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13 February 2015

### ***Annual General Meeting***

Saturday 7th of March 2015 at 1400 hours (2pm)  
Dover Town Hall  
High Street / Biggin Street, Dover, Kent

#### **AGENDA**

1. Apologies for absence
2. Minutes of the 2014 AGM
3. Matters Arising
4. The Chairman's Report
5. The Hon. Secretary's Report
6. The Hon. Treasurer's Report
7. Observer Liaison Report
8. Regalia Report
9. Dinner Report
10. Election of Officers
11. Election of Committee
12. Motions
13. Any other business

To be followed by the Annual Dinner in Dover Town Hall  
1830hrs (6.30pm) for 1915hrs (7.15pm) sitdown

## **Election of Officers & Committee**

*Only full members will be eligible to vote.*

*Voting will be by ballot paper. Full members please sign in at the beginning of the meeting giving your CS&PF number and collect a voting card.*

## **Election of Officers – Item 10**

Officers & Committee members standing for election

### **Nominations for position as CS&PF officers**

#### **Vice Chairman**

(Unopposed : Julian Critchlow is standing down)

Boris Mavra

Proposed by: Nicholas Adams

Seconded by: Rob Ouldcott

#### **Secretary**

(As there are two nominations for the position of secretary there will be a vote.)

Tanya Harding

Proposed by: Michael Oram

Seconded by: Angela Oram

Kevin Murphy

Proposed by: Boris Mavra

Seconded by: Katherine Batts

## **Election of committee - Item 11**

(Three committee places available)

Sakura Adams

Proposed by: Nicholas Adams

Seconded by: Kevin Murphy

Ian Down

Proposed by: Kevin Murphy

Seconded by: Jane Murphy

Michael Cross

Proposed by: Nicholas Adams

Seconded by: Michael Oram

(If Boris Mavra is elected as vice-chairman there will be one committee position vacant – due for reelection in 2016.)

## **MOTIONS – Item 12**

**Motion 1.** Revision of CS&PF rules  
(Replacing rules currently available on [www.cspf.co.uk](http://www.cspf.co.uk) )

### **Channel Swimming & Piloting Federation Rules 2015**

1. NAME
2. OBJECTIVES
3. MEMBERSHIP
4. SUBSCRIPTION
5. FINANCIAL YEAR
6. INTERPRETATION OF RULES
7. MANAGEMENT
8. DUTIES AND POWER OF THE COMMITTEE
9. DUTIES OF THE HON. TREASURER
10. SWIMMING RULES & FEES -- ADMIN & CS&PF SWIM FEES
11. RULES FOR CHANNEL RELAY TEAM
12. ADDITIONAL RULES

#### **1. NAME**

The FEDERATION shall be known as the CHANNEL SWIMMING & PILOTING FEDERATION (CS&PF).

Words imputing the singular only shall include the plural and vice versa.

Words imputing the masculine gender shall include the feminine gender.

Words imputing persons shall include organisations.

#### **2. OBJECTIVES**

(a) To promote the sport of long distance open water swimming world-wide and assist organisations and swimmers to attempt such swims in all ways possible.

(b) To promote, assist, observe and authenticate swimmers and sports persons in their attempts to cross the "English Channel/ La Manche" by swimming and "any other means" of crossings such as rowing, canoeing, sailing et cetera.

(c) To assist, with advice and information, the organisation of attempts to cross "by any means" acceptable to the relevant authorities the "English Channel/La Manche".

(d) To assist in setting up and/or observing and authenticating such swims and "crossings by other means" as indicated in b and c above, provide advice or other assistance in relation to any dispute between members of the Federation or between a member of the Federation and another entity body or person relevant to or affecting the Federation's Objectives.

(e) To form a register of recognised pilots and assist with the professional requirements, advice, information and guidelines to enable them to operate on a professional basis. To act as a contact between the pilots, the government departments and any sports persons requiring such services. To promote a standard that makes the Federation a leading authority, in co-operation with the government bodies, on organisation and safety

requirements of such crossings.

(f) To formulate and adjudicate upon a set of rules and guidelines under which such attempts can take place and become a governing body for such attempts. To subscribe to or become a member of any association, club or governing body as deemed necessary to forward the aims of the Federation. To enable other entities or persons to become affiliated or otherwise associated with the Federation for the purpose of benefiting or assisting the Federation or its reputation. (g) To apply for any permissions and governmental requirements as are, or shall be required to allow such events to continue. To modify or adjust any of the powers of the Federation to allow its best operation.

(h) The Channel Swimming and Piloting Federation is a non profit making organisation. Any funds remaining after expenses, services, rent and running costs etc. have been paid and accounted for will be paid into the Federation accounts and used solely to peruse the objectives of the Federation. Should the CS&PF be wound up for any reason any funds remaining after debts and expenses have been cleared will be transferred to be used for other approved sporting or charitable purposes approved by the Federation

### **3. MEMBERSHIP**

Membership is open to all persons, associations, clubs and other bodies who have an interest in long distance swimming world-wide, and attempts to cross the English Channel/ La Manche by swimming or "any other means" of crossing requiring an escort/pilot.

A person requesting membership should complete either the CS&PF membership application form or apply via a CS&PF swim application form to be considered by the committee for membership.

All members and applicants for membership (whether applications are made in conjunction with a swim application or separately), must comply with the Rules including all processes and directions as are approved and implemented from time to time by the Committee of the Federation in accordance with the Rules. Every membership application, however made, is subject to the approval of the Committee

All applications for membership accepted in 2015 will run from 1st January to the 31st December for a 2 year period.

Any application for membership made at any time after 2015 will be treated as an application for full membership for one person (with an entitlement to one vote per motion or resolution) and running from the date of acceptance until 31st December in the same year. The Committee will determine the fees for membership.

Persons qualifying for a vote at the AGM in any year are (1) members on the membership list as at 31<sup>st</sup> December in the year immediately preceding the AGM and (2) members registered in the period prior to the AGM in the same year as the AGM.

Applications for joint memberships, family memberships or any other type of membership other than a full membership (or honorary membership), shall not be available with effect from 1st January 2016.



in any publications, guidance or instruction sheet or form of the Federation published, issued or otherwise in use from time to time shall form part of these Rules although in the event of conflict these provisions shall prevail over all such other instructions, rules and conditions

## **7. MANAGEMENT**

(a) The general management, conduct and direction of the Federation shall be vested in the general Committee which shall consist of a Chairman, Vice-Chairman, Secretary, Treasurer, and seven (7) elected full members. The Committee will have the power to co-opt up to three (3) additional members with voting rights for specific duties.

(b) The positions of President and Vice President shall be proposed and seconded by the CS&PF officers and Committee members, the nominations will then be put to the AGM for a vote and their selection confirmed at an AGM. Positions can remain vacant.

The President elect can choose to attend and vote at Committee meetings.

The President elect should hold the position for no more than 2 consecutive 3 year terms then stand down for at least 1 term of office.

(c) The decision of the Federation in all disputes, questions referred to them, or matters over which they have control, shall be final and binding upon the members. Members shall have the right to appeal, in person if desired, at the next full Committee or General Meeting. The Committee shall have the power to make, amend or suspend by-laws from time to time for the proper management and good order of the Federation.

d) The CS&PF officers and Committee members, (excluding President and Vice President) are to be elected by rotation with half (1/2) being elected every year over a two year period.

The CS&PF officer positions are to be elected from CS&PF members who are serving or have served on the CS&PF Committee. If there are no nominations for officer positions from among CS&PF members who are serving or have served on the CS&PF Committee, the secretary will notify the membership accordingly and the election of other full members of the CS&PF to officer positions will be permitted.

Nominations for the appointment of the Officers and to fill the Committee positions, each proposed and seconded by full members, shall be given in writing to the Secretary at least twenty-one days (21 days) before the date of the Annual General Meeting and made available to full members.

If the number of nominations exceeds the number of vacancies, then a paper ballot shall be taken, each full member present at the meeting having one vote in respect of each vacancy. Elected members shall take office at once. Full members shall sign in at the beginning of the meeting, giving their CS&PF number and collect a voting card.

(e) The Agenda of the business to be transacted at all General Meetings shall be posted on the CS&PF web site at least 14 days before such meetings. No resolution, except such as relates to the adoption of the Reports at the Annual General Meeting, shall be moved at any General Meeting unless notice thereof, duly signed by a proposer and seconder, stating its terms, has been delivered to the Secretary at least 21 days before the meeting, for inclusion

in the Agenda.

The Chairman may at his discretion, however, accept amendments arising out of discussion of items of the Agenda, and he may also allow non-controversial matters which he may consider reasonable, to be raised and discussed.

(f) 75% of the administration fee for each swim registered in the current year shall be made available to allow for administration and the operation of the CS&PF office.

(g) The Observer Liaison officer shall receive up to 5% of the swim fees for the management, expenses, appointment, allocation and co-ordination of the CS&PF observers.

(h) The Treasurer shall receive up to 5% of the administration fees for the management, expenses, and work carried out reference the CS&PF accounts.

(i) The Committee shall have the power to appoint an Observer Liaison Officer, Pilot Liaison Officer and Coastguard/negotiation officer from within the Committee membership. The committee can form sub Committees for specific purposes to be chaired by a Committee officer.

A quorum of at least five Committee members including at least two officers shall transact the business of the Federation.

## **8. DUTIES AND POWER OF THE COMMITTEE**

(a) To carry out the rules and transact the business of the Federation.

(b) To meet at least two times a year.

(c) To appoint members to fill any vacancy that may occur among the officers and Committee until the next AGM or General meeting.

(d) To appoint sub-Committees that will report to the Committee.

(e) To exercise financial control over the funds of the Federation and to present annual Accounts and Balance Sheet at the Annual General Meeting.

(f) To uphold and promote the objectives of the Federation.

(g) To assist swimmers and sports persons in their enquiries and attempts at crossing the English Channel/La Manche and authenticate claims of swimmers that have swum the Channel within the rules.

(h) To recognise CS&PF pilots and pilot boats for escort duties and to register the pilots and pilot vessels with the British and French authorities annually.

(i) To record details of all swims, and retain documents used in connection therewith. For a swim to be officially recognised at least two members of the Committee must read, check and ratify the observer's report that has been submitted along with any other paperwork requested and considered relevant.



An administration fee of £20 will be charged for each additional or alternative team member registered after April 30.

Fees and observations and other Federation requirements for requests to attempt swims / crossings greater than 3-ways, or for other swim courses not by the "direct route" are to be accessed and determined by the General Committee in its sole discretion

Fees for extraordinary swims not covered above to be by negotiation and agreement of the committee.

Any swim fees not used in the current year must be reclaimed by the 31st of December in that year. Any fees not reclaimed will be added to the Federation funds.

Each successful swimmer will receive one certificate (included in the administration fee) after the ratification of a successful swim report. Extra certificates may be ordered from the Secretary after ratification of a successful swim at the fees set for the year plus postage.

The swim will not be officially observed unless the appropriate Federation fees have been paid and the medical form and application form have been completed in full and received by the CS&PF office to the satisfaction of the Federation and prior to the swim as dictated within the Rules.

(a) CS&PF medical and application forms must be used for every swim or crossing application and will be available from the office or for download from the CS&PF website from 1st January in the year of the swim or as soon afterwards as the Committee are able to provide the same.

1. If you cannot complete any of the required stages within the time frame YOU MUST CONTACT THE CS&PF OFFICE to ask if a time concession can be allowed. The CS&PF will consider any requests to do so on an individual basis: the grant or refusal of a concession in the case of one application shall not oblige the CS&PF to grant or refuse a concession in any other case. The CS&PF may impose such conditions (including time limits) as it deems appropriate upon the granting of a concession.

2. The CS&PF application form and medical forms must –be submitted to the CS&PF office before 30th April. Failure to do so shall cause an application to become invalid unless specifically ruled otherwise in writing by the CS&PF in its discretion.

3. Your application must -- be completed and finalised by the 31st of May. Failure to do so shall cause an application to become invalid unless specifically ruled otherwise in writing by the CS&PF in its discretion.

4. The CS&PF needs to be able to register all completed swim applications for the season with the British and French authorities by the first week of June, or as requested by the authorities.

5. The office must be informed and agree to any changes to applications after they are submitted. All applications and paperwork submissions must include swimmer/ team name, pilot and proposed swim date.

(b) Swims will be categorised as Standard, Special or Assisted according to the method and/or aids used.

### **STANDARD SWIM SUIT CLARIFICATION**

No swimmer in a standard attempt to swim the Channel shall be permitted to use or wear any device or swimsuit that may aid his/her speed, buoyancy, heat retention or endurance (such as wetsuit, webbed gloves, paddles, fins, etc). The swimmer is permitted to grease the body before a swim, use goggles and one hat. Nose clips and earplugs are permitted. Any kind of tape on the body is not permitted unless approved by the Committee in advance and clarified by the observer.

The swimmer may wear only one swimsuit in one or two pieces which shall not extend past the shoulder or below the knee. All swimsuits shall be made from textile materials. Caps may not be made from neoprene or any other material which offers similar heat retention properties (as determined by the CS&PF Committee). Silicone or latex hats are permitted.

The observer will have to confirm that the swimwear rules have been observed. The swimmer must be sure that their costume and cap are of an approved type before the swim starts as the swim will not be recognised if they are later found not to conform. If you have any doubt, please seek advice and/or approval from the CS&PF Committee prior to the swim giving sufficient notice for any research or investigations to be completed.

During a swim no physical contact with the swimmer shall be made by any person other than to pass food and drink or secure such items as light sticks for safety reasons.

The use of MP3 players and other electrical audio devices shall not be allowed by the swimmer while swimming during any English Channel swim attempt unless for safety reasons.

### **SPECIAL SWIM**

This is a relay category swim only and listed under Rule 11 "Relay swims"

### **ASSISTED SWIM**

An assisted category swim will be to the same rules as a standard swim except for the allowance, by prior arrangement with the Federation, of the minimum additional aids or contact as is deemed necessary for the safety of the swim on medical or other agreed grounds. An assisted category swim will only be accepted after prior agreement with the Federation Committee.

(c) For a swim to be officially recognised, the swimmer must enter into the sea from the shore of departure, swim across the English Channel (i) to finish on dry land, or (ii) to touch steep cliffs of the opposite coast with no sea-water beyond. Swimmers may finish in harbour water provided they land as in (i).

(d) For a multiple crossing to be officially recognised, the swimmer must, as soon as they make contact with the ground, land as directly as possible in accordance with rule 10(c). They must then return immediately to the water, where they may stand or sit for up to 10 minutes. During this time they must not be touched by any person, but may be handed food, grease, medicines or swimming apparel to be administered by them. They must then, in

agreement with the Observer, make the most direct and reasonable way to water deep enough in which to swim, and commence swimming. In all the above conditions, the Observer's ruling will be recorded and subject to official ratification by the Committee.

The time spent before the return swim starts shall be added to the time of the subsequent crossing.

(e) Every application for recognition of a swim must be accompanied by the Pilot's chart positions and by the Observer's Report, recording incidents, time, tides, method of feeding, etc. The Committee may call for additional evidence if they require it.

(f) The appointed Observer shall be in sole charge of the timing of the swim, and shall be responsible for observing compliance with the rules, subject to ratification by the Committee.

(g) The timing of a swim shall start from the moment the swimmer enters the water until they complete the swim as laid down in Rule 10(c).

(h) On their arrival in the Dover area the swimmer must advise the Secretary and the Pilot of their place of residence. All documentation must be completed by the time limits laid down in the CS&PF information and any changes in dates or arrangements for Pilots etc must be reported as soon as possible but before the swim starts. The Pilots are required to give the Secretary and the Observer Liaison Officer a full 24 hours notice of the possible departure of the pilot boat. Failure to give such notice could mean that an Official Observer may not be able to be appointed and the swim will not be able to proceed.

(i) The Federation shall not observe solo attempts to swim the Channel by persons under 16 years of age. Swimmers shall be over 16 years at least 3 days before the swim starts, and for registration purposes, at the beginning of the swim period they are booked to swim in. The Committee shall be empowered to examine and to refuse to accept if thought necessary, the applications of persons to attempt to swim the Channel especially when they are over 55 years of age.

(j) Swimmers must be aged 12 years for at least 3 days before they can swim in a standard relay team, subject to correct registration and to their medicals being accepted. See relay rules 11.

(k) All aspirants must satisfy the Federation of their competence to make a realistic effort to undertake a successful attempt to swim the Channel.

All swimmers taking part in a solo swim must complete a self assessment swim for at least 6 hours in open water at a temperature of no more than 61°F / 16°C and which is carried out specifically for the purpose or as an organised event which the Committee considers (in its discretion ) to be a suitable alternative, in either case, which has taken place no more than 30 calendar months prior to the 1<sup>st</sup> June in the Year of application.

All swimmers taking part in a relay swim must complete a self assessment swim for at least 2 hours in open water at a temperature of no more than 61°F / 16°C and which is carried out specifically for the purpose or as an organised event which the Committee considers (in its

discretion) to be a suitable alternative, in either case, which has taken place no more than 18 calendar months prior to the 1<sup>st</sup> June in the Year of application.

Every application for a solo or relay swimmer must complete a Swim Assessment Form available for download from the CS&PF web site and submit this together with supporting proof/ratification of the self-assessment swim or (if an organised event wherein satisfactory participation is a matter of public online record) the website address at which such proof is evident.

(l) The use of drugs by participants in Channel Swimming, other than for therapeutic reasons in accordance with medical advice, is regarded with complete disapproval and is considered contrary to the spirit of the sport. Any swimmer unable to participate without the administration of banned drugs must submit their application to the Federation Committee with ample time for its consideration. The Federation reserve the right to make random drug tests on Channel aspirants. The Observer may require a sample of any medication given.

(m) Only Federation registered pilots who are members of the CS&PF and hold the required qualifications will be recognised to pilot CS&PF crossings. Only Federation registered pilot boats with the required certification in force will be allowed to escort CS&PF registered crossings.

Pilot and pilot vessel documentation and certification are to be produced within 7 days if requested by the CS&PF office.

Pilot recognition will be reviewed on an annual basis. Pilot and pilot vessel details will be registered with the British & French authorities on an annual basis by the Federation office. It is the responsibility of the pilot/owner of the pilot boat to inform the Federation of any changes in circumstances which will invalidate the required qualifications and certifications.

(n) In no circumstances shall more than one swimmer at a time be allowed to make their attempt from the same pilot boat.

(o) Only one dinghy or inflatable at a time shall be permitted to operate with a pilot boat.

(p) During solo swims a swimmer may be accompanied in the water by 1 person only & not accompanied at all until after the first 3 hours. This accompaniment will be for a maximum of 1 hour & cannot be repeated until at least 2 hours have elapsed after the cessation of the accompaniment.

The second swimmer may swim alongside, but not in front, of the solo aspirant & must not impede the solo swimmer.

For health & safety reasons the pilot must agree to any request for a support swimmer before they enter the water to accompany the swimmer.

The pilot may, at his or her discretion, request that a second swimmer join the solo aspirant outside of these times for a short period on the grounds of safety. (i.e. if a swimmer suffers severe cramps). Similarly the pilot may ask for accompaniment at the very end of a solo swim if the conditions dictate. This is to be allowed even if the request is within 2 hours of a

previous accompaniment.

No support swimming is to be allowed on a relay swim.

## **11. RULES FOR CHANNEL RELAY TEAMS**

Relay team leaders are responsible for collating and submitting properly completed forms, supporting documentation and fees within the time permitted. No communication will be processed in the event of any failure to include prominently and clearly the Team name and the team leader's name. The CS&PF reserves the right to reject any submission which is incomplete and submitted by anyone other than the Team leader.

Relay swims will be divided into the same categories as solo swims - Standard, Special, Assisted. Any alteration from a standard crossing must be agreed by the federation committee before the start of the swim.

### **STANDARD RELAY SWIMS**

#### **SWIM SUIT CLARIFICATION**

No swimmer in a standard attempt to swim the Channel shall be permitted to use or wear any device or swimsuit that may aid his / her speed, buoyancy, heat retention or endurance (such as wetsuit, webbed gloves, paddles, fins, etc). The swimmer is permitted to grease the body before a swim, use goggles and one hat. Nose clips and earplugs are also permitted. Any kind of tape on the body is not permitted unless approved by the observer.

The swimmer may wear only one swimsuit in one or two pieces which shall not extend past the shoulder or below the knee. All swimsuits shall be made from textile materials. Caps may not be made from neoprene or any other material which offers similar heat retention properties (as determined by the CS&PF Committee). Silicone or latex hats are permitted.

The official observer will have to confirm that the swimwear rules have been observed. The swimmer must be sure that their costume and cap are of an approved type before the swim starts as the swim will not be recognised if they are later found not to conform. If you have any doubt, please seek advice and/or approval from the CS&PF Committee prior to the swim giving sufficient notice for any research or investigations to be completed.

#### **STANDARD RELAY TEAM**

(a) "Each standard team shall consist of 6 swimmers each swimming for 1 hour. The names of the 6 persons shall be given to the official observer before the actual commencement of the swim. Thereafter there shall be NO changes in order or substitutions whatsoever.

Swimmers in relay teams shall be over 12 years old 3 days before the relay swim starts, and for registration purposes, the beginning of the swim period their team is booked to swim in. They shall be under 16 years of age for at least 24 hours after the swim finishes for it to be classified as a Junior Relay team swim.

Junior swimmers (over 12 and under 16 years of age) will only be allowed to swim in standard 6 person relay team swims.

All swimmers taking part in a relay team swim must supply written proof/ratification of a 2 hour swim in water 61°F/16°C or less or proof of completion in a recognised event for a

period considered by the CS&PF to be an acceptable alternative within the previous 18 months.

In no circumstances shall more than 1 team be allowed to make their attempt escorted by the same pilot boat.

(b) Each swimmer shall swim for one hour each time he/she enters the water.

(c) The change-over/takeover from one swimmer to the next in a relay should take place every 60 minutes with the new swimmer entering the water on a signal given by the observer. During the take-over the new swimmer must enter the water from behind & swim past the preceding swimmer. The previous swimmer must then exit the water as quickly as possible. The change-over should take no more than 5 minutes.

(d) Team members shall rotate in the same order throughout the swim. Pace-making or the use of a support swimmer is NOT allowed.

(e) The pilot may ask for the accompaniment of a safety swimmer at the very end of a relay swim if the conditions dictate.

(f) An Official Observer of the Federation must be present on any Relay Team swim for it to be recognised.

#### **SPECIAL CATEGORY RELAY SWIMS**

A Special category relay will be run under the same rules as a standard relay except for the allowance of the number of persons in the team. Teams can be 2 - 3 - 4 - 5 - 7 or 8 people. Teams of 2 or 3 persons will be allowed the option of choosing between 1 or 2 hour swim periods for the duration of the relay swim. The option must be declared before the start of the crossing and maintained through out the crossing.

#### **ASSISTED CATEGORY RELAY SWIMS**

An Assisted category relay will be to the same rules as a standard relay except for the allowance, by prior arrangement with the Federation, of the minimum additional aids or contact as is deemed necessary for the safety of the swim on medical or other agreed grounds. An assisted category relay will only be accepted after prior agreement with the Federation committee.

**NOTES:** The General Rules of the Channel Swimming & Piloting Federation shall apply at all times.

All swimmers must be fully paid up members of the Federation before they can swim.

All relay team members must be full members of the Federation.



**Motion 2. Revision of CS&PF fees.**

**Motion for the 2015 AGM with reference to recommendations for proposed Fees revision**  
(Proposed and seconded on the basis that it does not need to be put to the meeting unless **Motion 1** is not approved by the meeting)

Proposed by            Michael Oram  
Seconded by         Angela Oram

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**Admin fees**

Admin Fee for Solo Swim	<b>£145.00</b>
Admin Fee for a Relay team swim	<b>£180.00</b>

**If submitted after 30th April**

Admin Fee for Solo Swim	<b>£170.00</b>
Admin Fee for a Relay team swim	<b>£220.00</b>

**(Plus the Required Swim Fee as below)**

**For Solo Swims**

Code B	1 Way attempt	<b>£160.00</b>
Code C	2 Way attempt	<b>£360.00</b>
Code D	3 Way attempt	<b>£450.00</b>

**For Relay Swim**

Code E	1 Way attempt	<b>£160.00</b>
Code F	2 Way attempt	<b>£360.00</b>
Code G	3 Way attempt	<b>£450.00</b>