

Scottish Swimming Club Governance Documents –Historic Changes as at Issue 2019

Issue 2019 - changes made to Issue 2018 (November 2018)

- **Guidance notes** – Highlighting a “Specific Guidelines” section and adding in advice re Honorary and paid members of a Club’s Management Committee.
- **Guidance notes** – **General** section regarding self assessment and audit has been removed.
 - General**
 - ~~Compliance monitoring will be a combination of self assessment and audit.~~
 - ~~Self assessment will be annually as part of the re-affiliation process.~~
 - ~~Audit will be carried out as part of SwiMark assessment.~~
- **Guidance notes** – Highlighting an “Information and Advice” section.
- **Guidance notes** – Moving the existing Club Policy and Regulations guidelines to a new section and incorporate the separate regulations guidelines document into the “Model” document.
- **Index** – Incorporate the Policies and Regulations into the Main Index Page.
- **Constitution C3.2.3**
 - Correction of “Clubs” to “Club’s”.
- **Constitution C3.7.1**
 - Clarification that “in writing” applies both to the reason for refusal and the right of appeal.
- **Constitution C4.1**
 - Amended to clarify that the both the Club and it’s members are bound by Scottish Swimming Governance.
- **Constitution C4.2**
 - Amendment of “Guidelines” to “Policies”.
- **Constitution C5.1.4**
 - Heading changed to “Quorum”.
- **Constitution C5.2.5 and C5.2.6**
 - Minor clarification changes (C5.2.5 – comma added & C5.2.6 “to governance” added.
- **Bye-Law BL1.5.10**
 - Amended to refer to SASA Constitution C10.6 for WPO appointment criteria.
- **Bye-Law BL3.6**
 - Amended to make paragraph compulsory.
 - Wording amended to take account of **sportscotland** recommendations and advice from Harper MacLeod regarding the reality of who might be liable for the debts of the club as an “unincorporated organisation”.
- **Bye-Law BL3.7**
 - Amended, on **sportscotland**’s recommendation, to make it clearer that club monies must not be distributed to the membership.
- **Bye-Laws Section BL4**
 - Rename Section as Disciplinary Procedure, Complaints and Appeals
 - Renumber Section BL4.1 (Suspension and Fines) to BL4.5.
 - Renumber Paragraphs BL4.0.1 to BL4.0.3 to BL4.1.1 to BL4.1.3 and add a “General” section heading.
 - Remove all references to “Grievances” as they are adequately covered by “Complaints”.
 - Replace section BL4.2 with a new section “Disciplinary Procedure”.

* * * * *

Issue 2018 - changes made to Issue 17 (March 2017)

- **Guidance notes**
 - addition of note about excluding paragraphs and asking RSDMs for advice.
 - addition of note for an extra piece of alternative text.
- **Clubs who operate dual approval for bank transfers**
Alternative text is included for paragraph BL3.4
- **Child Protection (& CPO)** - Replace Child Protection (& CPO) with Wellbeing and Protection (& WPO) Regulations and Policies, **C4.2, BL1.5.10, BL4.0.1 & BL4.0.3.**
- **C2.1(a)** Add in Life saving as an optional objective and delete wording already in SASA Constitution C2.1,
- **Life Members** - To make it clear where Life Members have the same rights as Adult members.
C5.1.1, C5.2.4, C5.3.1, BL1.1, BL1.2, BL1.4, BL1.5.1, BL1.5.4, BL2.2.2 & BL2.2.6.
BL3.6 has been amended to only include the Life Members who are Adult Committee Members.
- **C5.2.1** – Delete what an AGM is called for – it is duplicated in the agenda at C5.2.7.
- **C5.2.2, C5.2.6, C5.2.7** – wording amended to give options other than “notice board” and change order of AGM.
- **C6.1.3** added to clarify that only the Management Committee can rescind Life Membership.
- **C8.2** – Delete Paragraph. SASA Constitution C3.3.10 & C3.3.11 dictates minimum membership for clubs.
- **BL1** – Rename Adult Members as Adult Committee members and define that these can be Adult or Life Members of the Club (in BL1.1, BL1.2, etc.).
- **BL1.5.1** – remove duplication of Management Committee members in BL1.1 leaving the ex-officio members.
- **BL1.5.2 to BL1.5.5** – Amend the terms of office for the Management Committee and remove the retiring rota.
- **BL1.5.6** – Delete by changing to “Not Used”.
- **BL1.5.8** – Amend the responsibilities of the Management Committee, adding the day to day running of the Club and removing redundant ones.
- **BL2.2.5** – wording amended to give options other than “notice board”.
- **BL3.4** – alternative paragraph added for Clubs who operate dual approval for bank transfers.
- **BL4.1.1, BL4.1.2 and BL4.1.3** renumbered to BL4.01, BL4.0.2 and BL4.0.3
Missing heading added for **BL4.1** Suspension and Fines
Old paragraph **BL4.1** renumbered to BL4.1.1 under suspensions and fines
BL4.1.4 deleted as covered by new BL4.1.1.
- **BL3.8 – BL3.13** - Additional and renumbered paragraphs for Charitable Status made clearer
- **Compulsory** - Various paragraphs/part paragraphs made compulsory or made clearer that they are compulsory C1.1, C2.1, C4.5, C4.6, C5.1.1, C5.1.3, C5.1.4, C5.1.5, C5.1.6, C5.2.2, C5.2.4, C5.2.5, C5.2.6, C5.2.7, C5.3.1, C5.3.2, C8.1, BL1.5.8(b), BL2.1.1, BL2.1.3, BL2.1.5, BL2.1.6, BL2.2.1, BL2.2.2, BL2.2.3, BL2.2.4, BL3.1, BL3.2, BL3.4, BL3.7, BL3.10, BL3.11 (BL3.8, BL3.10 & BL3.13 for charitable status option).
- **Recommended** – Some paragraphs have been made Recommended rather than optional
BL2.2.7, BL2.2.8

* * * * *

Issue 17 - changes made to Issue 16.2 (June 2016)

- **Guidance Notes**
Addition of notes on Dates for AGM and Quorum

- **BL3.4 and BL3.11**
Change to provide some governance on authorising payments as well as allowing for electronic payments.

- **BL4.1.2 and BL4.1.3** (old BL4.1.3 renumbered to BL4.1.4)
Change to reference the revised paragraphs in the Scottish Swimming governance documents following the changes to the Complaints procedures at the 2017 AGM.

- **BL4.2.1(c)** (old BL4.2.1(c) renumbered to BL4.2.1(d))
Addition to allow for vulnerable persons having complaints raised on their behalf.

- **BL4.3.2**
Change to reference the revised paragraphs in the Scottish Swimming governance documents following the changes to the Complaints procedures at the 2017 AGM.

- **BL4.4.1**
Change to refer to National Complaints Committee (and not National Enquiry Panel) following the changes to the Complaints procedures at the 2017 AGM.

- **BL4.4.2**
Change to reference the revised paragraphs in the Scottish Swimming governance documents following the changes to the Complaints procedures at the 2017 AGM.

* * * * *

Issue 16.2 - changes made to Issue 16 (June 2015)

This version is to include several new “alternative” paragraphs for different types of clubs as well as adding in some guidance notes on the alternative paragraphs.

There are no changes to the main parts of the constitution and no need for Clubs to update to this 2nd version of issue 16 **unless** your Club falls into one of the categories mentioned below, either now or in the future.

Changes in between Issue 16 and 16.2

Guidance Notes

A new note to cover the additional or alternative paragraphs for

- **Clubs who allow members to pay membership fees by instalments.**
- **Clubs who wish to apply for Charitable Status.**
- **Clubs who wish to apply for Community Amateur Sports Clubs Status.**
- **Clubs whose funds are controlled by another body, e.g. University Clubs.**

Text Changes

- **Clubs who allow members to pay membership fees by instalments.**
New alternative text added for paragraphs C3.2.1 and C3.2.3.
- **Clubs who wish to apply for Charitable Status.**
Additional text for paragraphs C5.1.5(b) moved to its correct place (currently under C5.1.6).
Additional text in section BL3 paragraph numbers corrected.
- **Clubs who wish to apply for Community Amateur Sports Clubs Status.**
New alternative text added for paragraph C8.1.
New alternative wording for section BL3.
- **Clubs whose funds are controlled by another body, e.g. University Clubs.**
New alternative text added for paragraph C8.1 & section BL3.
- **Clubs who wish to apply for Charitable Status.**
BL3.9 (following paragraphs need to be renumbered).
Alternative text is included for paragraphs C8.1 & BL3.7

* * * * *