.1 and C10.1.

C3.3.2 A registered member of an Affiliated Club is any individual who has been accepted into membership by a club and whose membership has neither lapsed nor been subsequently terminated.

C3.3.3 There are two categories of members of Affiliated Clubs “Athlete” and “Non-Athlete”. Members must register in all applicable categories. Those members who register in both categories must pay the higher fee only.

a) Athlete – a member of any age who participates in any aquatic sport
b) Non- Athlete - as defined by the following classifications:

i) Club Volunteer - A member 14 years and over who volunteers for their club in any capacity at any time.
ii) Club Volunteer Technical Official - A member who volunteers for their club and who holds a current technical official qualification issued by a recognised governing body for aquatics i.e. Scottish Swimming, AGB or international equivalent.
iii) Teacher and Coach – A member who holds a current teaching or coaching qualification issued by a recognised governing body for aquatics i.e. SASA, SE, SW, AGB, an international equivalent, or S/NVQ in coaching.
iv) Club Life Member - A member who has been awarded life membership of the club.

C3.3.4 Each Affiliated Club shall by the 31 March complete the on-line Annual Return of their membership for the Company.

C3.3.5 The Annual Return shall include all categories and classification of members as set out in Section C3.3.3. Those persons included on the Annual Return shall pay an annual membership fee to the Company which is entitled to receive all membership fees. The annual club affiliation fee to SASA must be paid within 14 days of completing the online Annual Return.

C3.3.6 A person joining an Affiliated Club after completion of the Annual Return to the Company is required to pay a SASA Annual Membership Fee, which should be paid to the Company, if they have not already done so. The Club shall register them using the on-line membership system and pay the appropriate fee to the Company within 28 days.

C3.3.7 An Affiliated Club failing to provide an Annual Return and appropriate payment in accordance with Sections C3.3.4 and C3.3.5 may be suspended by the Chief Executive Officer (CEO), on the recommendation of the Company, provided the club is given an opportunity to be heard in their defence.

C3.3.8 SASA Affiliated Clubs, and Registered Members are covered by the Third Party and Personal Accident Insurance effected by the Company for the protection of members thereof.

C3.3.9 An Affiliated Club failing to ensure that all volunteers that assist the club, no matter how irregularly, are members of the SASA, will be deemed to be operating outside the Association's remit. As this remit forms the basis of the Company Insurance Policy the insurance cover for the club may be affected.

C3.3.10 New Clubs affiliating to SASA must have a minimum of 4 Executive Officers at outset and a minimum of 10 athlete members within 6 months. Failure to comply with these minimum numbers will result in their affiliation being cancelled.

C3.3.11 Any Affiliated Club failing to meet the number criteria in Section C3.3.10 must apply to the CEO to be allowed to remain an Affiliated Club. Such application must state the grounds for an exception being made and will not be unreasonably refused.

## C3.4 Affiliated Swim Schools

C3.4.1 An organisation, other than a Club, that teaches swimming and has staff who would benefit from registering with SASA as Teachers or Coaches and have paid a fee to the Company, in accordance with Company Rules Section R3.3.

C3.4.2 Members of a Swim School can register with the SASA as a Non-Athlete as defined in Section C3.3.3.

C3.4.3 Swim Schools as defined in Section C3.4.1 shall affiliate directly to SASA (i.e. not through SASA Districts) and before they can affiliate must satisfy the following criteria:

- Adequate public liability insurance for their swimmers, teachers & coaches.
- An adequate wellbeing and protection policy and method of undertaking Disclosure Scotland checks and wellbeing and protection training.
- Run a learn to swim programme that is overseen by at least one teacher or coach who is certificated at UKCC level 2 or equivalent.

C3.4.4 Each affiliated Swim School shall by the 31 March complete the on-line Annual Return for the Company. The Annual Return shall include all Members registered in accordance with Section C3.4.2. The annual Swim School affiliation fee must be paid within 14 days of completing the online Annual Return.

C3.4.5 A Swim School failing to provide an Annual Return in accordance with Section C3.4.4 may be suspended by the by the CEO, on the recommendation of the Company, provided the Swim School is given an opportunity to be heard in their defence.

C3.4.6 SASA registered members of Swim Schools are covered by the Third Party and Personal Accident Insurance affected by the Company for the protection of members thereof.

C3.4.7 Swim Schools should have their own Complaints and Appeals procedures. Their staff and clients, who are not members of SASA are not covered by Scottish Swimming's Complaints and Appeals procedures as set out in Company Rules.

## C3.5 Athletes not Members of Scottish Clubs

C3.5.1 Any athlete, eligible to represent Scotland in accordance with Company Rules Section R4.5, who is not a member of a club affiliated to SASA, who wishes to be recognised as "Scottish" must register with SASA. The appropriate form can be obtained from the Company Office. For the registration to be/remain valid an annual Athlete membership fee shall be paid and the athlete must be a member of a Club affiliated to WA.

**C3.6 Associate Members**

C3.6.1 An associate member is an Individual/Organisation/Partner that is a member of the Scotswim Club.

C3.6.2 Membership of the Scotswim Club may be granted by the Company, provided the activities of the Individual/Organisation/Partner does not directly impact upon Affiliated Clubs or Affiliated Swim School activities, on receipt of a fee in accordance with Company Rules Section R3.3.

C3.6.3 Associate Members are not covered by the Company insurance arrangements.

C3.6.4 Associate Members should have their own Complaints and Appeals procedures. Their staff and clients, who are not members of SASA, are not covered by Scottish Swimming's Complaints and Appeals procedures as set out in Company Rules.

**C3.7 Honorary Members**

C3.7.1 Honorary Membership may be granted by the Company for a single Meet or to a group of individuals, for a membership year, when it is deemed necessary in the "spirit of the sport".

C3.7.2 Honorary Members are not covered by the Company insurance arrangements.

**C3.8 Temporary Competitor Members**

C3.8.1 A Temporary competitor membership will be available to anyone who wishes to take part in a Scottish Swimming licensed Open Water or licensed Masters Swimming event and who is not a member of an affiliated SASA club or other Federation affiliated to WA.

C3.8.2 The competition promoter can decide to apply for permission to accept entries from temporary members and, if so and if granted, must include details of temporary membership in the meet information.

C3.8.3 The CEO must give permission for the competition to accept entries from temporary members.

C3.8.4 The temporary membership forms must be completed by the individual and returned along with the competition entry to the promoter along with the entry and temporary membership fees.

C3.8.5 The promoter is responsible for considering the applications to compete in the event and forwarding the corresponding temporary membership applications to the Chair of the relevant sport a minimum of one week before the event. The Chair will consider applications and confirm, or otherwise, to the promoter whether the application is acceptable given the limits set out in C3.8.6. The promoter is responsible for confirming to the applicant that temporary membership has been granted.

C3.8.6 An applicant can only apply for 2 temporary memberships in a calendar year in a given sport.

C3.8.7 The temporary membership fee is applicable to only one event and shall not be refundable against a full membership if one is subsequently taken out.

C3.8.8 Athletes competing in an event as a temporary member will not be representing a club but will swim as "unattached".

C3.8.9 Temporary Competitor Members in an event will be entitled to awards, medals, etc. as defined in the event information.

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**C4.0 GOVERNANCE**

C4.1. Scottish Swimming shall be governed by the SASA Constitution, the Company Articles, the Company Rules the Company Regulations and the Company Codes of Practice.

C4.1.1 Amendments to the SASA Constitution shall only be made at a Scottish Swimming Annual General Meeting (AGM) or a Scottish Swimming Extraordinary General Meeting (EGM). At least a two thirds majority of those present and voting must be secured before an alteration can be adopted.

C4.1.2 Amendments to the Company Articles shall only be made at a Scottish Swimming AGM or a Scottish Swimming EGM. At least a two thirds majority of those present and voting must be secured before an alteration can be adopted.

C4.1.3 Amendments to the Company Rules shall only be made at a Scottish Swimming AGM or a Scottish Swimming EGM. A simple majority of those present and voting must be secured before an alteration can be adopted.

C4.1.4 Amendments to the Company Regulations and the Company Codes of Practice shall be approved by the Company Board.

C4.2 Scottish Swimming considers that the use or administration of substances and methods contained in the List of Prohibited Classes of Substances and Prohibited Methods published from time to time by the World Anti-Doping Agency (WADA) (together with any WA/WADA modifications thereto) generally known as doping may be contrary to the ethics of sport.

C4.3 Scottish Swimming is subject to and bound by the Memorandum and Articles of AGB and any SASA Affiliated Club, body or organisation and the individual members thereof, shall be subject to and bound by any Rules of AGB which may from time to time apply to them.

C4.4 AGB shall within its jurisdiction be the body responsible for regulating, maintaining and enforcing doping control in the sport of Artistic Swimming, Diving, High Diving, Masters Swimming, Open Water Swimming, Swimming and Water Polo. AGB may adopt (and from time to time amend) and publish Doping Control Laws.

C4.5 Scottish Swimming will work to ensure:
The prevention, elimination or regulation of discrimination between persons on grounds of sex, marital (or civil partnership) status, on racial grounds, or on grounds of disability, age, sexual orientation, language or social origin, or of other personal attributes, including beliefs or opinions, such as religious beliefs or political opinions.

C4.6 Scottish Swimming has adopted and will take steps to abide by policies and Codes of Practice as appropriate, which set out its commitment to upholding and implementing ethical standards and procedures which address equity, anti-doping and wellbeing and protection.

C4.7 Scottish Swimming has a disciplinary policy and procedures in place to enable
a) discrimination on any grounds referred to in Section C4.5 and
b) misconduct in relation to any other ethical issues
to be addressed and eliminated.

C4.8 The following may amount to "misconduct" and may give rise to disciplinary action:
a) A breach of the Company Articles, Company Rules, Company Regulations or the Company Codes of Practice or policies made hereunder:
b) The commission of a "doping offence" as defined in the Company's Anti-Doping Agreement with AGB, UKAD and/or WADA.
c) A breach of any of the conditions of any Code of Conduct adopted by the Company and published as such;
d) Any conduct, act or omission which in the view of the Company Board or the appropriate committee is or was detrimental to the interests of the sport.

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## C5.0 SCOTTISH SWIMMING ANNUAL GENERAL MEETING (AGM)

C5.1 Scottish Swimming will hold an Annual General Meeting (AGM) which incorporates the AGM business requirements of the SASA and the Company as well as the Company's reports as per Company Articles A5.1.1.

C5.2 The AGM will take place on one of the last two Saturdays in September or one of the first two Saturdays in October, 12 months' notice would be given. The venue shall be arranged by the Company.

C5.3 Individuals in Membership Groups with voting rights, in accordance with Section C3.1.1, are permitted to vote for one group only, on any proposal/motion.

C5.4 Three delegates from each Affiliated Club shall be entitled to attend, take part in the proceedings and vote.

C5.5 One delegate from each affiliated Swim School shall be entitled to attend take part in the proceedings and vote.

C5.6 Delegates from Affiliated Clubs and affiliated Swim Schools must be 16 years or over and registered members of SASA.

C5.7 Clubs and Swim Schools must have affiliated to SASA, by not later than 1 June, failing which they cannot take part.

C5.8 SASA Life Members and SASA Council Members shall be entitled to attend, take part in the proceedings and vote.

C5.9 Company Board Members and Chairs of National Committees of the Company shall be entitled to attend and take part in the proceedings. They are also entitled to vote if they are members of SASA.

C5.10 Forty individuals, entitled to vote as set out in Sections C5.3 to C5.9, shall form a quorum provided there is a representation from the lesser of 10 or 25% Affiliated Clubs of SASA.

C5.11 The AGM shall have the right to exclude from all or part of the proceedings all but those entitled to attend, take part in the proceedings and vote as set out in Sections C5.3 to C5.9.

C5.12 The following Office Bearers, who must be Delegates or SASA Life Members, shall be elected/appointed at the AGM:
a) President.
b) Vice President.
c) Members of the SASA Council.

C5.13 On the recommendation of the Company Board, the following shall be appointed.
a) Auditor.
b) Honorary Legal Adviser.
c) Honorary Medical Adviser.

C5.14 a) Nominations for Office and other appointments must be received by the Company not later than 15 June prior to the AGM.
b) Nominations for Office, as set out in Section C5.12, shall be submitted by SASA Districts, in accordance with procedures in Sections C9.8.3 and C9.8.4.

C5.15 a) Proposed alterations to Governance Documentation and notices of motion must be received by the Company not later than 1 June prior to the AGM.
b) Proposed alterations to Governance Documentation and notices of motion may be submitted by the SASA Council, SASA Life Members, an Affiliated Club or an Affiliated Swim School.
Proposed alterations may also be submitted by Company Board Members or Chairs of National Committees of the Company provided they are members of SASA.

c) An alteration to Governance Documents shall take immediate effect unless otherwise decided by a simple majority.

C5.16 The Business Document which will include the Agenda, Annual Report, Financial Report for the past year and proposed alterations to the Governance Documents shall be emailed to SASA Council Members, SASA Life Members, Affiliated Clubs, Affiliated Swim Schools, Company Board Members and Chairs of National Committees not less than 21 days before the AGM and will be posted on the Scottish Swimming website. Individuals not able to receive e-mails will receive a hard copy document.

C5.17 The business for the AGM shall include (but not necessarily in this order):

a) President's Address
b) Apologies for absence
c) Minutes of previous AGM/EGM
d) Business from Minutes
e) Correspondence
f) Address by Company Chair/CEO
g) Company's Annual Report, which will include reports from National Committees.
h) Financial Report, Budget / Membership Fees.
i) Company Fees and Fines
j) Alterations to Governance Documentation
k) Matters the SASA needs to consider as sole member of the Company
l) Notices of Motion
m) Appointment of Members of SASA Council
n) Endorsement of Members of National Committees
o) Confirmation of Appointments
p) Installation of President (in appropriate years)
q) Presentation of SASA Life Membership

C5.18 The Chair shall be taken in the following order of preference depending on attendance.

a) The President.
b) The Vice President.
c) The most immediate Past President in attendance.

C5.19 The conduct of business shall be in accordance with Company Rules Section R16.

C5.20 When adjourning an AGM the Chair of the meeting must

a) either specify the time and place to which it is adjourned or state that it is to continue at a time or place to be fixed by the Company.
b) have regard to any directions as to time and place of any adjournment which have been given by the AGM.

C5.21 If the continuation of an adjourned AGM is to take place more than 14 days after it was adjourned, the Company must give at least seven clear days' notice of it to the same persons to whom notice of the AGM is required to be given and containing the same information which such notice is required to contain.

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## C6.0 SCOTTISH SWIMMING EXTRAORDINARY GENERAL MEETING (EGM)

C6.1 An Extraordinary General Meeting (EGM) shall be called at the request of the SASA Council, the Company Board or two SASA Districts supported by the signatures of not less than one third of the Affiliated Clubs in each of the SASA Districts concerned.

C6.2 Notice of the EGM shall specify the business to be transacted and shall be e-mailed to SASA Council Members, SASA Life Members, Affiliated Clubs, Affiliated Swim Schools, Company Board Members and Chairs of National Committees not less than 21 days before the date of the Meeting and will be posted on the Scottish Swimming website. Individuals not able to receive e-mails will receive a hard copy document

C6.3 Sections C5.3 to C5.11, paragraphs C5.15(b) & (c) and section C5.18 shall apply to an EGM.

C6.4. The order of business for an EGM shall be:

a) President's Address
b) Apologies for absence
c) Business to be transacted of which due notice has been given in accordance with Section C6.2.

C6.5 No business shall be transacted at the EGM other than business of which due notice has been given in accordance with Section C6.2.

C6.6 The conduct of business shall be in accordance with Company Rules Section R16.

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## C7.0 SASA MANAGEMENT

### C7.1 SASA Council

C7.1.1 The following shall be members of the SASA Council

a) SASA President
b) SASA Vice President
c) Two representatives of each SASA District elected in accordance with Section C9.8.3, one of which will be the District President. If an elected representative(s) is unable to attend then a deputy from the appropriate District should attend, participate and vote.

d) The Company Chair
e) Young Ambassador Representative.

C7.1.2 A quorum at a SASA Council Meeting shall be seven.

**C7.1.3 The Duties and Powers of the SASA Council are:**

C7.1.3.1 To delegate and vest in the Company the day to day running of the business of the SASA and to transact all SASA business.
C7.1.3.2 To be responsible for the governance documentation for Scottish Swimming.
C7.1.3.3 To approve payments of Honoraria to the Company Board Members.
C7.1.3.4 To be responsible for the annual re-appointment of Company Board members following the annual review carried out by the Company Chair.
C7.1.3.5 To enact the reserve powers of the Member in accordance with the Company Articles Section A4.2.

**C7.1.4 Additional responsibilities of the SASA Council are:**

C7.1.4.1 To liaise between SASA Districts and Council ensuring that the District's viewpoints, on all relevant matters, are put forward to Council and that the Districts are updated on Council matters.
C7.1.4.2 To maintain a financial overview of the Company through the receipt of finance reports.
C7.1.4.3 To be responsible for approving changes to the Club "Model Constitution" as per Section C10.1.1.
C7.1.4.4 To make recommendations to the Scottish Swimming AGM for Patrons and SASA Life Members.
C7.1.4.5 To award the Nancy Riach Medal and the J Y Coutts Memorial Award.
C7.1.4.6 To approve the inductees to the Hall of Fame.
C7.1.4.7 To nominate a SASA Council Member to be the Scottish Swimming representative to the Scottish Schools Swimming Association as per Company Rules Section R1.3.1(e).

**C7.1.5 SASA Council Meetings**

C7.1.5.1. The SASA Council shall meet at least three times per year. One of the meetings will be a joint meeting with the Company Board in June or July each year.
C7.1.5.2 SASA Council shall meet as and when required, subject to C7.1.5.1, at venues to be arranged by the Company with the agreement of the President.
C7.1.5.3 The Council may, with the agreement of the President, make decisions without the need to hold a Council Meeting should the business be able to be transacted satisfactorily in any other suitable manner.
C7.1.5.4 Business to be considered at a SASA Council Meeting must be received by the Company not later than 14 days prior to the meeting and sent to SASA Council members not less than seven days prior to the meeting.
C7.1.5.5 The Chair shall be taken in the following order of preference depending on attendance.
a) The President.
b) The Vice President.
c) One of the District representatives as decided by the meeting.
C7.1.5.6 The CEO and/or their nominee(s) shall normally be in attendance.
C7.1.5.7 Procedures for the conduct of business shall conform to Company Rules Section R16.

## C7.2 SASA President

C7.2.1 The SASA President shall normally be elected for a term of two years, subject to re-appointment at the Scottish Swimming AGM.
C7.2.2 The SASA President is responsible for carrying out the annual review of the Company Chair.
C7.2.3 The SASA President is responsible for ensuring that appropriate representative(s) of SASA Council are in attendance at all Company Board Meetings.
C7.2.4 The SASA President is responsible for ensuring that an appropriate representative is in attendance at all National Championships/Meets organised by the Company.

## C7.3 SASA Vice President

C7.3.1 The SASA Vice President shall normally be elected for a term of two years, subject to re-appointment at the Scottish Swimming AGM, and will normally be elected as the SASA President after the two year term.
C7.3.2 The SASA Vice President will be nominated from a SASA District in the following order North, Midland, West, and East. If a District is unable to make a suitable nomination in their appointed year the nomination will be offered to the next District in the order and the rotation will then continue on from that point.

## C7.4 SASA Appointments Panels

**C7.4.1 The Company Chair Appointments Panel**

C7.4.1.1 The Appointments Panel has the following membership
a) One of the SASA President or the SASA Vice President.
b) One other member of SASA Council, excluding the Company Chair.
c) A representative of sportscotland.
C7.4.1.2 The CEO acts as secretary to the Appointments Panel.

**C7.4.2 Company Board Members Appointments Panel**

C7.4.2.1 The Appointments Panel has the following membership
a) One of the SASA President or the SASA Vice President.

b) One other member of SASA Council, excluding the Company Chair.
c) Company Chair.

C7.4.2.2 The CEO acts as secretary to the Appointments Panel.

C7.4.2.3 The Appointments Panel must ensure that not all members of the Company Board retire at the same time. Appointments shall be made from nomination and applications submitted, in accordance with Section C8.1, for a term of normally four years, subject to annual review.

**C7.4.3 Chief Executive Officer Appointments Panel**

C7.4.3.1 The Appointments Panel has the following membership

a) One of the SASA President or the SASA Vice President.
b) One other member of SASA Council, excluding the Company Chair.
c) Company Chair.
d) A member of the Company Board
e) A representative of sportscotland.

C7.4.4 The Panels in C7.4.1, C7.4.2 and C7.4.3 may appoint an external adviser as an additional panel member who shall be entitled to take part in the proceedings and shall have not a vote.

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## C8.0 COMPANY BOARD

### C8.1 Company Board Appointments

C8.1.1 The Company Board, whose membership shall be as per Company Articles, shall be appointed as per Section C7.4, following an open recruitment process.

### C8.2 Delegation

**C8.2.1 Championships and Meets**

C8.2.1.1 SASA shall delegate the right to organise Scottish Championships and Scottish Meets for Artistic Swimming, Diving, High Diving, Masters Swimming, Open Water Swimming, Swimming and Water Polo (collectively "competitions"). The right to organise competitions shall vest in the Company. The words Scottish and SASA may not be used in connection with any Artistic Swimming, Diving, High Diving, Masters Swimming, Open Water Swimming, Swimming or Water Polo Meet without the consent of the Company.

C8.2.1.2 The Management of all Scottish Championships and Scottish Meets shall be in accordance with Company Rules Section R4.

C8.2.2 The right to deal with all disciplinary and regulatory matters with regard to aquatic sports has been delegated to and has been vested in the Company.

C8.2.2.1 All Protests must be made to the Company in accordance with Company Rules Section R11.

C8.2.2.2 All Complaints shall be made and dealt with in accordance with Company Rules Sections R12 to R15.

C8.2.2.3 The Company shall be the sole body entitled to impose such suspensions, fines or other sanctions in accordance with Company Rules Section R13.

C8.2.2.4 The Company shall be the sole body entitled to hear appeals. An Appeal must be made in accordance with Company Rules Sections R12 to R15.

C8.2.3 SASA has delegated all financial matters to the Company in accordance with Company Rules Section R3.

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## C9.0 DISTRICTS

### C9.1 District Clubs

C9.1.1 The SASA shall be divided into four Districts known as East, Midland, North and West.

C9.1.2 Each SASA District shall be comprised of the Affiliated Clubs within the Scottish local government units as follows:

C9.1.2.1 **East District** - City of Edinburgh, Midlothian, East Lothian, West Lothian, Fife and the Borders.

C9.1.2.2 **Midland District** - Angus, City of Dundee, Perthshire and Kinross.

C9.1.2.3 **North District** - Highland, Aberdeenshire, City of Aberdeen, Moray, Shetland Islands, Orkney Islands and the Western Isles.

C9.1.2.4 **West District** - City of Glasgow, Renfrewshire, East Renfrewshire, Inverclyde, North Ayrshire, East Ayrshire, South Ayrshire, South Lanarkshire, North Lanarkshire, East Dunbartonshire, Dumbarton and Clydebank, Argyll and Bute, Dumfries and Galloway, Falkirk, Stirling, and Clackmannan.

### C9.2 Duties and Responsibilities of the Districts

C9.2.1 The Main Duties of the Districts are:

C9.2.1.1 To hold, as far as possible, District Championships, with an equivalent programme to Scottish Championships, in each sport.

C9.2.1.2 To train Technical Officials in all Sports in accordance with the approach followed by National Committees.

C9.2.1.3 To recruit and train personnel for all District Positions, including putting in place succession planning.

C9.2.1.4 To put in place a mechanism that will ensure that all the Districts operate in a consistent manner and share their Best Practices.

C9.2.2 The additional Responsibilities of the Districts are:
C9.2.2.1 To appoint a SASA Vice President as per sections C7.3.2 and C9.8.4
C9.2.2.2 To appoint SASA Council members as per section C9.8.3
C9.2.2.3 To appoint SASA National Committee members as per section C9.3.3
C9.2.2.4 To liaise with Council, Scottish Swimming Staff, National Committees and their Clubs on relevant matters.

**C9.3 Annual General Meeting (AGM)**

C9.3.1 Each District shall hold an AGM in either the last two weeks in May or the beginning of June. The date, time, venue and quorum shall be in accordance with District Governance Documentation
C9.3.2 The Agenda sent to Affiliated Clubs and District Life Members shall include the Annual Report, nominations for office and other business to be transacted in accordance with District Governance Documentation.
C9.3.3 Nominations for office, proposed alterations to District Governance Documentation and notices of motion must be in the hands of the District Secretary, in writing as determined by the District's Governance Documentation.
C9.3.4 Procedures for the conduct of business shall conform to Company Rules Section R16.

**C9.4 Delegates Meeting(s)**

C9.4.1 Meetings will be held at least twice a year. The date, time, venue and quorum for each meeting shall be in accordance with District Governance Documentation.
C9.4.2 Procedures for the conduct of business shall conform to Company Rules Section R16.

**C9.5 Special Meeting(s)**

C9.5.1 A special meeting shall be called.
a) At the request of the District Executive or
b) On the call of a majority voting at a general meeting or
c) Within 14 days of receipt of a written request signed on behalf of at least 25% of the registered clubs in the District. The request must state the reason for calling the meeting and be accompanied by the appropriate fee. The fee may be retained or returned at the discretion of the District.

C9.5.2 Procedures for the conduct of business shall conform to Company Rules Section R16.

**C9.6 Meeting Attendance**

C9.6.1 Delegates from each Affiliated Club and ex-officio delegates shall be entitled to attend, take part in the proceedings and vote. District Life Members shall be entitled to attend and take part in the proceedings and are also entitled to vote if they are members of the SASA.
C9.6.2 The meeting shall have the right to exclude from all or part of the proceedings all but those mentioned in Section C9.6.1.
C9.6.3 Each Affiliated Club shall be allowed three delegates who must be registered with SASA as a member of that Club.

**C9.7 District Office Bearers**

C9.7.0 All individuals elected as District Office Bearers as per Section C9.7.1 must be a member of SASA at the time of taking up their appointment.
C9.7.1 Each District shall have a President, Vice President, Secretary, Treasurer and Committees who shall be elected/appointed at the District AGM in accordance with Company Rules Section R16
C9.7.2 Those elected/appointed shall hold office for one year and be eligible for re-election. In the event of vacancies arising during the year, the vacancy may be filled by election or appointment at a subsequent District General or Delegates meeting. Subject to Section C9.7.5, all individuals elected or appointed as President, Vice President, Secretary, Treasurer or Convenor of a Committee must be a delegate or a District Life Member at the time of election or appointment.
C9.7.3 The President, Vice President, Secretary and Treasurer shall be ex-officio delegates at all meetings.
C9.7.4 The Convenor of a District Committee cannot be removed from the list of delegates during the year except with the authority of the District.
C9.7.5 Convenors of Committees may be appointed from outwith those eligible to attend a District AGM in accordance with Section C9.6.1 if no nominations in accordance with Section C9.7.2 have been received. Such appointments shall be without delegate status and the appointee shall report only on the business of their Committee at District meetings.
C9.7.6 Each District shall have a District Executive made up of such Office Bearers as District Governance Documentation shall specify but must in all cases include at least the President, Vice President, Secretary and Treasurer. The powers and duties of the District Executive shall be specified in District Governance Documentation.

**C9.8 Other District Appointments/Nominations**

C9.8.1 A District may in accordance with Company Rules Section R16 appoint at a District AGM:
- a) Life Members
- b) Patron
- c) Any honorary office bearers deemed necessary (e.g. Honorary Legal Adviser)
- d) Auditor(s)/Examiner(s), who must not be office bearers covered by Section C9.7.1.

C9.8.2 Those appointed need not be delegates.

C9.8.3 A District will nominate two representatives, in accordance with Section C9.2.2, for the SASA Council at a District AGM.

C9.8.4 A District will nominate a SASA Vice President in accordance with the following criteria:
- a) Nominations from Affiliated Clubs and District Life Members shall be submitted to the appropriate District Secretary by 15 April. The District Executive may add other candidates and present the list of all candidates who satisfy the SASA Criteria to their District AGM for a candidate to be identified for notification to the Company by 30 June.
- b) Nominations should satisfy the skills matrix for SASA President obtainable from the Company.

**C9.9 Committees**

C9.9.1 Each District shall, as far as possible, have equivalent Committees to that of the Company but shall be permitted to have such additional Committees as deemed necessary for the management of the District.

C9.9.2 Members other than co-opted members shall be elected / appointed at the District AGM.

C9.9.3 The President, Vice President, Secretary and Treasurer shall be ex-officio members of all Committees.

C9.9.4 The frequency of meetings, order of business and standing orders shall be in accordance with District Governance Documentation.

C9.9.5 Standing Orders shall, as appropriate, be in accordance with those set out in Company Rules Section R16.

**C9.10 Scottish Swimming Governance**

C9.10.1 Districts shall be subject to and bound by, the Scottish Swimming Governance Documentation (SASA Constitution, Company Articles and Company Rules), the Company Regulations and the Company Codes of Practice.

C9.10.2 In terms of the application of the Scottish Swimming Governance procedures for Protests, Complaints, Suspensions & Fines and Appeals, Districts are treated as being the same as an Affiliated Club.
- a) Protests – Section R11 of Company Rules shall apply.
- b) Complaints – Sections R12 to R15 of Company Rules shall apply.
- c) Suspensions and Fines – Section R13 of Company Rules shall apply.
- d) Appeals – Sections R12 to R15 of Company Rules shall apply.

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**C10 CLUBS**

**C10.1 Affiliation**

C10.1.1 Clubs applying for affiliation must do so, to the appropriate SASA District Secretary on a form available from the Company Office enclosing their Governance Documentation and appropriate District affiliation fee. A Club's governance documentation must be based on the current issue of the Scottish Swimming Club "Model Constitution" and policies available from the Company.

C10.1.2 District Executives shall confirm acceptance or rejection of an application by a Club to affiliate within 21 days. If an application is rejected the applying club must be informed of the reason and they have the right to appeal to Scottish Swimming, in accordance with Company Rules Sections R12 to R15.

C10.1.3 Refer to C3.3.10 for the criteria for minimum number of members required for new Clubs to affiliate to SASA.

C10.1.4 Clubs must pay the relevant District's affiliation fees and affiliate to SASA as per section C3.3.

**C10.2 Constitution/Bye-Laws**

C10.2.1 Clubs, and their members, shall be subject to and bound by, the Scottish Swimming Governance Documentation (SASA Constitution, Company Articles and Company Rules), the Company Regulations, the Company Codes of Practice and the appropriate SASA District Rules.

C10.2.2 The Constitution/Bye-Laws of a Club must not conflict with the SASA Constitution, the Company Articles, the Company Rules, the Company Regulations or SASA District Governance Documentation. In the event of such conflict the SASA Constitution, the Company Articles, the Company Rules, the Company Regulations or SASA District Governance Documentation in that order shall prevail over that of the Club.

C10.2.3 Affiliated Clubs must ensure that a copy of their Constitution/Bye-Laws is forwarded to the appropriate SASA District Secretary by 31 January each year or within 28 days following the adoption of change(s).

C10.2.4 A Club Constitution/Bye-Laws must include all mandatory sections/paragraphs, identified in the Club "Model Constitution", referenced in Section C10.1.1.

**C10.3 Donations**

C10.3.1 Clubs may accept donations to funds for services given by their members at Meets/Galas, but the members concerned shall receive expenses only.

**C10.4 Membership - See Company Rules Section R5.**

**C10.5 Eligibility - See Company Rules Section R4.5.**

**C10.6 Safeguarding and Wellbeing and Protection Officer (WPO)**

C10.6.1 Clubs must comply with the Company wellbeing and protection policies and code of practice and are required to have a fully trained WPO who has completed the Company approved training. This includes attending repeat workshops, as required by the Company, to remain fully trained.

C10.6.2 When Clubs appoint a new WPO they must ensure that the WPO completes the Company approved training, as detailed in the Company's Wellbeing and Protection code of practice, in order for them to be regarded as fully trained.

C10.6.3 The following Club personnel or employees must comply with the Company's Wellbeing and Protection code of practice or they will be subject to the sanctions detailed therein.

a) WPOs
b) All coaches and teachers
c) All regulated and non-regulated roles, as detailed in the Company's Wellbeing and Protection code of practice and the safer recruitment policy.

C10.6.4 Clubs who do not comply with C10.6.1, C10.6.2 and C10.6.3 are subject to disciplinary action by the CEO on the recommendation of the Company utilising the Case Management Review Group (Company Rules R13.2.3) where appropriate.

**C.10.7 Meetings**

C10.7.1 Procedures for the conduct of business in Club's meetings shall conform to Company Rules Section R16.

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**C11.0 AWARDS and HALL of FAME**

**C11.1 General**

C11.1.1 The following awards will be made at a time detailed with each award.

C11.1.2 The person or body making a nomination is required to ensure that the nomination details remain confidential and are not divulged to third parties, including the nominee prior to nominations being considered by the SASA Council, Company Board, Selection Panel or other body as appropriate.

C11.1.3 The decision on which nominees or applicants are to receive awards is final and no correspondence will be entered into before or after the body making the award have made their decision.

C11.1.4 The nomination/application process for the awards is detailed with each award.

C11.1.5 An Awards Panel consisting of the Company Chair, the SASA President, the SASA Vice President and one other from the Company Board, SASA Council or Scottish Swimming Management Team will review the nominations for the recipients of the National and District Awards (C11.3) and the Sport Awards (C11.4). The Awards Panel will make recommendations to the Company Board and SASA Council, as detailed in C11.3 and C11.4. The Company Board and SASA Council, as appropriate, will have the final decision.

**C11.2 SASA Life Membership**

C11.2.1 The SASA Council will consider nominations and decide who will receive SASA Life Membership.

C11.2.2 The award(s) will be made at the Scottish Swimming AGM or any other time decreed suitable by the Company.

C11.2.3 SASA Life Membership shall be awarded to each retiring SASA President and to persons who have given outstanding service, over many years, in support of the Association.

C11.2.4 Nominations must be made to the Company by 1 June for submission to the SASA Council.

C11.2.5 Nominations may be made by Affiliated Clubs, SASA Districts, Company National Committees or SASA Life Members. Nominations should contain full details of the nominee's service to the SASA and their aquatic career if appropriate.

C11.2.6 Nominations should satisfy the guidelines obtainable from the Company.

C11.2.7 In the event that a Life Membership should require to be removed from any recipient, SASA Council will make the decision to rescind and notify the Company.

**C11.3 National and District Awards**

**C11.3.1 National and District Awards General**

C11.3.1.1 The Awards Panel will consider the nominations and make a recommendation to SASA Council on who will receive the National and District awards. The awards will be presented annually.

C11.3.1.2 The awards will be made at a time decreed suitable by the Company.

**C11.3.2 J Y Coutts Awards**

C11.3.2.1 The John Y Coutts Memorial Award shall be presented to the person(s) who have given outstanding services to the SASA.

C11.3.2.2 Nominations must be made to the Company by 31 July, or a more suitable date determined and advised by the Company, for submission to the Awards Panel.

C11.3.2.3 Nominations may be made by Affiliated Clubs, SASA Districts or SASA Life Members. Nominations should contain full details of the nominee's service to the SASA and their aquatic career if appropriate.

C11.3.2.4 Nominations should satisfy the guidelines obtainable from the Company.

**C11.3.3 Nancy Riach Memorial Medal**

C11.3.3.1 The Nancy Riach Memorial Medal shall be awarded to the person(s), as defined in C11.4.1.4, who has done the most to enhance or uphold the prestige of Scottish Swimming in any of its sports during the year.

C11.3.3.2 All the recipients nominated by the Sport Committees for the athlete awards in C11.4, will be submitted to the Awards Panel for consideration.

**C11.3.4 John Gunning Awards**

C11.3.4.1 The John Gunning quaiches and token awards for retention, shall be presented to a volunteer from each SASA District who has made a consistent and continuous contribution at Club and/or District level in the last year.

C11.3.4.2 Nominations shall be submitted to the appropriate SASA District secretary by 30 June.

C11.3.4.3 Nominees must reside in Scotland and have contributed at any level from grass roots through to elite. Nominations shall include an account of the achievements of the nominee during the year.

C11.3.4.4 Each District Executive may add other candidates and will nominate a recipient, for their own District, for submission to the Awards Panel.

C11.3.4.5 Nominations should satisfy the guidelines obtainable from the Company.

**C11.4 Sport Awards**

**C11.4.1 Sport Awards General**

C11.4.1.1 The Awards Panel will consider the proposed recipients and make a recommendation to the Company Board on who will receive the Sport awards. The awards will be presented annually.

C11.4.1.2 Nominations shall be submitted, as detailed for each award, by 31 July, or a more suitable date determined and advised by the Company.

C11.4.1.3 The awards will be made at a time decreed suitable by the Company.

C11.4.1.4 The nominated recipient (artistic swimmer, disability swimmer, diver, player or swimmer) for the sport awards will be either

a) An individual athlete
b) Two athletes who have competed as a Pair in an event (e.g. Artistic Swimming Duet, Synchro Diving)
c) Three or more athletes who have competed as a Team in an event (e.g. Water Polo Team, Swimming Relay Team, Artistic Swimming Team).

**C11.4.2 Water Polo Player of the Year (Speedo Trophy)**

C11.4.2.1 The Water Polo Player of the Year Trophy shall be awarded to the player who has done most to enhance or uphold the prestige of Scottish Water Polo during the year.

C11.4.2.2 Nominations shall be submitted to the Water Polo Chair

C11.4.2.3 Each nomination shall include an account of the achievements of the nominee during the year. The National Water Polo Committee may add other candidates and will nominate a recipient to the Awards Panel.

**C11.4.3 Junior Water Polo Player of the Year**

C11.4.3.1 The Junior Water Polo Player of the Year Trophy shall be awarded to the junior player who has done most to enhance or uphold the prestige of Scottish Water Polo during the year. The age criteria to be met by nominees will be set by the National Water Polo Committee each year.

C11.4.3.2 Nominations shall be submitted to the Water Polo Chair.

C11.4.3.3 Each nomination shall include an account of the achievements of the nominee during the year. The National Water Polo Committee may add other candidates and will nominate a recipient to the Awards Panel.

**C11.4.4 John and Margaret Bell Award (John and Margaret Bell Memorial Award)**

C11.4.4.1 The John and Margaret Bell Award shall be presented to the diver who has done most to enhance or uphold the prestige of Scottish Diving during the year.

C11.4.4.2 Nominations shall be submitted to the Diving Chair.

C11.4.4.3 Each nomination shall include an account of the achievements of the nominee during the year. The National Diving Committee may add other candidates and will nominate a recipient to the Awards Panel.

**C11.4.5 Denis Sullivan Memorial Trophy**

C11.4.5.1 The Dennis Sullivan Memorial Trophy shall be awarded to the swimmer who has done most to enhance or uphold the prestige of Scottish Open Water Swimming during the year.

C11.4.5.2 Nominations shall be submitted to the Open Water Swimming Chair.

C11.4.5.3 Each nomination shall include an account of the achievements of the nominee during the year. The National Open Water Swimming Committee may add other candidates and will nominate a recipient to the Awards Panel.

**C11.4.6 The Eian Prentice Memorial Junior Award**

C11.4.6.1 The Eian Prentice Memorial Junior Award shall be presented to the junior swimmer who has done most to enhance or uphold the prestige of Scottish Open Water Swimming during the past year.

C11.4.6.2 Nominations shall be submitted to the Open Water Swimming Chair.

C11.4.6.3 Each nomination shall include an account of the achievements of the nominee during the year. The National Open Water Swimming Committee may add other candidates and will nominate a recipient to the Awards Panel.

**C11.4.7 The Artistic Swimmer of the Year Trophy**

C11.4.7.1 The Artistic Swimmer of the year trophy shall be presented to an artistic swimmer who fulfils any or all of the following.

a) Has done most to enhance or uphold the prestige of Scottish Artistic Swimming in the previous year.
b) An artistic swimmer who has put achievement and improvement into the sport over the year.
c) An artistic swimmer who has participated in the previous year's Scottish Nationals and/or Age Group Championships within the competitive strand.
d) An artistic swimmer who has competed for their Club or Country at a National and/or International Event(s).

C11.4.7.2 Nominations shall be submitted to the Artistic Swimming Committee Chair.

C11.4.7.3 Each nomination shall include an account of the achievements of the nominee during the year. The National Artistic Swimming Committee may add other candidates and will nominate a recipient to the Awards Panel.

**C11.4.8 Swimmer of the Year Trophy**

C11.4.8.1 The Swimmer of the Year Trophy shall be awarded to the swimmer (excluding performances at Open Water and Masters Events) who has done most to enhance or uphold the prestige of Scottish swimming during the year.

C11.4.8.2 Nominations shall be submitted to the National Swimming Committee Chair.

C11.4.8.3 Each nomination shall include an account of the achievements of the nominee during the year. The National Swimming Committee may add other candidates and will nominate a recipient to the Awards Panel.

**C11.4.9 Jim Anderson Award for Disability Swimmer of the Year**

C11.4.9.1 The Jim Anderson Award for Disability Swimmer of the Year shall be awarded to the swimmer who has done most to enhance or uphold the prestige of Scottish Disability Swimming during the year.

C11.4.9.2 Nominations shall be submitted to the National Swimming Committee Chair.

C11.4.9.3 Each nomination shall include an account of the achievements of the nominee during the year. The National Swimming Committee may add other candidates and will nominate a recipient to the Awards Panel.

**C11.4.10 W G Todd Prizes and Cups**

C11.4.10.1 Two W G Todd Prizes and Cups shall be awarded as follows:

a) Female Swimmer of the Year aged 18 years or under at 31 December.
b) Male & Open Swimmer of the Year aged 18 years or under at 31 December.

C11.4.10.2 Nominations shall be submitted to the National Swimming Committee Chair.

C11.4.10.3 Each nomination shall include an account of the achievements of the nominee(s) during the year. The National Swimming Committee may add other candidates and will nominate two recipients to the Awards Panel.

**C11.4.11 Coach of the Year Award**

C11.4.11.1 The Coach of the Year Awards shall be awarded to coaches in any of the sports.

a) The **Childrens Development Coach of the Year Award** (for coaching children aged 8-12 years) shall be awarded to; A coach who has contributed significantly to creating a positive, enjoyable, group learning environment within an Affiliated Club, leading to demonstrably improved competition outcomes, or identifiably increased club membership during the year.
b) The **Age Group Coach of the Year Award** (for coaching young people aged 12-18 years) shall be awarded to; A coach who has developed groups of athletes at SASA District and National level, leading to both club and individual success at SASA District and/or National level during the year.
c) The **Performance Development Coach of the Year Award** (for coaching young people aged 12-18 years) shall be awarded to; A coach who has developed an athlete or a group of athletes to junior, youth or senior international level, and/or British national championship success (or sport equivalent) during the year.
d) The **Performance Coach of the Year Award** shall be awarded to; The coach who has done most to enhance or uphold the performance and/or prestige of Scottish Swimming's athletes during the year.

C11.4.11.2 Nominations may be made by Affiliated Clubs or National Sport Committees to the Director of Aquatics. Each nomination shall include an account of the achievements of the nominee during the year.

C11.4.11.3 The selection panel, consisting of the Director of Aquatics, the National Coach and at least 1 other, may add other candidates and will nominate the recipients to the Awards Panel.

**C11.5 General Scottish Swimming Awards**

**C11.5.1 Scottish Swimming Club of the Year Award**

C11.5.1.1 The Club of the Year is awarded to an Affiliated Club demonstrating outstanding progress against their club development plan during the 12 months prior to the submission date.

C11.5.1.2 Application must be made to the Company by 14 May, or a more suitable date determined and advised by the Company.

C11.5.1.3 An application can be made by an Affiliated Club which satisfies the criteria set by the Company.

C11.5.1.4 The final decision will be made by a selection panel consisting of the SASA President, the SASA Vice President and at least two others.

C11.5.1.5 The award will be made at a time decreed suitable by the Company.

**C11.6 Achievement and Commendation Awards**

C11.6.1 The Company Board will consider all recommendations for Achievement and Commendation awards which can be presented at any time.

C11.6.2 Achievement and/or Commendation awards can be awarded to members of SASA who have performed an Outstanding Sporting Achievement relevant to the Aquatic Sports or have given outstanding service to Scottish Swimming.

C11.6.3 Nominations shall be submitted to the Company Board at any time.

C11.6.4 Nominations may be submitted by SASA Council Members, Company Board Members, Company National Committees, SASA Districts or Affiliated Clubs.

C11.6.5 Each nomination shall include an account of the achievement or outstanding service of the nominee. The Company Board will make the final decision on recipients and the format of the award.

C11.6.6 The award(s) will be made at a time decreed suitable by the Company.

**C11.7 Scottish Swimming Hall of Fame**

C11.7.1 Inductions to the Scottish Swimming Hall of Fame will normally take place every two years and will be on Olympic and Commonwealth Games years.

C11.7.2 Nominations for induction to the Hall of Fame must be made to the Company by 31 July, or a more suitable date determined and advised by the Company, for submission to the SASA Council.

C11.7.3 Nominations may be made by Affiliated Clubs, SASA Districts, SASA Life Members, Company Board, SASA Council or National Committees. Nominations should contain full details of the nominee's aquatic career.

C11.7.4 Nominees should satisfy the following criteria

a) Have been an athlete
b) Have retired from International Competition for at least two years in the Sport for which they are being nominated, excluding participation in Masters Events.

C11.7.5 Nominees should have achieved one of the following standards. However, achievement of one of the following standards is not a guarantee of an automatic nomination or of a nomination being accepted.

a) An Olympic or Paralympic Games Medallist
b) A World Championship Medallist
c) A European Gold Medallist
d) A Commonwealth Gold Medallist
e) Been awarded 50 GB Senior Caps for Water Polo

C11.7.6 When considering nominations individual medallists will be recognised ahead of relay medallists.

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**C12.0 FINANCES**

C12.1 The Financial Year of SASA shall end on 31 March each year.

C12.2 Refer to Company Rules Section R3 for details on finances.

C12.3 If upon the winding up or dissolution of The SASA there remains after satisfaction of all its debts and liabilities any property whatsoever the same shall be paid to or distributed to the current members of The SASA and, to the extent reasonably practicable, those who have been members during the 5year period preceding winding up or dissolution. Insofar as possible, there shall be a reasonable relationship between the amount to be so paid or distributed to each member and the amount originally contributed by that member.

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**No. 246445**

# The Companies Act 2006

## Private Company Limited by Guarantee and not Having a Share Capital

## Articles of Association

## Of

## The Scottish Amateur Swimming Association Limited

## Adopted in entirety by Special Resolution on [27 February 2010]

**Amendments Adopted by Special Resolutions on:**

| | |
|---|---|
| 26 February 2011 | A2.2.4, A2.3.2, A3.1.3.2.5 & A3.1.3.6.1 |
| 23 February 2013 | A1.2.2 |
| 22 February 2014 | A1.2.1, A3.1.3.2, A3.1.3.4, A3.1.3.6, A3.1.3.7, A3.1.3.8, A5.7, A5.8 & A5.9, Also the complete removal of the Appendix to the Articles |
| 28 February 2015 | A2.1.2, A2.2.1, A2.3.1, A2.3.2, A2.3.3, A3.1.1.2, A3.1.1.3, A3.1.3.7 & A3.1.3.8 |
| 27 February 2016 | A3.1.3.8.2 |
| 25 February 2017 | A3.1.3.7.2 & A3.1.3.8.1 |
| 24 February 2018 | A2.1.1, A2.1.2, A2.2.1, A3.1.3.2 & A3.1.3.6.1 |
| 26 September 2020 | A1.1, A2.2.1, A3.1.2.2, A3.1.3.2.4, A3.1.3.6.1, A3.1.3.8.1d, A3.2.3.4, A5.6.1 A5.6.2 & A5.7.1b |
| 25 September 2021 | A1,1, A2.2.1(i)a, A2.1.2, A2.1.3, A2.1.4, A2.2.4a & c, A2.2.8, A2.3.1a, A3.1.3.2.4a, A3.1.3.6.1a & c, A3.1.3.7.1, A3.1.3.7.1 g, A3.1.3.7.2c, A3.1.3.8.2d, A3.2.6.1 |
| 24 September 2022 | A2.2.7, A3.1.3.4b & d, A3.1.3.7, A3.1.3.7.1b, A3.3.1.7.2c, A3.1.3.8.2d |
| 23 September 2023 | A1.1, A2.1.1, A2.1.3, A2.1.4, A2.2.9, A2.3.2, A3.1.1.3, A3.1.3.4.1, A3.1.3.5.1, , A3.1.3.6.1, A3.1.3.7, A3.1.3.8.2 |
| 21 September 2024 | A1.1, A2.1.1(i)d, A.3.1.1(d), A3.1.3.4.1c, A3.1.3.7.4g, h, i & j |

Scottish Amateur Swimming Association Limited
University of Stirling Sport
University of Stirling
Stirling
FK9 4LA

(These Company Articles replaced the original Memorandum of Association of the Scottish Amateur Swimming Association Limited, A private company limited by guarantee and not having a share capital - Incorporated on [1 May 2003] and which were adopted by Special Resolution on 23 February 2008)

# Scottish Amateur Swimming Association Limited
# Company Articles

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## PART A1 INTERPRETATION

### A1.1 Defined Terms

In the articles and the rest of these governance documents, unless the context requires otherwise:

**"Aquatics GB"** or "**AGB**" formerly known as "British Swimming", is the governing body for Aquatics in Great Britain:

**"Articles"** means the Company's Articles of Association;

**"bankruptcy"** includes individual insolvency proceedings in a jurisdiction other than England and Wales and Northern Ireland which have an effect similar to that of bankruptcy;

**"Board Director"** means a Director of the Company Board, nominated and appointed by the Member in accordance with the Constitution;

**"CEO"** when referring to actions within these Governance Documents, means the CEO or their nominated deputy.

**"Chair"** has the meaning given in article A2.3.1

**"chair of the meeting"** has the meaning given in article A2.3.1

**"Clubs"** means the clubs affiliated to the SASA;

**"Code of Practice"** means a document defining policy in respect of a specific subject;

**"Committees"** means the Sport and Technical Committees of the Company which are appointed in accordance with these articles;

**"Companies Acts"** means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the Company;

**"the Company"** when referring to actions within these Governance Documents, means any person(s) who has been delegated this responsibility by the CEO or the Senior Management Team.

**"Company Rules"** means the rules of the Company from time to time, approved by the Member, and adopted by the Company;

**"Complaints Panel"** means a Complaints Panel of the Company appointed in accordance with Company Rules;

**"Constitution"** means the Constitution of the Member.

**"District"** means the four Districts into which the SASA is divided, namely East, Midland, North and West;

**"document"** includes, unless otherwise specified, any document sent or supplied in electronic form;

**"electronic form"** has the meaning given in section 1168 of the Companies Act 2006**;**

"**European Aquatics**" or "**EA**" formerly known as the Ligue Europeenne de Natation, is the governing body for Aquatics in Europe.

**"Honorary Legal Adviser"** means the legal adviser of Scottish Swimming as appointed by the Member;

**"majority decision"** has the meaning given in article A3.2.3.

**"Member"** has the meaning given in section 112 of the Companies Act 2006;

**"Office"** means the registered office of the Company;

**"ordinary resolution"** has the meaning given in section 282 of the Companies Act 2006

**"Regulations"** means regulations approved by the Company Board in accordance with these Articles;

**"SASA"** means the Scottish Amateur Swimming Association;

**"SASA Council"** means the Council of the Member.

**"Secretary"** means the secretary of the Company or any other person appointed to perform the duties of the secretary of the Company, including a joint, assistant or deputy secretary;

**"special resolution"** has the meaning given in section 283 of the Companies Act 2006;

**"subsidiary"** has the meaning given in section 1159 of the Companies Act 2006;

**"Swim Schools"** means swim schools affiliated to the SASA;

**"transmittee"** means a person entitled to a share by reason of the death or bankruptcy of the share's holder or otherwise by operation of law;

**"unanimous decision"** has the meaning given in article A3.2.2;

**"United Kingdom"** means Great Britain and Northern Ireland.

"**World Aquatics**" or "**WA**" formerly known as the Fédération Internationale de Natation (FINA), is the world governing body for all Aquatics.

**"writing"** means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the Company.

**A1.2 Company Objects**

A1.2.1 The principal object for which the Company is established is to deal with the day to day management of the affairs of The Scottish Amateur Swimming Association (the "SASA") as such right is delegated to and vested in the Company in terms of the SASA Constitution.

A1.2.2 Refer to SASA Constitution Sections C2.1, C2.2 and C2.4.

**A1.3 Registered Office**

A1.3.1 The Company's Registered Office is to be situated in Scotland.

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**PART A2 COMPANY BOARD**

**A2.1 Appointments**

A2.1.1 The Company Board shall consist of:

i) Non-Executive Board Directors
   a) Company Chair
   b) Seven Ordinary Board Directors
   c) SASA President
   d) SASA Vice President
   e) Up to three Co-opted Board Directors

ii) Executive Board Directors
   f) Chief Executive Officer (CEO)

A2.1.2 The normal term of office for a non-executive member of the Company Board is four years. A member may only be appointed for two consecutive terms in any one capacity and a maximum of three consecutive terms in all capacities, subject to re-appointment after each term as per A2.1.3. A member, who has to retire from the Company Board for this reason may apply for a vacancy on the Company Board after an absence of four years from the Company Board.

A2.1.3 The Company Chair and the Ordinary Board Directors shall be appointed as per SASA Constitution Section C7.4, following an open recruitment process.

a) The Company Chair can be re-appointed for a second consecutive term in office by the unanimous agreement of the Company Chair Appointments Panel (SASA Constitution C7.4.1) without the need for an open recruitment process.
b) Company Board Directors can be re-appointed for a second consecutive term in office by the unanimous agreement of the Company Board Members Appointments Panel (SASA Constitution C7.4.2) without the need for an open recruitment process.

A2.1.4 Co-opted Board members.

a) Co-opted Board members. shall be appointed by the Company Board for a term of up to four years subject to the approval of the Company Board Members Appointment Panel (SASA Constitution C7.4.2).
b) Co-opted Board Members can be re-appointed for consecutive terms in office by the unanimous agreement of the Company Board Members Appointments Panel subject to a maximum of eight years in office.
c) The term(s) of office as a Co-opted Board member counts towards the maximum term of office of a non-executive member of the Company Board as per A2.1.2.
d) Co-opted Board Members have the same entitlement to vote as the other members of the Company Board.
e) Co-opted Board Members do not count towards the quorum for the Company Board as per A2.3.2.

**A2.2 Meetings**

A2.2.1 The Company Board shall meet at least six times a year at venues to be arranged by the Company with the agreement of the Chair. One of the meetings will be a joint meeting with SASA Council in June or July each year.

A2.2.2 The Company shall give not less than seven days' notice of a Company Board Meeting and specify the business.

A2.2.3 The Company, with the agreement of the Chair, may alter the date of any meeting or cancel the meeting should there be insufficient business to be transacted.

A2.2.4 Notice of Board Directors' meeting must indicate:

a) Proposed date and time.
b) Agenda.
c) The venue or if it is anticipated that Company Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

A2.2.5 Notice of Board Directors' meeting:

a) need not be given in writing, but
b) must be communicated to each Board Director and other attendees.

A2.2.6 Company staff shall attend as and when required.

A2.2.7 Relevant papers to be discussed at Company Board meetings will be issued to SASA Council members when they are issued to Company Board members.

A2.2.8 Board Directors participation in Board Directors' meetings.

A2.2.8.1 Subject to the Company Articles, Board Directors participate in a Board Directors' meeting, or part of a Board Directors' meeting, when:

a) the meeting has been called and takes place in accordance with the Company Articles, and
b) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

A2.2.8.2 In determining whether Board Directors are participating in a Board Directors' meeting, it is irrelevant where any Board Director is or how they communicate with each other.

A2.2.8.3 If all the Board Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

A2.2.9 Arrangements for and conduct of business at the Company Board meetings shall be in accordance with Company Rules Section R16.

**A2.3 Business**

A2.3.1 The Chair, who shall be referred to as the 'chair of the meeting' shall be taken in the following order of preference depending on attendance.

a) The Company Chair.
b) An attendee as agreed by those present.

A2.3.2 The quorum shall be five, excluding Co-opted Board Members as per A2.1.4(e).

A2.3.3 Procedures adopted for the conduct of business at meetings of the Company Board shall be in accordance with Section A3.2 and Company Rules Section R16.0.

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**PART A3 BOARD DIRECTORS**

**A3.1 Board Directors' Powers and Responsibilities**

**A3.1.1 Board Directors' General Authority**

A3.1.1.1 Subject to the articles, the Board Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company. Board Directors shall also be required to act in accordance with the General Duties Section of the Companies Act and any subsequent modification.

A3.1.1.2 Without prejudice to the generality of Article A3.1.1.1 the Board Directors main duties are:

a) Be responsible for the day to day management of the affairs of the SASA.
b) Appoint any sub committee(s).
c) Approve, reject or amend any recommendations from Committees.
d) Appoint and arrange supervision of the staff of the Company and arrange accommodation for the administration and staff of the Company and for that purpose, enter into contracts for the lease, purchase or disposal of heritable property.
e) Make alternative arrangements, where a Company Committee is not operating in accordance with the Company Articles and Rules.
f) Maintain relationships with funding partners.

A3.1.1.3 Without prejudice to the generality of Article A3.1.1.1 the Board Directors additional responsibilities are:

a) Approve or otherwise Regulations as drafted by Committees.
b) Appoint the Company Complaints Panel (as per Company Rule Section R1.3.2.1).
c) Consider and approve, for issue, Codes of Practice
d) Nominate candidates for AGB appointments.
e) Allocate Company Board Director support to Scottish Swimming's welfare and associated areas.
f) Appoint Co-opted Board Directors as per A2.1.4.

A3.1.1.4 Notwithstanding any other provisions in these Articles all matters relating to proceedings of the Board Directors shall be in accordance with the Company Rules.

**A3.1.2 Board Directors' Powers of Delegation**

A3.1.2.1 Subject to the articles, the Board Directors may delegate any of the powers which are conferred on them under the articles:

a) to such persons;
b) by such means (including by power of attorney);
c) to such an extent;
d) in relation to such matters or territories; and
e) on such conditions or subject to such restrictions

as they think fit.

A3.1.2.2 If the Board Directors so specify, any such delegation may authorise further delegation of the Board Directors' powers by any person to whom they are delegated.

A3.1.2.3 The Board Directors may revoke any delegation in whole or part, or alter its terms.

## A3.1.3 Committees

### A3.1.3.1 General

A3.1.3.1.1 Committees to which the Board Directors delegate any of the powers must follow procedures which are based as closely as possible on those provisions of the articles which govern the taking of decisions by Board Directors.

A3.1.3.1.2 The Board Directors may make rules of procedure for committees, which prevail over rules derived from the articles if they are not consistent with them.

### A3.1.3.2 Meetings

A3.1.3.2.1 Committees shall meet at least twice per year at venues, dates and times agreed by the majority of members of the Committee.

A3.1.3.2.2 Confirmation of venue, date and time of each meeting, along with a business agenda shall be sent out not less than seven days prior to each meeting, normally by the Company.

A3.1.3.2.3 A Special Meeting of a Committee shall be called when requested by the Company Board. The venue, date and time of the meeting shall be agreed by the majority of the members of the Committee.

A3.1.3.2.4 The Chair shall be taken in the following order of preference depending on attendance.

a) The Company Committee Chair.
b) A District/Club representative as agreed by those present.
c) Any attendee as agreed by those present.

A3.1.3.2.5 Standing Orders shall, as appropriate, be in accordance with those set out in Company Rules Section R16.

A3.1.3.2.6 All members, including co-opted members, shall be entitled to vote if they are members of SASA.

### A3.1.3.3 Order of Business

A3.1.3.3.1 The business of Committee meetings shall include:

a) Minutes of Previous Meeting
b) Actions from Previous Meetings
c) Finance
d) Forward Programme
e) Any Other Competent Business

A3.1.3.3.2 The business agenda for each meeting will be agreed by the Committee Chair prior to issue.

### A3.1.3.4 Appointments

A3.1.3.4.1 The appointment process for members of National Sport/Technical Committees shall be as follows:

a) Each committee shall nominate the Chair, who can, but need not be, a nominated / appointed member of the committee, to the Company Board for appointment for a two year term, reviewed annually.
b) Affiliated Clubs and/or SASA Districts shall nominate their representatives to the Company Board for appointment annually as per SASA Constitution Section C5.14(a).
c) Any person holding office, as any of the following, shall not be eligible to be appointed as a Chair of a National Committee:
   - a President of a District
   - a Secretary of a District
   - a Treasurer of a District
   - the SASA President
   - the SASA Vice President
   - a Board Director of the Company
d) The Chair of each committee shall be responsible for recruiting through open procedures, against an appropriate role description, persons to fulfil those positions which are not appointed by Affiliated Clubs, SASA Districts or other groups, e.g. club representative and district representatives. Elected members of the committee are eligible to be appointed to such positions but are not entitled to additional voting rights.
e) All members of National Committees shall be members of SASA unless specifically stated otherwise (e.g. Scottish Swimming Staff) in the Committee structures in Sections A3.1.3.7 and A3.1.3.8.
f) Co-opted members must be members of SASA except with the agreement of the Company Board.

**A3.1.3.5 Core Roles**

A3.1.3.5.1 National Sport/Technical Committees shall have the following core roles:

| | Sport | Technical |
|---|---|---|
| • Planning and implementing national events. | ✓ | |
| • Selecting national squads and national squad training, as appropriate. | ✓ | |
| • Calendar planning of events. | ✓ | |
| • Producing and monitoring the implementing of a development plan. | ✓ | ✓ |
| • Producing and monitoring, in line with the development plan, an annual budget | ✓ | ✓ |
| • Maintaining regulations | ✓ | ✓ |
| • Communication | ✓ | ✓ |
| • Support Sport Committees as required | | ✓ |

**A3.1.3.6 Responsibilities**

A3.1.3.6.1 National Sport/Technical Committees shall have the following responsibilities in addition to those detailed in their Regulations:

a) Review annually and bring forward for the approval of Company Board amendments to the regulations, for which they have responsibility, or confirm no change is required by 31 May each year.
b) Submit an Annual Report to the Company by 31 July each year.
c) Submit their nomination for Committee Chair for the following year to the Company Board, as per A3.1.3.4.1(a) & (c), by 31 July each year.
d) Submit their list of meeting dates for the following calendar year to the Company by 31 July each year.
e) Submit their recommendations for Fees and Fines as per Company Rules R3.4.2 and R3.6.1.
f) Submit to the Company reports as requested by the Company Board.
g) Submit a proposed budget for their forward programme to the Company Board and be accountable and responsible for the implementation of the agreed programme.
h) Health and Safety at events they run on behalf of Scottish Swimming.
   It is the responsibility of the National Committee to:
   i) Ensure that all participants are made aware of the Health and Safety requirements of the facilities and/or venues used.
   ii) Define any additional Health and Safety requirements specific to their sport where those defined by the facility and/or venue operator are insufficient to cover their requirements.
   iii) Ensure that all participants are aware of the Health and Safety requirements that apply.

**A3.1.3.7 National Sport Committees**

National Sport Committees shall be structured, depending on the number of Affiliated Clubs participating in the sport, as follows:

**A3.1.3.7.1 Artistic Swimming, Diving and Water Polo Committees**

a) Chair (responsible for sharing information with Districts)
b) One representative from each Affiliated Club responsible for encouraging:
   - Club development
   - Coach education
   - Volunteer Training.
c) Event Co-ordinator responsible for
   - Competition programme
   - Calendar Planning
   - Health and Safety relating to events.
d) Technical Officials Co-ordinator responsible for
   - Technical officials training
   - Technical officials deployment
e) Co-opted Members, if necessary, subject to approval of the Company Board.
f) Finance Co-ordinator (Water Polo Committee only) responsible for
   - Controlling income and expenditure
   - Budget preparation, monitoring and reconciliation
   - Preparation of annual accounts
g) The quorum for Artistic Swimming, Diving and Water Polo Committee meetings shall be four, excluding co-opted members, provided at least two Clubs are represented.

**A3.1.3.7.2 Swimming Committee**

a) Chair
b) One representative from each District.
c) Director of Aquatics.
d) National Championships/Events Convenor
e) Technical Officials representative (who should be a member of the STO Committee)
f) Coach Representative
g) Disability Performance Development Manager
h) Co-opted Members, if necessary, subject to approval of the Company Board.
i) The quorum for Swimming Committee meetings shall be five, excluding co-opted members, provided at least 2 Districts are represented.

**A3.1.3.7.3 Masters Swimming Committee**

a) Chair
b) One representative from each District.
c) Events co-ordinator.
d) Technical Officials Representative.
e) Co-opted Members, if necessary, subject to approval of the Company Board.
f) The quorum for Masters Swimming Committee meetings shall be four, excluding co-opted members, provided at least 2 Districts are represented.

**A3.1.3.7.4 Open Water Committee**

a) Chair
b) One representative from each District.
c) Open Water Squad/Team Manager.
d) Events Co-ordinator.
e) Technical Officials Co-ordinator.
f) Health and Safety Co-ordinator.
g) Volunteer Co-ordinator.
h) Lead Coach.
i) Co-opted Members, if necessary, subject to approval of the Company Board.
j) The quorum for Open Water Committee meetings shall be four, excluding co-opted members, provided at least 2 Districts are represented.

A3.1.3.7.5 Responsibilities for Swimming, Open Water Swimming and Masters Swimming committee positions other than the District representatives shall be defined by the Chair.

**A3.1.3.8 National Technical Committees**

National Technical Committees shall be structured as follows:

**A3.1.3.8.1 Swimming Technical Officials (STO) Committee**

a) Chair
b) One representative from each District
c) One Representative from Open Water, nominated by the National Open Water Committee
d) Two persons elected at a National STO meeting
e) Co-opted Members, if necessary, subject to approval of the Company Board.
f) All members shall be certificated registered referees.
g) The quorum for STO Committee meetings shall be four, excluding co-opted members, provided at least 2 Districts are represented.

**A3.1.3.8.2 Coaches Technical Panel**

a) Chair, who need not necessarily be a member of SASA.
b) Four coaches reflecting geographical spread of programmes around the country
c) Two additional coaches to balance the group
d) Director of Aquatics
e) National Coach
f) Swimming Pathway Coach
g) sportscotland representative
h) The quorum for Coaches Technical Panel meetings shall be five, excluding co-opted members, provided at least 2 of the Coaches are present.

## A3.2 Decision-Making by Board Directors

### A3.2.1 Board Directors to Take Decisions Collectively

A3.2.1.1 The general rule about decision-making by Board Directors is that any decision of the Board Directors must be either a unanimous decision or a majority decision.

A3.2.1.2 Subject to the articles, the Board Directors –

a) may take either a unanimous decision or a majority decision on any matter, and
b) may, but need not, take any decision at a Board Directors' meeting

**A3.2.2 Unanimous Decisions**

A3.2.2.1 The Board Directors take a unanimous decision when they all indicate to each other that they share a common view on a matter.

A3.2.2.2 A unanimous decision:

a) may be taken without any discussion between Board Directors, and
b) may, but need not, take the form of a resolution in writing, copies of which have been signed by each Board Director

**A3.2.3 Majority Decisions Without Board Directors' Meeting**

A3.2.3.1 This article applies where a majority decision is not taken in a Board Directors' meeting.

A3.2.3.2 The Board Directors take a majority decision if:

a) a Board Director has become aware of a matter on which the Board Directors need to take a decision;
b) that Board Director has made the other Board Directors aware of the matter and the decision;
c) the Board Directors have had a reasonable opportunity to communicate their views on the matter and the decision to each other; and
d) a majority of those Board Directors vote in favour of a particular decision on that matter.

A3.2.3.3 But if a Board Director is aware that consultation with another Board Director will make it impossible to take a particular decision as soon as the Company's business requires, that Board Director:

a) may decide not to communicate with that other Board Director in relation to that decision before it is taken, but
b) must communicate the decision not to communicate to all the other Board Directors as soon as is practicable, explaining the reasons for it.

A3.2.3.4 And if a Board Director states that they do not wish to discuss or vote on a particular matter, the Board Directors may choose not to communicate with that Board Director in relation to decisions to be taken on that matter.

A3.2.3.5 Board Directors participating in the taking of a majority decision otherwise than at a Board Directors' meeting:

a) may be in different places, and may participate at different time, and
b) may communicate with each other by any means

**A3.2.4 Calling a Board Directors' Meeting**

A3.2.4.1 Meetings shall be arranged in accordance with Section A2.2.

**A3.2.5 Quorum for Majority Decisions**

A3.2.5.1 No majority decision (other than a decision to call a Board Directors' meeting) shall be taken by the Board Directors unless a quorum participates in the decision-making process.

A3.2.5.2 The quorum for Board Directors' decision-making shall be in accordance with Section A2.3.2.

A3.2.5.3 If the total number of Board Directors for the time being is less than the quorum required for Board Directors' majority decision-making, the Board Directors must not take any majority decision, but request the Member to appoint further Board Director(s) in accordance with the Member's Constitution.

**A3.2.6 Chairing the Majority Decision Making Processes**

A3.2.6.1 The Company Chair is appointed in accordance with the Member's Constitution.

A3.2.6.2 If the Chair is not participating in a Board Directors' meeting within ten minutes of the time at which it was to start, the participating Board Directors must appoint one of themselves to chair it. The person chairing the meeting in accordance with this article is referred to as the "chair of the meeting.

**A3.2.7 Casting Vote**

A3.2.7.1 A casting vote shall only be applied in accordance with Company Rule Section R16.3.3.

A3.2.7.2 But a casting vote rule shall not apply if the views of the specified Board Director are to be disregarded as a result of an actual or potential conflict of interest.

**A3.2.8 Conflict of Interest**

A3.2.8.1 If a proposed decision of the Board Directors is concerned with an actual or proposed transaction or arrangement with the Company in which a Board Director has a direct or indirect interest, that Board Director is not to be counted as participating in the decision-making process for voting or quorum purposes.

A3.2.8.2 But if paragraph A3.2.8.3 below applies, a Board Director who is interested in an actual or proposed transaction or arrangement with the Company:

a) is to be counted as participating in the decision-making process, and
b) is entitled to vote on a proposal relating to it.

A3.2.8.3 This paragraph applies when:

a) the Company by ordinary resolution disapplies the provision of the articles which would otherwise prevent a Board Director from being counted as participating in, or voting at, a Board Directors' meeting;

b) the Board Director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or
c) the Board Director's conflict of interest arises from a permitted cause.

A3.2.8.4 For the purposes of this article, the following are permitted causes:
a) a guarantee given, or to be given, by or to a Board Director in respect of an obligation incurred by or on behalf of the Company or any of its subsidiaries;
b) subscription, or an agreement to subscribe, for securities of the Company or any of its subsidiaries, or to underwrite, sub-write, or guarantee subscription for any such securities; and
c) a contract about benefits for employees and Board Directors or former employees and Board Directors of the Company of any of its subsidiaries which does not provide special benefits for Board Directors or former Board Directors.

A3.2.8.5 For the purposes of this article, references to proposed decisions and decision-making processes include any Board Directors' meeting or part of a Board Directors' meeting.

A3.2.8.6 If a question arises at a meeting of Board Directors or of a committee as to the right of a Board Director to vote, the question may, before the conclusion of the meeting, be referred to the Chair of the meeting whose ruling in relation to any Board Director other than the Chair is to be final and conclusive.

**A3.2.9 Records of Decisions to be Kept**

A3.2.9.1 The Board Directors must ensure that the Company keeps a record, in writing, of every unanimous or majority decision taken by the Board Directors for at least ten years from the date of the decision recorded in it.

**A3.3 Appointment of Board Directors**

**A3.3.1 Methods of Appointing Board Directors**

A3.3.1.1 Any person who is willing to act as a Board Director, and is permitted by law to do so, may be appointed to be a Board Director in accordance with the Member's Constitution.

**A3.3.2 Termination of Board Director's Appointment**

A3.3.2.1 A person ceases to be a Board Director as soon as
a) that person ceases to be or is prohibited from being a Board Director by law;
b) a bankruptcy order is made against that person;
c) a composition is made with that person's creditors generally in satisfaction of that person's debt (whether by means of an individual voluntary arrangement or otherwise)
d) a registered medical practitioner who is treating that person gives a written opinion to the Company stating that that person has become physically or mentally incapable of acting as a Board Director and may remain so for more than three months;
e) by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would normally have;
f) a notification to the Company that that person is resigning or retiring from office as a Board Director takes effect in accordance with its terms;
g) that person receives notice signed by all the other Board Directors stating that that person should cease to be a Board Director.

**A3.3.3 Board Directors' Remuneration**

A3.3.3.1 Board Directors may undertake any services for the Company that the Board Directors decide.

A3.3.3.2 Board Directors are entitled to such remuneration as the Member determines –
a) for their services to the Company as Board Directors, and
b) for any other service which they undertake for the Company.

A3.3.3.3 Subject to the articles, a Board Director's remuneration may –
a) take any form, and
b) include any arrangements in connection with the payment of an allowance or gratuity, in respect of that Board Director.

A3.3.3.4 Unless the Board Directors decide otherwise, Board Directors' remuneration accrues from day to day.

A3.3.3.5 Unless the Board Directors decide otherwise, Board Directors are not accountable to the Company for any remuneration which they receive as Board Directors of the Company's subsidiaries.

**A3.3.4 Board Directors' Expenses**

A3.3.4.1 The Company must pay reasonable expenses which the Board Directors properly incur in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company.

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## PART A4 MEMBERS

### A4.1 Becoming and Ceasing to be a Member

A4.1.1 The sole member of the Company shall be the SASA (also referred to throughout these Articles of Association as the "Member") or its successor who is the subscriber to the Memorandum of Association of the Company.

### A4.2 Member's Reserve Power

A4.2.1 The Member may, by special resolution, direct the Board Directors to take, or refrain from taking, specified action.

A4.2.2 No such special resolution invalidates anything which the Board Directors have already done.

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## PART A5 ADMINISTRATIVE ARRANGEMENTS

### A5.1 Organisation of General Meetings

A5.1.1 The Company shall not hold General or Extraordinary General Meetings, but will report to and participate in the General and Extraordinary General Meetings of the Member.

A5.1.2 Changes to the Company Articles may only be made as defined in the SASA Constitution Paragraph C4.1.2.

A5.1.3 Changes to the Company Rules may only be made as defined in the SASA Constitution Paragraph C4.1.3

### A5.2 Means of Communication to be Used

A5.2.1 Subject to the articles –

a) anything sent or supplied by or to the Company under the articles may be sent or supplied in any way which the Companies Act 2006 provides for documents or information to be sent or supplied by or to the Company for the purposes of the Companies Acts, and

b) any notice or document to be sent or supplied to a Board Director in connection with the taking of decisions by Board Directors may also be sent or supplied by the means by which that Board Director has asked to be sent or supplied with notices or documents for the time being.

A5.2.2 A Board Director may agree with the Company that notices or documents sent to a Board Director in a particular way are to be deemed to have been received within a specified time of their being sent and for the specified time to be less than 48 hours.

### A5.3 Addresses and Other Contact Details

A5.3.1 Anything sent to a member under the articles may be sent to that member's address in the register of members, unless –

a) the member and the Company have agreed that another means of communication is to be used, and

b) the member has supplied the Company with the information it needs in order to be able to use that other means of communication.

A5.3.2 Any notice or document sent to a Board Director may be sent to that Board Director's address as registered in the register of Board Directors, unless –

a) the Board Director and the Company have agreed that another means of communication is to be used, and –

b) the Board Director has supplied the Company with the information it needs in order to be able to use that other means of communication.

### A5.4 No right to Inspect Accounts and Other Records

A5.4.1 Except as provided by law or a person nominated by the Member, no person is entitled to inspect any of the Company's accounting or other records or documents merely by virtue of being a member.

### A5.5 Provision for Employees on Cessation of Business

A5.5.1 The Board Directors may decide to make provision for the benefit of person employed or formerly employed by the Company or any of its subsidiaries (other than a Board Director or former Board Director or shadow Board Director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the Company or that subsidiary.

### A5.6 Indemnity

A5.6.1 Subject to the provisions of the Act but without prejudice to any indemnity which may otherwise be available, every Board Director, Managing Director, auditor, secretary or other officer of the Company shall be entitled to be indemnified by and out of the assets of the Company against:

a) all charges, losses, expenses and liabilities incurred by them in the execution and discharge of their duties or in relation thereto; and

b) any liability incurred by them in:

i) defending any proceedings, whether civil or criminal, in which judgement is not given against them; or

ii) in connection with any application in which relief is granted to them by the Court from liability for negligence, breach of duty or breach of trust in relation to the affairs of the Company.

A5.6.2 The Company may purchase and maintain for any officer or auditor of the Company insurance against any liability which by virtue of any rule of law would otherwise attach to them in respect of any negligence, default, breach of duty or breach of trust of which they may be guilty in relation to the Company.

**A5.7 Company Income, Property and Payment**

A5.7.1 The income and property of the Company whensoever derived shall be applied solely towards the promotion of the objects of the Company as set forth in the Company Articles and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, gift, bonus or otherwise howsoever by way of profit to the Members, officers or servants of the Company.

PROVIDED that nothing herein shall prevent

a) The payment in good faith of reasonable and proper remuneration to any Member, officer, or servant of the Company in return for any services actually rendered to the Company, or outlays properly incurred on its behalf.

b) The payment in good faith to any Member, officer, or servant of the Company including members of its Board of Directors of out of pocket expenses incurred by them in or about the performance of their duties.

c) A reasonable and proper rent for premises let by any Member of the Company or its Board of Directors.

**A5.8 Liability of Members**

A5.8.1 The Member of the Company undertakes to contribute to the assets of the Company in the event of the same being wound up while a Member, or within one year after ceasing to be a Member, for payment of the debts and liabilities of the Company contracted before ceasing to be a Member and of the costs, charges, and expenses of winding up, and for the adjustment of the rights of the contributors among themselves, such amount as may be required not exceeding £1.

**A5.9 Dissolution of Company**

A5.9.1 Notwithstanding Section A5.7, if upon the winding up or dissolution of the Company there remains after satisfaction of all its debts and liabilities any property whatsoever the same shall be paid to or distributed to the sole Member of the Company, which is The SASA. Insofar as possible, there shall be a reasonable relationship between the amount to be so paid or distributed to the sole Member and the amount originally contributed by the sole Member.

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# Scottish Amateur Swimming Association
# Company Rules

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**R1.0 COMPANY BOARD**

**R1.1 Meetings**

R1.1.1 Arrangements for Company Board meetings will be in accordance with Company Articles.

**R1.2 Publications**

R1.2.1 The Company Board shall arrange for the publication of:

a) An Annual Information Guide or an alternative publication.
b) Amendments to the SASA Constitution, the Company Articles, the Company Rules, the Company Regulations and the Company Codes of Practice,
c) Other information as deemed necessary

**R1.3 Appointments/Nominations.**

**R1.3.1 Predefined Appointments**

a) Two representatives for the Commonwealth Games Council for Scotland.
- The Company Chair and the Director of Aquatics.

b) One representative for the Scottish Sports Association.
- The CEO or Director of Aquatics.

c) Representative for the AGB Management Board.
- To be appointed by the Company Board as per Company Articles A3.1.1.3(d). The appointment will comply with the requirements of UK Sport guidance to AGB with a maximum of up to two four year terms.

d) National Representative for AGB General Meetings.
- A Company Board representative.

e) Scottish Schools Swimming Association (SSA) Representative.
- A SASA Council Member as per SASA Constitution C7.1.4.7.

**R1.3.2 Nominations following a Company process to seek suitably qualified candidates.**

**R1.3.2.1 Complaints Panel Appointments**

R1.3.2.1.1 The Company Board shall establish an independent Complaints Panel following Open Recruitment. It shall not be necessary for a Panel member to be a member of SASA.

R1.3.2.1.2 Persons shall be appointed to the Panel for a term of its own choosing provided that it is no longer than four years. A person can be reappointed (with there being no limit on the number of consecutive terms that a person can be appointed). Members of the SASA Council and/or Company Board shall not be eligible to apply and in the event that a person is appointed to the Panel and thereafter becomes a member of the SASA Council and/or Company Board the person shall automatically be removed from the Panel. For the avoidance of doubt the Company Board shall be entitled to accept or reject any application to the Panel and remove any person from the Panel at any time.

R1.3.2.1.3 The Head of Panel and one other Company Board member shall consider the applications received and make a recommendation to the Company Board who should be appointed as suitable and experienced persons. The Company Board as per R1.3.2.1.2 has the final decision.

R1.3.2.1.4 The Company Board shall appoint from the Panel members or from applications received a Head of Panel. The Head of Panel will determine which Panel members shall hear any case put before the Panel. The Head of Panel shall be able to appoint a temporary depute head of panel from time to time from the Panel members for periods when the Head of Panel is not easily accessible or to assist in the execution of the duties of the Head of Panel.

R1.3.2.1.5 The Company shall ensure that all panel members are suitably trained by providing all necessary training.

**R1.3.2.2 Aquatics GB (AGB) Judicial Panels Membership**

In accordance with the AGB Disciplinary Code, Scottish Swimming shall nominate members to AGB Judicial Panels as follows:

**a) AGB Judicial Panel (AGB JP)**
Nominate up to three persons, who are or have been on the Scottish Swimming National Panels Members List for appointment for a period of two years.
Retiring members shall be eligible for re-nomination.

**b) AGB Appeals Panel (AGB AP)**
Nominate one person, who is or has been on the Scottish Swimming National Panels Members list for a period of four years.
Retiring members shall be eligible for re-nomination.

**c) AGB Judicial Appointments Panel (AGB JAP)**
Nominate one person, who is or has been on the Scottish Swimming National Panels Members list for appointment for a period of three years.
A retiring member shall be eligible for re-nomination.

**d) Nomination Process**

i) Nominations for the AGB JP and AGB AP shall be made to the AGB JAP for review and endorsement prior to appointment by the AGB Board.

ii) Nominations for the AGB JAP shall be made directly to the AGB Board.

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**R2.0 NATIONAL COMMITTEES**

R2.1 Arrangements for National Committees will be in accordance with Company Articles.

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**R3.0 FINANCE**

**R3.1 Finance General**

R3.1.1 The Financial Year of Scottish Swimming shall end on 31 March each year.

R3.1.2 SASA members as defined in the SASA Constitution Section C3 shall be required to pay fees in accordance with Section R3.3. The SASA hereby elects that all fees payable to it should be paid to the Company. Cheques being paid to "SASA Ltd".

R3.1.3 The Company shall present an Annual Report accompanied by Auditor's/Examiner's Certificate to the Scottish Swimming AGM.

R3.1.4 SASA District financial reports for the year, certified by auditors / examiners, shall be submitted to the Company not later than 31 July each year.

R3.1.5 All claims for expenses shall be made on the official forms in accordance with Section R3.7 and shall be submitted to the Company.

R3.1.6 Clubs may accept donations to funds for exhibition, sponsorship etc. given by their members at Meets/Galas but the members concerned shall receive expenses only in accordance with Section R3.7.

R3.1.7 When the Company deem it appropriate, they shall undertake an examination of the books of any SASA District or Affiliated Club and require copies of any financial report, duly certified by Auditors / Examiners.

**R3.2 Receipts and Payments**

R3.2.1 All incoming receipts must be paid to the Company.

R3.2.2 All outgoing payments will be made by Bank Automated Clearance System (BACS) or Company cheque, signed by the authorised person(s) unless an alternative payment method is authorised in writing by the CEO of the Company.

**R3.3 Membership Fees**

R3.3.1 Membership and affiliation fees, which shall be decided annually at the Scottish Swimming AGM, except for Associate Member fees which will be decided by the Company Board on a case by case basis, and published in the Annual Information Guide or an alternative publication as decided by the Company, are payable to the Company.

R3.3.2 Members can register in more than one category and must pay the higher fee only as per SASA Constitution C3.3.3.

R3.3.3 The membership year runs from 1 April until 31 March inclusive.
A person seeking to become a SASA registered Member of an Affiliated Club in the Athlete category as defined in the SASA Constitution Section C3.3.3(a) part way through the membership year shall be required to pay a fee in accordance with the criteria below. The date the membership form is signed is taken as the effective date of registering with Scottish Swimming for calculating the portion of the annual fee that is due.

| | |
|---|---|
| Registering during April to August inclusive | 100% of annual fee. |
| Registering during September to December inclusive | 60% of annual fee. |
| Registering during January to March inclusive | 25% of annual fee. |

**R3.4 Other Fees**

R3.4.1 The following fees shall be agreed at each Scottish Swimming AGM and shall be published in the Annual Information Guide or an alternative publication as decided by the Company. The fees shall be collected by the Company.

a) Protests
b) Complaints
c) Appeals
d) Special District Meetings
e) Composite Teams
f) Combined Teams
g) Meet Licence Applications

R3.4.2 All fees, other than those specified in Section R3.4.1, shall be recommended by the appropriate National Committee by 31 July each year for approval by the Company Board and shall be published in the Annual Information Guide or an alternative publication as decided by the Company.

**R3.5 Levies**

R3.5.1 Affiliated Clubs and Affiliated Swim Schools may be charged a levy agreed at a Scottish Swimming AGM or a Scottish Swimming EGM by at least a two-third majority of those present and voting.

**R3.6 Fines**

R3.6.1 All fines, except those imposed by a Complaints Committee and/or an Appeal Committee in accordance with Section R13.10, shall be recommended by the appropriate National Committee by 31 July each year for approval by the Company Board and shall be published in the Annual Information Guide or an alternative publication as decided by the Company.

**R3.7 Expenses**

R3.7.1 All claims for expenses shall be made to the Company on official forms, accompanied by appropriate receipts showing supplier's VAT registration number where appropriate.

R3.7.2 The Company Finance Manager shall have power to pay such expenses or refer claims to the CEO who in exceptional circumstances may refer them to the Company Board. This power does not extend to the payment of the individual's own expenses.

R3.7.3 Expenses shall be paid on the basis of a standard rail fare or The Company car mileage allowance agreed by the Company Board. Air fare(s) shall only be paid with the prior approval of the Company. The mode of transport shall be stated on the claim form. Reasonable meal and overnight allowances shall be paid where necessary.

R3.7.4 All reasonable expenses of the following shall be met.

a) SASA President, SASA Vice President, SASA Council, Company Board and members of administration staff incurred in attending convened meetings of National and Ad Hoc Committees, Scottish Swimming Championships meets or trials, international meets held in Scotland and such other meets or meetings as they are authorised to attend.
b) Members of National and Ad Hoc Committees for attendance at appropriate convened meetings and meets under their control.
c) Competitors selected for representative teams or participating in selection trials convened by the appropriate Company National Committee.
d) Technical officials appointed by the Company to act at:
   i) International meets or trials in Scotland
   ii) National Championships held in Scotland
   iii) Inter District Competitions
e) Technical Officers in pursuit of their contractual duties.
f) Lecturers/Examiners conducting approved certificate courses/examinations.
g) Limited Technical Officials from other Associations/Federations

R3.7.5 The expenses of Technical Officials incurred by attendance at other meets shall be the responsibility of the organising body, as follows, unless decided otherwise by the Company Board.

a) District and Club Meets/Galas which may include District Championships - by the organisers
b) Water Polo League Matches - by the home team
c) Swimming Leagues - by arrangement of the participating clubs
d) Commonwealth Games by nominee
e) Olympic Games )
   WA Competitions ) by AGB
   EA Competitions )

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**R4.0 CHAMPIONSHIPS AND MEETS**

**R4.1 Scottish Championships**

R4.1.1 National Committees shall have full responsibility for the organisation of Scottish Swimming National Championships appropriate to their Sport.

**R4.2 District Championships**

R4.2.1 Districts shall hold championships in accordance with SASA Constitution Section C9.2.1.1.

**R4.3 Inter District Competition**

R4.3.1 For any Inter District Competition, the North and Midland Districts may agree to enter a joint team, upon the recommendation of the appropriate National Committee and subject to the approval of the CEO.

**R4.4 Licensed/Accredited Meet**

R4.4.1 All competitive aquatic meets held in Scotland, involving members from two or more Affiliated Clubs, require to be registered with or licensed by the Company.

R4.4.2 Licensing is necessary to provide the Company with a means of control over and maintenance of minimum standards. The organisers of a competitive aquatic Meet are responsible for making application for a Licence in accordance with the appropriate Company Regulations.

R4.4.3 In addition to a licence, a Meet can also be "accredited" in accordance with the appropriate Company Regulations for the sport of the meet that is to be licensed, in order to allow athletes an opportunity to achieve qualifying standards for National and International meets and teams.

R4.4.4 Athletes under 8 years on the last day of competition are not eligible to take part in a meet that has applied for accreditation.

R4.4.5 The minimum age for Open Water athletes is as follows

a) 10 years on the last day of competition where WA By Laws regarding open water swimwear are applied.
b) 12, age defined as at 31 December, for non-wetsuit events

R4.4.6 A licence can only be granted for the day of the Scottish Swimming AGM with the agreement of the CEO.

R4.4.7 During the period of a National competition organised by Scottish Swimming, another licence can only be granted for the same sport, with the agreement of the relevant National Sport Committee. The licence will only be granted if there is sufficient justification and the proposed meet will not impinge upon the successful running of the event with which it clashes.

R4.4.8 During the period of a District competition organised by a SASA District, a licence can only be granted for the same sport, in the same District, with the agreement of the relevant District Sport Committee. The licence will only be granted if there is sufficient justification and the proposed meet will not impinge upon the successful running of the event with which it clashes.

R4.4.9 A licence application may be declined where the licensing authority has reasonable grounds to believe that the running of the meet would place an excessive workload on local officials or impact on the viability of a previously licensed competition in the same geographical area.

R4.4.10 A licence application may be declined where the licensing authority has reasonable grounds to believe that the licence conditions will not be complied with or where the organising body has previously breached licence conditions.

R4.4.11 The Licensing authority has no obligation to grant a license for a Meet particularly when there is a conflict of dates as per Company rules R4.4.6, R4.4.7, R4.4.8 and R4.4.9 or a previous breach of conditions has occurred as per Company Rule R4.4.10.

**R4.5 Eligibility**

R4.5.1 All competitors shall be registered with their National Federation to be eligible to compete.

R4.5.2 A competitor must have signed a declaration agreeing to comply with Anti-Doping procedures if selected. Competitors under the age of 16 years must have the declaration signed by their parent/guardian.

R4.5.3 A competitor selected to represent Scotland must be a registered member of SASA as per SASA Constitution Sections C3.3 or C3.5 and must be either:

a) for all meets, other than the Commonwealth Games, either
   i) a native of Scotland or
   ii) a person with a Scottish parent or
   iii) a person with a Scottish grandparent or
   iv) a person who has been resident in Scotland for a minimum of 12 months prior to the first day of competition.
b) for the Commonwealth Games
   Qualified in line with current Commonwealth Games Federation Regulations or Guidelines.

R4.5.4 A Competitor who is not a SASA member may enter an Open Championship / Meet organised by the Company, provided they satisfy the requirements of Section R4.5.1.

R4.5.5 Refer to Section R5.2.5 for "Unattached" criteria.

R4.5.6 a) For Swimming a Junior Competitor is defined as under 17 years of age at midnight on 31 December in the year of competition.
b) For sports, other than Swimming, a Junior Competitor is defined as under 17 years of age at midnight on 31 December in the year of competition except where WA Rules state otherwise.

R4.5.7 Para- Athletes must hold National or International classification and appear on the appropriate AGB or World Para Swimming classification master list.

**R4.6 Medals**

R4.6.1 In all Aquatic Sports Championships, except Water Polo, organised by the Company, medals shall be awarded as follows:

a) For all events, including Open events, 'Gold', 'Silver' and 'Bronze' will be presented.
b) In Open events a 'Gold' only will be presented to the Scottish Champion provided they are not also the Open Champion. When the Scottish and the Open Champion is the same person only one medal will be presented.

R4.6.2 In Water Polo championships, 'Gold' medals shall be awarded to all team members whose names appear on the team sheet of the team finishing first. 'Silver' medals shall be awarded to the members of the team finishing second.

R4.6.3 In Water Polo National Leagues an award shall be awarded to the team finishing first.

**R4.7 Access to Championships/Meets**

R4.7.1 SASA Council Members, Company Board Members and National Committees will have free access to all meets under the Company's Jurisdiction and will receive permits for this purpose.

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**R5.0 CLUB / TEAM (Membership)**

**R5.1 Club Membership**

R5.1.1 An individual may be a member of one or more Affiliated Clubs, subject to completion of 1st and 2nd Claim Club forms as per Section R5.2.

R5.1.2 An individual has a right to join additional Affiliated Club(s) in order to participate in an aquatic sport not provided by their current club(s).

R5.1.3 An Individual may participate in the internal championships/meets of any club of which they are a member providing the club has not a Regulation that would prevent such participation.

R5.1.4 In Artistic Swimming, Diving, Masters Swimming, Open Water Swimming or Swimming the following shall apply:

a) An individual who is a member of only one club and changes clubs can compete for their new club following confirmation of the receipt of the information by the Company.

b) An individual who is a member of more than one club can declare to the Company, on the appropriate form, which is their First and Second claim club. Such individuals shall be eligible to compete for their second claim club with the written permission of their first claim club.

c) An individual who has a first and second claim club and changes either club can compete for their new club following confirmation of the receipt of the information by the Company.

d) Competitors cannot represent their first and second claim clubs in the same competition.

R5.1.5 In Water Polo the following shall apply:

a) Subject to Rule R5.1.5(c) a Water Polo player may play for their first or second claim club in any Scottish competition. Once committed to a team for a particular age group in that competition, they cannot play for another team in the same age group within that competition for the duration of that competition.

b) A Water Polo player may play for their second claim club in any Scottish competition with the written permission of their first claim club.

R5.1.6 The following exceptions apply to all sports.

a) A member whose registered club is part of a team may also compete in meets confined to the team.

b) Providing that the promoting body concerned does not take part in open competition, an individual may also take part in the annual gala and local, district, national and international competitions of their appropriate:

i) Occupation, trade, profession or business

ii) School, college, further education establishment, university

iii) Youth organisation provided the individual is under 18 years of age on 31 December

An individual may also take part in one-off events approved by the Company.

c) Athletes may compete, when selected, for a team set up for the purpose of taking part in a one off invitation meet. They must have the permission of their club.

R5.1.7 The following additional exception to those in R5.1.6 shall apply to Open Water Swimming.

a) On a yearly basis the Company and the Open Water Committee Chair shall agree which events or meets organised by bodies not affiliated to WA the Company will approve for SASA members to participate in. The Open Water Committee Chair will be responsible for communicating this list to SASA members.

**R5.2 Change of 1st or 2nd Claim Club**

R5.2.1 An individual wishing to change their 1st or 2nd Claim Club must complete the appropriate form and obtain the consent of the Secretaries, or other Club Officers, of the clubs involved.

R5.2.2 An individual shall be entitled to obtain the consent of a club secretary (or other Club Officer) or a reason for refusal within 14 days of the request being made.

a) If no response is received by the individual within 14 days the individual can compete as unattached as per R5.2.5.

b) If no response is received by the individual within 28 days the individual can compete for their new Club, provided they are not in breach of Sections R5.1.4, R5.1.5, R5.1.6 or R5.2.5.

R5.2.3 When the new information is noted, the Company will notify, the clubs concerned and the District Secretary(s).

R5.2.4 An individual shall be able to compete for their new club(s) when notification is issued by the Company, provided they are not in breach of Sections R5.1.4, R5.1.5, R5.1.6 or R5.2.5.

R5.2.5 A Competitor who has changed their club and is not eligible to compete for their new club may compete as “Unattached”.

An unattached competitor cannot compete for a club or team in a relay event.

**R5.3 Members Leaving Clubs**

R5.3.1 When an individual leaves a 1st or 2nd Claim Club and is not joining another Affiliated Club there is no appropriate form to be completed. However, if the Club, they are leaving, wishes to retain an interest in the individual's registration, with Scottish Swimming, due to obligations, financial or otherwise, they must inform the Company within three months of the member leaving.

R5.3.2 An individual who has left all Clubs for more than six months shall be entitled to join another Club without the need for the secretary from the previous club(s) to sign the form unless an interest in the individual's registration has been retained as per R5.3.1. Where an interest in the individual's registration has been retained an individual shall be entitled to obtain the signature of the club secretary or a reason for refusal within 14 days of the request being made.

R5.3.3 When the new membership information is noted, irrespective of whether or not interest in the registration had been retained as per R5.3.1, the Company will notify the new club(s) and the District Secretary(s).

R5.3.4 An individual shall be able to compete for their new club(s) when notification is issued by the Company, provided they are not in breach of Sections R5.1.4, R5.1.5, R5.1.6 or R5.2.5.

**R5.4 Composite Teams**

R5.4.1 Membership of an Affiliated Club is a prerequisite to participate as part of a composite team.

R5.4.2 With the prior approval of the CEO, Composite Teams may be established for the purpose of training and competition.

a) In Masters Swimming, Open Water Swimming, Swimming or Water Polo by two or more Affiliated Clubs within one local authority district or by Affiliated Clubs from neighbouring local authority districts

b) In Artistic Swimming or Diving by two or more Affiliated Clubs within Scotland.

R5.4.3 Application for a licence to establish a composite team shall be made to the CEO with a copy to the appropriate District Secretary. The application must be accompanied by the Constitution of the Composite Team and the appropriate fee. Any change to the Clubs which are members of the Composite Team requires a new application to be submitted to the CEO.

R5.4.4 Competitors representing a Composite Team cannot also represent their registered club in the same competition.

R5.4.5 Composite Teams are not entitled to have delegates at SASA, Company or District meetings.

R5.4.6 Composite Teams shall have the following entitlements;

a) Direct mailing of information concerning competitions to a nominated representative.

b) The right to organise competitions under Company Rules/Company Regulations.

c) Participation in National Swimming Championships/Meets, Masters Championships and Team Championships and Leagues which for the avoidance of doubt shall be run by the Company.

d) Participation in District Championships if approved by the District.

e) Participation in Club / Composite Team Invitation Meets if invited by the Organising Club / Composite Team.

**R5.5 Combined Teams**

**R5.5.1 General**.

R5.5.1.1 Artistic Swimming, Masters and Water Polo Sports may apply for a Combined Team to take part in events.

a) For Masters in events outwith the UK

b) For Artistic Swimming and Water Polo in events outwith Scotland.

R5.5.1.2 Application to establish a Combined Team shall be made to the CEO by the Chair of the relevant National Committee. The application must state the reason that a Combined Team is required to be set up for the Sport and must be accompanied by the appropriate fee.

R5.5.1.3 Once a Combined team has been established for a Sport it will continue to operate subject to annual review by the CEO.

R5.5.1.4 Membership of an Affiliated Club is a prerequisite of membership of a Combined Team.

R5.5.1.5 Combined Teams can not compete at a competition where a Scottish National team is taking part.

R5.5.1.6 Competitors representing a Combined Team cannot also represent their registered club in the same competition.

R5.5.1.7 Combined Teams are not entitled to have delegates at SASA, Company or District meetings.

R5.5.1.8 Combined Teams shall have no benefits other than being able to compete as a Team.

R5.5.1.9 Before a Combined Team takes part in a competition the National Committees must ensure that Scottish Swimming is informed of all the athletes competing as part of the Combined Team.

**R5.5.2 Masters**

R5.5.2.1 Two or more Affiliated Clubs can be part of a Masters Combined Team for the purpose of competing at a single Masters competition organised by EA or WA subject to the approval of the Chair of the National Masters Committee.

R5.5.2.2 Any Scottish Masters individuals records established under a Combined Team will be recorded under the Combined Team name. No Combined Team relay times can be recognised as Scottish Masters relay records.

**R5.5.3 Artistic Swimming**

R5.5.3.1 An Artistic Swimming Combined Team may compete in Artistic Swimming competitions taking place outwith Scotland. The National Artistic Swimming Committee is responsible for the Combined Team.

**R5.5.4 Water Polo**

R5.5.4.1 A Water Polo Combined Team may compete in Water Polo competitions taking place outwith Scotland. The National Water Polo Committee is responsible for keeping control of the membership of the Combined Team and which competitions and/or leagues that the members take part in.

**R5.6 District Swimming Teams**

R5.6.1 Districts may enter a joint swimming team at events outwith Scotland with the agreement of the National Swimming Committee and subject to the approval of the CEO.

R5.6.2 The application can be made by the Districts or can be at the recommendation of the National Swimming Committee. In either case the National Swimming Committee is responsible for processing the request and informing the CEO for their approval.

R5.6.3 There is no fee for these applications.

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**R6.0 ANTI-DOPING**

R6.1 All members are bound to uphold the provisions of the WADA Code.

R6.2 AGB Anti-Doping Rules apply to all members participating in aquatics for a minimum of 12 months from the commencement of membership, in accordance with the Scottish Swimming regulations and code of conduct, regardless of whether or not the member is a citizen of, or resident in, the UK.

R6.3 A member who is found to have committed an Anti-doping Rule Violation (ADRV) shall be subject to sanction, as stipulated by Scottish Swimming, AGB and UKAD.

R6.4 Anti-Doping procedures shall be in accordance with UKAD requirements and WA.

R6.5 Complaints relating to drug offences shall be dealt with in accordance with Section R13.1.3.

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**R7.0 RECORDS**

**R7.1 Scottish Records**

R7.1.1 All applications for Scottish Records shall be submitted on the appropriate form to the Company, normally, within 30 days of the attempt. Applications for Scottish Junior Records must be eligible as defined in Section R4.5.6. Applications for Para-Swimming records must be eligible as defined in Section R4.5.7. Applications will not be approved unless the individual or all the members of the relay team are members (excluding Temporary Members) of the SASA.

R7.1.2 The approval or rejection by the Company of any application shall be final.

R7.1.3 The Company shall issue on request a certificate for a Scottish Record.

R7.1.4 Any individual who relinquishes their right to compete for Scotland in favour of another country cannot be accredited with a new Scottish Record.

R7.1.5 The events for which a Scottish Record can be claimed shall be as set out in the Company Regulations.

R7.1.6 The Company shall maintain a history of National Records.

**R7.2 British Records**

R7.2.1 Application for British records shall be submitted in accordance with the requirements of AGB.

**R7.3 Commonwealth, European & World Records**

R7.3.1 Application for Commonwealth, European & World records shall be submitted in accordance with the requirements of the appropriate governing body.

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**R8.0 COMPETITION and/or TRAINING or OFFICIATING OUTSIDE GREAT BRITAIN**

R8.1 An individual, club or team competing and/or training outside Great Britain shall conform to WA or World Para Swimming Rules.

R8.2 An individual, club or team wishing to compete and/or train or officiate outside Great Britain shall make application for a Permit to the Company.

R8.3 A Permit can only be granted for the weekend of the Scottish Swimming AGM with the agreement of the CEO.

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**R9.0 LICENSING OF MEMBERS**

R9.1 A system of licensing aims to promote a professional work force, high standards and good practice in the teaching, coaching, tutoring and officiating of aquatics. A licence equates to accreditation to practice based on level of qualification, highest standards and good practice, continuous professional development and adherence to a Code of Ethics.

R9.2 A member of SASA, suitably trained and experienced, may apply for a licence to operate in one or more of the following categories:

a) Licensed by Scottish Swimming

i) Teacher and Coach
Teacher and Coach is as defined in SASA Constitution Section C3.3.3.
Affiliated members of the SASA can apply for a teacher/coach licence following the achievement of a recognised aquatic teaching and or coaching qualification (UKCC qualification or equivalent)

ii) Tutor
A member who holds a current tutoring qualification issued by a recognised governing body for aquatics i.e. SASA, SE, SW, AGB, an international equivalent or S/NVQ, wishing to run UKCC courses in Scotland.
Affiliated members of the SASA who hold a teacher/coach licence at a minimum of level 2 in the appropriate Sport(s) can apply for a tutor licence.

b) Licensed by AGB

i) Technical Official as defined in SASA Constitution Section C3.3.3.

R9.3 Detailed information relating to criteria, validity period and application process for each category in Section R9.2(a) is set out in the appropriate Company Regulations on the Scottish Swimming website. Information for categories in Section R9.2(b) are on the AGB website.

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## R10.0 TROPHIES / REPLICAS / AWARDS

R10.1 All Trophies belong to the Company in perpetuity and cannot be won outright.

R10.2 The Company shall act as Trustee of all Trophies.

R10.3 The winner of a trophy shall sign a receipt guaranteeing safe custody and return of the trophy at least two months prior to the next competition or on request by the Trustee or Company. Any change of address by the holder must be communicated to the Trustee.

R10.4 No trophy shall be taken outside Scotland.

R10.5 In the event of a Championship being withheld, the holder shall return the Trophy to the Trustee.

R10.6 Where the sole entrant is the holder of the Championship, they shall be recognised as champion without competition or award.

R10.7 No Replica, Copy or Miniature of any trophy, medal, plaque, pennant or design belonging to Scottish Swimming may be made unless with the permission of the Company.

R10.8 Awards shall be presented in accordance with the SASA Constitution Section C11.0.

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## R11.0 PROTESTS

### R11.1 Scope

R11.1.1 All Protests shall be made to and dealt with by the Company.
A protest may be made by a competitor, or an individual acting on a competitor's behalf, in the following circumstances:

R11.1.1.1 If the rules/regulations for the conduct of the competition as organised by the Company are not observed.

R11.1.1.2 If other conditions endanger the competition and/or competitors as organised by the Company.

R11.1.1.3 Against a decision of the Referee as appointed by the Company.

However, no protest shall be allowed against decisions of fact.

R11.1.2 In Diving, a verbal protest may be made by the appropriate individual (see Section R11.1.1) immediately after the execution of a dive, a round of dives or a section of the contest. If the verbal protest is not accepted, a formal protest may be made.

R11.1.3 A protest may not be made against a decision of the Referee or any other official regarding placing, fouling or any other facts of a competition.

### R11.2 Procedure - Referee

R11.2.1 The Referee is responsible for dealing with protests during an event.

R11.2.2 If conditions causing a potential protest are noted prior to the competition a protest must be lodged before the signal to start is given, otherwise the protest must be lodged within 30 minutes following the conclusion of the respective event or match.

R11.2.3 A protest must be submitted:

a) To the Referee
b) In writing
c) By the appropriate individual (see Section R11.1.1)
d) Together with the appropriate fee

R11.2.4 A referee rejecting a protest must give the reason for their decision in writing. The appellant may appeal to the Jury of Appeal, which shall be appointed as defined in Company Regulations.

R11.2.5 If the protest is rejected, the fee will be forfeited to the management body of the competition. If the protest is upheld, the fee will be returned.

**R11.3 Procedure - Jury of Appeal**

R11.3.1 A Jury of Appeal shall consist of at least three individuals. Each jury member shall have one vote (except as provided in Section R11.3.2) and in the case of equality of voting the Chair may exercise a casting vote.

R11.3.2 A jury member is allowed to speak but not to vote on a case in which the interest of their own District or Club is involved. A jury member having acted as an official is not allowed to vote on a case if there is a protest against their decision or on their interpretation of a Rule.

R11.3.3 The Jury of Appeal shall be appointed as defined in Company Regulations.

**R11.4 Treatment - Jury of Appeal**

R11.4.1 The decision of a Jury of Appeal is final.

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**R12.0 COMPLAINTS AND APPEALS GENERAL**

**R12.1 Objectives**

R12.1.1 The object of the Complaints and Appeals Rules (hereinafter referred to as the "Rules" in Company Rules Sections 12, 13 14 and 15) is to ensure overall justice through fair, consistent, impartial and independent decisions in the determination of disciplinary proceedings and complaints.

R12.1.2 The Rules also seek to ensure that decisions are reached in an expeditious manner for all involved.

**R12.2 Jurisdiction**

R12.2.1 The Rules shall apply to all Members of SASA including all Clubs, Persons, all office bearers of Scottish Swimming and all coaches, officials, volunteers and anyone registered, affiliated or associated with Scottish Swimming in any capacity.

R12.2.2 The decisions reached further to the Rules shall be observed and applied by all.

R12.2.3 The Rules shall apply to hear and determine

a) Complaints;
b) Appeals;
c) Any dispute or matter referred to Scottish Swimming for which there is no express procedure provided for and which the Company Board are content to have determined.

R12.2.4 Complaints in respect of Affiliated Clubs, SASA Districts, Sports and/or Teams (e.g. Composite, Combined, Competition etc.) shall be determined with reference to the principles outlined in these Rules.

**R12.3 Complaints Panel, Complaints Committees and Appeals Committees**

R12.3.1 Refer to Section R1.3.2.1 for the Complaints Panel appointments process.

R12.3.2 When required to convene a hearing the Head of Panel shall ordinarily appoint three members of the Panel to sit as a Complaints Committee and designate one person to be the Chair of the Committee. The quorum for all Committees shall be two persons.

R12.3.3 Any member of the Panel who sits on a Complaints Committee shall not be eligible for appointment to an Appeals Committee arising out of the same incident.

R12.3.4 All decisions of the Complaints and Appeals Committees shall be by majority. If there is an even number on the committee then the casting vote shall lie with the Chair of the Committee. No member of a Committee may abstain.

R12.3.5 If a member who has been selected to sit on a Committee indicates that they are not willing or are unable to do so, then the Head of Panel has discretion as to what to do. They may appoint a replacement or instruct that the matter is to be heard without a replacement.

R12.3.6 Meetings and any business of Committees may take place in one or more places, by letter, e-mail, webcast or telephone or by other convenient means. Meetings may also take place through a combination of these methods. Parties to a complaint can request that a personal hearing takes place in which case the Chair of the Committee shall consider that request and refuse or grant the request. If granted, the Chair of the Committee shall seek to ensure that the members convene as soon as practicable.

R12.3.7 No member of the Panel may sit in determination of a Complaint to which they have a close association with the Member, Person, Club, victim or complainant in question, or in relation to matters on which they have previously expressed an opinion, or otherwise may have a conflict of interest. Members not sitting in proceedings shall not express any interest in or any opinion on or make any comment on those proceedings (whether publicly or privately).

**R12.4 Complaints Officer**

R12.4.1 The Company Board shall also appoint a Complaints Officer whose responsibility includes (without limitation):-

a) receiving and reviewing Complaints;
b) Deciding whether a Complaint should go before the Panel.
That decision may, but is not obliged to, be taken in conjunction with one or more of the CEO, Director of Aquatics Development, Safeguarding Manager, Services Manager or the Scottish Swimming Legal Adviser.
c) encouraging parties to adopt alternative dispute resolution (in the correct circumstances);
d) undertaking such investigations as they see fit into matters that may form the basis of a Complaint;

e) deciding whether to attend at a hearing further to these Rules (and if so to attend);
f) administering appeals on behalf of Scottish Swimming.

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**R13.0 COMPLAINTS**

**R13.1 Complaints Proceedings**

R13.1.1 Proceedings shall be brought by means of a "Complaint".

R13.1.2 A Complaint shall concern:

a) Any breach of Scottish Swimming Governance documentation or any other behaviour alleged to be contrary to the interests of Scottish Swimming as a whole.
b) Breach of any code of practice, code of ethics, code of conduct, equality policy, equity policy, or any other code, rule or policy published from time to time by Scottish Swimming or that is otherwise adopted by Scottish Swimming.
c) Any alleged breach of any other policy of Scottish Swimming or any other body to which Scottish Swimming may be affiliated with or a member of and to which the party is expected to comply.
d) Any applicable in-water offending or out-of-water offending that amounts to misconduct of a more general nature.
e) Any conduct which may be considered by the Complaints Officer likely to bring aquatic sports in Scotland into disrepute or is considered to be detrimental to the best interests of aquatic sports in Scotland and/or the development of the interests of aquatic sports in Scotland.
f) Conduct by any person or body who is subject to these Rules that amounts to a breach of these Rules.

R13.1.3 Certain types of Complaints made to or by Scottish Swimming may be subject to specific measures in how they are dealt with. These include:-

a) Any Complaint that amounts to or is connected to a breach of any relevant anti-doping rules shall ordinarily be referred to UKAD in consultation with AGB however, a Complaint can still be taken further to these Rules should it be considered appropriate (whether in substitution or in addition to action by AGB).
b) Any Complaint may be pursued notwithstanding that a separate criminal investigation and/or criminal proceedings may be ongoing.

R13.1.4 Complaints may be initially presented to Scottish Swimming by:

a) Any Member;
b) A parent or guardian on behalf of a Member under the age of 16 years;
c) A parent or guardian on behalf of a Member classified as a Vulnerable Person, defined as a person who lacks sufficient capacity to present a complaint by themselves;
d) Any Affiliated Club;
e) The Complaints Officer;

R13.1.5 If a person has a complaint to make regarding the interpretation or application of a District, Club or Team's constitution or a District, Club, Team or Sport's rules/regulations, that complaint must be made to the District, Club, Team or Sport. A District, Club, Team or Sport's decision may possibly be capable of being appealed to Scottish Swimming, further to section R14.

**R13.2 Complaints Involving Wellbeing & Protection Concerns or Criminal Offences**

R13.2.1 If the complaint involves wellbeing or protection, vulnerable group protection or other criminal offences the complaint shall be referred to the Company within 48 hours. Failure to do so may result in disciplinary action. The appropriate case management processes shall be followed by the Lead Case Officer who shall be one of the following, the CEO, Scottish Swimming Legal Adviser, Director of Services, Safeguarding Manager, Director of Aquatics Development or the Company Chair.
For such cases no fee is required and the initial contact need not be in writing.
Where considered necessary as part of managing cases appropriately the Children 1st Case Management Support Service or other relevant agency may be utilised.

R13.2.2 Upon receipt by the Company of:

a) notification that an individual has been charged with an Offence; or
b) notification that an individual is the subject of an investigation by a statutory agency such as the police, a local authority social/child services department or any other authority relating to an offence; or
c) notification from Disclosure Scotland that an individual is being considered for listing/barring from regulated work or
d) other evidence which causes the designated Lead Case Officer to reasonably conclude that an individual may have committed an Offence

in any such case, with the support of the Case Management Review Group, the CEO may impose upon the individual an interim suspension, as a precautionary measure, from any event or activity promoted or authorised by the Company or any person or body directly or indirectly affiliated to Scottish Swimming wherever held.

R13.2.3 **Case Management Review Group**.
This group is designed to allow more support to the Lead Case Officer and the CEO when making decisions regarding wellbeing & Protection case outcomes.

R13.2.3.1 The group shall have a Term of Reference which will be approved by the company Board and will include:
a) the remit and scope of the group,
b) the recruitment and selection process of members,
The allocation of a case to the group will be managed by the Lead Case Officer

R13.2.3.2 The group can provide the following support to the Lead Case Officer as appropriate:
a) Produce recommendations on the outcome of a case investigation being handled by Scottish Swimming to inform decision making processes
b) Reviewing a case and its outcomes that has been handled by Scottish Swimming in line with the Case Management Review Policy
c) Where necessary carrying out a review of a case and its outcomes that has been handled by a Club in line with the Case Management Review Policy
d) Liaise with the Lead Case Officer and CEO to review any information or recommendations provided by the Case Management Support Service (or other required agency) when utilised
e) Support the Complaints or Appeals Committee with specific wellbeing & protection case information/interpretation as considered appropriate

R13.2.4 In reaching their determination, while an investigation progresses, as to whether an interim suspension should be imposed the CEO in conjunction with the Case Management Review Group shall consider, amongst other things, the following factors:
a) whether a child or children or young persons(s) is/are or may be at risk;
b) whether a member of a vulnerable group may be at risk:
c) whether the allegation(s) is/are of a serious nature;
d) whether a suspension is necessary or proportionate to allow conduct of any investigation (by the Company or any other authority or body) to proceed unimpeded. This would include the utilisation of the Case Management Support Service where appropriate.

R13.2.5 Where an individual shall have been convicted or have been the subject of a caution in respect of an Offence the CEO with recommendation from the Case Management Review Group shall have power to impose summarily the following penalties:
a) the withdrawal with immediate effect of any licence granted by the Company, which the individual may hold;
b) the suspension from any or all event(s) or activity promoted or authorised by the Company, or any other body directly or indirectly affiliated to the SASA wherever held:
i) for a set period of time as a consequence of the outcome(s) of the case investigation
ii) until a required condition has been met on the outcome(s) of the case investigation
c) the removal of membership of the individual from any event or activity promoted or authorised by the Company or any person or body directly or indirectly affiliated to Scottish Swimming wherever held.
There shall be a right of appeal under this Section R13.2.5.

R13.2.6 When a member is issued with a suspension, whether it is an interim or fixed period suspension, an independent staff point of contact will be appointed to the member. This individual will be appointed at time of communication of the suspension to the member by the Lead Case Officer.

R13.2.7 Where a member has been suspended, had their membership removed or where disciplinary action been taken a review of the case shall be carried out as detailed in the Case Management Review Policy.

R13.2.8 Without prejudice to the generality of Section R13.2.5 the Company may from time to time issue guidance or directions with regard to compliance with Section R13.2.5.

**R13.3 Making a Complaint and Complaints Procedure**

R13.3.1 To present a Complaint to Scottish Swimming the complaint must be set out in writing and sent to the Complaints Officer.

R13.3.2 The written notice of Complaint must include:
a) The grounds of Complaint;
b) The basis for the Complaint;
c) The person or party complained of;
d) What, if anything, has been done to attempt to resolve the Complaint informally;
e) A list of the witnesses to the matters complained of;
f) A list of all documents produced in support of the complaint;
g) The documents produced in support of the complaint; and
h) The appropriate fee.

R13.3.3 The written complaint must reach the Complaints Officer not later than 30 days after the incident which gave rise to it. Notwithstanding that a Complaint must ordinarily be referred to the Complaints Officer within 30 days of the incident which gave rise to it the Complaints Officer can decide to extend the time for presenting a Complaint to the Complaints Officer and receive a complaint late provided that they are satisfied that a reasonable explanation has been provided for the late presentation of the Complaint.

R13.3.4 On receipt of a Complaint the Complaints Officer, subject to R12.4.1(b), will decide whether a Complaint is:-
a) Investigated further;
b) A decision be made for alternative dispute resolution to be pursued;
c) Put before the Panel in order that it may be determined by a Complaints Committee; or
d) Rejected and no further action be taken.

R13.3.5 In deciding what to do with a Complaint, the Complaints Officer shall be entitled to take into account any issue that they consider relevant and may make any assessment or determination that they consider appropriate including (without limitation) assessing the possible validity of the complaint and whether the complaint is unjust, malicious, vexatious or being unreasonably brought, is unfounded or wholly unfounded.

R13.3.6 No person shall complain to the Complaints Officer, make any other protest or otherwise seek to put pressure on the Complaints Officer in relation to the decision to bring, or not bring, a Complaint or any other decision made further to paragraph R13.3.4. Acting contrary to this rule may amount to misconduct further to these Rules and may result in a Complaint.

R13.3.7 If the Complaint is rejected, the Complaints Officer shall be under no obligation to notify the party against whom a Complaint was initially made either that a Complaint had been made to Scottish Swimming or that it was rejected. Equally the Complaints Officer shall be under no obligation to keep a Complaint made to the Complaints Officer confidential at any stage. It shall be a matter for the Complaints Officer as to what to do.

**R13.4 If Investigation**

R13.4.1 The Complaints Officer shall be entitled to conduct such investigation into a Complaint as the Complaints Officer sees fit and all persons and parties subject to these Rules shall cooperate fully with the same. Failure to co-operate may amount to misconduct.

R13.4.2 The Complaints Officer shall thereafter be entitled at any time to decide to refer a Complaint to the Complaints Panel, take no further action or order that alternative dispute resolution be pursued. In making this decision the Complaints Officer may, but is not obliged to, take advice from the Case Management Support Service.

**R13.5 If Alternative Dispute Resolution Pursued**

R13.5.1 It may be that the Complaints Officer considers that the complaint made may be appropriate for alternative dispute resolution which may include (without limitation):-
a) Mediation;
b) Arbitration;
c) Conciliation;

R13.5.2 If the parties agree to follow alternative dispute resolution and the Complaints Officer is prepared to facilitate alternative dispute resolution, the Complaints Officer shall stop any formal proceedings and organise alternative dispute resolution with a view to resolving the Complaint.

**R13.6 If Put Before the Panel**

R13.6.1 If the Complaint is to be put before the Panel the Complaints Officer shall narrate the Complaint taken and provide all supporting documentation to the Head of Panel. This may or may not include materials provided by the complaining party.

R13.6.2 The Head of Panel shall appoint a Complaints Committee and appoint one of its members as a Chair. The identity of the Complaints Committee, Chair and the venue, date and time for a hearing shall be intimated to the parties to the Complaint and the Complaints Officer.

**R13.7 If Rejected**

R13.7.1 If the Complaint is to be rejected the Complaints Officer shall:-

R13.7.1.1 Notify the complainer that no further action shall be taken and provide brief reasons for this decision; and

R13.7.1.2 Take no further action.

R13.7.2 The Complaints Officer's decision shall not be capable of appeal but the decision can be reviewed by the Complaints Officer either at the Complaints Officer's own volition or if new evidence comes to light and is presented to the Complaints Officer.

R13.7.3 A decision to not proceed with a Complaint shall not preclude the Complaints Officer from taking that Complaint at a later date.

**R13.8 Complaints Hearings - Preliminary Matters, Investigations and Procedures**

R13.8.1 Except as otherwise provided in the Rules, the Committee Chair shall be entitled to determine any issue or matter of procedure arising prior to, during or in connection with any hearing and adjust any time limit not otherwise prescribed by the Rules.

R13.8.2 The Committee Chair shall be entitled to make such order(s) they may think appropriate in advance of any hearing, or adjourned hearing, requiring any person or party

b) to produce any document or provide any information to any hearing;
c) to provide in advance of any hearing a written submission or outline of their case;
d) to provide details of any witnesses who may be called at any hearing;
e) to provide in advance written statements of such witnesses and any documents or other materials as may be in the possession of such person or party;
f) to disclose any or all of such to any other parties with an interest in the proceedings;
g) any other order they consider will assist in securing a just and expeditious outcome.

R13.8.3 The Committee Chair may make such enquiries or direct that such enquiries be made as regards the facts related to any matter for consideration by the Committee Chair

R13.8.4 A Committee may require the production of any books, letters and other documents concerning any matter in relation to proceedings.

R13.8.5 A Committee may be assisted by a secretary, other clerk, legal adviser and/or technical expert. The secretary, clerk, legal adviser and/or technical expert shall be entitled to take part in the proceedings, except that they shall not have a vote. Any advice given by any technical expert shall be disclosed to parties in advance of any determination being made by a Committee and parties shall be afforded a reasonable opportunity to make representations on such advice before any determination is made. A technical expert for the purposes of this clause shall include the Case Management Support Service.

R13.8.6 No later than 72 hours (three working days) prior to hearing the party against whom the Complaint has been made shall enter in writing, to the Committee Chair with a copy to the Complaints Officer, their preliminary response to the Complaint, explaining:-

a) Whether they accept or deny the Complaint;
b) Whether they have any preliminary matters to raise;
c) What, if any, part of the Complaint they disagree with;
d) What evidence they intend to produce;
e) Whether they are going to be accompanied by witnesses; and
f) Whether they intend to be accompanied and/or represented.

**R13.9 Complaint Committee Hearing - Procedures and Powers**

R13.9.1 At the commencement of the hearing, the Chair shall confirm the identities of the persons admitted to the hearing and introduce the members of the Committee and of any secretary, clerk, legal adviser and/or technical expert assisting the Committee. The Chair shall confirm the nature of the matter or matters in issue before the Committee and confirm what documents and other materials are before the Committee. The Chair shall also outline the procedures to be followed during the course of the hearing including the order in which parties shall present their respective cases if more than one is present.

R13.9.2 Thereafter the procedure shall ordinarily be:--

a) The Complainant to provide their account of evidence;
b) The party against whom the Complaint has been made shall be entitled to respond;
c) The Committee may ask questions at any time; and
d) Thereafter closing remarks shall be permitted.

R13.9.3 Parties appearing before a Committee may present evidence by oral or written statement, produce original documents or copies, refer to them and call witnesses.

R13.9.4 In any case where a witness does not attend at a hearing for whatever reason, the Committee shall be entitled to take account of that witness' evidence as is made apparent to it in any other form. This includes, for example, by telephone, teleconference, video, web conference, recording, affidavit, report or written statement. Witnesses who are not parties or officers of parties shall not be allowed to be present during the hearing except when they are to give evidence. After giving evidence, witnesses shall retire but shall be subject to recall by or with the permission of the Committee Chair.

R13.9.5 The members of a Committee may ask such questions of any party or witness at any time. There shall be no cross-examination of witnesses by or on behalf of a party, except through or with the permission of the Committee Chair.

R13.9.6 Generally, where it falls to a committee to make a determination on a matter of principle or liability, determination of same shall be made and communicated to the party or parties concerned, in advance of the consideration and determination of any issue of penalty, remedy, quantum or the like.

R13.9.7 A Committee shall conduct its deliberations in private.

R13.9.8 A Committee may reconvene and announce any decision orally to the party or parties.

R13.9.9 Typically two determinations will be made at a hearing. Firstly, a decision on liability shall be made in relation to upholding the complaint. Secondly, a decision will be taken regarding any sanctions. Both decisions can be taken at the same hearing.

R13.9.10 The Complaints Committee shall retain the power to adjourn a hearing of its own motion or following an application by any of the parties.

R13.9.11 A Complaints Committee may, at their discretion, order that any complaint fee may be returned following conclusion of a hearing.

R13.9.12 A Committee shall be entitled to determine any matter before it notwithstanding that a party invited or entitled to attend shall fail, decline or shall elect not to attend and/or present any evidence and/or make any representations at or to a hearing.

**R13.10 Sanctions – Suspensions and Fines**

R13.10.1 A Committee may make whatever order of disposal that it considers just, including the imposition of financial penalty and/or exclusions/suspension for a period.

R13.10.2 Upon determining that a Complaint has been established, the Committee may:-

a) give a warning as to future conduct;
b) give a reprimand;
c) impose a fine;
d) order any party to pay compensation to any Club, person or party;
e) order any party to comply with any obligation or direction;
f) order any party to undergo training or some other form of rehabilitation;
g) order that a party be suspended from membership for a period of time or until a condition has been met;
h) order that a party be expelled from membership;
i) make such other direction, sanction or disposal, not expressly provided for in these Rules, as it shall think appropriate;
j) make such order as to reimbursement of any complaint fee as the Committee sees fit.

R13.10.3 When imposing a direction, sanction or disposal the Complaints Committee may apply such number and combination of the directions, sanctions and/or disposals provide for as it thinks appropriate, may make such provision for time to comply with any one or more of same as it thinks appropriate, may defer for such period or until such event as it shall think appropriate the decision on or imposition of a sanction or sanctions and shall be entitled to suspend the effect of any such direction, sanction or disposal for such period and/or on such conditions as it thinks appropriate.

R13.10.4 The Complaints Committee may decide to return any complaints fee whether or not the complaint is upheld.

R13.10.5 In any case where a complaint is upheld the record of any previous offences of the party concerned shall be considered before the Panel concludes its decision on the imposition of a sanction.

R13.10.6 When imposing any suspension further to these Rules the Committee shall have regard to all of the circumstances of the case and any prior cases, however, the Committee shall be in no way bound or constrained by any prior case sanction.

R13.10.7 A person under suspension shall not participate in any activity organised by a Club or under the jurisdiction of Scottish Swimming save that where it is considered appropriate a person may be given a limited suspension provided the limitation(s) are clearly defined (for example, a person may be suspended from all competition activities but allowed to continue in training and administration activities).

R13.10.8 For the avoidance of doubt an Athlete, Club or Official taking part in a competition held by an unaffiliated Club or body except as permitted in R5.1.6(b) may be suspended. In addition an eligible competitor taking part in competitions, exhibitions or demonstrations with someone whom they know to be under suspension may themselves be suspended.

R13.10.9 Suspensions by the Complaints and Appeals Committees shall be binding on all Clubs and Districts of Scottish Swimming.

R13.10.10 Suspensions and the lifting of suspensions shall be reported to Clubs, Districts and to AGB/WA as appropriate.

R13.10.11 When a fee or fine (not subject to appeal) due to be paid to Scottish Swimming has not been paid on time, the Complaints Officer may apply to the Head of Panel to impose a provisional suspension pending payment of the fine. No further hearing shall be required to impose any such suspension however the Head of Panel shall ordinarily provide the party with an opportunity to respond to the request. In addition and without prejudice to the foregoing Scottish Swimming shall be entitled to deduct from any monies due to the party for any reason and at any time any monies outstanding (in the form of any fee or fine) in satisfaction of the same.

R13.10.12 Any sanction imposed on a competitor or any other person by WA, by or recognised by a National Federation affiliated to WA or a continental body recognised by WA or SE or by SW, shall be recognised by Scottish Swimming. An appeal may be made against the recognition by Scottish Swimming and enforced in Scotland of a sanction imposed by the SE or SW.

R13.10.13 When an appeal is made:-

a) The decision shall ordinarily remain and the disposal shall ordinarily remain in place;
b) On or after lodging an appeal the appellant shall be entitled to ask that the decision and disposal (including sanction) is stayed pending determination of the appeal;
c) The Head of Panel shall consider the request and decide whether the earlier decision and disposal is to be stayed pending the hearing of the appeal;

**R13.11 Sanctions – Interim Suspensions**

R13.11.1 The Head of Panel may of their own volition recommend to the CEO that an interim suspension order is imposed if they feel it is appropriate. The Complaints Officer can also bring to the attention of the CEO any concern that they may have and suggest that an interim suspension order is imposed. The CEO shall be entitled to decide whether or not to impose an interim suspension order.

R13.11.2 In cases involving allegations of doping or a breach of safeguarding rules, an interim suspension should be imposed automatically pending the outcome of proceedings.

R13.11.3 Interim Suspensions shall be valid for the full duration of disciplinary proceedings or otherwise until revoked. They do not represent a disciplinary measure of themselves.

R13.11.4 After the disciplinary proceedings have been completed the Interim Suspensions will be terminated and one of the following options applied.

a) No other sanction imposed.
b) The party is suspended from membership for a fixed period of time.
c) The party is suspended from membership until a condition has been met.
d) The party is given a lifetime suspension from membership
e) An alternative sanction as per those detailed in R13.10.2 is imposed.

R13.11.5 Interim Suspensions may be reviewed in exceptional cases where an argument for the suspension to be lifted can be made.

R13.11.6 Interim suspensions and the lifting of interim suspensions shall be reported to Clubs, Districts and to AGB /WA as appropriate.

**R13.12 Notification of Decisions**

R13.12.1 The Complaints Committee shall notify its written decision to the relevant parties to a Complaint as soon as is practicable following the conclusion of a hearing.

R13.12.2 Oral notification may be made of any determination and rights of appeal at the conclusion of a discipline hearing if the Committee considers this to be appropriate.

R13.12.3 In notifying a disciplined person of their determination the Complaints Committee shall ordinarily advise them of their right to appeal under this policy and the relevant timeframes for them to do so.

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**R14.0 APPEALS**

**R14.1 Scope**

R14.1.1 An Appeal can be taken against a decision of a Complaints Committee (either of Scottish Swimming or any of the other bodies referred to in Company Rule R12.2.4) by any party to the original proceedings in respect of which the decision is made or the Complaints Officer as an interested person on one or more of the following grounds:-

a) That the decision was made in error either as to the facts or in law;
b) That the sanction imposed was manifestly unreasonable or manifestly excessive; or
c) That the interests of justice require the decision to be overturned or varied.

R14.1.2 An Appeal can be taken to be heard by the Appeals Committee against any decision of a Club by any party to the original proceedings in respect of which the decision is made or the Complaints Officer as an interested person in respect of:-

a) That the Club failed to follow its own procedures and that the procedural error resulted in the wrong determination or the determination is otherwise demonstrably unsafe;
b) There has been a breach of natural justice and that the breach resulted in the wrong determination or the determination is otherwise demonstrably unsafe; or
c) That any other error in decision-making has resulted in the wrong decision being reached provided always that
(i) the error can be demonstrated to be sufficiently serious and material so as to render the original decision wrong or unsafe and
(ii) that the decision taken affects the appellants rights and/or interests beyond their own Club or
(iii) the interests of Scottish Swimming as a whole are served by the hearing of an appeal.
d) That the sanction imposed was manifestly unreasonable or manifestly excessive.

R14.1.3 An Appeal shall be made by lodging the appeal with Scottish Swimming by no later than 14 days after receipt of the written notification of the decision:-

a) Marked for the attention of the Complaints Officer;
b) In writing;
c) Setting out the grounds of appeal relied upon;
d) The basis of the appeal (being the full reasons); and
e) Accompanied by the appeal fee.

R14.1.4 When required to convene a hearing the Head of Panel shall ordinarily appoint two members of the Panel to sit along with the Head of Panel as an Appeals Committee, or three members of the Panel to sit as an Appeals Committee and designate one of those persons to be an Appeal Chair. The quorum for all Committees shall be two persons.

R14.1.5 The Head of Panel shall be entitled to dismiss an appeal where in the Head's opinion the appeal is incompetent or is otherwise unmeritorious and stands no reasonable prospects of success.

**R14.2 Appeals Committee**

R14.2.1 Subject to the above the Appeals Committee shall have power to regulate its own procedure in line with the purpose of reaching an expeditious and just outcome.

R14.2.2 Appeals may be determined by way of written representations and without any need for a personal hearing. This will be at the discretion of the Appeals Committee.

R14.2.3 If a personal hearing takes place then the appealing party is entitled to be present and to have a companion present.
They are also entitled to have their legal representative, if any, present at the hearing along with the Complaints Officer (and any legal representative they may choose to bring).

R14.2.4 Appeals shall ordinarily proceed by way of review.

R14.2.5 A re-hearing of any first instance cases shall only be permitted if the Appeals Committee decides that a new hearing is necessary.

R14.2.6 New evidence shall only be permitted on appeal if the Appeals Committee is satisfied that the evidence was not available on or prior to the first hearing on reasonable enquiry.

R14.2.7 The Appeals Committee may, but is not obligated to, take advice as per R13.8.5 and shall have the following powers upon hearing an appeal:

a) To affirm the appealed decision;
b) Uphold the appeal in full or in part.
This may include setting aside the appealed decision, fully reducing a penalty or modifying a decision to increase a penalty or suspension;
c) To substitute the decision appealed against for another.
This may include substituting the offence or penalties for lesser or more severe sanctions;
d) To uphold the appeal and remit it to the Complaints Committee for reconsideration and determination; and/or
e) To take any steps that the Committee feels are appropriate to justly and expeditiously deal with the Appeal.

R14.2.8 Deliberations of the Appeals Committee will be held in private.

R14.2.9 The decision of the Appeals Committee shall ordinarily be issued in writing following the hearing.

R14.2.10 The decisions of Appeals Committees shall be final and binding on all parties and persons and there shall be no further right of appeal within Scottish Swimming available to any party or person.

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**R15.0 COMPLAINTS AND APPEALS HEARINGS PROTOCOLS**

**R15.1 Rules of Evidence**

R15.1.1 Committees shall not be bound by any rule of evidence in general.

R15.1.2 Committees shall be entitled to receive, consider and call upon such evidence as they deem appropriate in making a determination on a case. A Committee shall be entitled to accord to evidence such weight as seems to the Committee proper having regard to the quality of the evidence and the reliability and credibility of same.

R15.1.3 Such evidence may include:

a) Evidence whether in writing, audio/visual or photographic or any other media;
b) Evidence from experts in any form including opinions;
c) Evidence from any source and on any topic including the law.

R15.1.4 The Committee Chair shall obtain from Scottish Swimming the record of previous offences/wellbeing and protection concerns, if any, of the alleged offender. If the Complaints Officer, CEO or Safeguarding Manager is not in attendance at the hearing. It shall be supplied in a sealed envelope which shall only be opened once sanction is to be considered.

**R15.2 Attendance of Witnesses and Questioning of Attendees**

R15.2.1 Ordinarily it shall be the responsibility of a party wishing to bring a witness in support of their case to secure that witness' attendance at the hearing.

R15.2.2 Any Committee established further to these Rules may require the attendance of any person to attend at a hearing.

R15.2.3 If any person required to attend either refuses or fails to do so then the Committee may choose to:

a) Proceed in that person's absence;
b) Adjourn the hearing;
c) Allow or refuse to allow any evidence of that person to be given in another form (if the person is a witness);
d) Direct that the witness who has not attended be made the subject of misconduct proceedings.

R15.2.4 All attendees, including Complainants, Respondents, Appellants and Witnesses, will not be questioned or cross-examined by any persons present at a hearing, except by appointed members of the Complaints/Appeals Committee.

R15.2.5 Other persons present at any such hearing are permitted to ask questions addressed to an attendee (as per R15.2.4) through the Chair and with the permission of the Chair of either Committee.

R15.2.6 At any hearing the Committees shall be entitled to ask such questions of any attendee (as per R15.2.4) as they consider necessary for deciding the matter.

**R15.3 Standards and Burdens of Proof**

R15.3.1 The relevant standard of proof for all proceedings shall be on the balance of probabilities.

**R15.4 Representation**

R15.4.1 A party appearing at a hearing shall be entitled to be represented by a representative of their choosing provided that
(i) the representative is available and can attend; and
(ii) the representative is not in any way conflicted from attending as a representative.

R15.4.2 The Complaints Officer shall also be entitled to seek the help of any person in discharging the Complaints Officer duties and shall be entitled to nominate any person to carry out any function or power invested in the Complaints Officer by these Rules whether in substitution of the Complaints Officer or in addition to the Complaints Officer carrying out such duties. For the avoidance of any doubt the Complaints Officer shall be entitled to be accompanied at any hearing by legal representation.

**R15.5 Publicity**

R15.5.1 Scottish Swimming will be entitled to publish details of any proceedings taken under these procedures including the identities of the parties concerned, the findings, determination and/or sanction determined in any matter.

R15.5.2 Any committee appointed further to these Rules may recommend to Scottish Swimming that any matter be publicised.

R15.5.3 Except with the express approval of the Chair of the Committee, no Committee member shall make any statement or disclosure to any third party concerning any event which took place at a hearing and any statement made or document or other materials considered during or in connection with a hearing further to these Rules.

**R15.6 Multiple Incidents**

R15.6.1 If proceedings, howsoever arising, are taken against or concern more than one party and are connected in some manner then those proceedings may be heard together either on the application of any party, Scottish Swimming or the Committee appointed in the matter.

R15.6.2 For proceedings to be conjoined the Head of Panel shall determine the application and decide whether such cases should be heard together. One consideration for the Head of Panel shall be whether or not conjoining proceedings would cause undue prejudice or injustice to any of the parties against whom proceedings are being taken.

**R15.7 Additional Provisions**

R15.7.1 Notwithstanding these Rules, a Committee shall have the power to regulate the hearing procedures adopted by it and in so doing any may deviate from the hearing procedures in these Rules as it considers appropriate and expedient so as to dispose of any matter before it justly and expeditiously.

R15.7.2 No finding, decision or determination taken further to these Rules shall be quashed or held invalid by reason of any defect, irregularity, omission or technicality unless such results in a material doubt as to the reliability of the finding, decision or determination, or would otherwise result in a miscarriage of justice.

R15.7.3 Any matter arising which is not provided under these Rules shall be decided in accordance with the general principles of natural justice and fairness and having regard at all times to the overriding objectives of this policy.

R15.7.4 As the Committees shall also have power to regulate their own procedures in the event that any situations arise which are not governed by this policy, or if in their discretion it appears necessary for the interests of justice to deviate from these Rules. This will be competent so long as such deviation does not result in a disproportionate or unjust outcome for the party subject to a complaint.

R15.7.5 Committees will have discretion to adopt modified procedures in cases involving young or vulnerable persons.

R15.7.6 In any case, whether questions arise concerning the interpretation of Rules of a District Association, or Club, the Chair of the relevant Committee may seek (but need not seek) the opinion in writing of the relevant District or Club President as to the rules.

R15.7.7 As a general rule all parties shall bear their own costs and expenses.

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## R16.0 STANDING ORDERS

### R16.1 Chair, Quorums, Venues and Motions

R16.1.1 Chair

The rules covering the Chair of meetings are included within the relevant paragraphs of the SASA Constitution, Company Articles and Company Rules relating to each meeting.

R16.1.2 Quorum

The rules covering the Quorum for meetings are included within the relevant paragraphs of the SASA Constitution, Company Articles and Company Rules relating to each meeting. Where no specified quorum exists for a meeting the number of attendees is taken as the quorum for majority decision making purposes.

R16.1.3 Venues

The rules covering the venue for meetings may be included within the relevant paragraphs of the Scottish Swimming Governance, The Districts' Governance or Clubs' Governance relating to each meeting. However, if the venue is not practical or restricted from being used or if it is anticipated that those attending and/or participating in the meeting will not be in the same place alternative arrangements may be made on how it is proposed that they should communicate or participate during the meeting.

R16.1.4 Motions

The references to "Motion" within these standing orders also applies to a "Proposal" or a "Resolution" to change governance documents. The voting requirements for a motion is a simple majority and those for proposals or resolutions are defined within the rules relating to each meeting.

### R16.2 General and Delegates Meetings

R16.2.1 The Standing orders in this section shall apply to General and Delegates meetings

a) **Scottish Swimming**
   General Meetings
b) SASA Districts
   General Meetings
   Delegates Meetings
b) SASA Clubs
   General Meetings

R16.2.2 A meeting must keep a record, in writing, of every decision taken by the meeting
The general rule is that any decision made by the meetings in Section R16.2.1 must be either a unanimous decision or a majority decision.

R16.2.3 If a motion is put to a vote, voting shall be by show of hands unless a secret ballot is requested by the Mover or the Meeting or at the discretion of the Chair. Voting for Office-Bearers shall be by secret ballot only if put to a vote.

R16.2.4 Only the votes of those eligible to vote and present at the casting of the votes shall be counted.

R16.2.5 Any individual entitled to vote may request a recount.

R16.2.6 In the event of there being an equality of votes on a motion which requires a decision (choice) to be made for the continued good governance of Scottish Swimming the Chair shall have a casting vote.

R16.2.7 The Chair's ruling on questions of order or procedure shall be final unless it is challenged by

a) for Scottish Swimming meetings - at least 30 individuals eligible to vote.
b) for SASA District meetings - at least 30% of the individuals present and eligible to vote.

Thereafter a motion "That the Chair's ruling shall stand" will be put to a vote without discussion.

R16.2.8 a) The approval of at least two thirds of those present and voting is required to:

i) Alter the order of business.
ii) Allow any individual to address the meeting who is not otherwise entitled to do so.
iii) Reverse the Chair's decision under R16.2.7.

b) A simple majority of those present and voting is required to:

i) Adopt an amendment to a motion.

R16.2.9 A motion must be seconded immediately after the mover's speech. If there is no seconder, the proposition falls. A motion once seconded may only be withdrawn by the mover with the consent of the seconder.

R16.2.10 If any motion on the Agenda is not moved by the proposer or other individual entitled to take part in the proceedings and vote when it is called by the Chair, it shall be considered as dropped and may not be carried forward to later in the meeting.

R16.2.11 The mover of a motion may speak for up to ten minutes. Other speakers will be allowed a maximum of five minutes.

R16.2.12 No speaker may speak more than once on any motion except in the following circumstances:

a) The mover of an original motion shall be entitled to speak on any amendment to the motion.
b) The mover of an original motion shall be entitled to reply at the end of the discussion before the motion is put to the vote.
c) An individual who has already spoken may propose a motion of order or make a point of order,
d) Speakers who consider they have been misunderstood shall be allowed, at the discretion of the Chair, to make an explanation.

R16.2.13 An amendment must not directly negate the original motion nor shall it have the effect of introducing a new proposal, for which notice of motion would be required.
R16.2.14 If an amendment is carried, it shall become or form part of the motion.
R16.2.15 For the avoidance of doubt, no amendment may be proposed to a resolution to amend the Company Articles at a general meeting.
R16.2.16 Speakers shall confine their remarks to the proposition under discussion.
R16.2.17 The Chair shall ensure that where opposition to a motion exists, opportunity shall be given for this opposition to be expressed in debate.
R16.2.18 A person is able to exercise the right to speak and vote at a meeting when:
a) that person is able to communicate and vote, during the meeting, on the business of the meeting; and
b) that person's vote can be taken into account in determining whether or not such motions are passed at the same time as the votes of all other persons attending the meeting.
R16.2.19 A meeting need not be held in any particular place and the meeting may be held without any number of those participating in the meeting being together at the same place. In determining attendance at a meeting, it is immaterial whether any two or more persons attending it are in the same place as each other.

**R16.3 Committee Meetings**

R16.3.1 The Standing orders in this section shall apply to Committee meetings
**a) SASA**
SASA Council
**b) SASA Districts**
Committees
**c) Company Meetings**
Company Board
National Committees
R16.3.2 A meeting must keep a record, in writing, of every decision taken by the meeting.
The general rule is that any decision made by the committees in Section R16.3.1 must be either a unanimous decision or a majority decision.
R16.3.3 In the event of there being an equality of votes on a motion which requires a decision (choice) to be made for the continued good governance of Scottish Swimming the Chair shall have a casting vote.
R16.3.4 The Chair's ruling on questions of order or procedure shall be final unless it is opposed by a majority of members.
R16.3.5 Speakers shall confine their remarks to the proposition under discussion.
R16.3.6 The Chair shall ensure that where opposition to a motion exists, opportunity shall be given for this opposition to be expressed in debate.
R16.3.7 Voting shall be by a show of hands of those present at the casting of votes and eligible to vote.
R16.3.8 The Chair may allow any individual not entitled to take part in the proceedings and vote to address the meeting.
R16.3.9 A person is able to exercise the right to speak and vote at a meeting when:
a) that person is able to communicate and vote, during the meeting, on the business of the meeting; and
b) that person's vote can be taken into account in determining whether or not such motions are passed at the same time as the votes of all other persons attending the meeting.
R16.3.10 A meeting need not be held in any particular place and the meeting may be held without any number of those participating in the meeting being together at the same place. In determining attendance at a meeting, it is immaterial whether any two or more persons attending it are in the same place as each other.

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# TOP UP FROM THE TAP

Scottish Water
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Scottish Swimming is grateful for the commitment and contribution we receive from our athletes, teachers, coaches, tutors, organisers, clubs, technical officials, committee members and volunteers.

Scottish Swimming also wishes to express its thanks to the following companies and organisations

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BSCA

British Swimming Coaches Association

UNIVERSITY of STIRLING

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