



Regd. Scottish Charity No SC040107

YEAABA CLUB HANDBOOK 2023



Contents

RECORD OF CHANGES	3
INTRODUCTION	4
CLUB HISTORY	5
LIFE MEMBERS	5
CLUB COMMITTEE	6
LIFE PRESIDENT / DOOK AND FUNDRAISING CONVENER (JOYCE MCINTOSH)	6
lifepresident@yeaaba.org	6
PRESIDENT / TROPHY CONVENER (JACKIE LAING)	6
VICE PRESIDENT (GREIG MATTHEW)	7
VICE PRESIDENT (JOHN WALKER)	7
SECRETARY / MINUTE TAKER (CURRENTLY VACANT)	7
TREASURER / COMMS & IT CONVENER (JOHN WALKER)	8
MEMBERSHIP SECRETARY (STEWART HALLIDAY)	8
TRAINING CONVENER	8
SHED CONVENER (DOUGAL MCINTOSH)	9
BUILDING CONVENER (ALAN SPALDING)	9
WELLBEING & PROTECTION OFFICER (MARGARET MOODIE)	9
CLUB INFORMATION	11
Charity Status	11
Insurance	11
Membership Fees	11
Communication	11
Partnership Working and Agreements	12
Health and Safety	12
Training Opportunities	12
Harbour Training	13
Open Water Swim Calendar	13
Eligibility to Enter Championship Races	14
Clubhouse Management	14
Corporate Identity	14
YeAABA 50/50 Club	15

RECORD OF CHANGES

Date	Changes	Version
01 Mar 2022	Initial Issue	1.0
17 Apr 2022	Updated for Exec changes and change of training location	1.1
6 Jan 2023	Draft Update for 2023 Handbook	2.0
7 Apr 2023	Update of Committee Personnel	2.1

INTRODUCTION

This handbook is available to all club members and is designed to give a brief synopsis of the club and its rules and regulations. We hope that as a member of this very unique organisation that you will find it to be very helpful. Please do not hesitate to contact any committee member of our club if you require any further guidance or information.

In the current absence of a Secretary please contact president@yeaaba.org until further notice

Ye Amphibious Ancient Bathing Association (YeAABA) is one of the most successful clubs in the world of open water swimming and as such we will

- Provide swimmers with a supportive environment for personal growth and provide them with first class training opportunities to reach their full potential.
- Work in partnership with various Dundee based agencies and National affiliated bodies to promote its own open water aims and objectives through active citizenship and civic responsibility.
- Endeavour to uphold its excellent reputation through its swimmers and volunteers, fostering a competitive nature where swimmers can train in a safe and friendly environment.

Overall, we aim to encourage a passion for open water swimming and welcome everyone to YeAABA events thus gaining friends the world over.

CLUB HISTORY

Ye Amphibious Ancient Bathing Association was formed in 1884 and constituted in 1889 when it gained its first premises and held its first club meeting. The club was founded by John Barrowman who originally came from the West of Scotland.

The first Tay swim from Tayport to Broughty Ferry took place in 1889. It was not unusual to see 60 or more bathers take to the chilly waters of a morning to have a swim.

Over the years a calendar of swimming events, have been compiled and we now host eleven competitive championships ranging from a mile to over 8 miles.

The New Year Day Dook, which is a huge part of the club's history, takes place on January first each year and the number of participants continues to grow. This event is also the largest fundraiser for the club.

The club also has an indoor swimming session on a Friday evening, held at St John's High School for club members (term time only from 6:30pm – 7.30pm - separate fees apply). Coaching is available and there are a team of trained staff on the pool side.

YeAABA is affiliated to both SASA (Scottish Amateur Swimming Association) and the BLDSA (British Long-Distance Swimming Association).

LIFE MEMBERS

The following are Life Members of YeAABA (as at 14 Dec 2022):

- Netta Spence
- Joyce McIntosh
- Jenny Pedersen
- John Davie
- Janet Wilson
- Alan Spalding
- Ian Reid
- Robert Saunderson
- Neil Spalding
- Kirsty Melville
- Margaret Moodie
- Graham Moodie
- Claire Moodie
- Doug Milne
- Peter Wardill
- Andrew Flack
- Hamish Winter





CLUB COMMITTEE

Our committee members are all volunteers who are elected annually at the AGM. The committee meets once a month to discuss all aspects of running our association. All adult and volunteer members are eligible to stand for election to the committee.

We are always looking for people to join our committee or assist with the many varying tasks associated with running our association. Please help if you can no job is too small.

In running a swimming association of this size we might not get everything right all the time. If you have any complaints or suggestions in relation to the running of our association, please speak to any of the below committee members.

	<p>LIFE PRESIDENT / DOOK AND FUNDRAISING CONVENER (JOYCE MCINTOSH)</p> <p>Joyce has been involved with the club for 43 years and has served as both secretary, president, and swim convenor. She has a vast font of knowledge about the club.</p> <p>She organises the Annual DOOK on 1st January every year and heads up the fundraising team which organises fundraising events throughout the year for the club. She has a small team of helpers who assist in both these tasks</p> <p>Joyce can be contacted via</p> <p>lifepresident@yeaaba.org</p>
	<p>PRESIDENT (VIVIEN SCOTT)</p> <p>Vivien was selected to fulfil the role of president until the AGM in Oct 2023, following the resignation of the sitting president in Mar 2023.</p> <p>Her responsibility is to oversee the overall governance of the club and assist the other committee members in ensuring that it runs smoothly and efficiently.</p> <p>Vivien can be contacted via:</p> <p>president@yeaaba.org</p>



VICE PRESIDENT (GREIG MATTHEW)

Greig brings a youthful presence to the committee and is looking forward to the challenges that the role will bring. Greig has been swimming open water with the club for the last eight years.

Greig can be contacted via

vicepresident_1@yeaaba.org



VICE PRESIDENT (JOHN WALKER)

To give greater flexibility at the top of the committee, in 2021 the constitution was amended to permit two vice presidents to be appointed. In 2022 the previous Vice President stepped down and at the 2022 AGM John Walker was then nominated to fill this role and accepted the post as the clubs second vice president.

John can be contacted via

vicepresident_2@yeaaba.org



SECRETARY / MINUTE TAKER (**CURRENTLY VACANT**)

The club secretary normally deals with all the routine correspondence that comes into the club. They deal with SASA, Midland district and external agencies with whom we work.

If you are interested in filling this post, please contact the president, Jackie Laing.



TREASURER / COMMS & IT CONVENER
(JOHN WALKER)

The treasurer's role is to look after the club's finances and keep the committee informed of the club's financial health.

Requests for expenditure should be addressed to the treasurer in the first instance, who will raise them at committee meeting for approval.

As the Comms / IT Convener, John also looks after the Website / Facebook and Email Systems for the club and facilitates ZOOM meetings when required.

John be contacted via
treasurer@yeaaba.org (or)
communication@yeaaba.org



MEMBERSHIP SECRETARY (STEWART HALLIDAY)

Stewart has been the membership secretary for a few years now and was re-elected at the 2022 AGM for a further term.

He is responsible for the registration of all club swimmers and volunteers with SASA, any queries about membership status should be addressed to him in the first instance.

Stewart is an experienced pool and open water swimmer.

Stewart can be contacted via

membership@yeaaba.org



TRAINING CONVENER

Michael Grace took up the post and is responsible for co-ordinating all the club's training requirements and keeping the record of trained personnel up to date.

Any training needs should be identified, so that they can be logged, training organised, and records updated on completion.

He can be contacted via
training@yeaaba.org

	<p>SHED CONVENER (DOUGAL MCINTOSH)</p> <p>Dougal has taken on the role of shed convener and is responsible for the care and maintenance of the boats, trailers, engines, and equipment within the shed.</p> <p>There is a small team of people, who assist Dougal in this task</p> <p>Dougal can be contacted via</p> <p><<No designated email yet set up>></p>
	<p>BUILDING CONVENER (ALAN SPALDING)</p> <p>Alan assumed the role of Building Convener at the AGM. He is a past president, vice president and an experienced boatman. In this role he is responsible for the maintenance and security of the building, as well as being the point of contact for access to the facility for utility services etc.</p> <p>Alan can be contacted via</p> <p><<No designated email yet set up>></p>
	<p>WELLBEING & PROTECTION OFFICER (MARGARET MOODIE)</p> <p>Margaret is the clubs Wellbeing and Protection Officer, and the point of contact for all PVG related matters within the club. She is a former secretary of YeAABA and has been in the club for 25years.</p> <p>She normally also attends the session at St John's High school on a Fri evening.</p> <p>Any wellbeing or Child Protection issues should be flagged to Margaret in the first instance.</p> <p>Margaret can be contacted via</p> <p>wellbeing@yeaaba.org</p>

In addition, there are several others (listed below) who volunteer in the various teams that are set up.

<u>Name</u>	<u>Role</u>
Stewart Halliday	Swim Organisation Team
Valerie Lindsay	Swim Organisation Team
Margaret Moodie	Swim Organisation Team
Pauline Halliday	Swim Organisation Team
Erin Farley	Swim Organisation Team
Michael Grace	Swim Organisation Team
John Davie	Assists with General Maintenance.
Stewart Burns	Shed team
Vivien Scott	Fundraiser
Pauline Halliday	Fundraiser

In addition, we have a minimum of 1 qualified lifeguard and 1 qualified swim teacher on duty at St John's pool for our training sessions. All pool staff have a current PVG in place to carry out these roles.

All committee members will sign a statement of confidentiality in accordance with SASA rules and regulations.

CLUB INFORMATION

Charity Status

The club is registered with OSCR (Office of Scottish Charity Regulator) charity number SC040107. Please refer to section C2.0(b) of the constitution.

Insurance

This is provided to swimmers and volunteers through a per capita fee payable to SASA. For swimmers it is part of the annual fee charged for SASA membership. The Annual SASA insurance fee is currently £10 for volunteers only and is paid for by YeAABA.

A per capita fee is also payable three times per year by YeABBA to Midland District.

Other insurances are provided by external sources e.g., for public liability and business requirements (buildings and contents). The 2 fast Ribs and Swim School are insured separately.

Membership Fees

These will be reviewed annually and advertised on our website www.yeaaba.org

Non-swimming (volunteer) memberships will be paid annually by the club to SASA and Midland District.

Please note that all volunteers will be required to produce two referees and if undertaking a protected roll will also be required to have a PVG (Protecting Vulnerable Groups) check and CWPS Course completed prior to starting in their respective roles within the club.

Volunteers will be recruited in line with Scottish Swimming rules to be able to take up specific roles within the club. Roles for volunteers include:

- Assisting at the poolside
- Technical officials and boatmen for open water swimming events
- Committee members

No member will be permitted to swim in the pool at St Johns, or undertake harbour training, unless their fees have been paid by the due date.

Communication

This will be through the following means:

- Regular newsletter circulated to all members
- Website www.yeaaba.org
- Facebooks www.facebook.com/yeaaba
- Up to date information board in the window of the clubhouse at Beach Crescent

It is the member's responsibility to inform the membership secretary of any changes for example new email address or other contact details.

Any negative feedback will be investigated and dealt with appropriately. Social media trolls or harassment of any nature on social media will not be tolerated and will be dealt with accordingly.

Partnership Working and Agreements

YeAABA works with the following organisations and companies:

- Landlord - Dundee City Council
- Media Companies and networks – DC Thomson, Local Radio
- Harbour authorities
- All local water users via Tay Estuary Hub.
- Ambulance Service
- Beach Management Committee
- Boat Hire Companies (e.g., Loch Earn Drummond Fisheries)
- Broughty Ferry Community Council
- Broughty Ferry Community Police
- Scottish Water

Health and Safety

Risk assessments are compiled annually for all our swims and licences applied to SASA (where applicable).

Recue craft personnel all have Powerboat Qualification Royal Yachting Association (RYA) Level 2, plus first aid and VHF radio communication.

Pool staff – 1 lifeguard in attendance, as a minimum, during pool time with all relevant qualifications up to date.

Open water training nights at the harbour are covered by a sufficient number of boats with trained operatives, and a sufficient number of people on shore, as per latest risk assessment. Failure to get adequate cover will unfortunately result in training having to be cancelled.

Training Opportunities

The club offers the following training opportunities:

All pool staff are fully trained in First aid and Level 1 Swim Teaching. Progression is encouraged and Level 2/3 teaching is available. If any volunteers are interested, please contact the Club Training Officer in the first instance.

First Aid Training is available to all volunteers, but this training must be used for the benefit of the club in the first instance. All training will be advertised in the newsletter or volunteers can contact the club training officer.

The club will fund all approved training, however a donation to the club would be welcome.

Volunteers who are committed to boat handling are given training opportunities from within the club. Those volunteers who wish to progress further will considered on an individual basis.

Child Protection officers attend ongoing courses to keep up to date with current practices.

The club takes health and safety very seriously and has risk assessments to minimise risk to swimmers and non-swimmers.

Harbour Training

The dates can be found on the notice board at the Clubhouse, on the website, Facebook and in each issue of the newsletter. No member is permitted to swim in the harbour out-with these dates and times. To do so is against club rules and the club cannot be held responsible if this is breached. The Club (YeAABA) will not be held liable for any members training out with the designated times and locations on the river.

A risk assessment, along with Normal Operating Procedures and Emergency Action Plan for Harbour Training is displayed in both the Boat Shed and Clubhouse. All participants are encouraged to read these prior to the Harbour Training season. At the start of the training season all swimmers are issued with a briefing guide.

Criteria for any Harbour Duty persons: Up to date First Aid and Throw Rope Training.

Open Water Swim Calendar

Displayed on the website www.yeaaba.org Please read the entry form carefully as swims **CLOSE** up to one month before the event. Please note that for all swims:

- **Entry to swim is on a first come first served basis.**
- **Swimmers are responsible for providing their own lifesavers** who should have undertaken an awareness course, and having been deemed to be competent in the role of a lifesaver training and also be members of SASA. Lifesaver awareness training can be provided by YeAABA, or be done externally. External training would need to be evidenced to the club. Entry to swim will not be accepted if a lifesaver is not nominated on the form.

Members are encouraged to liaise with other fellow members to assist with their lifesaving requirements. Those members who require assistance in providing a life saver should contact the swim organiser directly. We cannot guarantee to be able to provide a lifesaver on request. The club have a maximum of nine supporting boats, those who provide their own (suitably insured) boat and crew will qualify for a discounted entry fee.

Swimmers travelling from out with Tayside and Fife Region will, where possible be supported with a locally sourced lifesaver.

However, if any championship swim is oversubscribed, then last in first out will apply.

Entries for all swims and relevant information pertaining to each event can be found on the website www.yeaaba.org during the time that the entries are open.

Swims can either be entered online or entry forms can be downloaded and sent to the swim secretary whose information details are on the form. The club have the right to reject any swim applications.

Briefings always take place prior to each swim and attendance is compulsory. All the information is attached to the entry form. ***It is the swimmer's responsibility to read this carefully.***

If the entry form is incomplete, or the relevant fee is not paid, then the entry will not be processed.

Eligibility to Enter Championship Races

1st Claim YeAABA Members can enter all championship events.

2nd Claim YeAABA can only enter events that allow 2nd claim members.

YeAABA first claim members will pay all membership fees to YeAABA and will be registered with Scottish Swimming. 1st Claim members of another Scottish Swimming club can become a 2nd claim member of YeAABA. This must be agreed by both clubs and only the membership part of the fees would be payable to the 2nd claim club.

Clubhouse Management

This is the responsibility of the designated shed convenor. All maintenance/repairs must be costed and passed by the management committee prior to any works being carried out or any equipment purchased.

All property stored at the clubhouse is the property of YeAABA and will not be used for personal use without written permission from the Management Committee.

Corporate Identity

The reputation of YeAABA as a swimming club and community organisation in the Broughty Ferry area of Dundee is very important to its members. This has been built through the hard work of our members, supporters, sponsors, and club officials.



Protection of our good reputation is of paramount importance. This handbook sets out the expectations of standards we hope our members and our club officials will adhere to.

All policies and procedures can be viewed on the website under our policy procedures page.

All logos and branding used to promote YeAABA events including “The Diving Swimmer” and “Discovery Mile” logos will remain the property of YeAABA to use as it sees fit. Any external use must be authorised in writing by YeAABA’s management committee.

YeAABA 50/50 Club

The 50/50 club is open to club members, family and friends and allows them to participate in a quarterly prize draw (**drawn at end Jun, Sep, Dec, and Mar each Financial Year**). Members can pick any available, free number (between n 1 and 100 - see table below for which numbers are currently available) and entry costs £4 / month payable by Standing Order.

Members may have more than one number selected.

50% of the quarterly income received goes to club funds, and the other 50% forms the prize pot for the draw.

There are 3 Prizes each quarter:

1st Prize (46.0% of prize pot) rounded to the nearest whole pound (£)

2nd Prize (31.0% of prize pot) rounded to the nearest whole pound (£)

3rd Prize (23.0% of prize pot) rounded to the nearest whole pound (£)

Here are the highlights of the 50/50 club. These are:

- Members may select more than 1 number.
- We would prefer payment by Standing Order (SO) directly from your bank. Being a monthly payment, you can then fix the date to best suit your finances. A Standing Order form can be obtained from the treasurer, or you can download one from the YeAABA website. (We would ask that monies are paid no later than 23rd of the month so that all monies are in, in time for the quarterly draw.)
- You can join the 50/50 club in Apr, Jul, Oct, or Jan (which is the start of a new quarters draw).
- Contributions towards the 50/50 are not recorded as Gift Aid notifications to YeAABA.
- Quarterly draws will take place at the end of Jun, Sep, Dec, and Mar each year.
- Currently available numbers are listed on the YeAABA website

Check available numbers on the website or with the treasurer email treasurer@yeaaba.org or call / text on 07894 129257.

You will be allocated the numbers if free and the website table will be updated.

Secondly complete Parts A and B of the provided 50/50 Club Standing Order mandate which you can download from the website.

Pass the completed Part A to your bank who will set up the standing order on your account. Return the completed Part B to the treasurer who will update the 50/50 club records with your details.

If you have digital banking, then you may be able to set up a standing order online. The YeAABA bank details are on Part A of the form, which you will need for this purpose. If you do set up the SO via digital banking, you only need to complete the Part B and return to the treasurer by post (c/o 25 Crathes Way, Broughty Ferry, DD5 3BY) or by email to treasurer@yeaaba.org.