

1. Code of Conduct for Willesden Rapid Swimming Club Members

As a member of Willesden Rapid Swimming Club, you have the right to:

- Feel safe, and know how to raise any concerns.
- Be listened to and have your views respected.
- Be actively involved in decisions within the club.
- Be treated with respect and fairness by every member of the club.
- Feel welcomed, valued, and not judged based on your race, gender, sexuality, faith, ability, or any other characteristic.
- Receive support and encouragement to develop your skills and reach your potential.
- Be cared for in the event of an accident or injury, with parents/guardians/emergency contacts informed where appropriate.
- Train and compete in a positive environment, free from any form of bullying or harassment.

As a member of Willesden Rapid Swimming Club, we expect you to:

- Follow the guidelines outlined in Wavepower 2024 and adhere to Swim England's policies and rules.
- Comply with the Swim England Code of Ethics, Club Constitution, and all club regulations.
- Show respect to your coach or teacher by listening, behaving responsibly, and speaking up when something isn't right.
- Let a coach, teacher, or team manager know if you need to leave the premises during training or competitions. If under 18, this must be agreed upon beforehand.
- Arrive at training sessions and competitions on time. If you're running late, inform a club representative in advance.
- Respect your teammates, opponents, and officials, ensuring your behaviour reflects positively on the club.
- Use appropriate language and actions at all times, in line with Swim England's expectations.
- Encourage and support other club members, promoting a welcoming and friendly atmosphere.
- Take care of all facilities and equipment, leaving spaces tidy and reporting any damages or issues.

Remember, being a member of Willesden Rapid means working together to foster an environment where everyone can grow, feel valued, and enjoy their swimming journey.

2. Coaches Code of Conduct for Willesden Rapid Swimming Club

As a coach or teacher at Willesden Rapid Swimming Club, you have the right to:

- Be supported in your role, treated with respect, and dealt with fairly by the club.
- Be informed of Wavepower 2024 and understand the club's safeguarding and reporting procedures.
- Know who the Club Welfare Officer(s) is/are and how to contact them.
- Be aware of the internal club complaints process and whom to contact for assistance.
- Understand the club's rules and procedures.
- Be actively involved in and contribute to decisions made within the club.
- Access ongoing training, Continuing Professional Development (CPD), and any other learning opportunities relevant to your role.
- Feel welcomed, valued, and listened to by the club and its members.
- Enjoy your time at Willesden Rapid while being treated fairly by all members.

As a coach or teacher at the club, we expect you to:

- Adhere to Wavepower and all club safeguarding procedures, as well as Swim England's safeguarding, equality, and diversity policies.
- Be confident that anyone training or supervising your child has the necessary qualifications, checks, and training.
- Be informed by the coach of any concerns or issues that arise regarding your child.
- Know how to access club policies, rules, procedures, and the complaints process, along with whom to contact for further information.
- Give or withhold your consent for photography, media coverage, and trips away from the club.

As a parent/guardian of a club member under 18 years old, we expect you to:

- Ensure your child has the appropriate kit for training sessions and competitions.
- Make sure your child arrives on time for sessions and is picked up promptly. Please refer to the safeguarding guidelines for your squad for more details on drop-off, collection, and late collection policies.
- Notify the club if you will be late to collect your child, if your child will be going home with someone else, or if any alternative arrangements are made.
- Complete all required consent, contact, and medical forms and promptly inform the Club Secretary of any changes.
- Respect decisions made by your child's coach or teacher. If you have concerns, request a mutually convenient time to discuss them.
- Encourage your child to enjoy swimming, focusing on making friends, staying active, and developing skills, rather than solely winning.
- Refrain from entering the poolside or interrupting training or competitions, unless there is an emergency. Allow the coaches and club officials to manage training and competitions.
- Talk to your child about club and sport rules to ensure they understand and follow them.
- Ensure your child adheres to the Athlete Code of Conduct.

We expect certain standards of behaviour from parents/guardians at all times:

- Behave positively as a spectator at training sessions or competitions, treating everyone with respect. Cheer for your swimmer and other swimmers in the club, but avoid calling out to swimmers while they are focused on their races, as it may distract them or the officials.
- Encourage and support your child, whether they are succeeding or struggling.

- Respect and celebrate differences within the club. Do not discriminate against anyone on the basis of gender, race, sexual orientation, faith, ability, or any other characteristic.
- Show respect to competitors from other teams during competitions.
- Treat all club volunteers, committee members, coaches, and teachers with respect. Accept the officials' decisions regarding your child's swim and discuss any concerns privately with the coach after the competition concludes.
- Understand that abusive or inappropriate language, bullying, physical violence, or any behaviour that harms others will not be tolerated.

Breaches of this Code of Conduct may lead to disciplinary action by the club, and any behaviour constituting a criminal offence will be reported to the police and other relevant authorities.

- Comply with the Swim England regulations, Code of Ethics, Club Constitution, and club rules.
- Follow any conditions for teaching and coaching as per the pool hire agreement.
- Ensure the safety of children and adults in your sessions through appropriate staffing ratios, safe methods of instruction, and by putting swimmer safety first.
- Use equipment that is fit for purpose and ensure it is safe for use at all times.
- Follow club procedures in case of an accident or injury and ensure that all incidents are properly reported.
- Be mindful of your behaviour with members and avoid any actions that could be perceived as abusive.
- Report all safeguarding concerns to the Club Welfare Officer without delay.
- Build trust with members by being honest, transparent, and respectful.
- Lead by example, promoting positive behaviour, sportsmanship, and encouraging members to behave respectfully, both in and out of the pool.
- Be clear and transparent in decisions regarding stage or squad selection, ensuring fairness and equality.
- Use positive and constructive methods in teaching and coaching to ensure that the training programmes are appropriate to the age, ability, and experience of each swimmer.
- Always put the wellbeing, health, and safety of members before performance or competition outcomes.
- Support everyone's right to take part, celebrating diversity by not discriminating against anyone based on gender, sexual orientation, faith, ability, or any other characteristic.
- Address instances of negative, aggressive, or bullying behaviour among members and seek advice from the Welfare Officer where necessary.
- Keep your coaching and teaching qualifications and CPD up to date to maintain high standards of coaching.
- Complete Swim England safeguarding training every three years to ensure the safety of all participants.
- Maintain a current Disclosure and Barring Service (DBS) certificate, renewed every three years, processed through Willesden Rapid or another Swim England affiliated club.
- Ensure that the environment you create is inclusive, safe, and supportive, encouraging swimmers to enjoy and make the most of their time in the sport

3. Code of Conduct for Volunteers at Willesden Rapid Swimming Club

As a volunteer at Willesden Rapid Swimming Club, you have the right to:

- Be supported in your role and treated with respect and fairness by the club.
- Know who the Club Welfare Officer(s) is/are and how to contact them.
- Be informed of Wavepower and understand the club's safeguarding and reporting procedures.
- Be aware of the internal club complaints process and know whom to contact for advice regarding complaints.
- Understand the club's rules and procedures.
- Be involved in and contribute to decisions within the club.
- Feel welcomed, valued, and listened to by the club.
- Enjoy your time volunteering while being treated fairly by all club members.

As a volunteer at the club, we expect you to:

- Adhere to Wavepower and all club safeguarding procedures, as well as Swim England's safeguarding, equality, and diversity policies.
- Comply with Swim England regulations, the Code of Ethics, the Club Constitution, and all club rules.
- Follow any conditions specified under the pool hire agreement.
- Help ensure the safety of children during sessions and competitions by maintaining appropriate staff ratios.
- Report all safeguarding concerns involving children or adults at risk to the Club Welfare Officer.
- Make sure that any equipment used is fit for purpose, safe, and accessible for all participants.
- Show respect and courtesy to all swimmers, parents, coaches, committee members, and other volunteers.
- Lead by example and promote a positive and encouraging atmosphere at all club activities.
- Uphold the values of the club, ensuring that all individuals are treated with respect regardless of their background, ability, or other characteristics.
- Maintain confidentiality regarding sensitive club matters and respect the privacy of all members.
- Be reliable in fulfilling your volunteer role, and communicate promptly if you are unable to attend a scheduled commitment.

Your role as a volunteer is vital in ensuring a positive and supportive environment for all members of Willesden Rapid Swimming Club. By following this Code of Conduct, you help to create a safe and enjoyable experience for everyone involved.

Club constitution:

WILLEDEN RAPIDS SWIMMING CLUB CONSTITUTION

September 2024

RULES of Willesden Rapids Swimming Club as at 01/09/2024

1. Name

1.1 The name of the Club shall be Willesden Rapids Swimming Club.

2. Objects

2.1 The objects of the Club shall be the teaching, development and practice of swimming for its members and shall, where appropriate, be to compete. In the furtherance of these objects:

2.1.1 The Club is committed to treating everyone equally within the context of its activity and with due respect to the differences of individuals. It shall not apply nor endorse unlawful or unjustified discrimination, and shall act in compliance with the protections afforded by the Equality Act 2010.

2.1.2 The Club shall implement the Swim England Equality Policy (as may be amended from time to time).

2.2 The Club shall be affiliated to London Region and shall adopt and conform to the rules of London Region, and to such other bodies as the Club may determine from time to time.

2.3 The business and affairs of the Club shall at all times be conducted in accordance with the Articles, Regulations and Technical Rules of Swim England (“Swim England Regulations”) and in particular:

2.3.1 all competing members shall be eligible competitors as defined in Swim England Regulations; and

2.3.2 the Club shall in accordance with Swim England Regulations adopt the current Swim England’s Child Safeguarding Policy and Procedures (“Wavepower”); and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm.

2.3.3 members of the Club shall in accordance with Swim England Regulations comply with Wavepower.

2.4 By virtue of the affiliation of the Club to London Region, the Club and all members of the Club acknowledge that they are subject to the regulations, rules and constitutions of:

2.4.1 Middlesex County Association; and

2.4.2 London Region; and

2.4.3 Swim England (to include the Code of Ethics); and

2.4.4 British Swimming (in particular its Anti-Doping Rules and Judicial Code); and 2.4.5

LEN, the European governing body for the aquatic sports; and

2.4.6 World Aquatics, the World governing body for the aquatic sports.

(hereinafter defined as “Rules of a Governing Body”).

2.5 In the event that there shall be any conflict between any rule or by-law of the Club and the Rules of the Governing Body then the relevant Rule of the Governing Body shall prevail.

3. Membership

- 3.1 The total membership of the Club shall not normally be limited. If however the Committee considers that there is a good reason to impose any limit from time to time then the Committee shall put forward appropriate proposals for consideration at a General Meeting of the Club. The members shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Club.
- 3.2 Club membership consists of four parts all or some of which may have annual fees. The four parts with applicable fees to be paid by the due date are Club, County, Region and Swim England membership.
- 3.3 All persons who assist in any way with the Club's activities shall become members of the Club and hence Swim England and the relevant Swim England membership fee shall be paid.
- 3.4 Paid individuals who are not members of the Club must be members of a body which accepts that its members are bound by Swim England's Code of Ethics, Swim England Regulations relating to Wavepower, those parts of the Judicial Regulations and procedures necessary for their implementation and whilst engaged in activities under the jurisdiction of Swim England shall be subject to all the constraints and privileges of the Judicial Regulations.
- 3.5 Any person who wishes to become a member of the Club must submit an application by the Club's stated process to the Club Secretary (and in the case of a child under 18 years of age the application must be submitted by the applicant's parent or guardian). The Club application process should be able to view either online or via a paper format.
- 3.6 Admission to membership shall be determined by the Club's agreed process. In its consideration of applications for membership, the Club shall not act in a discriminatory manner and in particular, shall adhere to the Equality Act 2010 (as may be amended). Accordingly, (unless the Club chooses to restrict its membership to only people who share the same Protected Characteristic) the Club shall not refuse membership on the basis of a Protected Characteristic within the Equality Act 2010. Neither may refusal be made on the grounds of political persuasion.
- 3.7 The Club may refuse membership only for good and sufficient cause, such as conduct or character likely to bring the Club or the sport into disrepute, or, in the case of a swimmer, being unable to achieve the entry standards as laid down and provided by the Club to the applicant for membership. The Club shall be required to give reasons for the refusal of any application for membership. Any person refused membership may seek a review of this decision before a Review Panel.
- 3.8 Membership is not transferable. This includes the transfer of membership rights from a child under 18 years of age to a parent or guardian.

4. Membership and Other Fees

- 4.1 The annual membership fee and all other fees payable to the Club shall be determined from time to time by the Committee and the Committee shall in so doing make special provision for different classes of membership as it shall determine.
- 4.2 The annual Swim England, Region and County fees (if any) shall be due on joining the Club and thereafter on the 1st of January each year.
- 4.3 The Club shall inform all members of the fees payment structure and whether annual fees are paid in full or via an appointed scheme. Any member whose fees are unpaid by the date falling 30 days after the due date for payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee and until such payment is made.
- 4.4 The Committee shall, from time to time, have the power to determine the Club annual membership

and other fees. This shall include the power to make such a change in the fees as shall, where the Club pays the relevant affiliation fees to Swim England on behalf of members, be consequential upon a change of such fees. Any increase in subscriptions shall be advised to the members in writing with the reasons for any increase to be reported to the members at the next Annual General Meeting.

4.5 The Executive Officers (or the Committee) shall have the power in special circumstances to remit the whole or part of the Club fees, to address issues of social inclusion. The club may also make suitable arrangements for the required payment of Swim England, Regional and County fees (where applicable).

5. Resignation

- 5.1 A member wishing to resign membership of the Club must give to the Club Secretary written notice of their resignation via post or electronic means.
- 5.2 A member whose fees are more than two months in arrears shall be deemed to have resigned from the Club and their membership terminated. Where membership has been terminated in this way the member shall be informed in writing either via post to the last known address or by electronic means.
- 5.3 A member who resigns from the Club or whose membership is terminated shall not be entitled to have any part of the annual Club, Swim England, Region or County membership fee refunded and must immediately return any Club or external body's property.
- 5.4 The Swim England Membership Department and the relevant Swim England Region shall be informed by the Club should a member resign or have their membership terminated when still owing money or property to the Club.

6. Expulsion and Other Disciplinary Action

- 6.1 The Committee shall have power to expel a member when, in its opinion, it would not be in the interests of the Club for the individual to remain a member. The Club in exercising this power shall comply with the provisions of Rules 6.3 and 6.4 below.
- 6.2 Upon expulsion the former member shall not be entitled to have any part of the annual Club membership fee refunded and must immediately return any Club or external body's property held.
- 6.3 The Club shall comply with the relevant Judicial Regulations for handling Internal Club Disputes as the same may be revised from time to time.
- 6.4 A member may not be expelled or (subject to Rule 6.5 below) be made the subject of any other penalty unless the panel hearing the complaint shall unanimously vote in favor of the expulsion of (or other penalty imposed upon) the member.
- 6.5 The Officers of the Club (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude a member from particular training sessions and/or wider Club activities, when in their opinion or following, such action is in the interests of the Club. Where such action is taken the incident or matter will thereafter be dealt with in accordance with the appropriate Judicial Regulations.
- 6.6 Swim England shall have power to temporarily suspend members or suspend members for a specified term in accordance with Judicial Regulations and Child Safeguarding Regulations as the same may be revised from time to time.

7. Committee

- 7.1 The Committee shall consist of the Chairman, Secretary, Treasurer (together “the Executive Officers of the Club”) and elected members all of whom must be members of the Club. All Committee members must be not less than 18 years of age though the Committee may allow younger member(s) to attend their meetings without power to vote.
- 7.2 In accordance with Wavepower the Committee shall appoint a member of the Club as Welfare Officer who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with Wavepower. The Welfare Officer shall not be related to or in a relationship with any one of the ‘Executive Officers of the Club’ or the Club’s Coaches or Teachers.
- 7.3 The Welfare Officer will have a right to attend Committee meetings without a power to vote. Attendance at meetings will be for the purpose of sharing or addressing matters relating to Welfare.
- 7.4 The Executive Officers and Committee members shall be proposed, seconded and elected at the Annual General Meeting. Election to an Executive post or Committee shall be for three years. The newly elected Executive Officers and Committee members take office when the Chairman has closed the meeting. One third of those holding an Executive post and the members of the Committee shall retire annually but shall be eligible for re-election. The members retiring are those who have been longest in office. Any casual vacancy occurring by resignation or otherwise may be filled by the Committee but any member so chosen shall retire at the next Annual General Meeting but shall be eligible for re-election at that Meeting.
- 7.5 Committee meetings shall be held at regular intervals and the quorum of that meeting shall be 50% of the number entitled to vote with at least one executive officer present. The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the Club. The Secretary shall give all the members of the Committee not less than *two* days written notice of a meeting. Decisions of the Committee shall be made by a simple majority (and in the event of equality of votes the Chairman (or the acting Chairman of that meeting) shall have a casting or additional vote.) The Secretary, or in their absence a member of the Committee, shall take minutes.
- 7.6 In the event that a quorum is not present within 30 minutes of the stated start time, a meeting shall stand adjourned to the time and date falling seven days after the date of the meeting, or such other date and time as may be determined by the Chairman. If a quorum is not present at the adjourned meeting then those Committee members attending may act for the purpose of calling a Special General Meeting of the members, to which the provisions as to minimum notice contained in Rule 10.2 shall not apply.
- 7.7 In addition to the members so elected the Committee may co-opt up to further members of the Club who shall serve until the next Annual General Meeting. Co-opted members shall not be entitled to vote at the meetings of the Committee and shall not be counted in establishing whether a quorum is present.
- 7.8 The Committee may from time to time appoint such sub-committees and roles as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee.
- 7.9 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all the members of the Club. The Committee shall be responsible for ensuring that the Accounts of the Club for each financial year are examined by an independent examiner to be appointed by the members in a General Meeting.
- 7.10 The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.
- 7.11 The Committee shall maintain a log of Accidents/Incidents at Club related activities. Details of such**

shall be reported to the insurers in accordance with the Accident/Incident Notification guidelines. The Club shall make an annual return to the Swim England Membership Department indicating whether or not an entry has been made in the prescribed online form. A copy of entries should be kept for a period of six years or in respect of an injury to a child they should be kept for six years after they attain 18 years of age.

7.12 The Committee shall retain all financial records relating to the Club and copies of minutes of all meetings for a minimum period of six years.

8. Ceremonial Positions and Honorary Members/Life Members

8.1 The Annual General Meeting of the Club, if it thinks fit, may elect a President and Vice-Presidents. A President or Vice-President need not be a member of the Club on election but shall, *ex officio*, be an honorary member of the Club and must be included in the Club's Annual Return of Members to Swim England.

8.2 The Committee may nominate any person as an honorary member of the Club for a specified period of time, or as a life member, and they shall be entitled to all the privileges of membership except that they shall not be entitled to vote at meetings and serve as Officers or on the Committee unless any such person shall also be a fee paying member of the Club in accordance with Rule 3.

8.3 Such honorary members and life members must be elected at the Annual General Meeting, confirmed annually and be included in the Club's annual return as to membership. A Club may commit to paying all relevant Swim England and Club membership fees on behalf of the honorary or life member upon election at the Annual General Meeting.

9. Annual General Meeting

9.1 The Annual General Meeting of the Club shall be held each year on a date in October. The date, time and venue / online option for the Annual General Meeting shall be fixed by the Committee.

9.2 For the purpose of participation in voting at an Annual General Meeting of the Club, all persons shall have been a member as at the membership deadline day which is the date of closure of nominations and submission of proposals.

9.3 The purpose of the Annual General Meeting is to transact the following business: 9.3.1 to receive the Chairman's report of the activities of the Club during the previous year;

9.3.2 to receive and consider the accounts of the Club for the previous year and the report on the accounts of the independent examiner and the Treasurer's report as to the financial position of the Club;

9.3.3 to remove and elect the independent examiner (who must not be a member of the Committee or a member of the family of a member of the Committee) or confirm that he/she remain in office;

9.3.4 to elect the Executive Officers and other members of the Committee;

9.3.5 to decide on the dissolution of existing honorary and/or Life membership categories; 9.3.6 to decide on any resolution which may be duly submitted in accordance with Rule 9.6; 9.3.7 to elect or reaffirm the Custodians of the Club.

- 9.4 For the Annual General Meeting the Secretary shall be responsible for sending to each member at his/her last known postal or electronic address a written agenda giving notice of the date, time and venue of the General Meeting no later than **28** days prior to the published date. The Notice of Meeting shall in addition wherever possible be displayed on the Club Notice Board where one exists.
- 9.5 Nominations for election of members to any office or for membership of the Committee shall be made in writing by the proposer and seconded to the Secretary not later than **21** days prior to the published date of the meeting. Both proposer and seconder must be a fully paid member of the Club and Swim England at the time of nomination. The nominee shall be required to indicate in writing on the nomination form his/her willingness to stand for election.
- 9.6 Any member shall be entitled to put any proposal for consideration at an Annual General Meeting provided the proposal in writing is received by the Secretary not later than **21** days prior to the published date of the meeting.
- 9.7 No less than **14** days before the published meeting date, together with the resolutions to be proposed, a list of the nominees for the Committee posts and a copy of the examined accounts will be circulated to all Club members.

10. Special General Meeting

- 10.1 A Special General Meeting may be called at any time by the Committee at a committee meeting.
- 10.2 A Special General Meeting shall be called by the Committee and held within **28** days of receipt by the Secretary of a requisition in writing signed by not less than seven members entitled to vote at a General Meeting or, if greater, such number as represents one-tenth in number of such members, stating the purposes for which the meeting is required and the resolutions proposed.
- 10.3 For the purpose of participation in voting at a Special General Meeting of the Club, all persons shall have been a member as at the membership deadline day which is the date that the requisition for the meeting was made by the Committee or members.
- 10.4 In the case of a Special General Meeting the Secretary shall be responsible for sending to each member at his/her last known postal or electronic address a written agenda giving notice of the date, time and venue no later than **21** days prior to the date agreed by the Committee following the requisition submitted stating the purposes for which the meeting is required and the resolutions proposed.

11. Procedure at the Annual and Special General Meetings

- 11.1 The Committee can decide to hold the Annual or Special General Meeting virtually, using such electronic and video technology as it sees fit.
- 11.2 The quorum for the Annual and Special General Meetings shall be seven members entitled to vote at the Meeting or, if greater, such number as represents one-tenth in number of such members.
- 11.3 The Chairman, or in the Chairman's absence a member appointed by the Committee shall take the chair. Each member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairman shall have a casting or additional vote.
- 11.4 Only paid up members who have reached their 16th birthday shall be entitled to be heard and to vote on all matters.
- 11.5 The Secretary, or in his/her absence a member of the Committee, shall take minutes at the Annual and Special General Meetings.
- 11.6 The appointed Chairman of the meeting shall have unlimited authority upon every question of order and shall be, for the purpose of such meeting, the sole interpreter of the Rules of the Club.

12. Alteration of the Rules and Other Resolutions

12.1 The Rules may be altered by resolution at an Annual or Special General Meeting provided that the resolution is carried by a majority of at least (two-thirds) of members present and entitled to vote at the General Meeting. No amendment(s) to the Rules shall become effective until such amendment(s) shall have been submitted to and validated by such person as is authorized to do so by Brent Region.

13. By-Laws

13.1 The Committee shall have power to make, repeal and amend regulations and by-laws as they may from time to time consider necessary for the wellbeing of the Club. Such regulations, by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting. The Committee shall have power to settle disputed points not otherwise provided for in this Constitution.

14. Finance

14.1 All monies payable to the Club shall be received by the Treasurer and deposited in a bank account in the name of the Club.

14.2 No sum shall be drawn from that account except by the method agreed by the Committee which includes a minimum of two authorisations. Any monies not required for immediate use may be invested as the Committee in its discretion think fit. **(See Guidance Notes regarding Accounts).**

14.3 The income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any members of the Club, (save as set out in Rule 17.3).

14.4 The Committee shall have power to authorize the payment of remuneration and expenses to any Officer, member or employee of the Club and to any other person or persons for services rendered to the Club.

14.5 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Committee thinks fit.

14.6 The financial year of the Club shall be the period commencing on 1st April and ending on 31st March. Any change to the financial year shall require the approval of the members in a General Meeting.

15. Borrowing

15.1 The Committee may borrow money on behalf of the Club for the purposes of the Club from time to time at their own discretion up to such limits on borrowing as may be laid down from time to time by the General Meeting for the general upkeep of the Club or with the (prior) approval of a General Meeting for any other expenditure, additions or improvements.

15.2 When so borrowing the Committee shall have power to raise in any way any sum or sums of money and to raise and secure the repayment of any sums or sums of money in such manner or on such terms and conditions as it thinks fit, and in particular by mortgage of or charge upon or by the issues of debentures charged upon all or any part of the property of the Club.

15.3 The Committee shall have no power to pledge the personal liability of any member of the Club for the repayment of any sums so borrowed.

16. Property

- 16.1 The property of the Club, other than cash at the bank, shall be vested in not less than two but not more than four Custodians who shall be members of the Club over 18 years of age. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 16.2 The Custodians shall be elected and reaffirmed at an Annual General Meeting of the Club and shall hold office until death or resignation unless removed by a resolution passed at a General Meeting.
- 16.3 The Custodians shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties.

17. Dissolution

- 17.1 A resolution to dissolve the Club shall only be proposed at a General Meeting and shall be carried by a majority of at least three - quarters of the members present and entitled to vote. A specific date for the dissolution shall be included in the resolution.
- 17.2 The dissolution shall take effect from the date specified in the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.
- 17.3 Any property remaining after the discharge of the debts and liabilities of the Club shall be given to a charity or charities (or other non-profit making organization having objects similar to those of the Club for the furtherance of such objects) nominated by the last Committee.

18. Acknowledgement

- 18.1 The Members acknowledge that these Rules constitute a legally binding contract to regulate the relationship of the members with each other and the Club.
- 18.2 This constitution must be readily available to all club members. This may be via posting on the Club website or shared with members annually at time of membership renewal.
- 18.3 The following statement **must** appear on Club membership renewal forms and is to be signed by the member. It must also be countersigned by the parent, or a person having parental responsibility for the member, if under 18 years of age:

“I acknowledge receipt of the rules of Willesden Rapids Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules.”

5. Photography Policy for Willesden Rapid Swimming Club

5.1. Introduction and Wavepower 2024

The aim of this policy is not to ban photography, images, or videos, but rather to help Willesden Rapid Swimming Club avoid potential misuse of photography and protect children from harm, in line with best practices and Wavepower 2024. This policy applies to all photographs taken on mobile phones, digital cameras, or film, as well as any form of moving pictures, including video and streaming. The term "Child" or "Children" refers to anyone under the age of 18 years. It should be acknowledged that the majority of images are appropriate and taken in good faith, celebrating and publicising sporting endeavours and achievements. However, images can be misused, which could put children at risk if proper procedures are not followed.

5.2. Swim England's Recommended Best Practice

- It is recognised that most leisure centres and events have specific procedures regarding the use of equipment capable of taking photographs or videos. Parents and carers are asked to respect these procedures.
- Publishing a photograph of swimmers, whether on a notice board, publication, or social media, should only be done with parental consent and in line with Swim England guidelines and Wavepower 2024.
- A parent or guardian has the right to refuse to have their child photographed, and a child or member also has the right to refuse to be photographed. Any photo or video that will be published or posted should have received parental consent, preferably in writing.
- Under Swim England's photography guidance, once a parent has signed the Club's Photography Consent Form (included in the annual membership agreement), the parent agrees to have their child's image captured as long as the swimmer is the main subject of the photograph. Other competitors may appear in the background but should not be the focus of the image.
- In the case of open meets and competitions where the host club has an official photographer, all parents attending should be informed through the event details. If images are to be published, parents should be made aware of their intended use and how they can withdraw their consent.

5.3. Standards for Photography

All photographs must adhere to generally accepted standards of decency:

- Action shots should celebrate sporting activity and should not be sexualised in any way.
- Action shots should not be taken or retained if they reveal a torn or displaced swimming costume.
- Poolside shots of children should normally be above the waist only, except for fully clothed shots.
- Photographs should not be taken from behind the swimming blocks at the start of a race, nor should they depict children climbing out of the pool.
- Published photographs may identify the swimmer by name and club but must not include information such as the swimmer's place of residence or the school they attend.

5.4. Parent and Club Responsibilities

- Swim England does not wish to prevent parents from photographing their children if they wish, but all clubs must take necessary steps to safeguard every child's wellbeing.
- The club will support parents in understanding best practices for safeguarding, including guidance on not including other individuals without their consent.
- Parents are encouraged to report any concerns they may have regarding inappropriate use of photography or breaches of this policy.

By adhering to this policy, we aim to create an environment that celebrates our swimmers' achievements while ensuring their safety and privacy.