

AIDE MEMOIR ON CLUB MERGERS

The following notes are provided to help clubs who may be thinking of merging to form one club: The notes are not exhaustive or in any order of priority but do indicate points for consideration.

1. Members of both clubs have given their approval and have a real desire to merge. Possibly seek the co-operation of the Local Authority particularly if they have an appointed Swimming Development Officer.
2. At an early stage discuss with the LA/Facility Operator that current allocation of water time is guaranteed if clubs merge. Consider whether the Long Term Athlete Development programme can be used to identify the amount of pool time required for clubs at each level of Swim 21, this could then be used as the basis for a discussion on whether there is the possibility of new/revised/reduced pool time to best meet the needs of swimmers. Use this time to try and negotiate new rates of hire and possible ways of improving existing pathways, eg Learn to Swim into the new club.
3. In drawing up the Constitution for the new club use as a general guide the ASA Recommendation for Club Constitutions.
4. Try and complete all negotiations and the EGM, where members of both clubs give their approval, in the time frame of the same committee i.e. between AGM's. Pressure does need to be maintained if negotiations are to be successful.
5. Speak with the ASA Regional Development Officer (RDO) at the earliest opportunity to seek advice and co-operation. There should be a continued good working relationship with the Region and the RDO.
6. Finance needs to be discussed and an agreement reached on the make up of the new club's finances.
7. At the initial meeting have several members from each club; discuss the issues to be resolved. Divide into small working groups to resolve specific issues e.g. can swimmers be fitted into available water space? Possibly have the RDO Chair this initial meeting.
8. During the discussions members of both clubs should be kept informed on progress by way of a Newsletter, website or meetings. It is also worth communicating with other agencies/interested parties previously contacted.
9. Form a main Working Party to oversee negotiations, plan merger and draft Constitution etc. Suggest the group be limited to 6 members; suggest it be made up of the Officers from each club. Meetings should be held frequently; eventually they could be as frequent as once per week. Decisions to be resolved:
 - Club name } Suggest involving members in these decisions by holding
 - Club colours } a competition with some sort of reward.
 - Procedures for the appointment of Club Coach and senior coaches. If by interview then members of the Interview Panel should be agreed, include an external party, if necessary.
 - Fees for membership and training fees.
 - Make up of the new Committee. Suggest equal numbers from each club to be appointed until the first AGM. Who are to be the Officers (Chair, Finance and Secretary)?
 - The date of the proposed merger – will it affect entrance for different events/competitions.
10. Determine dates of Regional Management Board meetings so that it is known when the merger can go to the Board for their approval.

11. If one or both clubs are members of any Swimming Leagues then contact respective League Secretaries and keep them informed on hoped for merger date.
12. Each club to hold their own SGM at the same time to seek approval from members of the merger and final documentation.
13. Contact the ASA Systems Department so that ASA records can be amended. They will provide guidance on the information required.
14. League participation – be aware that the formation of a new club may require the newly formed club to enter in the bottom division regardless of the division the former clubs competed in.
15. Don't forget to celebrate all the hard work; it is a significant event for all involved.

The ASA accepts no liability for any errors or omissions in this resource. Further, whilst it is hoped that volunteers will find this resource useful, no liability arising out of it's use can be accepted by the ASA or the club.

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