



**FALKIRK INTER-REGION SWIM TEAM
(FIRST)
REGULATIONS, CONSTITUTION AND BYE-LAWS**

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REGULATIONS

The FIRST Management Committee shall reserve the right to introduce from time to time regulations thought necessary for the practical day-to-day running of the FIRST Squad. Regulations will cover issues involving the conduct of swimmers and coaches, training patterns for squads, competition planning and other matters related entirely to member swimmers and clubs which will promote best practice in competitive swimming. Regulations will not in any way contradict or repeat articles otherwise contained in the Constitution and will be reviewed and amended by the FIRST Committee when required.

CONSTITUTION

C1.0 NAME

The Squad shall be called Falkirk Inter-Region Swim Team or FIRST, and shall here after be referred to as the Squad. (Covering both the Youth Performance Squad and the Age Group Performance Squad)

C2.0 OBJECTIVES

The objectives of the Squad shall be to: -

- a) Promote and manage the teaching, knowledge and practice of one or more Aqua Sports, in accordance with paragraph C2.2 of the SASA Constitution
- b) To develop swimmers from participating clubs, through joint attendance at training and assessments and selected competitions to optimise the allocation of sports and local government funding and support
- c) To promote all the activities of the Squad.
- d) To maintain the appointment of professional coaching staff for swimmers in the Squad.

C3.0 MEMBERSHIP

- C3.1 The membership shall consist of the group of clubs who participated in the formation of the Squad. Additional clubs may join at any time by agreement of the existing participants and subject to their accepting and satisfying the terms of the Constitution and Bye-Laws. Individual membership of one of the participating clubs automatically ensures membership of F.I.R.S.T.
- C3.2 The Management Committee shall agree the proposed affiliation fees (annual club affiliation) in January of each year in preparation for the AGM.
- C3.3 All Squad members must be registered with the SASA through their parent club and Adult members will be as defined by the SASA.
- C3.4 All members joining a member club shall be deemed to also accept the terms of this Constitution, Bye-Laws and any Regulations from time to time adopted by F.I.R.S.T.
- C3.5 The Management Committee shall have the power to turn down an application for membership.
- C3.5 Member clubs must be affiliated to Falkirk Sports Council.

C4.0 GOVERNANCE

- C4.1 The Squad shall be subject to and bound by, the Constitution and Bye-Laws of the SASA, Memorandum, Articles and Rules of SASA Ltd and the appropriate SASA District Rules.
- C4.2 The Squad shall comply with the SASA Code of Conduct, the SASA Code of Ethics and the SASA Child Protection Guidelines.

- C4.3 The Squad shall be governed by its Constitution, Bye-Laws and Regulations.
- C4.4 Amendments to the Constitution shall only be made at a General Meeting, provided at least a two-thirds majority of those present and eligible to vote with representatives of all member clubs being in favour.
- C4.5 Amendments to the Bye-Laws shall only be made at a General Meeting provided a simple majority of those present and voting is secured.
- C4.6 The Management Committee shall have the power to publish and enforce such Regulations, as the Management Committee feels necessary to govern the activities of the Squad.

C5.0 MANAGEMENT

- C5.1 The affairs of the Squad shall be conducted by a Management Committee, which shall consist of three nominated representatives from member clubs as defined in Bye-Law BL5.1.
- C5.2 The Officers of the Squad, who shall be honorary, shall consist of a Chairperson, Treasurer and Secretary who shall be elected at an Annual General Meeting, as shall be the said club representatives as defined in Bye-Law BL5.1.
- C5.4 If the post of any Officer or club representative committee member should fall vacant after such an election, the Committee and respective club shall have the power to fill the vacancy.
- C5.5 All Management Committee members other than the Head Coach shall be Adult members of one of the member clubs.

C6.0 MEETINGS

C6.1 General Meetings

- C6.1.1 Notices
At least 30 days notice of any General Meeting and the Agenda shall be given to all member clubs.
- C6.1.2 Attendance
All Adult members of member clubs are entitled to attend and take part.
- C6.1.3 Voting:
 - With the exception of changes to the Constitution, decisions put to a vote shall be resolved by simple majority at General Meetings
 - Voting shall be by a show of hands unless decided otherwise by a majority of those attending the meeting
 - Voting representatives of any single member club may not exceed 50% of the total attendance at the meeting
- C6.1.4 Quora
The quorum at General Meetings shall be two Officers of the Management Committee plus 4 members eligible to vote to include at least one representative present from each member club.

- C6.1.5 Changes to the Constitution and Bye-Laws
A proposal to change the Constitution or Bye-Laws must be submitted in writing to the Secretary, signed by two members eligible to vote at a General Meeting.

C6.2 Annual General Meeting (AGM)

- C6.2.1 The Squad shall hold an Annual General Meeting during the period mid-March to mid-April to:
- Approve the minutes of the previous year's AGM
 - Receive reports from the Chairperson and Head Coach
 - Receive a report from the Treasurer and approve the Annual Accounts
 - Receive a report from the Auditors
 - Appoint Auditors for the coming year's Accounts
 - Elect Office Bearers (except for the Head Coach)
 - Consider changes to the Constitution
 - Consider changes to the Bye-Laws
 - Deal with other relevant business
- C6.2.2 Voting
Voting rights at the Squad AGM shall be limited to those having comparable voting rights at their Club AGM.

C6.3 Extraordinary General Meeting (EGM)

- C6.3.1 An Extraordinary General Meeting shall be called by an application in writing to the Secretary supported by representatives from both member clubs. Such a request must be made in writing to the Secretary, setting forth the object(s) and reason(s). The Management Committee shall also have the power to call an EGM by decision of a simple majority of its members.

C6.4 Management Committee Meetings (MCM)

- C6.4.1 A quorum for Management Committee Meetings shall be one delegate present from each of the member clubs plus a minimum of two Management Committee members.
- C6.4.2 The business of the meeting shall be enacted in accordance with Section 6 of the Bye-laws.
- C6.4.3 The Management Committee shall meet at least every two months (official Squad vacation periods excepted) and at such other times as the Chairperson, in consultation with the Secretary, may deem necessary. The Chairperson shall convene the Management Committee.
- C6.4.4 Any two members of the Management Committee may requisition a Special Management Committee Meeting. At least 7 days written notice shall be given to all Management Committee members. The Secretary shall call a Special Committee Meeting within 14 days of the receipt of the requisition notice. Notice of meeting shall include a statement of business to be discussed. No other business shall be transacted at such a meeting.

C7.0 FINANCE & ACCOUNTS

- C7.1 The financial year shall run from 1st March to the last day in February each year
- C7.2 The Treasurer shall be responsible for the preparation of Annual Accounts of the Squad.

- C7.3 The Accounts shall be audited by an independent person(s) elected annually at the Annual General Meeting.
- C7.4 The Treasurer and either the Chairperson or Secretary shall sign all cheques drawn against the Squad's funds
- C7.5 The Management Committee can enter into contracts and/or partnerships, on behalf of the Squad, provided each proposal is fully discussed at and recorded in the minutes of a quorate Management Committee meeting prior to the commitment being made.
- C7.6 All participating clubs shall be jointly responsible for the financial liabilities of the Squad. Once per year in advance of the AGM the squad membership shall be audited. The total club funding will comprise an equal base payment by each member club and a pro-rata element based on the squad size per member club.
- C7.7 Any surplus of the Squad's income will be re-invested in the Squad and not distributed to its members.

C8.0 DISCIPLINE

- C8.1 The Management Committee may take action (eg. fine, suspend or cancel membership) against any Squad Member proved guilty of infringing the Squad Regulations or acting in such a manner as to bring disrepute to the Squad. Such action shall only be taken if the principles and procedures embodied in the Complaints, Appeals and Suspension & Fines sections of the SASA Constitution, Bye-Laws and the SASA Ltd Rules have been applied.
- C8.2 All grievances, complaints and appeals, except for doping, child abuse or alleged criminal offences, shall be dealt with in accordance with Section 8 of the Squad Bye-Laws.
- C8.3 Grievances and complaints involving doping, child abuse or other criminal offences shall be referred to the SASA Chief Executive within 48 hours, in accordance with SASA Ltd Rule 16.1.3.

C9.0 TROPHIES

- C 9.1 All trophies belong to the Squad in perpetuity and cannot be won outright.
- C 9.2 The Squad Secretary or nominated person shall act as Trustee of Squad Trophies.

C10.0 HOLIDAYS

- C 10.1 During each year there shall be a two week shutdown period. The timing of the shutdown shall be agreed between the Squad Head Coach and Management Committee.

C11.0 DISSOLUTION

- C 11.1 In the event of the dissolution of the Squad, any funds, property and other assets shall be distributed equally amongst the participating clubs.
- C 11.2 So long as two member clubs agree to support the Squad it cannot be dissolved.

BYE-LAWS

BL 1.0 Not used

BL2.0 not used

BL3.0 MEMBERSHIP

BL3.1 All individual members will be excluded from taking part in any of the Squads activities, competitions or meetings until their club annual subscription is paid.

BL3.2 A member club wishing to resign from the Squad shall give the Secretary six months notice in writing.

BL3.3 Club affiliation fees shall be paid quarterly by standing order. Due dates for affiliation fees are: 1st March, 1st June, 1st September and 1st December. Any club failing to pay within one month following a due date shall be prevented from taking part in any Squad competitions or activities until payment has been made. Should any club not pay the required amount within six weeks following a due date the Management Committee shall call an Extraordinary General Meeting to discuss further action.

BL3.4 Action as in BL3.3 shall also apply to the quarterly payments due by Falkirk Council, which are stated in the FIRST/Falkirk Council Agreement.

BL4.0 Not used

BL5.0 MANAGEMENT

BL5.1 The Management Committee shall comprise three representatives from each member club. It is the responsibility of these delegates to consult and inform their respective Club committees. An advisory representative from the SASA and officers of Falkirk Council may participate in the Management meetings. However, these representatives shall not have voting rights.

BL5.2 Current members of the Management Committee may offer themselves for re-election.

BL5.3 The Management Committee shall be responsible for the administration of the Squad.

BL5.4 The Management Committee shall oversee the following Head Coach responsibilities:

- The organisation and control of all Squad activities
- The appointment of Coaches and other volunteers
- The selection of members to participate in the Squad through the Coaches group
- The organisation of swimming activities as may be requested by other bodies
- Assessment of swimmers through the Coaches group
- Event/Calendar schedule through the Coaches group

BL5.5 The Management Committee shall appoint such sub-committees as may be considered necessary.

BL5.6 It is a principle of the Management Committee that member clubs share equally in the administration of the Squad.

BL5.7 Each member Club shall ensure that they comply with the SASA Guidelines with regard to the appointment of a Child Protection Officer (CPO).

BL6.0 MEETINGS

BL6.1 General

- BL6.1.1 At all meetings, if a quorum is present, the Chair shall be taken not later than 15 minutes after the appointed time of the meeting.
- BL6.1.2 All Members when called to order at any meeting or gathering of the F.I.R.S.T Committee and not complying with the "rule of order" shall be expelled from the meeting.
- BL6.1.3 The Chair at all meetings of the Committee shall be the Chairperson. In the absence of the Chairperson, those in attendance shall appoint a substitute.
- BL6.1.4 In the event of equality of votes in any resolution before the meeting, which requires a choice to be made for the continued good governance of the Squad, the Chairperson of a meeting shall have a second or casting vote.
- BL6.1.5 The Chairperson of a meeting shall be the sole judge of questions of order and interpreter of the "rules" governing the Squad.
- BL6.1.6 The Chairperson shall not speak to, oppose or move any motion from the Chair. In order to do so, they shall vacate the Chair until that business is concluded. The meeting shall be presided over by a substitute Chairperson elected from among those present.
- BL6.1.7 The minutes of all meetings will be copied to all member clubs.

BL6.2 Annual General Meeting (AGM)

- BL6.2.1 The Secretary shall give written notice to each member club of not less than 30 days prior to the date of the AGM.
- BL6.2.2 Appended to the notice of intimation of an AGM shall be the Agenda, a note of the process governing alteration to the Constitution and Bye-Laws.
- BL6.2.3 Each member club should submit in writing their club delegates for the coming year to the Secretary by 30th June each year.
- BL6.2.4 Nominations for Officers of the Squad shall be made by existing Management Committee members and should be delegates of clubs for the coming year. The nominations should be submitted in writing, signed by two Management Committee members and the nominee, to the Secretary no later than 14 days prior to the AGM. Should none of the Management Committee members be prepared to accept the post of Secretary or Treasurer then the Management Committee may nominate a suitably experienced individual to the post. This individual must be a registered member of one of the member clubs and the SASA. Although they may participate in Management Committee meetings they will not have voting rights. Only one Office Bearer may be nominated under these conditions in any given year, this rule may not be applied to the position of Chairperson.
- BL6.2.5 Proposed alterations to the Constitution and Bye-Laws and notices of motion must be received by the Secretary not later than 21 days prior to the AGM.
- BL6.2.6 Having received all nominations and proposed alterations, the Secretary shall arrange for this information to be issued to member Clubs at least 10 days before the meeting.
- BL6.2.7 It is proposed that the Office Bearers of the Squad should be prepared to serve a two year term of office in order to provide continuity.

- BL6.2.8 The order of business for an AGM shall be:
- Chairperson's remarks
 - Apologies for absence
 - Approval of minutes from previous AGM & matters arising
 - Head Coach's Report
 - Treasurer's Report including Auditor's comments
 - Appointment of Auditors
 - Proposed changes to Constitution
 - Proposed changes to Bye-Laws
 - Election of Office Bearers
 - Other relevant business

BL6.3 Extraordinary General Meeting (EGM)

- BL6.3.1 The Secretary shall convene the requested Extraordinary General Meeting within 21 days of receipt of the written motion.
- BL6.3.2 The Secretary will give notice, in writing of all Extraordinary General Meetings, stating the Agenda, to member clubs at least 14 days prior to such meetings being held.
- BL6.3.3 The Management Committee shall appoint the date, time and place.
- BL6.3.4 The order of Business for an EGM shall be:
- Chairperson's remarks
 - Apologies for absence
 - Business to be transacted of which due notice has been given
- BL6.3.5 No business shall be transacted at the EGM other than business of which due notice has been given.

BL6.4 Management Committee Meetings (MCM)

- BL6.4.1 Notice of the date, time and venue of each MCM shall be notified to each club delegate at least 7 days prior to the meeting.
- BL6.4.2 Adult members of the member clubs who are not members of the MCM, may attend, but may only participate with the agreement of the Chairperson.
- BL6.4.3 All, except ex-officio members shall have a deliberate vote.
- BL6.4.4 No decision of the MCM may be altered or revoked without 14 days prior notice of intent, in writing, being given to the Secretary.

BL7.0 FINANCE & ACCOUNTS

- BL7.0.1 The Treasurer shall arrange for the Auditor(s) to examine and certify the Squad accounts and balance sheet before presentation of an audited summary to the AGM.
- BL7.0.2 The Treasurer shall submit a budget, to the first meeting of the MCM following the AGM, for the current financial year.
- BL7.0.3 The Treasurer shall submit a financial statement at each MCM.
- BL7.0.4 All outgoing payments shall be made by cheque, signed by the Treasurer and either the Chairperson or the Secretary.
- BL7.0.5 The Management Committee shall be responsible for recommending the Club Affiliation Fee. The Fee shall be fixed at the AGM.

BL8.0 DISCIPLINE

Any member guilty of conduct which is detrimental to the interests or aims of the Squad or breach of the Constitution, Bye-laws, Regulations may be disciplined by the MCM, provided Paragraph C8.1 of the Constitution has been satisfied

BL8.1 Suspensions and Fines

BL8.1.1 The MCM may suspend, from activities wholly within its own jurisdiction, impose a Fine or Expel a member as a means of discipline. The member's club must be consulted before a member may be expelled.

BL8.2 Grievances

BL8.2.1 A Grievance, which is a formal expression of dissatisfaction or allegation of unfair practice in connection with the management of the Squad can be made by:

- Any swimming member of the Squad
- A parent or guardian on behalf of a member under 16 years of age
- An Individual

BL8.2.2 A grievance is made in writing to the Squad Secretary not later than 30 days after the incident.

BL8.3 Complaints

BL8.3.1 A complaint may be made, against decisions taken by the Squad in respect to the outcome of a submitted grievance or as a formal expression of dissatisfaction or allegation of unfair practice in connection with aquatic sports as governed by the SASA.

BL8.3.2 A complaint must be made in accordance with Section 16 of the SASA Ltd Rules.

BL8.4 Appeals

BL8.4.1 An appeal may be made against decisions taken by the National Enquiry Panel.

BL8.4.2 An appeal must be made in accordance with Section 18 of the SASA Ltd Rules.

BL9.0 TROPHIES

BL9.1 The winner of a trophy shall guarantee safe custody and return of the trophy when requested by the MCM.

BL 9.2 The Squad shall be responsible for arranging the engraving of the winners name on all trophies.