

ARENA SWIM CLUB INC

BY-LAWS PURSUANT TO CLAUSE 25.1 OF THE ASC CONSTITUTION

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1. CLASSES OF ORDINARY MEMBERSHIP

1.1 Ordinary Annual Member – An Ordinary Annual Member is a member who is 18 years of age or older, and registered as an Annual Member of Swimming WA.

- 1.2 Representative Parent Member – A Representative Parent Member is a member who is registered as a ‘Non-Swimming Member’ of Swimming WA and is the nominated legal parent/guardian of a child or children who are Associate Members of the Arena Swim Club.

2. CLASSES OF ASSOCIATE MEMBERSHIP

- 2.1 Associate Annual Member – An Associate Annual Member is a member who is under the age 18 and registered as an Annual Member of Swimming WA.

- 2.2 Associate Parent Member – An Associate Parent Member is a member who is registered as a ‘Non-Swimming Member’ of Swimming WA and:

- 2.2.1 Has a child who is an Ordinary Annual Member; or
- 2.2.2 Has a child who is an Associate Member, but the Associate Parent Member does not represent that member for the purpose of voting.

- 2.3 Junior Member – A Junior Member is a member who is registered as a Junior Member of Swimming WA.

- 2.4 Junior Dolphins Member – A Junior Dolphins Member is a member who is registered as Junior Dolphins Member of Swimming WA.

Associate Members who are under the age of 18 must be represented by a Representative Parent Member. Only one Parent Member per Associate Member can be nominated. The Register of Members (ref Clause 8.1 of the Constitution) must record the Representative Parent Member nominated for each Associate Member.

3. MEMBERSHIP FEES

1. Membership fees will be reviewed annually by the committee and are subject to change.

4. SQUAD STRUCTURE AND FEES

As a SWA affiliated club, the ASC provides a competitive swimming program for members (except parent members). The program is comprised of squads of varied training and competition objectives. Members will be offered a place in an ASC Squad at the discretion of the Head Coach. Squad placement is a fair equitable and transparent process. Squad names and fees are contained in the table below. The Objectives and Eligibility Criteria is contained in the ASC Performance Pathway document (as amended)

- 4.1 Squad training fees must be paid by direct debit into an account nominated by the treasurer.
- 4.2 Any direct debit rejected by the member's bank due to insufficient funds, will attract a \$5 fee and deducted from the member's bank account.

5. FINANCIAL ACCOUNTABILITY

- 5.1 Club income is generated by membership fees, squad training fees, sponsorship, swim meets and fundraising.
- 5.2 Wherever possible, income should be received by direct debit / bank transfer to assist with reconciliation of club accounts.
- 5.3 Where income is received in cash (should only generally occur with fundraising), at least two committee members will:
 - 5.3.1 count monies received
 - 5.3.2 record the amount on an ASC Income Record Form
 - 5.3.3 sign / counter sign the form
 - 5.3.4 submit the form with received monies to the treasurer
- 5.4 The ASC President, Vice President or the Treasurer has a discretionary non-recurring expenditure authorisation of \$200.00 per week to facilitate urgent unforeseeable expenditure requirements. Each expenditure made under this clause must be reported to the treasurer and endorsed by the committee at the next committee meeting after the expenditure is made.
- 5.5 All recurring expenditure, foreseeable expenditure, and invoices for payment are to be treated as a question to be decided at a committee meeting.

6. COMMITTEE ROLES AND CONDUCT

- 6.1 The committee will be comprised 15 members in total, including six office bearers.
- 6.2 The President, Vice President, Treasurer, Secretary, Registrar and Coach Liaison are office holders and have the minimum obligations and responsibilities as listed in Clause 11 of The Constitution.
- 6.3 Members nominating for committee must indicate the office or role sought.
- 6.4 The Committee will be comprised of the following positions:

President / Complaints Manager
Vice President / HR Manager
Treasurer
Secretary / Regulatory Compliance Officer
Office Manager / OSH Manager
Registrar / Meet Director
Assistant Registrar
Volunteer Coordinator
Sub Committee Coordinator
Fund Raising Coordinator
Sponsorship Coordinator
Social Coordinator
Nationals Coordinator
Coach Liaison
Uniforms Coordinator

6.5 In addition to any obligation / responsibilities listed in Clause 11 of The Constitution, the Committee Members have responsibilities as recorded in the ASC Operating Manual - Role Descriptions.

6.6 Committee Members are required to act ethically and in the best interest of the club at all times. Fairness, accountability and transparency should underpin all decisions made by committee members.

7. COMMITTEE ENTICEMENT AND GIFT REGISTER

7.1 Any gift or reward offered or given to any committee member due to that committee member's position / role etc. must be declared to the committee and recorded in a gift register by the club secretary. The committee must:

- 7.1.1 Consider whether acceptance of the gift is in the best interests of the club;
- 7.1.2 Whether to accept or decline/return the gift; and
- 7.1.3 Whether the gift should be used by the receiving committee member or put to another use (eg fundraising).
- 7.1.4 The outcome in relation to the gift must be recorded in the gift register as well as the date of the meeting at which the decision was made.

8. MEMBER CONDUCT

The following rules for member conduct exist in the interest of creating a fair, safe and cohesive club environment. Strick compliance is expected of all members.

8.1 POOL DECK INCURSIONS – Parents are not permitted to encroach or enter upon the pool deck area during training. The following exceptions apply:

- 8.1.1 Medical emergency;
- 8.1.2 Unforeseen circumstance requiring a child to be withdrawn from training;
- 8.1.3 Attending the club office;
- 8.1.4 To speak with a committee member
- 8.1.5 To fulfill a volunteer obligation (eg timekeeping)
- 8.1.6 To meet with a coach for a pre-arranged meeting.
- 8.1.7 The parent is a committee member

8.2 TRAINING INTERFERENCE – Save for encouragement, parents are prohibited from ‘grandstand coaching’ or otherwise instructing their child whilst their child is under the direction of a coach.

8.3 VOLUNTEER OBLIGATIONS – The Volunteer Coordinator will publish a Volunteer Roster from time-to-time to facilitate interclub and intra-club meets and events. The roster will be published on the club Facebook page and website. All members are required to familiarise themselves with the roster and fulfill their volunteer obligation.

8.4 ARREARS – Any rejected direct debit must be resolved by the Annual Member or Parent Member responsible within 7 days of the Direct Debit attempt. If the direct debit is not resolved within 7 days, the Annual Member or Associate Member represented by the parent member will be suspended from training and competition until the payment is resolved.

8.5 PARENT SUPERVISION – Parents of children aged under 10 must not leave their children unattended at training or competition events. A parent or guardian over the age of 16 years is required to be within the venue at all times while their child (under 10) is engaged in training or competition.

8.6 BEHAVIOUR GENERALLY – All members are required to treat other members, committee members, volunteers, coaches and venue staff with respect and fairness. Inappropriate behavior such as violence, abuse, bullying or harassment will not be tolerated and will result in member disciplinary proceedings.

8.7 PARENT CONDUCT – Parents will not personally admonish, punish or address a child member of the club (other than the Parent’s own child) for any perceived or actual behavior of that child unless the behavior endangers the child’s safety or the safety of another. Members must abide by the SWA Member Welfare Policy.

9. DISCIPLINARY PROCEDURES AND PENALTY FOR BY-LAW BREACH

9.1 Breaches of by-laws relating to the conduct of any member must be reported to the Member Protection Information Officer who will bring the matter to the attention of the President.

9.2 The President must investigate any alleged breach in a timely manner and may seek any assistance necessary to do so.

9.3 A record must be made of any inquiries made or action taken by the President. The record must be kept confidential but may be inspected by committee members.

9.4 If the disciplinary matter is discussed at a committee meeting, minutes relating to the breach are not to be published.

9.5 If the breach is found, on the balance of probabilities, to be substantiated, the President must take action against the member in a manner prescribed in clause 9.6

9.6 DISCIPLINARY MEASURES

9.6.1 Warning (recommended for first breach)

9.6.2 1 Week Suspension of Parent Member or Ordinary Member

9.6.3 1 Week Suspension of Associate Member

9.6.4 1 Week Suspension of Parent Member and Associate Member

9.6.5 2 Week Suspension of Parent Member or Ordinary Member

9.6.6 2 Week Suspension of Associate Member

9.6.7 2 Week Suspension of Parent Member and Associate Member

9.6.8 Expulsion proceedings (refer to Constitution)

9.7 Suspensions will apply to all training and competition.

9.8 Where an Ordinary or Associate Member is suspended, a pro-rata amount of squad training fees relevant to the period of suspension will be refunded. No portion of the Annual Membership Fee or Volunteer Levy will be refunded.