



THE BELVOIR TRI CLUB



CONSTITUTION

Date of Adoption – October 2016

Prepared by THE BELVOIR TRI CLUB COMMITTEE



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Belvoir Tri Club is a recognised triathlon club formed in 2012 with the intention of promoting triathlon and developing triathletes in the Grantham and Melton area. The club will provide training opportunities and members and guests will be able to come along and be active in coached sessions designed for the development and improvement of individuals of all abilities in the multi-sport of triathlon. The club will be keen to build good relationships with local running and cycling clubs to provide opportunity for all within the local community.

1. THE CLUB

1.1 The Club is registered with British Triathlon England and is formally recognised as a senior triathlon Club working in association with the RDO for Triathlon England. Under the rules of these organisations the Club will adopt all standards and regulations of participation and will observe all matters relating to the conduct of the Club and its members.



2. OBJECTIVES

- 2.1 To develop the skills and ability of the participating members and to encourage competition in local, regional, national and international events.
- 2.2 To promote the sport of triathlon in the local area and to increase the number of participants.
- 2.3 To encourage the involvement of members in Club activities.
- 2.4 To achieve that objective the Club will provide, or will arrange for, courses in coaching and coach education, event refereeing, marshalling, general administration and Club management.
- 2.5 To provide social events for members and their families.
- 2.6 To purchase triathlon equipment for the benefit of the members.
- 2.7 To invest and deal with the monies of the Club not immediately required, in such safe investment and in such manner as the Committee may from time to time determine.
- 2.8 To do all such other things as are incidental or conducive to the financial benefit of the Club or to the above objectives.

3. MEMBERSHIP

- 3.1 Full membership of the Club is open to all persons over the age of 17 subject to a satisfactory application form being submitted. Minors between the ages of 14 to 17 may attend non coached social sessions/events but must be accompanied by an adult member of the club. The Club is committed to a policy of unrestricted membership: all applications will be treated fairly and without discrimination; all members will be treated equally and equitably regardless of their age, ability, gender, race, culture, religious belief, sexual identity, disability, language or for any other reason whatsoever.
- 3.2 All applications for membership will be sent to the Member Secretary who will process the application. In the event of a possible problem with an application the Secretary will initially contact the Chairman for advice. The Chairman may then call a meeting of the committee to discuss the application. The club reserves the right to not accept applications and will detail their reasons for refusal. Successful applicants will be provided introductory information about the running of the Club and opportunities for athlete participation. Membership cards will be provided.
- 3.3 All members of the Club must adhere to the Clubs' Code of Conduct.
- 3.4 The annual subscriptions for membership will be reviewed by the Committee annually and presented at the Annual General Meeting for the approval of the



members. Subscriptions will be determined for the long term sustainability of the club and to encourage participation in good quality coached sessions.

4. FINANCE

- 4.1 All Club monies will be banked in an account held in the name of the Club.
- 4.2 The Club treasurer will be responsible for the finances of the Club and the financial year end of the Club is 31st December.
- 4.3 The audited statement of annual accounts will be presented by the Treasurer at the AGM.
- 4.4 Any cheques drawn or withdrawals made against Club funds can/must only be done by authorised signatories authorised to do so.

5. OFFICERS AND ANNUAL GENERAL MEETINGS (AGM)

- 5.1 An AGM of members will be convened annually in October and in addition to any items properly notified (see Clause 12.1 Items for Agenda) the meeting will also consider:
- 5.2 Minutes of the previous AGM together with the minutes of any Extraordinary General Meetings that might have been held since the date of the last Annual General Meeting
- 5.3 Reports of the activities of the Club over the previous year:
- 5.4 The Secretary's report
- 5.5 The Treasurer's report
- 5.6 The Chairman's report
- 5.7 The audited accounts at 1st September.
- 5.8 The election of officers will take place (see Clause 6.14 Elections)
- 5.9 All members have the right to vote at the AGM
- 5.10 The quorum for AGMs will be 25% of membership
- 5.11 Changes to the Constitution
- 5.12 Changes to the policy documents, codes of conduct and other regulations
- 5.13 Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members
- 5.14 The following officers of the Club will be elected from those members nominated at the Annual General Meeting of members:

Chairman; Secretary; Treasurer; Membership Secretary; Press Officer; Social Media Officer; Training Coordinator; Events Coordinator; Club Kit/Clothing Coordinator, Social Coordinator, Go-Tri Coordinator, Website Developer, Welfare Officer and



Assistant Welfare officer. Both welfare officers must be of different gender. The officers elected at the Annual General Meeting will serve until the date of the next Annual General Meeting or such less time as the members at an Extraordinary General Meeting might decide. After serving for twelve months the outgoing officers may apply for re-election; however it is important that the committee remains fresh and vibrant and it is hoped that there will be sufficient interest from club members to enable committee members to be in post for no longer than 2 to 3 terms/years. Committee members should actively encourage interest from other club members when they are nearing the end of their term/s.

6. MANAGEMENT AND COMMITTEES

- 6.1 All activities and responsibilities for the operation of the Club will be undertaken by the clubs committee which will automatically comprise of the aforementioned officers of the Club:
- 6.2 Only these posts will have the right to vote at Committee meetings.
- 6.3 In addition to the officers listed under Clause 5.14, any other person who might provide knowledge or specialist services to enable the Committee to achieve its principle objectives, may be temporarily seconded to the Committee having been proposed by an existing member of the Committee and approved by majority as defined (see Clause 17.1 Conduct of Meeting). They will not have voting rights.
- 6.4 The quorum required for business to be agreed at Committee meetings will be: 4
- 6.5 The Committee will be convened by the Secretary of the Club and hold a minimum of 4 meetings per year.
- 6.6 The Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.
- 6.7 The Committee will be responsible for adjudicating any applications the Chairman requires clarification on. The Committee will be responsible the disciplinary hearing of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of refusal, suspension or discipline following such hearings/meetings.

7. COMPLAINTS, DISCIPLINARY AND APPEALS PROCEDURE

- 7.1 Members who feel aggrieved by any observation or report or by an action of the Club or of any member of the Club are entitled to raise the matter in accordance with the terms of the Club's formal Disputes/Grievance Procedure. The Committee will regularly review all aspects of that procedure and inform the membership immediately of any amendment.



7.2 Members who knowingly contravene any of the Club's regulations, codes of conduct, application process, policies or official instructions whether written or implied may be subject to action under the terms of the Disciplinary Procedure against which the member may subsequently appeal.

8. DISSOLUTION

8.1 A resolution to dissolve the Club shall only be proposed at a General Meeting of members for which proper notice has been given (see Clause 11.1 Notice of Meeting) and shall be carried by a majority (see Clause 17.1 Conduct of Meetings) of members present.

8.2 The dissolution of the Club shall take effect from the date of the resolution.

8.3 In the event of cessation of activities and dissolution of the Club all the assets will be valued and if necessary sold in order to make full settlement of all liabilities. The acting Treasurer will ensure that there are no further liabilities or warranties or undertakings or claims against the club and the balance of assets then remaining and at the discretion of the members, will be placed with an active local triathlon Club/s who are able to demonstrate a genuine interest in the welfare and development of junior triathletes.

9. ANNUAL GENERAL MEETINGS AND EXTRAORDINARY GENERAL MEETINGS

9.1 A general meeting of members will be convened annually in October (AGM).

9.2 An extraordinary general meeting of members may be called by the Club Secretary upon the order of the Committee or upon written request of at least five members who will state their reasons for calling the meeting (EGM).

10. NOTICE OF MEETING (AGM/EGM)

10.1 Proper notice of the intention to hold a general meeting of members must be given not less than twenty-one days prior to the scheduled date of the meeting.

11. ITEMS FOR AGENDA (AGM/EGM)

11.1 The acting secretary must receive items for the agenda other than those described under Clause 13.1 Changes to the Constitution not less than seven days prior to the scheduled date of the meeting.



11.2 Except for those items described under Clause 14.2 Changes to the Constitution, all members must be informed of the items of the agenda not less than five days prior to the scheduled date of the meeting.

11.3 Decisions involving items with less than five days' notice or items considered under 'Any Other Business' of which members were not properly informed, will not be authorised and may not be acted upon without the approval of a further general meeting of members.

12.CONDUCT OF MEETINGS (AGM/EGM)

12.1 Always provided that all members who are entitled to attend the meeting have been properly notified (see Clause 15.1 Notice of Meeting) and informed as to the agenda (see Clauses 16.1, 16.2 and 16.3 Items for Agenda), then a majority decision by the members there present, on those items formally listed on the agenda will be deemed to be authorised.

13.CHANGES TO THE CONSTITUTION (AGM/EGM)

13.1 Changes to the Constitution will only be made at the Annual General Meeting or at an Extraordinary General Meeting of members.

13.2 Items for the agenda which propose to add, change, amend or replace any of the Constitution, must be formally notified to all members not less than twenty-eight days in advance of the scheduled date of the next meeting.

14.NOTICE OF MEETING

14.1 Proper notice of the intention to hold a formal meeting must be given not less than twenty-one days prior to the scheduled date of the next meeting.

15.ITEMS FOR AGENDA

15.1 Items for the agenda must be received by the Club Secretary not less than seven days prior to the scheduled date of the next meeting.

15.2 Members entitled to attend a meeting must be informed of the items on the agenda not less than five days prior to the scheduled date of the next meeting.

15.3 Decisions involving items with less than five days' notice or items considered under 'Any Other Business' of which all Committee members were not properly informed, will not be authorised without the consent of all those who were entitled to vote and in office at the date of the previous meeting.



16. CONDUCT OF MEETINGS

- 16.1 Always provided that all members who are entitled to attend the meeting have been properly notified (see Clause 15.1 Notice of Meeting) and informed as to the agenda (see Clause 16.1 and 16.2 Items for Agenda), then a majority decision by the Committee, taking into account the members there present together with the written votes of any absent members who have duly indicated their intentions, on those items formally listed on the agenda, will be deemed to be authorised provided that the decision was approved by not less than fifty-one per cent of the total membership entitled to account.
- 16.2 The Club will elect a Chairman from its members who will serve in office for a period of twelve months, or such less time as the members might decide. After serving for twelve months the outgoing Chairman will be available for re-election should he wish to continue in office.
- 16.3 In the event of the Chairman not being able to attend a meeting the Committee will agree by simple majority a temporary chairman to chair that specific meeting.
- 16.4 The Chairman (permanent or temporary) will have an additional casting vote in the event of a tied vote.

Declaration

Belvoir Tri Club Triathlon Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: _____ Date: _____ Name: _____

Club Chair

Signed: _____ Date: _____ Name: _____

Club Secretary



Appendices

Appendix 1

Members' Generic Code of Conduct

Belvoir Tri Club is committed to making triathlon accessible to everyone regardless of age, gender or athletic ability. We provide coached group training sessions in a supportive, friendly and safe environment. As a member of Belvoir Tri Club you must abide by the following Members' Generic Code of Conduct:

- Respect all members/participants regardless of age, gender, sexual orientation, cultural background, religion, political persuasion or athletic ability.
- Show respect and consideration for the safety, welfare and feelings of others.
- Behave professionally and respect others views and requests.
- Support and encourage good sporting practice by abiding by rules and respecting coaches, referees or official's decisions.
- Encourage and support members with training, participation and competition.
- Communicate openly and freely with club coaches and committee members.

Belvoir Tri Club is committed to providing our members with high quality, safe training sessions. All our volunteer coaches are Triathlon England qualified and our training sessions are open to all abilities. We are passionate about our sport and it is important we project a positive image of the club to the general public.

By joining the club you agree to;

- not bring the club into disrepute.
- challenge inappropriate behaviour and language by others
- not deface, alter or add logos, sponsors or names to club kit.
- abide by the British Triathlon rules and the club Code of Conduct.
- avoid any actions that may endanger other club members and to make a coach aware of any actions that might be endangering another club member.
- be courteous at all times to pedestrians and other road and path users.
- wear suitable clothing and protection for each of the club training sessions e.g. helmets are compulsory when riding a bike, bright coloured hats when swimming in open water and reflective clothing at night.



- obey the Highway Code and respect the rules of the public highways and footpaths.
- obey all rules of any event you are competing in; and
- behave in a sportsperson like way to other competitors, and accept the decisions of race officials and referees.
- not engage in heated discussions and remain professional at all times.
- Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying, harassment and physical and sexual abuse
- Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age-inappropriate substances
- Recognise and celebrate the good performance and success of fellow club and team members.
- Anticipate and be responsible for your own needs including being organised, having the appropriate clothing and equipment and being on time
- Inform the session leader/coach if you have any injury, illness or long term medical condition that may affect your performance or participation
- We recommend that you carry In Case of Emergency (ICE) details on your person or on your bike via a simple bike sticker.
- Always thank the coaches and officials who enable you to participate in this great sport

Violation of these rules could result in expulsion from the club.

Should any member violate any of the Codes of Conduct, the following procedure will apply –

The violation will be investigated by a Panel of 3 unconnected committee members, chosen by the Chairman within 7 days of receipt/awareness of complaint.

The panel will decide if a violation has occurred and what length of expulsion is appropriate.

Should the member not agree with the Panel's decision, they must lodge a complaint using the grievance procedure.



Appendix 2

Disputes/Grievance Procedure

Disputes do happen from time to time and need to be handled correctly from the outset. Disputes between the committee, members, guests and relations can usually be resolved amicably between the individuals concerned and this should be encouraged. Occasionally it may also be necessary for Committee members or coaches to discipline members for minor incidents of misbehaviour.

The committee understands that there will be occasions when members may feel the need for a fuller explanation following a dispute. The committee asks that only the issuing coach or a committee member be approached over the matter and not other members of the coaching staff/committee.

Occasionally a member may be dissatisfied with the verbal explanation given regarding the incident. They then have the right to make use of the Club's Grievance Procedure.

All members are reminded that if they approach a committee member concerning a discipline matter they should do so in a polite and civil manner. Any aggressive or impolite behaviour will not be tolerated.

Grievance Procedure

This procedure is to be used where a club member is dissatisfied with an incident/explanation or expulsion given.

- Full details of the complaint from the member should be put in writing and submitted to the committee within 7 days of the incident/expulsion occurring.
- On receipt of this information the committee will appoint another three independent investigators, (members of the committee or coaches unconnected with the incident or persons involved), who will have 7 days to provide a detailed written response to the member.
- If, on receipt of this written explanation, the member is still dissatisfied with the explanation they have a further 7 days with which to lodge a formal written complaint with the committee.
- On receipt of that complaint the Chairman and Welfare Officer will consider if the matter requires a full discipline hearing.
- A full discipline hearing will consist of the whole committee and the complainant. The committee will receive a summary of the complaint, actions taken, responses



and the complainant will be allowed to address the committee. The committee will then discuss the complaint in private and then if in agreement the committee will communicate its final decision.

- If the Chairperson and Welfare Officer feel that the matter has been satisfactorily dealt with they will then provide a further written response to the member within 10 days of the receipt of the letter. The response will detail why the Club feels the matter is at an end.



Appendix 3

Cycling Specific Code of Conduct

Group rides are great fun but with larger groups of riders comes higher risk and in order to ensure these rides remain safe as well as good fun training it is important that everyone follows a set of rules. Club rides are unsupervised and The Club is not responsible for your safety; everyone on the ride must take responsibility to look out for others safety as well as their own. Always bear in mind that everyone in the group may not be as confident or have as good bike handling skills as you.

The Belvoir Tri Club recommends that anyone who rides on public roads has appropriate Cycle Insurance cover (e.g. as provided by your BTF membership or the BCF/CTC)

Below are some basic rules to follow set out as:

Please apply these rules when you are next on a group ride and where others don't please politely inform them of the proper cycling etiquette.

Do

Before the ride

- Be aware of and follow the Highway Code at all times – it applies to ALL road-users.
- Wear a cycle helmet.
- Dress in appropriate clothing for the weather.
- Ensure visibility: when cycling at dusk or night wear appropriate reflective bright clothing and ensure you have working lights on the front and rear of your bike.
- Ensure your bike is road worthy, brakes are fully operational and that your tyres are in good condition and pumped up to the recommended PSI (as written on the tyre).



- Bring everything you need – be self-sufficient. Essential:
 - mobile phone (incl. emergency contact details),
 - food & drink,
 - map,
 - money,
 - tools & spares (e.g. puncture kit, tyre levers, inner tubes, pump, multi tool (including chain tool). Plan for the worse, hope for the best.

- Have an awareness of the route and terrain of the ride

During the ride

- Follow instruction from the Ride Leader
- Communicate freely with fellow riders
- Cycle a maximum of two abreast in 2 close parallel lines where appropriate, focus on keeping it neat and tidy.
- Ride with 1ft (approx.) between your front wheel and the back wheel of the rider in front. There should also be 1ft between your shoulders and the rider beside you.
- Be prepared on small or busy roads to ride in single file.
- Riders at the back of the pack to shout “Car back” if there are vehicles behind. Listen, act on and repeat their calls, DON’T look back and check for yourself, as you will move off your line and may cause an accident.
- Lead cyclists to navigate and point out hazards in the road by either shouting or using hand signals. Listen to them and act on the calls, and most importantly, repeat them for the cyclist behind you.
- Ride directly behind the wheel of the rider in front. If you cycle in the middle of the two wheels in front of you, you WILL push the cyclist on your outside into the path of passing vehicles.
- Brake as gently and smoothly as you safely can when riding in a pack
- Be able to get to your brakes at all times.
- When on the front keep pedalling, this is particularly important going downhill. If you freewheel everyone behind will have to brake.
- Talk to each other. Point out either with hand signals or shouts, all potholes, manhole covers and other dangers in the road that could cause punctures or accidents. Follow the hand signals and calls of the riders in front as they will have seen the danger before you and then you can all communicate down the pack.



- If you are at the back of the group and either see someone dropping or are being dropped it is your responsibility to call to the cyclists in front that the pace is too high. The pack must communicate this up to the front. The lead cyclists will not be aware if you start to drop. Ask them to slow down, it is your ride too.
- When asked to “ease up’ or “slow a little” do not brake suddenly. Gentle ease your pace by pedalling less hard or freewheeling for a moment. Look at your speedo – if someone is being dropped you probably only need to reduce your speed by half a mile an hour to allow them to stay on.
- Ride at a steady pace, keeping the pack as a compact unit.
- Check over your shoulder for other riders or traffic before moving out to the right.
- Slow right down when passing horses, and pass them as wide as it is safe to do so. Always call to the horse riders well ahead of catching them – a cheery “Good morning” or “Hello” will do. Keep calling until the riders indicate they know you are there. They may want to turn the horse so it can see you.
- If you are on the front, remember that people are following your calls. If you make a decision to pull out on a roundabout or junction, you need to call “Clear” or “Wait” to warn the pack of hazards.
- Use only safe and appropriate stopping points, for example, where the whole group can get off the road.
- If you are feeling tired let people know. Accidents happen when people are tired and lose concentration. Everyone gets tired, let people know so they can slow the pace down and tuck you in the pack to carry you home
- Cycle with confidence. If you’re nervous you will tense up and then are less likely to be able to respond to things quickly.
- When cycling at dusk or night wear appropriate reflective bright clothing and ensure you have working lights on the front and rear of your bike.
- Dress in appropriate clothing for the weather
- Bring everything you might need. Prepare for every eventuality. For example, puncture kit, tyre levers, inner tubes, pump, multi tool (including chain tool), helmet, waterproof jacket, food, water, money, credit card, mobile, contact details in emergency.

Don’t

- Overlap wheels, or nudge in between the wheels of the riders in front. You will come off if they move off their line.



- Ride on tri / aero bars in packs as you will not be able to brake or steer quickly. If you are on the aero bars, get to the front.
- Make any sudden movements/changes in direction off your line when in the pack. You are responsible for the cyclist behind you, they are following YOUR wheel they need to trust you.
- Ride off the front. This is a group led ride, not a race. If you want to go faster then let the others know what you are going to do and if no one wants to join you then go off and enjoy your ride alone. Riders are encouraged not to overtake the ride leader. If they find themselves at the front of the group they should wait at the next junction/potential junction for the group to reform. § Leave the group without advising other riders including the ride leader
- Stop pedalling if you are on the front, even on downhills. The cyclists behind you will read this as you slowing and could be forced to brake and bunch up.
- “Zone out” on the wheel in front. Keep aware of everything that is going on around you, look ahead and that way you can avoid most hazards.
- Whip round the outside of the pack to get to the front unless in an emergency. Shout up the pack any communication. If you do need to get to the front then make sure you check in front and behind for cars, remember three abreast will push you out into oncoming traffic.
- Pull out at junctions without looking, having heard the “Clear” call from a fellow cyclist. Check whether there is a vehicle coming yourself.

Calls

These are some calls you might hear. It is essential that you repeat them down the pack so everyone can hear:

- “Car Up/Back” : Keep tight to the cyclist next to you, and be prepared to cycle in single file
- “Hole” : Upcoming pothole to avoid. This can also be followed by a direction i.e “HOLE LEFT”.
- “Gravel” : Upcoming gravel to navigate carefully through. This can also be followed by a direction i.e “GRAVEL LEFT”.
- “Slowing” : Usually accompanied by a hand signal. The cyclist in front needs to slow down for some reason.
- “Stopping” : Brake!



- “Wait” : Usually at junctions to indicate there is a car coming
- “Clear” : To indicate that a junction is traffic free. You must check yourself and not rely on others.
- “Heads Up” : Hazard ahead, pay attention.
- “Single file” : Get into single file safely and promptly

Hand Signals

These are some hand signals (other than the obvious left and right turns!) It is essential that you repeat them so everyone can see and pass it on:

- Single hand in the air (up or down) : Rider is signalling that he/she needs to stop or slow down. Usually followed by the call ‘Slowing’, ‘Stopping’.
- Pointing down at the road : This is to point out hazards such as pot holes, manhole covers etc. PLEASE copy this signal, it stops accidents and punctures
- Arm out left or right : Everyone in the pack needs to indicate when turning left or right
- Left arm signalling behind back : Signal the cyclist is about to move out into the road, e.g. to pass a parked car, to go round debris in the road.

Accidents, injuries and emergencies

The Club does not provide first aid cover or medical support for riders on Club rides. However, in the event of an accident, the Ride Leader and the group will do all they can to assist any rider who has suffered injury. We recommend that you carry an emergency number on your person or on a sticker on your bike to be used in the event of an incident.

Riders who have pre-existing medical conditions that require special treatment must take precautions to ensure that information about their condition can be easily found by emergency services or other medical professionals in the aftermath of an accident or the onset of the medical condition.

It may be useful to inform another rider or the Ride Leader if you have a condition that might need medical support. The rider will need to make that judgement.



Appendix 4

Running Specific - Code of Conduct

1. Sign the group register on arrival and, if required, sign out on return from the session
2. Be honest about your ability. If the group that you are in is too fast or too slow then consider changing groups at the next session. Take note of any recommendations given to you by coaches or run leaders about which group is most appropriate for you
3. Listen to the run leaders and coaches and respect what they have to say; they have the best interests of the group in mind
4. Do not run too far off the front of a group and always loop back at regular intervals or when requested to by the group leader
5. Respect pedestrians and other path/road users. Give way to others when necessary
6. Respect private land, close gates after passing through them and run in single file along footpaths
7. Warn other runners around you of impending hazards, pedestrians, dustbins, low hanging branches etc.
8. Look after the other runners within your training group, if someone is struggling make sure that they are not left on their own or inform your run leader
9. We recommend that you do not leave the session early. If it is necessary to leave early then inform the run leader



Appendix 5

Swimming Specific – Code of Conduct

1. Make your coach aware if you have difficulties in attending training sessions.
2. Arrive in good time on poolside before the training session starts to complete poolside warm up as directed by your coach.
3. If you arrive late report to your coach before entering the pool.
4. Ensure you have all your equipment with you, i.e. paddles; kick boards, hats, goggles etc.
5. Swimwear should be modest, appropriate and fit for purpose.
6. If you need to leave the pool for any reason during training inform your coach before doing so.
7. Listen to what your coach is telling you at all times and obey instructions given.
8. Enter the pool in a safe manner; either by using the steps or jumping vertically into the deep end, ensuring no other swimmers are in the area of entry.
9. Exiting the pool must always be done via the steps.
10. Always swim to the wall as you do in a race, and practice turns as instructed.
11. When sharing a lane, always agree the direction of swimming with all the other swimmers in the lane and keep to the agreed side to avoid any collisions.
12. Try to keep a reasonable gap of around 5 seconds between swimmers; if you do catch a swimmer, tap their toes and that swimmer must let you overtake at the next end.
13. Do not stop and stand in the lane, or obstruct others from completing their training.
14. Do not pull on the ropes as this may injure other swimmers.
15. Do not skip lengths or sets - you are only cheating yourself.
16. Think about what you are doing during training and if you have any problems discuss them with your coach at an appropriate time.
17. If you have any problems with the behaviour of fellow club members report them at the time to a coach or committee member.