

# Constitution of the British Swimming Coaches Association

## 1. Name

The name of the Association shall be The British Swimming Coaches Association and is hereinafter referred to as **BSCA**. The Association shall have its Headquarters in a venue or venues as agreed by the BSCA Board. The BSCA is affiliated to all bodies and agencies with whom it has a mandate to be part of, and whom shares the objectives of the Association.

## 2. Definitions

In these presents except where the context otherwise requires:

- BSCA** means British Swimming Coaches & Teachers Association;
- Board** means the Board of BSCA as more particularly defined in Clause 6 hereunder;
- Coach** includes swimming teacher & swimming coach, as well as other members who have sought representation under their membership application;
- Club** means any swimming club registered with respective National Governing Bodies;
- Member** means any member of the **British** Swimming Coaches Association as defined under Clause 4 hereunder.

## 3. Objectives

The objectives of which BSCA is established are as follows:

- (1) To encourage, develop and assist coaches in their field of swimming and their welfare as a practicing coach whether amateur or professional.
- (2) To publicise and advertise good practice, success and excellence by coach members.
- (3) To promote the prestige of the swimming coach as a Professional who contributes much to his/her local community and his/her Country by building of sound mind and bodies through the sport of competitive swimming.
- (4) To give leadership and education in the field of swimming, coaching, health and fitness. This will be achieved by:
  - (a) Co-operating with other interested groups;
  - (b) Organizing international seminars, forums and clinics;
  - (c) Helping to publish and distribute written, audiovisual materials;
  - (e) Promote forums where member coaches may exchange ideas on techniques, improvements and promotion of the sport of swimming locally and internationally.
- (4) To encourage co-operation between coaches, swimming officials, support groups, international bodies, media, and sponsoring organisations.
- (5) To foster the employment of full-time swimming coaches with professional status, and adequate salaries in all pools throughout the country. To attempt to persuade educational institutions, private clubs, public pools, etc. to elevate their present swimming coaches to a higher professional status.
- (6) To evaluate the standard of swimming coaches and to set high ideals for professional competence. This should include broader experiences for, and adding formal education in: physiology, psychology, disability training and

- kinesiology; and should include exposure to research in aquatics and related fields such as fatigue, diet, training, etc.
- (7) To assist apprentice coaches to develop their skills and knowledge and to strive for professional competence. To encourage teacher-training institutions and others to include coaching swimming in their curriculums so that more physical educators are competent in the field of swimming.
  - (8) To foster the proper instruction of swimming teaching in all forums so that this instruction includes the basic concept of competent swimming that may lead to the development of excellence in competitive swimming.
  - (9) To help members in association with respective Governing bodies, to understand the ethics of their profession and code of conduct.
  - (10) To encourage the development and maintenance of pools in accordance with conditions for high standards of competition.
  - (12) To represent and/or provide guidance to any member(s) as appropriate, in any dispute which may arise under the terms of their membership, and act in best interests of both parties.
  - (13) To play a part in the training of swimming teachers and coaches, with the aim of upgrading teaching levels.

#### **4. Application for Membership**

- (i) All application for membership shall be submitted via the BSCA website [www.gbswimcoaches.co.uk](http://www.gbswimcoaches.co.uk)
- (ii) Application shall be considered from anyone providing that their interests are compatible with those of BSCA.

#### Memberships

There are two categories of membership:

- (a) *Full*: Open to certified &/or qualified swimming coaches who are involved in competitive swimming coaching activities and who to avail themselves of the insurance cover & representation offered by the BSCA.
- (b) *Associate*: Open to those who are certified &/or qualified swimming coaches but who do not wish insurance cover or representation by the BSCA or who are international coaches operating outside of the UK.

Both of the above classifications will be admitted to the membership register upon payment of agreed monthly fee by Direct Debit or by one off annual fee. This may be revoked by the Board at short notice. Members will only have access to Association support & services where they are in current financial membership of the BSCA at the time of any respective event.

#### **5. BSCA Board**

The Board should consist of:

Officers:	Chair, Vice Chair, Executive Director*
Board members:	Maximum 8
Ex Officio (non voting):	Finance Officer, Education, Communication & Legal Support Officers*

\* *All professional appointments to be appointed by the Board & are non-voting*

#### **6. Board Members**

- (i) The Officers listed above (with the exception of the Executive Director) shall be elected at the Annual General Meeting from among the

membership and shall each hold office for a term of two years, subject only to resignation or removal from office within that period in accordance with sub-clauses 8 and 9 hereunder. Such officers may offer themselves for re-election except that an officer who has served on the Board for four consecutive years shall not be eligible for re-election unless there is no other nominee for the post.

- (ii) The Board shall meet at least four times per year and when necessary for the furtherance of the objectives of BSCA on at least 7 days notice.
- (iii) The Board shall manage the property and activities of BSCA and may for that purpose exercise all powers that may be necessary for carrying out promotion and furthering the objectives of the BSCA.
- (iv) The Board may from time to time appoint committees or subcommittees with delegated powers and duties as it may from time to time deem necessary or desirable. Such committees or subcommittees may include persons who are not members of the BSCA and shall derive their powers from the Board.

## **7. Duties of the Executive Committee**

Chair: The Chair shall, unless prevented by illness or other sufficient cause, preside over all meetings of the BSCA.

Vice Chair: The Vice Chair shall perform the duties of the Chair in their absence.

Executive Director: The Executive Director shall deal with all correspondence of the BSCA, under the general direction of the Board and will carry out such duties as agreed within the contractual agreement between the parties.

The Board will have the authority to appoint relevant professional expertise to complete such tasks as are required by the BSCA from time to time and by contractual agreement where necessary.

## **8. Annual General Meeting (AGM)**

- (i) The BSCA AGM will be held at a time & venue as prescribed by the BSCA Board.
- (ii) At least 14 clear days notice shall be given to all members and such notice shall specify the place, day and hour of the meeting, and shall set out the agenda of the meeting. The accidental omission to give notice to a member or the non-receipt of such notice by any member shall not invalidate the proceedings of the meeting
- (iii) The purpose of every such AGM shall be:
  - (a) to read the notice convening the meeting
  - (b) to confirm the minutes of the previous AGM
  - (c) to deal with matters arising there from
  - (d) to receive and consider reports from:
    - 1) the Chair
    - 2) the Finance Officer & Auditor: annual accounts and financial statement
    - 3) the Executive Director

- (e) to elect members of the Board for a 2-year term of office or to replace any office bearers who have resigned since the previous meeting.
- (f) to discuss any other business with permission of the Chair or as shall have been received by the BSCA Office in writing at least 7 days before the meeting.

### **9. Special General Meeting**

- (i) A Special General Meeting may be called at any time either by way of a written resolution presented by at least one third of the member of the BSCA, or at the direction of the Board in order to discuss business of an urgent nature or relating to the amendment of any provision of its constitution.
- (ii) The BSCA shall give 14 days notice in writing of such resolution or direction to all members and shall specify the time, date and place of meeting.
- (iii) Only such items as are specified on the agenda, which shall accompany the notice of the meeting, shall be discussed at the meeting.

### **10. Quorum**

- (i) At any BSCA General Meeting a quorum shall be one tenth of the total financial membership of the BSCA. If at any meeting a quorum is not present within 30 minutes of the time due for its commencement, the meeting shall be declared void and shall be reconvened one week later. If at such reconvened meeting a quorum is not realized within 30 minutes of the time due for its commencement, then the number of members present shall constitute a quorum.
- (ii) The quorum of a Board Meeting shall be four (4) members of the Board *provided that* in cases where an urgent decision must be made, and there is no quorum and sufficient time to call a meeting, the Executive Director shall call as many members of the Board as possible and shall obtain their individual decisions. Any decision so reached and any action taken shall be ratified at the next meeting of the Board.

### **11. Voting at the General Meeting**

Attendance at a General Meeting, whether annual or special, shall be open to all members of the BSCA, but only those who are in Full financial membership shall have the right to vote.

### **12. Procedures at Meetings**

- (i) At all meetings of the BSCA (with the exception of General Meetings) the Chair shall preside over the meeting. In the absence of the Chair, the Vice Chair shall preside; in the absence of both these officer, a member selected by the meeting shall preside.
- (ii) The Chair may at his/her discretion, limit the number of persons permitted to speak in favour of and against any motion.
- (iii) Subject to the provisions of clauses 6, 11, 17, 20 and 21, resolutions shall be passed by a simple majority by a show of hands, but a secret ballot may be held at the members' discretion. In the case of equality of votes, the Chair shall have a second, casting vote.

- (iv) General meetings of the BSCA shall be presided over by the BSCA President. In their absence, those present may select an individual to carry out such duties, subject to said individual being a financial member of the BSCA.

### **13. Subscriptions**

- (i) The Board shall have power to prescribe the subscriptions or other fees to be paid by members including registration and ratified by members.
- (ii) Subscriptions shall become due upon application for membership and may be paid by monthly subscriptions by Direct Debit.
- (iii) The Board shall have powers to waive the whole or part of any fees so prescribed at its discretion.
- (iv) Members who have not paid their subscription shall not be eligible to vote at AGM.

### **14. Funds**

- (i) All moneys and funds shall be received by and paid to the BSCA and shall be deposited in the name of the BSCA in any banks or banks approved by the Board
- (iii) The financial year of the BSCA shall be from 1<sup>st</sup> February to 31<sup>st</sup> January in each year.

### **15. President**

The BSCA at a General Meeting may appoint a President, ie. any person of outstanding reputation, after consultation with the person concerned. Such appointment may be terminated by resignation of the patron or at the expiry of three years. The appointment may also be cancelled by unanimous vote of the Board. The patron shall, if available, take the chair during elections at a General Meeting. They shall not have a vote at any General Meeting or Board meeting.

### **16. Amendments to the Constitution**

Amendment to this constitution may be made from time to time by resolution of a General Meeting, provided that such resolution is passed by no less than two-thirds members present and entitled to vote at a General Meeting of which due notice has been given. The Chair shall not have a casting vote.

### **18. Information**

The BSCA shall be responsible for informing its members of its events nationally & regionally and also for passing on to its members information received about international events.

### **19. Indemnity for Members of the Board**

The members of the Board shall be indemnified out of funds and property of the BSCA from and against all costs, losses and/or damage which may incur in the bona fide exercise of their power or duties as members of the Board.

### **20. Dissolution**

The BSCA shall not be dissolved except by a resolution at a General Meeting of members by a vote of two-thirds of the members present. If no quorum is obtained the proposal to dissolve the BSCA shall be submitted to a further General Meeting

which shall be held one month later. A notice of this meeting shall be given to all members at least 11 days before the date of the meeting. The quorum of this meeting shall be the members present. When the dissolution of the BSCA has been approved, all outstanding debtors must be paid within 28 days of the decision being agreed. No further commitment to costs must be made by the Board or any office bearer, other than to collect all assets of the balance thereof to be distributed to organizations with similar objectives as those where most needed. A period of 28 days shall be allowed for such distribution to be made.

## **22. Standing Committees**

The BSCA Board have the authority to appoint such standing committees as is reasonable to appoint upon specific topics and matters as it deems fit. Such committees must report directly to the BSCA Board within the timescales as designated within each specific case, and will be disbanded upon completion of their task or upon the decision of the BSCA Board.

## **23. Awards**

The BSCA shall recognize good practice and achievement amongst its membership annually at the Annual Awards Dinner as part of the BSCA Annual Conference or by some other means as agreed by the Board.

The recipients of each Award will be decided by the Board, following nominations from the membership.

## **24. Interpretation**

The BSCA Board shall have the power to interpret the provision of the Constitution, and may rule on any matter not otherwise herein.