



Policies

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1. Financial policy

1.1 Arrangements to monitor electronic transfers

In accordance with current banking practices, most transactions will be by electronic transfer (BACS). In order to maintain an audit of transactions:

- the Secretary should have access to view transactions and balances for all Bank Accounts and should view accounts at least monthly
- Statements should be available for inspection at Executive meetings.

1.2 Expenses

The Association will meet reasonable expenses for volunteers representing the Association at meetings, events and competitions and to those delivering training on behalf of the Association. For Competitions within the County expenses will be paid only to those volunteers **specifically** invited to attend in order to manage the competition. Mileage will be paid at the current ASA rate.

Expenses must be claimed using the appropriate claim form within 28 days of the expense being incurred or the receipt becoming available. Wherever possible, receipts must be presented with the claim form. Claims must be approved by the Treasurer and the appropriate section secretary. The Secretary must approve any claim in excess of £200. The Association will not meet expenses that are also claimed from another organisation.

1.3 Inventory

The Treasurer will maintain an inventory of property owned by the Association. This will include IT equipment, trophies, radios, catering equipment, clothing and hats. The inventory will be presented annually to the AGM. The report will include the current custodians of equipment.

All IT equipment and trophies should be asset tagged.

1.4 End of year accounts

The Associations accounts shall be closed on 30 September. In preparation for the closing of accounts all officers and section secretaries shall advise the Treasurer of any outstanding expenses and income.

The Treasurer will prepare the books for auditing including details of all transactions for the year, details of all accounts and cash in hand with supporting documentation such as invoices and receipts.

1.5 Auditing

The Auditor for the year shall be appointed at the preceding AGM and the fee agreed. Wherever possible the Auditor should be a person with a relevant professional qualification and a current member of a relevant professional association (such as AAT, ACCA, ACT, CIMA, ICAEW, ICSA). The Auditor shall not be a member of the Executive. If it is not possible to find an Auditor with professional qualification the Auditor may not be a person related to any member of the Executive.

1.6 Reporting process

The Treasurers report to the Executive shall include information on current balances and transactions since the previous meeting.

The Treasurer shall recommend to the Executive the annual fee and subscriptions, taking into account current balances and planned expenditure and development over the forthcoming year.

2. Grievance Procedures

2.1 The Association acknowledges that on occasions there may be dissatisfaction with the actions or conduct of the Association, or its representatives, or decisions made by the Executive or its representatives and a member club or individual may wish to raise a grievance.

2.2 If appropriate, in the first instance the grievance should be discussed with the individual concerned or appropriate officer or section secretary.

2.3 If the grievance remains unresolved then details of the grievance should be put in writing to the County Secretary.

2.4 If the grievance relates to the County Secretary the letter should be sent to the President, or to another Executive officer.

2.5 It will not be possible for anonymous grievances to be investigated and it will be necessary to inform other parties of the grievance as part of the investigation.

2.6 Subject to the outcome, it may be necessary to instigate disciplinary procedures.

3. Internal disputes

3.1 The Executive acknowledges that from time to time there may be internal disputes that arise from an event or meeting organised by the Association, or from the actions of an officer, section secretary or person authorised by the Association.

3.2 An 'internal dispute' is a dispute involving an alleged breach of the Association's rules, between two or more member clubs, or between any member



of the Executive (the “parties”).

3.3 If a dispute cannot be resolved fairly and amicably between the parties concerned, and does not involve a breach of ASA Law, it may be dealt with by the Association following, as closely as is practicable, the procedure set out to resolve disputes in the ASA Handbook.

3.4 Any dispute which involves an allegation that there has been a breach of ASA Law by a member club, member of the Executive or its representative must be dealt with as a Complaint under ASA Law (currently Regulation 102) and the other relevant Regulations.

3.5 If the dispute involves an allegation against a paid employee of the Association the issue must be dealt with under the terms of his contract of employment.

3.6 A failure by the Association to comply with this procedure shall be grounds for a complaint to the ASA (under Regulation 102).

4. County Colours

4.1. Colours shall be awarded as the Executive sees fit, to swimmers from all disciplines, in recognition of their first representation of the County in an inter-county competition.

4.2. Colours may be awarded to athletes for meritorious performances at the discretion of the Executive.

4.3. Colours are awarded in the form of an embroidered badge.

5. County Representation

5.1 County teams shall be selected from all relevant clubs, using a fair and objective mechanism, approved by the Executive. For swimming this will be the current ASA ranking list (long and short course).

5.2 In all cases the selections shall be subject to the conditions of the event and the need to achieve the best team possible.

5.3 In the case of swimming, only swimmers competing in the Bedfordshire County championships for the relevant year, or those unable to swim for a genuine reason shall

be eligible for selection to represent Bedfordshire ASA.

5.4 The above restriction should not apply to Masters' competitions.

6. County Competitions

6.1 Competitions promoted by the Association shall be open to members of club affiliated to the Association who are members of the club they represent on the closing date for entries. However, no swimmer competing in the championships of any other county in the same year is eligible to compete in the Bedfordshire County Championships.

6.2 No competitor may represent more than one club in the same competition.

6.3 The Competitions shall be conducted under ASA laws, together with any special conditions the Executive may make. These special conditions may be altered or added to at the discretion of the Executive.

7. County Swimming Records

7.1 The Association will maintain County Swimming Records in respect of Junior, Senior, Long Course, Short Course for male and female.

7.2 Short Course Records may be made only in pools of 25 metres in length. Long Course records may be made only in pools 50 metres in length. The start and finish shall be at ends of the pool. The senior classification shall have no age limits. In the junior classification, a swimmer shall be under the age of 16 years at midnight on the day of the swim.

7.3 Records may only be set at events run under ASA Laws. If the foregoing conditions are met, the times can only be recognised where the swimmer is entered under the name of a Bedfordshire ASA member club and which are made at:-

- The County Championships
- Age Group Competitions or County Competitions
- Championships (ASA, ASA East Region, ESSA Finals and Divisional Finals)
- A representative match at county or higher level
- Other licensed meets run with AOE.

7.4 All applications for records must be made by the swimmer, or his/ her club, to the Secretary of the Association within 21 days of the event using the appropriate record claim form (which can be downloaded from the Beds ASA web site). Eligible times set at the Bedfordshire ASA County Championships or at an inter-county event where the swimmer is representing Bedfordshire ASA, will be recognised automatically without claim.

7.5 Separate Long Course, Short Course, male and female records shall also be maintained for all masters age groups.

7.6 Senior County Records may not be set in Masters' Competitions.

8. Trophies

8.1 The perpetual trophies awarded for County Championships, BAGCAT Winners and the Lancer Boss award, are the property of Bedfordshire ASA.

8.2 These trophies are awarded on the condition that they are returned to Bedfordshire ASA via the home club, when requested, and in good time for the following year's championships.

8.3 If swimmers leave a Bedfordshire club, the trophy must be returned to the club before departure.

8.4 Trophies should be returned **un-engraved** to the home club no later than the following 1 January in order that Bedfordshire ASA can arrange for trophies to be engraved.

8.5 Trophies should be returned cleaned and in a good state of repair. If a trophy is damaged the holder should contact the Bedfordshire ASA Secretary at secretary@bedscountyasa.com to arrange for the trophy to be repaired by a reputable specialist.

8.6 Bedfordshire ASA reserves the right to charge trophy holders for any damage to its trophies.

9. Declaration and Conflict of Interest

9.1 It is accepted that the role of club representatives on the Executive is to represent the views of their club. Other members of the Executive, ie Officers, Section Secretaries and Past Presidents must put aside the personal interests that arise from membership of a club and act in the best interests of the Association.

9.2 No member of the Executive shall use his position on the Executive to gain personal advantage for himself or member of his family.

9.3 Any member of the Executive who feels that he has a pecuniary or prejudicial interest in any of the items to be discussed by the Executive shall, as soon as practicable, declare any interest in any matter being or likely to be discussed at any meeting. In any event the interest must be declared at the meeting immediately prior to consideration of the matter in which he has an interest. The affected person shall be required to leave the room at that stage.

9.4 In the absence of the Affected Person, after a proposal by the Chairman, the meeting will then decide whether the Affected Person may, notwithstanding his declared interest, take part in the consideration or discussion or voting on any question relating to the matter affected by the interest.

9.5 The meeting may impose a condition that the Affected Person may take part in the discussions but not vote on any question relating to the matter affected by the interest of such other conditions as it sees fit. In the event that the meeting decides that the Affected Person may take part in the consideration and discussion on the matter affected by the interest the Affected Person shall be invited to rejoin the meeting. The use of these procedures at any meeting shall be recorded in the minutes.

9.6 Where an Affected Person becomes aware in advance of a meeting that he may have an interest in matters to be discussed at the meeting he shall notify the Secretary of the committee. The Secretary shall at the start of the meeting report any such notification(s) received and further shall remind members of their obligation to make a declaration of any interest they may have in matters to be discussed.

Guidance notes:

1. In addition to pecuniary interests, interests which are not pecuniary can be just as important. Friendship, membership of an association, society, trusteeship and many other kinds of relationships can sometimes influence judgments and give an impression that personal motives are involved. A good test is to pose the question whether others would think that the interest is the kind to make this possible. If it is thought they would, or there is any doubt, the interest should be disclosed and the member withdraw from the discussion.

2. The principle should also be borne in mind in unofficial relations with other members of the Association no less scrupulously than at formal meetings.

3. Whilst the properties set out must be observed, the test as to whether to declare any interest must be whether it is likely to be perceived subsequently as having in any way influenced you in the discussion or voting. It is not necessary to declare an interest which is too remote or insignificant that it could not reasonably be regarded as having had any such influence and if you did so it would merely impede the smooth flow of the Associations business.

4. If in doubt, an interest should be declared and the responsibility rests with the individual member.

10. Coaches' Forum

10.1 The Bedfordshire Coaches' Forum shall act as a consultative forum enabling coaches from all Bedfordshire's affiliated clubs to discuss issues and to offer opinions and recommendations to the Association and the ASA East Region Coaches Forum (via a Bedfordshire representative).

10.2 To encourage good practice and to foster good relations within Bedfordshire's coaching team.

10.3 Each club will nominally have one coaching representative on the Forum. A substitute is permissible when the nominated coach cannot attend. The composition of the Forum may vary according to the topics on the Agenda and will not be determined too rigidly.

10.4 The Development Secretary is responsible for convening meetings and circulating the Agenda. The Bedfordshire representative to the ASA East Region Coaches Forum may request the Development Secretary to convene a meeting to consider a particular issue. Communication may be via email correspondence.

10.5 Meetings will be attended by the Development Secretary who shall take Minutes, which will be circulated and provided to the Executive. Executive Officers may also attend together with invited specialists and volunteer helpers.

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