



<b>COMPOSITE TEAM:</b>		<b>£150.00 fee enc.</b> (please tick)	
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**This application for affiliation is in respect of teams from the following Clubs:**

	<b>CLUBS</b>	<b>SECRETARY</b>
1		
2		
3		
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8		

**We certify that these particulars are correct:-**

<b>Secretary</b>	Name:			
	Club:			
	Tel:		Email:	

<b>President</b>	Name:			
	Club:			
	Tel:		Email:	

<b>Treasurer</b>	Name:			
	Club:			
	Tel:		Email:	

<b>Wellbeing &amp; Protection Officer</b>	Name:			
	Club:			
	Tel:		Email:	

<b>Signature:</b>		<b>Date:</b>	
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**Send the completed form to Scottish Swimming, Airthrey Castle,  
Hermitage Road, University of Stirling, Stirling, FK9 4LA  
Tel: 01786 466520 Email: info@scottishswimming.com**

There is not a “Model” constitution for Composite Teams due to the diversity of operating. The Club “Model” is a good basis for the format and for suggested wording, where relevant, but should not just be copied in its entirety.

The following headings should be included in a Composite Team’s governance documents. How the headings are split between Constitution and Bye Laws are up to the member clubs, however, subjects should only be in either the constitution or the Bye-Laws, not both – based on the voting numbers required for changes.

Regulations should cover how Training Squads are selected and operate, how Competition Teams are selected and operate (in particular if they involve overnight stays) and how Team Managers and coaches are selected.

Example text (if any) is in quotes immediately after a heading with notes following.

### 1. NAME

“The team shall be called “Insert name of team” (hereinafter referred to as the Team).”

### 2. OBJECTIVES

“The Objectives of the Team Composite shall be to advance the public participation in Aquatic Sports in accordance with paragraph C2.1 of the SASA Constitution.”

This can be expanded to cover whether it is for Training purposes or Competitive purposes or both Training and Competitive purposes.

### 3. MEMBERSHIP

“The Clubs who are the members of the Team are Club A, Club B, Club C and Club D.”

“All member Clubs must be affiliated to SASA.”

A Composite Team only has SASA affiliated Clubs as its members. It does not have any individual members. All members of clubs, which make up the Team, are part of the Team, however, their participation may be limited by selection criteria if wanted.

**Any change to the Clubs which make up a Composite Team requires the approval of the Company Board before it can be effective – in effect a change of clubs (adding or removing) means that the existing Composite Team is being dissolved and a new Composite Team is then being formed.**

This section should also cover any fees that the Clubs have to pay to the Composite Team, either as their own membership fees and/or the expenses that their own members incur in being part of the Team.

### 4. GOVERNANCE

“The Team shall be subject to and bound by, the Scottish Swimming Governance Documentation (SASA Constitution, Company Articles and Company Rules).”

“The Team shall comply with the Scottish Swimming Codes of Conduct, Ethics and Wellbeing and Protection Guidelines.”

This should clarify how the Team will be governed (constitution, bye-laws, regulations) and how the governance documentation can be amended.

### 5. GENERAL MEETINGS

This should clarify how General meeting will operate and specific rules for AGMs & EGMs.

It is not compulsory for Teams to hold an AGM each year unless they are operating funds which need accounts approved or if they require Officers to be elected, possibly, each year.

However, they do need a stated format for changing their governance documents.

The attendance and voting rights at these general meetings is normally the Officers (or Management Committee) of the Team plus an allocation for each Club (delegates (three?) selected by the Clubs).

## 6. DISSOLUTION

“In the event of the dissolution of the Team, any funds, property and other assets shall be applied towards the objectives of Scottish Swimming.”

If the Team is being “dissolved and reformed” due to changes to the Clubs, who are members of the Team, then the funds would normally be transferred to the reformed Team.

## 7. MANAGEMENT

“The affairs of the Team shall be conducted by a Management Committee which shall consist of the Officers of the Team, as set out in paragraph C..(?) plus one other delegate from each of the Member Clubs.”

“The Officers of the Team shall consist of a Chair, Vice-Chair, Treasurer and Secretary who shall be elected at an AGM. All Officers of the Team shall be a SASA affiliated member of one of the Member Clubs”.

“Each Member Club shall nominate a Club Member, who is affiliated to SASA, to be a member of the Management Committee. If a Club’s Member can not attend then an eligible deputy from their Club should attend, participate and vote.”

“The Management Committee shall appoint at least one Wellbeing and Protection Officer (WPO) who has attended a Scottish Swimming approved training course.”

**It is strongly recommended that all Officers of the Team are Honorary (not employed for the post) as this is very rarely an acceptable practise. If a person is employed to carry out administration or financial duties they can attend Management Committee meetings but should be excluded from the meeting when there are matters that affect them and they would not have a vote.**

This section should also detail how the Officers are appointed and the Committee’s responsibilities.

## 8. MANAGEMENT COMMITTEE MEETINGS (MCM)

“The club shall hold MCMs no less frequently than every *three(?)* months.”

“A quorum for MCMs shall be at least one Officer of the Team and *three(?)* Committee members.”

This section should also clarify notice of meetings.

## 9. FINANCE & ACCOUNTS

“The financial year shall run from 1 Month A to end Month B each year.”

“The Treasurer shall be responsible for the preparation of Annual Accounts of the Club.”

“The Accounts shall be audited/examined by an independent person(s) elected annually at the AGM.”

“All invoices / expenses received by the club should be signed off by an Officer of the Club before being processed by the Treasurer. All cheques drawn against the Club’s funds shall be signed by a minimum of two Officers of the Club. When payments are required to be made by direct Bank transfer the Treasurer shall obtain e-mail/written agreement from the President or another Officer of the Club prior to making an electronic payment.”

“The Treasurer shall arrange for the Auditor/Independent Examiner to examine and certify the accounts and balance sheet before presentation of a certified summary to the AGM.”

This section is very dependent on how the Team operates it’s finances - whether it charges an annual membership fees and other fees or if it relies on the Clubs to fund their own parts of the Team’s expenses. The above example texts assume that the Team processes it’s own finances and receives income from the Member Clubs.

## 10. DISCIPLINE

It must be clear who has the authority to act if a disciplinary situation arises – when the Team is responsible and when the Member Club is responsible.

The individual swimmers are not members of the Team. Only the Clubs are members.

The section must refer to Sections R12 to R15 of the Company Rules.

## 11. AWARDS, TROPHIES

These sections are only required if there are any awards or trophies.

# Scottish Swimming Governance Documentation

## Company Rules - Issue 18 – March 2019

### 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 Company Board, Composite Teams may be established for the purpose of training and competition.
- a) In Swimming, Masters Swimming, Open Water Swimming or Water Polo by two or more Clubs within one local authority district or by clubs from neighbouring local authority districts
  - b) In Synchronised 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 Company 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 Company.
- 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.

**Please note** that Company rule R5.4.3 (above) refers to the appropriate fee – this fee is at the top of the Application/Renewal form.