

You will detail your current membership, no later than 31st March 2020 through the online membership system (Azolve).

Please note this Mandatory Areas for Compliance document must be certified and approved as correct by two Executive Members of your club.

In accordance with C3.3.7 – A club failing to provide an Annual Return and appropriate payment in accordance with C3.3.4 and C3.3.5 may be suspended by the Company provided the club are given an opportunity to be heard in their defence.

Please do not record 2nd Claim Club Members in your recorded numbers and no fee is required for 2nd Claim Club Members.

We, the named executive members of the club understand and agree to ensure that the club abides by the Mandatory Areas for Compliance with the Scottish Amateur Swimming Association Constitution as defined below.

1. The club shall comply with the objectives of Scottish Swimming listed in C2.0
2. All club members (as defined by SASA) including Associate members must be registered with the SASA.
3. The club shall operate a grievance procedure and identify the company complaints and appeals procedure that can be used if satisfaction is not achieved through use of the club grievance procedure.
4. Clubs must comply with the Company's wellbeing and protection policies and are required to have a fully trained Wellbeing and Protection Officer who has attended the Company approved courses (In accordance with C10.6).
5. The club shall be subject to and bound by, Scottish Swimming Governance documentation and the appropriate rules of the District.
6. The club shall comply with the Company Code of Conduct and Code of Ethics.
7. The Management Committee may take action (e.g. fine, suspend or cancel membership) against any club member proved guilty of infringing the club regulations or acting in such a manner as to bring disrepute to the club.
8. Club Governance Compliance:
 - The club shall be governed by its constitution, bye-laws and regulations.
 - The club shall hold an Annual General Meeting (AGM).
 - The officers of the club shall be elected at the club AGM.
 - The affairs of the club shall be conducted by a Management Committee which shall consist of the officers of the club plus other members elected/selected as per the club's governance documents.
 - Howden Group (Insurers), have advised that there is a need to ensure that certain roles within the club do not crossover. Specifically the following posts should be held by different individuals to avoid conflict of interest: Coach and Wellbeing and Protection Officer; Treasurer and Chair. Amendments to the governance document shall only be made at a general meeting provided at least a two thirds majority of those present and voting is secured for constitution and by a majority for bye-laws.
 - The club accounts shall be audited/independently examined by an independent person(s) elected annually at the club AGM.
 - All adult members and Club Life Members are entitled to attend, take part and vote at an AGM unless specifically excluded from so doing by the Club's Constitution.
 - The above statement does not apply to honorary members apart from Club Life members who are committee members of the club.
 - It should also be noted that Scottish Swimming and company law would recommend that all adult members of the club shall be jointly responsible for the financial liabilities of the club.