

# **BY-LAWS**

**of the**

Lilydale Swimming Club Inc

November  
2012

(Reg. No A5727)  
ABN 55 226 335 472

## **1. Preamble**

These By-Laws are made by the Management Committee of the Lilydale Swimming Club Inc. under Rule 8 Clause (7) of the Constitution of the Lilydale Swimming and Lifesaving Club Inc. (herein referred to as “Lilydale Swimming Club” of “the Club”).

They are binding on the Lilydale Swimming Club and all members of the Lilydale Swimming Club.

They are in accordance with the Constitution of the Lilydale Swimming and Lifesaving Club, in particular Rule 20, Rule 25 and Rule 26.

In the event of conflict between these By-Laws and the Constitution of the Lilydale Swimming and Lifesaving Club, the Constitution of the Lilydale Swimming and Lifesaving Club will prevail.

In the event of any conflict between these By-Laws and the Swimming Australia Limited (SAL) Member Protection Policy, the SAL Member Protection Policy will prevail.

### **1.1 Terms and Definitions**

The Act means the Associations Incorporation Act 1981 (Vic).

The Club means the Lilydale Swimming Club Inc.

The Constitution means the Constitution of the Lilydale Swimming and Lifesaving Club Inc. (July 2005).

Eligible member means a member of the Club who is eligible to vote at the AGM.

Ordinary committee member means an elected Committee member of the Club, not holding an elected office defined in the Constitution or the Act.

SAL means Swimming Australia Limited.

MPP refers to the SAL Member Protection Policy.

SV means Swimming Victoria.

Natation means the sport or activity of swimming.

Natatorial means swimming related/in relation to swimming.

Pool Manager means the entity or company appointed by the pool owners to manage the day-to-day operations of the facility.

The Committee means the Committee of Management as defined in the Constitution.

Competitive swimmers means members of the Club who have registered with the Club and Swimming Victoria as competitive swimmers

## **2. Committee of Management**

### **2.1 Authority**

The affairs and business of the Club shall be managed by the elected Committee of Management in accordance with Rule 8(1) of the Club Constitution.

The President, Vice Presidents, Secretary and Treasurer shall form and be referred to as the Executive Committee.

### **2.2 Elected Officers**

The elected officers of the Club must be a registered Member of Life Member of the Club. The powers and duties of the elected officers are limited by the Club Constitution and shall include but are not limited to:

#### **2.2 (a) President**

- Chairperson of Committee of Management Meetings, all General Meetings, and all Special General Meetings:
- As Chairperson of those meetings has a deliberative (casting) vote at all meetings.
- Primary Delegate to District East and Swimming Victoria and other bodies to which the Club affiliates under Rule 3. of the Club Constitution.
- Approval of all agreements entered into by the Club, pending acceptance by a meeting of the Committee of Management. Senior spokesperson and representative of the Club and therefore needs to be well aware of all club activities.
- Furthers the objectives of the Club described in Section 3 of the Club Constitution to be a point of contact with the Committee of Management for the Coaching staff.
- Liaise with other committee and non-committee members to gather appropriate information for Go club processes.
- Gather information throughout the year to prepare Go club reports on line and report to the Committee concerning Go Club targets and mile stones.

#### **2.2(b) Vice President (x2)**

- Share in the performance of the Presidents duties as appropriate, and act for the President when required.
- In the absence of the President act as a Chairperson of the Committee of Management meetings, General Meetings.

- Delegate to District East and other bodies to which the Club affiliates. Co-ordinate and oversee projects, programs and activities of the Club on behalf of the Committee of Management.
- Will liaise with all committee roles and duties of the club.
- VP1 be responsible for seeking relationships with local businesses for sponsorship. Maintain relationships and ensure that sponsors receive club newsletters and invited to any social events deemed necessary.
- VP2 be communication pathway to committee for swimming activities. Liaise with Head Coach and competitions officer. Be delegate to District East and other bodies to which the Club affiliates.
- Be responsible for seeking relationships with local businesses for sponsorship. Maintain relationships and ensure that sponsors receive club newsletters and invited to any social events deemed necessary.

### **2.2(c) Secretary**

- Responsible for the general administration of the Club.
- Public Officer of the Club ensuring all legal requirements are met.
- Supervises all administrative functions, including administration of Committee of Management meetings, and all General meetings.
- In accordance with Rule 11 of the Constitution, cause to be kept minutes of the resolutions and proceedings of all meetings, including a record of the names of all eligible members present at those meetings.
- Provide notice of Committee of Management meetings and agenda of all meetings 5 days prior to meetings.
- Provide written notice of Annual General Meeting and Special General Meetings as required under Rules 13(3) and 15(4) of the Club Constitution, and in accordance with Rules 13(2) and 15(4) of the Club Constitution, and in accordance with Rules 13(2) and 15(2) of the Club Constitution.
- Receive and record all incoming and outgoing mail.
- Obtain from the Treasurer, prior to any Committee Meeting and/or any General Meeting, a current Register of Members.
- Recording and entry into these Bylaws of all relevant resolutions of the Committee of Management The resolutions made in any year shall be compiled and added to these By-Laws prior to the AGM, so as to be available to the incoming Committee.
- In accordance with Rule 22 of the Constitution, take into custody and safekeeping all records of the Club which are no longer required by other Office Holders for the

performance of their current office.

- Advise all necessary parties such as Swimming Victoria of all elected positions following the Annual General Meeting
- Organise the Annual General meeting in accordance with the Constution.including compiling the Annual Report of the following:
  - o Presidents Report
  - o Head Coaches Report
  - o Annual Financial Statements and Audit Report
  - o Reports from various committees such as:
    - Promotions Officer

- Social Secretary
- In the event of the Secretary being temporarily unable to undertake the duties of the office, the duties are to be delegated to a General Committee Member.

#### **2.2(d) Treasurer**

- Responsible for the financial affairs of the Club.
- In accordance with Rules 6 and 6 of the Club Constitution maintain accurate Register of Members.
- Provide a current copy of the Register of Members to the Secretary on request.
- Develop policy guidelines and long range financial plans for the Club.
- Responsible for the development of Annual Budgets including: Affiliation fees, Registration Fees, Membership Fees, Squad Fees, Event Entry fees, for recommendation to the Committee of Management.
- Responsible for the preparation of monthly financial statements comparing actual to budget figures for the Committee of Management.
- Responsible for the preparation for Audit of Annual Financial Statements of the Club
- Invoice Members for all fees, and other incidental amounts as they arise.
- Ensure all funds remitted to the Club are deposited in the Clubs bank accounts.
- Prepare summary of accounts due for approval by the Committee of Management meeting.
- Arrange payment of all accounts once authorised at Management Committee meeting.
- Collect and enter into MYOB all eligible hours worked by Club employees.
- Prepare for sign off by authorised officer Pay Summary for each employee, in accordance with the relevant employment agreement or contract.
- On authorisation, arrange for payment to employees of wages and record funds withheld for the payments of tax, superannuation, and other amounts that may be required.
- Give into custody and safekeeping of the Secretary, all original records which are no longer current.
- In the event of the Treasurer being temporarily unable to undertake the duties of the office, the duties are to be delegated to a General Committee Member.

### **3. General Committee Members**

In accordance with Rule 8 of the Constitution, the Committee of Management shall consist of the Executive Committee and a minimum of 5 and a maximum of 12 General Committee Members as elected by the Members of the Club.

#### **2.3(a) Duties of General Committee Members**

- Attendance at meetings of the Committee of Management
- Review, amendment and acceptance of resolutions put before the meetings of the Committee of Management.
- Subject to acceptance, undertake duties delegated by the Committee of Management. . Such responsibilities shall include, but not be limited to the duties listed in para 2.3(b) below
- Good governance of the Club.
- Participation and/or leadership of sub-committee determined to be necessary and authorised by the Committee of Management.

#### **2.3 (b) Elected General Committee Members Duties**

##### **Club Competitions Officer**

The Committee of Management will appoint a qualified nominee to the position of Club Competitions Officer. The Club Competitions Officer shall:

- Organise program of events for Club Championships as determined by the Head Coach
- Ensure that timekeeper rosters are prepared for all swimming meets necessary
- Ensure that equipment is provided for all club targeted meets
- Coordinate all facets of swim meets held by LSC such as encouragement meet including:
  - o Program is published 4 months prior to event being held and SV is advised.
  - o Program is organised with sufficient SV officials, timekeepers etc
  - o Coordinate entries and entry into Meet manager
- Coordinate all facets of Swim meets that LSC is host for in Metro East swim Meets
- Where appropriate assist parents with using the online entry service for swim meets.

- Provide a written report at each committee meeting

### **Social Secretary and Fundraising**

- In fulfilling this responsibility the person can request the assistance of other people
- Plan, promote and organise activities and functions for the club including:
  - a. Developing a calendar of social events based on the competition calendar
  - b. Provide social support to Annual Presentation night and assist with catering at LSC based swim meets or similar;
- Organise a minimum of four fundraising events during the year (1 per term).

Events can include but not to be limited to:

- Bunnings BBQ
  - LSC Encouragement Meet
  - Raffles
  - Chocolates
- Actively seek the involvement from parents, swimmers and other members of the club
  - Provide a written report at each committee meeting

### **Social Secretary**

- Assist with fundraising activities as required.
- Plan, prepare and organise all aspects of the clubs annual presentation night.

### **Promotions/Media Officer**

- In fulfilling this role, the person can request the assistance of other people
- This role may include undertaking the following responsibilities. The tasks may be held by another committee member depending on skills mix:
  - Maintaining and regularly updating the advertising board at Kilsyth Pool
  - Maintaining and updating the LSC webpage to ensure that it remains up-to date using information provided by Head Coach and other members
- Liase with the head coach for articles to complete a regular LSC newsletter
- Identify opportunities and prepare (or have prepared) newspaper articles for local media.
- Identify local media opportunities around club meets, social activities, swimmer stories etc.
- Investigate and develop social media opportunities.
- Provide a written report at each committee meeting



**Uniform Officer**

- Promote uniforms on pool deck to ensure that all swimmers have the necessary uniforms as required by the club
- Collect orders from swimmers/parents.
- Liaise with suppliers, inspect goods and make recommendations to committee

- Place orders with the suppliers and follow up progress if required
- Arrange any sewing of badges onto uniforms for sponsors
- Photograph swimmers when they receive their polo tops for the advertising board;
- Advise treasurer of any orders so that invoicing can be done. If cash is received provide the swimmer with a receipt and forward any cash to Treasurer
- Keep track of stock numbers and provide the Treasurer with stock items and numbers held at 30<sup>th</sup> April
- Provide a written report to each committee meeting

**Grants Officer**

- Attend committee meetings to become aware of club needs and requirements
- Actively seek and apply for grants that would satisfy club requirements
- Report to committee of progress.

Other duties defined in the Act.

**3. Appointed Officers**

**3.1 Appointment**

The Committee of Management may from time to time appoint officials for the efficient operation of the Club, to carryout duties connected with the administration of the Club or the conduct of competitions run by or participated in by the Club.

**3.2 Eligibility**

Such officers may be members of the Management of Committee, Life Members or eligible members of the Club. These officers shall be voluntary and shall not have a vote at Committee of Management meetings unless elected as a member of the Committee of Management as per Rule 9 or Rule 8(6) of the Constitution.

**3.3 Limitations**

Appointed officers are not delegated to carry out the duties of or invested with the powers of elected officers under the Club Constitution.

### **3.4 Roles of appointed officers**

#### **3.4(a) Grievance Officer**

In accordance with Rule 24 of the Constitution, the Committee of Management will appoint a Grievance Officer. In accordance with Rule 24(2) the identity of the Grievance Officer shall be made available to all members of the Club each year. The Grievance Officer will act in accordance with the Rules set out in Rule 24 of the Constitution.

#### **3.4(b) Auditor**

Pursuant to the Rule 13(4)(e) of the Constitution, the Committee of Management will appoint an accredited Auditor to prepare an audited Statement of the Financial Affairs of the Club.

#### **3.4(c) Registrar**

Carry out various club administration tasks relating to membership, invoicing, member registration and other tasks as defined by the Treasurer.

#### **3.4(d) Team Manager/s**

The Committee of Management will appoint Team Managers as deemed necessary. The Team Managers are responsible for co-ordination of representative teams of the Club in Inter Club competitions. The co-ordination of relay teams will be at the discretion of the Head Coach.

The Team Managers are responsible to the Committee of Management for the adherence of teams to:

- Competition rules,
- The conduct of team members, and
- The reporting of any breach of the rules by a representative of the Club to the Committee of Management.

#### **3.4(e) Club Referee**

The Committee of Management will appoint a qualified nominee to the position of Club Referee. The Club Referee will be responsible for:

- The rostering of officials for all internal Club competitions,
- Organisation of training, examination and accreditation of all officials, and
- Keeping records of qualifications and attendance of officials at internal Club

competitions.

- The Club Referee may be a trainee referee under the supervision of the Chief Referee of Metro East District or any qualified Referee of Swimming Victoria.

#### **3.4(f) Club Starter**

The Committee of Management will appoint a qualified nominee to the position of Club Starter. The Club Starter shall:

- Provide fair starts to all internal Club events
- Report to the Club Referee any breach of the rules.

#### **3.4(g) Club Timekeeper**

The Committee of Management will appoint a qualified nominee to the position of Club Timekeeper. The Club Timekeeper shall:

- Co-ordinate timekeepers at internal Club events
- Ensure accurate times are kept in all events, and
- Report to the Club Referee any breach of the rules.

#### **3.4(h) Club Marshal**

The Committee of Management will appoint a qualified nominee to the position of Club Marshal. The Club Marshal shall:

- Marshal swimmers at club competition to ensure orderly conduct of events, and
- Ensure the correct swimmers are ready to approach the starting area o time to swim in the correct event.

### **3.4(i) Club Records Officer/s**

The Head Coach will be responsible for Club records.

The Clubs records officer shall:

- Maintain a register of best performances for all events competed at Club Championships.
- Keep up to date information on records.
- Record times to one hundredth of a second.
- Provide details of all records relating to Club Championships, to the Competitions Officer for inclusion in the program.

### **3.4(j) Club Assessments Officer**

The Head Coach and/or Assistant Coach/es will be responsible for assessing all potential new squad swimmers.

### **3.4(k) Property Officer**

The Committee of Management will appoint a representative to the position of Property Officer. The Property Officer shall:

- Maintain a register of all Club Assets.
- Ensure that all equipment is kept safe for use and in good repair.
- Where requires, organise quotes for Committee approval for the replacement of required equipment that is no longer serviceable.
- Ensure that all equipment is at the Swim Meet venue, i.e. starting and timing equipment, stopwatches, event board, clipboards, etc.
- After the Sim Meet ensure that all equipment is accounted for and returned to appropriate place of storage.
- Maintain a register of Perpetual trophies of the Club, which will contain details of current holder, donor, trophy history and other relevant information, and
- Keep a record of any expenses incurred and submit invoices to the Treasurer prior to monthly Committee meetings for reimbursement.

### **3.4(n) Captains Liaison**

Captains Liaison is appointed from the Executive Committee to provide a point of contact with the Committee of management for the Club Captains.

Club Captains Liaison Officer shall:

- Represent and report on ideas and any issues raised by the Club Captains to each Committee meeting.
- Attend pool deck at least once a week for contact with Captains.

### **3.4(o) Club Captains**

The appointment of Club Captains and Vice Captains will be at the discretion of the Head Coach and ratified by the Committee of Management.

The method of appointment will be determined by the Head Coach and will be ratified by the Committee of Management.

The results will be announced at the Annual Presentation evening.

### **3.4(p) Club Risk Management Officer**

In accordance with the rules of Swimming Australia, the Committee of Management will appoint a Club Risk Management Officer.

## **3.5 Employees**

The Committee of Management shall employ coaches accredited or training for accreditation with ASCTA.

### **3.5(a) Head Coach**

#### **3.5(a)1 General Duties**

- Develop and implement the Clubs coaching programs in co-oration with the Committee of Management.
- Manage, supervise and develop Assistant coaching staff.
- Arrange monthly meetings with coaching staff.
- Establish and maintain an environment for a swimmer to set personal goals and the opportunity to achieve their maximum potential.

- Provide the appropriate level of supervision, support and development to all swimmers as individuals and as part of a team at junior, state and national level.
- Detect and correct faults and improve skills of all swimmers.
- Maintain an understanding of the current and new directions in the coaching of swimming and keep abreast of these advancements.
- Develop personal coaching skills and techniques and undertake further training as appropriate.

### **3.5(a)2 Administration**

- Provide any new membership registration details to the Treasurer and or registrar.
- Ensure that squad attendance lists are completed for each squad taken.
- Provide a written report of each swimmer for parents as requested from time to time.
- Actively promote the development of the Club.
- Maintain and keep as a minimum all qualifications current at time of appointment.
- Provide reports to the Committee on a monthly basis and contributions for the newsletter.

### **3.5(a)3 Competitions**

- Arrange for appropriate coaches to attend targeted competitions.
- Encourage participation at competitions of a suitable ability for the individual swimmers and provide advice on which events would best be suited to them.
- Assist swimmers through warm-up, pre-race instructions and post race encouragement and appraisal.
- Record lap times of swimmers to assist swimmers with these appraisals and possible areas of improvement.
- Offer encouragement and any assistance to all swimmers before, during and after competitions.

### **3.5(b) Assistant Coach/es**

#### **3.5(b)1 General Duties**

- Assist the Head Coach to develop and implement the Clubs coaching programs.
- Attend meetings with the other coaching staff and a monthly meeting.
- Establish and maintain an environment for a swimmer to set personal goals and the opportunity to achieve their maximum potential.



- Provide the appropriate level of supervision, support and development to all swimmers as individuals and as part of a team at junior, state and national level.
- Detect and correct faults and improve skills of all swimmers.
- Maintain an understanding of the current and new directions in the coaching of swimming and keep abreast of these advancements.
- Develop personal coaching skills and techniques and undertake further training as appropriate.
- Undertake roles as outlined in employment contract and/or job description

### **3.5(c) Recruitment Procedures**

#### **3.5(c)1 Appointment of a Sub-Committee**

The Executive committee shall appoint a sub-committee of three Committee Members to review applicants for the advertised position.

#### **3.5(c)2 Selection Process**

The appointed Sub-Committee shall review all applicants and make a recommendation to a meeting of the full Committee before any offer of employment.

#### **3.5(c)3 Determination of salary ranges to be offered**

The Treasurer will make a recommendation of a suitable salary range of hours and hourly rates of pay that can be negotiated within the forecast operating budget of the Club to the full Committee approval.

#### **3.5(c)4 Offer of Employment**

The President, the Secretary and one sub-committee member nominated by the full Committee, will make any offer of employment. The Treasurer shall not be a party to the offer. The hours and hourly rate of pay offered will be within the range approved by the Committee.

#### **3.5(c)5 Probationary Conditions**

Any offer of employment will be subject to a three month probationary period. At the end of the probationary period, the original sub-committee will review the performance of the employee and make a recommendation to the full committee. Any recommendation to be accompanied by a written performance review signed by the sub-committee.

#### **3.5(c)6 Confidentiality of agreement and record keeping.**

The final negotiated employment contract (including salary) and any supporting documentation shall be confidential, except where allowed by law or by the Clubs

Constitution, between the employee( and any representative), the President, the Secretary, the nominated sub-committee member and the Treasurer The original agreement is to be retained by the Secretary.

### **3.5(c)7 Actual and potential conflict of interest**

In the event of any actual or potential conflict of interest on the part if any member of the Committee or any Sub-Committee, another committee member will be nominated by the full committee, except in the case of the President sho shall be substituted by one of the Vice Presidents where required.

### **3.5(d) Coaching and Competitions (Swim Meets)**

#### **3.5(d)1 Target Meets**

The Head Coach nominates targeted meets in advance, refer By-Law 14.4.  
A Club Coach is expected to attend these meets.

#### **3.5(d)2 Rostering of coaches to Meets**

The Head Coach will determine the coach to attend each Meet subject to financial considerations.

#### **3.5(d)3 Advice to Committee**

The Head Coach will advise the Committee prior to the Swim Meet of the Coach attending.

#### **3.5(d)6 Reimbursement of work related expenses.**

Coaches will be not reimbursed for car parking expenses or for any other expenses associated with Meets unless prior approval has been given by the Committee of Management.

## **4. Affiliation**

In compliance with Rule 3(a) of the Constitution, the Club affiliates with the bodies described in this By-Law for the purposes of promoting the sport of swimming. Members of the Club are bound by, and must comply with the rules and by-laws of these organisations.

### **4.1 Metro East**

The Club affiliates with the Dandenong Ranges District Swimming Association Incorporated, known as Metro East. All members of the Club are registered with Metro East.

## 4.2 Swimming Victoria Inc

Swimming Victoria Inc(SV) is the peak body for the administration of natatorial activities in Victoria. The Club derives Public Liability insurance through this affiliation. All members of the Club are registered members of Swimming Victoria.

## 4.3 Swimming Australia Limited

SV is a member association of Swimming Australia Limited (SAL). SAL is the peak body for administration of natatorial activities in Australia. SAL affiliates at the International level with the Federation Internationale de Natation (FINA) to represent Australia swimming. SAL ensures compliance by Australian swimming with the rules and By-Laws of FINA.

## 5. Membership

Applications for membership shall be in accordance with Section 4 of the Club Constitution.

### 5.1 Classes of membership

Subject to conditions of registration set by bodies to which the Club affiliates, the classes of membership of the Club shall be:

<b>Swimmer</b>	Any member who competes in organised competition outside club (e.g. interclub, district, state, national competitions, this is a member that 'gets wet')
<b>Recreational Swimmer</b>	Any member participating in Learn to Swim or squad training with an affiliated Club but do not compete in organised competition outside the Club structure. This is a member that "gets wet"
<b>Non-Swimmer</b>	Any member who does not fall into the Swimmer, Recreational Swimmer, Registered Official or Life Member categories. Eg, Committee Members, parents, coaches, etc. These members do not 'get wet'
<b>Registered Official</b>	Any qualified official working at club, district, state or national level
<b>Life Member</b>	Any active life member of the club who is not registered in any of the above categories.

## 5.2 Membership Fees

Annual membership fees are set by the Committee of Management, on the recommendation of the Treasurer, in accordance with Section 5 of the Club Constitution and are classified in By-Law 5.2. Fees shall include the cost of registration of members of the Club to bodies to which the Club affiliates, in accordance with Rule 3 of the Club Constitution and other registration or administration costs determined by the Committee of Management. These fees include insurance and registration with Swim Victoria.

Annual membership fees are non-refundable.

Current membership fees are:

<b>Swimmer</b>	Includes the fees for SV, SAL and Metro East	<b>\$100.00</b>
<b>Recreational Swimmer</b>	Includes the fees for SV and SAL	<b>\$49.00</b>
<b>Non-Swimmer</b>	Committee Members are required to be members of LSC and SV.	<b>\$25.50</b>
<b>Registered Official</b>	Any qualified official working at club, district, state or national level	<b>\$13.00</b>
<b>Life Member</b>	No registration fee is payable. Life members are required to sign this form & return to the club. The club will pay levy.	<b>\$13.00</b>

## 5.3 Registration and payment of membership fees for new members.

Any applicable membership fees must accompany the application for membership in accordance with Rule 4 of the Constitution.

## 5.4 Registration and payment of membership fees for existing members.

The yearly membership fee is due prior to commencing squad training.

## **5.5 Squad Fees**

The Club employs coaches to conduct training and development of swimmers. The cost of employing coaches is met from squad fees set by the Committee of Management. Each swimmer will be liable for fees dependant on the squad in which they swim.

Squad fees are payable in advance of commencing training and are invoiced on a quarterly basis. Fees must be paid in full or a payment plan arranged with the treasurer prior to re-commencing training for the new quarter. If fees are overdue the treasurer will:

1. Contact the parents or swimmer requesting payment.
2. If no payment is made or payment plan agreed upon a letter will be sent asking that the swimmer dis-continue training until fees are paid.

Fees can be changed during the season and are set at the discretion of the committee.

Members with outstanding fees will not be offered further membership and will not be allowed transfer to another club.

Club fees do not include pool entry.

### **5.5(a) Rebates**

Squad fees do not reduce if a swimmer does not attend training. Fees include scheduled training breaks in each swimming year. Training breaks are set at the discretion of the Head Coach and Committee of Management.

Training normally continues through school holiday periods and family holidays do not qualify for an exemption of fee payment.

#### **5.5(a)1 Rebates due to unforeseen circumstances.**

Rebates for unforeseen circumstances such as illness, or injury, lasting for a period of at least 2 weeks, supported by a medical certificate, may only be granted at the discretion of the Committee of Management. Requests must be made in writing to the Treasurer.

#### **5.5(a)2 Special payment circumstances**

Members experiencing financial difficulties with fee payment can contact the Treasurer who will arrange a direct debit facility through Debit Success. All discussions will be kept in strictest confidence.

**5.5(a)3 Changing squads**

In the event that a swimmer or parent request a change to a lower fee squad, no refunds or credits will be granted.

## **5.6 Other fees and Levies.**

### **5.6(a) Club Championship Entry Fee**

Entry fees are payable for Club Championships. The entry fee is due by the advertised closing date for entry. Swimmers who have not paid by this date may not be eligible to swim in the event subject to individual circumstances.

### **5.6(b) Training Camp Fees**

Fees for any training camp offers to members shall be set by the Committee of Management, where practicable prior to advertising of the camp. Training Camp fees must be paid prior to attendance at the training camp.

### **5.6.(c) Fines**

Any fines levied by the Committee of Management or bodies to which the Club affiliates, must be paid before the member participates in any Club, District or SV activity.

### **5.6.(d) Pool entry fees**

The Club has no control over pool entry fees. The appointed Pool Manager is responsible for setting entry fees and other associated charges.

## **6 Codes of Conduct – Behavioural Guidelines**

The Club has adopted the SAL Member Protection Policy (MPP) applicable codes of conduct are defined therein.

## **7 Club Records**

There are two types of Club Records: Club Championships, and All Pools Records.

### **7.1 Club Championship Records.**

#### **7.1 (a) Events**

Applies only to times recorded in events swum at Club Championships

#### **7.1(b) Timekeeping**

At least three timekeepers must record the time, and any two matching times shall be the recognised time, or if there are no matching times, then the middle time.

### **7.1(c) Referee**

A record will only be recognised if there is a Club Referee officiating.

### **7.1(d) Age Group**

A record applies only for the age group in which the event was swum, or in the case of an open event in the age group for which a medal is given

### **7.1(e) Award**

Club Championship record certificates are awarded at the Annual Presentation evening.

## **7.2 All Pool Records**

An 'All Pools' Record applies only to times recorded in events swum at a State Qualifying meet or Club Championships. i.e., a Club record swum at the Club Championships will also be recognised as an 'All Pools' Record.

### **7.2(a) Application**

The Club monitors events targeted by the Head Coach and will award records that are set. If a member believes that a record has been overlooked, the member must provide proof of the swim (e.g. an official result sheet) for the record to be recognised.

An application for recognition of a record must be made using the applicable form, in Schedule L.

### **7.2(b) Timekeeping**

The time must be recorded by at least three timekeepers, and any two matching times shall be the recognised time, or if there are no matching times then the middle time.

### **7.2(c) Referee**

A Swimming Victoria qualified referee must be officiating for record to be recognised.

### **7.2(d) Award**

All Pools record certificates are awarded to recognise achievement.



## **8. GRIEVANCES**

### **8.1 Grievances**

#### **8.1(a)**

A dispute between, or grievance involving;

An Individual Member and another Individual Member; an Individual Member and Lilydale Swimming Club; other than a breach or complaint which is dealt with under By-Law 9.1, shall be dealt with under this By-Law 8.1.

#### **8.1(b)**

If the dispute or grievance is between two or more Individual Members of the Club or between an Individual Member and the Club, the dispute or grievance may be submitted to the Grievance Officer for the Club, Metro East or SV.

#### **8.1(c)**

If the dispute or grievance is between two or more Individual Members of different Clubs, or between a Club or Individual Member and Lilydale Swimming Club, the dispute or grievance may be submitted to Metro East or SV.

#### **8.1(d)**

Such matters shall be dealt with by mediation; in accordance with the Grievance procedure in the rules of the Club, Metro East or SV. If the mediation is unsuccessful the matter may with the consent of the complainant, be referred to the Executive Director of SV.

#### **8.1(e)**

The Executive Director of SV shall refer all matters referred to him under By-Law 8.1.(b) or 8.1.(c) or 8.1.(d) to a Member Protection Officer in accordance with the SAL Member Protection Policy, or for consideration by a Hearings Tribunal.

#### **8.1(f)**

All complaints that are not resolved by mediation which may result in a member or individual member being sanctioned must be referred to a Hearings Tribunal for consideration before a recommendation is presented to the SV Board. The SV Board shall accept the recommendations of a Hearings Tribunal.

## **9 Disciplinary Matters**

### **9.1 Breaches/Complaints**

#### **9.1(a)**

Any complaint, that a member or individual member has committed a breach as referred to in By-Law 9.7 or Rule 25 of the Lilydale Swimming Club Constitution (other than an alleged breach of the SAL Member Protection Policy) shall be submitted to the Management Committee of Lilydale Swimming Club.

#### **9.1(b)**

A complaint received by the Management Committee of Lilydale Swimming Club pursuant to By-Law 9.1.(a) may be referred to the Grievance Officer for investigation and/or mediation or to Executive Director of SV for further investigation and/or determination.

#### **9.1(c)**

A breach or alleged breach of the SAL Member Protection Policy shall be dealt with in accordance with the SAL Member Protection Policy.

### **9.2 Notification of Hearings Tribunal Complaint**

#### **9.2(a)**

If the Executive Director of SV refers a dispute or grievance received under By- Law 8.1 or a complaint of a breach as referred to in By-Law 9.1 to a Hearings Tribunal, the Executive Director of SV shall;

- advise the member or individual member against whom the complaint has been made of any alleged breach;
- convene the Hearings Tribunal at such time and place as is arranged with the members of the Hearings Tribunal;
- notify the person about whom the complaint has been made, of the complaint and the details of the hearing to be conducted by the Hearings Tribunal;
- notify the complainant of the details of the hearing to be conducted by the Hearings Tribunal.

**9.2(b)**

The date, the place and the time of the hearing, (which shall be not less than 7 days and not more than 28 days after the giving of the notice), together with a notice of the right to be assisted by another person at any such hearing, are considered to be the minimum information to be provided.

**9.3 Hearings Tribunal**

**9.3(a)**

The Board of SV shall establish a panel of persons from which the Hearings Tribunal shall be selected.

**9.3(b)**

The panel shall consist of a number of qualified legal practitioners and other members.

**9.3(c)**

Each Hearings Tribunal shall be appointed by the executive Director of SV from the panel and shall consist of a qualified legal practitioner as the Chair, plus two other panel members.

**9.3(d)**

The Hearings Tribunal shall investigate and consider the matters referred to them, according to the rules of natural justice, and shall make recommendations to the Board of SV of any recommended penalties or otherwise according to the information placed before them. They shall conduct the hearing as they see fit, and shall not be bound by the rules of evidence.

**9.3(e)**

The Board of SV, Management Committee of Lilydale Swimming Club and any member club or individual member shall accept the recommendations of a Hearings Tribunal.

#### **9.4 Decision Notification**

##### **9.4(a)**

The Executive Director of SV shall notify all parties to a complaint of the decision of the Board and the applicable penalty.

##### **9.4(b)**

Such notification shall include details of the right to appeal and the methods involved, plus the right to be represented by a legally qualified person at such appeal.

#### **9.5 Appeals**

##### **9.5(a)**

Any party to a hearing may appeal a decision of a Hearings Tribunal.

##### **9.5(b)**

Any appeal shall be submitted to the Hearings Tribunal of Swimming Australia Limited. There can only be one appeal.

##### **9.5(c)**

Notice of intention to appeal shall be submitted to the Executive Director of SV within 5 business days of the notification of the decision of the Hearings Tribunal has been accepted by the Board. The formal appeal must be submitted to the Executive Director of SV within 15 business days of the notification of the decision.

##### **9.5(d)**

Further details of appeal procedures are to be found in the SAL Constitution, By-Laws, and Member Protection Policy.

#### **9.6 Sanctions**

##### **9.6(a)**

The Board of SV shall have the power to fine, reprimand, suspend, disqualify or otherwise deal with any Club, District or individual member, based upon the recommendation of a Hearings Tribunal.

#### **9.7 Breaches of the Rules**

Breaches of the rules under the Lilydale Swimming Club Constitution or By-Laws include but are not limited to:

**9.7(a)**

a member or individual member who has committed any breach of the Constitution, By-Laws, Swimming Australia Member Protection Policy, or any regulation made there under;

**9.7(b)**

a member or individual member who fails to carry out the reasonable instructions of any Officer, Official or Team Manager of Lilydale Swimming Club when taking part in any competition under the control of Lilydale Swimming Club;

**9.7(d)**

a member or individual member who commits any act contrary to good order and discipline when taking part in an event under the control of Lilydale Swimming Club or when travelling with or stationed with any team under the control of Lilydale Swimming Club;

**9.7(e)**

An individual member when acting as an Officer or Team Manager appointed by Lilydale Swimming Club neglects to carry out his defined duties to the reasonable satisfaction of Lilydale Swimming Club;

**9.7(f)**

an individual member who competes at a swim meet not sanctioned by SV or otherwise infringes the Constitution or By-Laws of SV, or acts in a manner calculated to bring the sport into disrepute whether relating to competing or not; and

**9.7(g)**

An individual member who competes at a Masters meet whilst less than the minimum age as specified by the FINA.

**9.8 Consequential Actions**

**9.8(a)**

No person shall be eligible for membership of SV whilst under sentence of suspension or disqualification imposed by or recognised by SV and Lilydale Swimming Club. Such sentences shall be binding on all affiliated bodies.

**9.8(b)**

An individual member who has knowingly competed against one who is under sentence of suspension or disqualification may be suspended until the expiration of such sentence or a longer period as the Board of SV may think fit.

**9.8(c)**

All State Associations and SAL shall be advised of the suspension or disqualification of a member of SV and Lilydale Swimming Club imposed by SV or Lilydale Swimming Club.

**10 Official Logo, Colours, Symbols, and Uniforms****10.1 Logos**

The Lilydale Swimming Club logos are shown hereunder:

**10.2 Colours**

The official colours of the Club are Buttercup Yellow on Royal Blue background. In print form, black can be used.

The Committee may vary these colours where required for practical reasons.

**10.3 Uniform**

All members are encouraged to purchase a Lilydale Swimming Club uniform. Members should wear their uniform at Club Representative Competitions and in particular when receiving awards.

The Club uniform consists of a polo shirt, a training shirt, tracksuit, and shorts. Names can be embroidered onto the polo shirt and tracksuit at additional cost.

## **10.4 Swimming Costumes and equipment**

All swimmers must comply with FINA rules on swimwear.

Swimmers must wear the Club swim cap at all times during training and any swim meets when representing the club

## **11 Awards**

### **11.1 Life Membership**

#### **11.1(a) Nomination**

Members of the Club can nominate (on the form set out in Schedule E) for Life Membership in consideration for significant services rendered to the Club over a period of not less than ten(10) years. Another eligible member must second the nomination. Reasons are to be given for nomination. The Secretary must receive the nomination no later than 1 week prior to the Committee meeting before the AGM.

#### **11.1(b) Review**

The Committee will consider all nominations and recommend those found eligible, by vote of the Committee, to the members for confirmation at the AGM. If the Committee does not approve the nomination then the reasons shall be communicated to the nominator.

#### **11.1(c) Life Member Eligibility**

To be eligible for life membership, a member must have:

- been a member of the Club for a minimum of 10 years
- served on the Committee continuously for a minimum of 7 years and/or performed continuous service for the Club as an unelected officer for a minimum of 7 years, and
- made at least two significant contributions to the Club, details of which must be provided on the Nomination Form.

#### **11.1(d) Rights of Life Members**

Life Members shall have the same privileges as other members of the Club.

### **11.2 Service Awards**

#### **11.2(a) Swimmers 10 Year Award**

Awarded to recognise swimmers competing in club events or representing the Club for 10 years cumulatively. Swimmers can be nominated by an eligible member using the form in Schedule F. Another eligible member is required to second the

nomination. Reasons are to be given for nomination. The Secretary must receive the nomination no later than 1 week prior to the committee meeting before the AGM.

#### **11.2(b) Coaches Awards**

Awarded to swimmers, nominated by their squad coach, who apply themselves at training and in competition. This award is designed to recognise effort and attitude not necessarily the best or fastest swimmer.

Male and Female and Runner Up Awards may be awarded at the discretion of the Head Coach after consultation with, and approval by the Committee.

The award is presented at the Annual Presentation Evening.

#### **11.2(c) Presidents Award**

Awarded to a member selected by the President, this award recognises a member who the President believes has made a significant contribution to the Club's activities over the course of a year.

The award is presented at the Annual Presentation Evening.

#### **11.2(d) Committee Service Award**

Awarded by the Committee to a member who has performed a minimum of seven years service to the Club; either as an elected committee member or as an appointed (volunteer) officer. Refer to Schedule M.

The award is presented at the Annual Presentation Evening.

### **11.3 Competitive Swimming – Perpetual Awards**

#### **11.3(a) Yarra Ranges Aquatic Sub-One Minute Shield**

Competitive swimmers who swim 100metres under one minute in any stroke, will have their name added to the shield. The time must be recorded by three timekeepers and a referee, i.e., times set at a SV recognised qualifying meet, Club Championships, or Club Nights. The time must be swum Long Course.

A trophy to acknowledge the achievement is presented at the Annual Presentation Evening.



### **11.3(b) Albert Smith Perpetual Trophy (A.E. Smith Trophy)**

The A.E. Smith Perpetual Trophy is awarded to the male winner of the 200 metre Individual Medley swum at the Club Night Competition.

The Perpetual Trophy is presented at the Annual Presentation Evening to the winner, who is also presented with a replica trophy to retain.

A medallion is awarded to the second and third male place getters.

A certificate of achievement will be presented to male swimmers classified as:

- Outstanding – Equal to or better than the standard 200IM time
- Very Good – Within 15% of the standard 200IM time
- Good – Between 16%-40% of the standard 200IM time

A.E.Smith Trophy competition rules are explained in section 12.4 of these by-laws.

The perpetual trophy must be returned to the Club prior to the end of the following season, to enable presentation to the following season's winner.

### **11.3(c) Kath Smith Perpetual Trophy (Kath Smith Trophy)**

The Kath Smith Perpetual Trophy is awarded to the female winner of the 200 metre Individual Medley swum at the Club Night Competition.

The Perpetual Trophy is presented at the Annual Presentation Evening to the winner, who is also presented with a replica trophy to retain.

A medallion is awarded to the second and third female place getters.

A certificate of achievement will be presented to female swimmers classified as:

- Outstanding – Equal to or better than the standard 200IM time
- Very Good – Within 15% of the standard 200IM time
- Good – Between 16%-40% of the standard 200IM time

Kath Smith Trophy competition rules are explained in section 12.4 of these by-laws.

The perpetual trophy must be returned to the Club prior to the end of the following season, to enable presentation to the following season's winner.

### **11.3(c) P&C Tulk Trophy**

Perpetual Trophy donated by Peter and Christine Tulk, awarded to the winner of a fifty metre scratch race swum during the Club Night Competition each season. The swimming stroke contested, is nominated; by the Head Coach.

The Perpetual Trophy is presented at the Annual Presentation Evening to the winner, who is also presented with a replica trophy to retain.

P&C Tulk competition rules are explained in section 12.4 of these By-Laws.

The perpetual trophy must be returned to the Club prior to the end of the following season, to enable presentation to the following season's winner.

## **12 Intra (internal) Club Competitions**

### **12.1 General**

#### **12.1(a) Governing Rules**

The words "CONDUCTED UNDER THE RULES OF SWIMMING AUSTRALIA LIMITED" must appear on every printed entry form and program. In any conflict between these rules and the rules of Swimming Australia Limited (SAL), the SAL rules shall apply.

#### **12.1(b) One Start Rule**

A 'one-start' rule will apply for all Club Competitions. Swimmers false starting will be disqualified.

#### **12.1(c) Marshalling**

It is the responsibility of the swimmer to report to the Marshall before each race he/she is entered in and then to remain in the marshalling area until directed by an official to proceed. Swimmers who decide to withdraw from an event must advise the Marshall.

#### **12.1(d) Obtaining Results**

For Club events where times are given, the times can be obtained from either, the Timekeepers or from the Club Compiler at the recording desk. Swimmers should wait until after the commencement of the next race to check your times.

### **12.1(e) Disqualification**

In all Club competitions the Referee will disqualify swimmers for incorrect turns, finishes and stroke technique. At Club Night Competitions, the Referee will explain to swimmers the infringement, which has led to disqualification. The details will be forwarded to coaches, and it is then the responsibility of the swimmer to rectify the fault by attending coaching during the week.

Swimmers, who are swimming a time trial for an event, will not be disqualified.

### **12.1(f) Appeals**

Any dissatisfaction or appeal in internal Club competitions, is to be made in writing to the Committee (see an official for details).

## **12.2 Club Night Competitions (Invitationals)**

The Club Night competition is an integral part of the Clubs program. It gives inexperienced swimmers a taste of competition in a friendly and relaxed Club atmosphere. Club Nights allow swimmers to monitor their personal improvements in swimming times.

Club Night competition is designed to reward self-improvement of the swimmers. Points are awarded to registered swimmers only, with higher points being awarded for personal best times. At the completion of the program, awards are presented based on the number of points gained.

### **12.2(a) Schedule**

The Head Coach sets the schedule for the Club Night Competition and the number of meets per season.

Meets are scheduled in advance and will be advertised on the poolside notice board.

There will be a program of events for each Club night. Strokes and distances will be rotated throughout the program.

All swimmers swim the same program.

**12.2(b) Event Entry**

Entries for Club Night will be taken on the night. Events available to be swum will be written on the Club whiteboard.

**12.2(c) Marshalling**

Having registered, the swimmer must stay in the designated marshalling area until their event.

**12.2(d) Results**

Club night results will be announced at the Annual Presentation Evening.

**12.2(e) Points System**

Club Nights are awarded to the swimmers as follows:

1 point for successfully completing a race,

1 extra point if the swim is a personal best based on Club Night times only.

**12.2(h) Club Night Awards**

The swimmers points are tallied, and Trophies/ Medals/ Ribbons/ Certificates are presented to the swimmers depending on the level achieved. In the event of a tie for 1st or 2nd place a second or third will not be given.

Indicative points levels are as follows (subject to committee verification)

10 points awarded with a certificate

15 points awarded with a medal

20 points awarded with a trophy

A Perpetual Trophy is awarded to the overall winner.

## **12.4 P&C Tulk, A.E. Smith Trophy and Kath Smith Trophy**

### **12.4(a) General**

These events are part of the Club Night Competition held in the season.

### **12.4(b) Eligibility**

These competitions are open to registered members who meet the qualification rules.

### **12.4(c) Qualification**

If a member for 12 months, then a swimmer must have swum a minimum of 10 qualifying meets from either the Club aggregates or Metro East (DRDSA) Swim meets, 4 of the 10 must be Club aggregates.

If a member for only 6 months, then a swimmer must have swum a minimum of 5 qualifying meets from either the Club Aggregates or Metro East (DRDSA) Swim meets, 2 of the 5 must be Club aggregates.

#### **12.4(d) Standard Times**

These competitions are swum against a "Standard Time". Standard Times are the S.V. Long Course or Short Course State qualifying times for age group, stroke and event set by

SV for the season in which the event is held.

#### **12.4(e) Results**

Results and times will not be made available until the announcement of the winners and presentation of the trophies at the Annual Presentation Evening.

#### **12.4(f) P&C Tulk Trophy Event**

The P & C Tulk trophy race is an open fifty metre sprint, in a stroke determined by the Head Coach. The stroke is changed each season in a rotation. I.e. Butterfly, Backstroke, Breaststroke and Freestyle The nominated stroke for the season will be advertised before the event.

The stroke for the 2010/2011 season is Butterfly. Future stroke rotation is to be based on this as a "seed point".

Swimmers are given a staggered start (an un-paced swim). The winner is the swimmer who comes closest to, equals, or betters by the greatest margin the 'Standard' time for their age and gender.

#### **12.4(g) A.E. Smith Trophy Event**

The A.E. Smith Trophy race is an Open two hundred metre individual medley (200m TM) for males

The winner is the swimmer who comes closest to, equals, or betters by the greatest margin the 'Standard time for their age and gender.

#### **12.4(h) Kath Smith Trophy**

The Kath Smith Trophy race is an Open two hundred metre individual medley (200m TM) for females.

The winner is the swimmer who comes closest to, equals, or betters by the greatest margin the 'Standard time for their age and gender.

## **12.5 Club Championships**

The Club Championships competition is held once each season. The Head Coach in conjunction with the Planning and Development Sub-Committee will set the date/s for the meet. Club Championships may be held over multiple sessions.

### **12.5(a) Eligibility**

All registered members are eligible to enter Club Championships. Members should note that entry into some events may be subject to achieving a specified qualifying time prior to the event.

### **12.5(b) Entry**

Entries must be made on the correct form submitted by the advertised closing date. Scheduled entry fees must be paid by the closing date. Age at the first day of competition must be provided on the entry form. Swimmers who enter "NO TTME" are not eligible for medals or points or records.

### **12.5(c) Events**

Events at Club Championships are swum as an open and mixed age group time trials in each stroke, distance, and gender.

#### **12.5(c)1 Age Groups**

Event results are recorded for each age group and an open result. Swimmers are classified into gender specific age groups, dependant on their age at the first day of the Club Championship meet. All competing swimmers are eligible to win the open age competition.

Age groups for each gender are as follows;

- Eight and Under (8/U)
- 9/10
- 11/12
- 13/14
- 15/16
- Seventeen and over (17/O)

### **12.5(c)2 Stroke and Distance**

Strokes and distances swum are as follows.

#### Freestyle

- 50metres
- 100metres
- 200 metres
- 400 metres
- 800 metres
- 1,500 metres  
(at the  
disrection of  
the coach)

#### Backstroke

- 50 metres
- 100 metres
- 200 metres

#### Butterfly

- 50 metres
- 100 metres
- 200 metres

#### Breaststroke

- 50 metres
- 100 metres
- 200 metres

Individual Medley 200 metres

Individual Medley 400 metres

### **12.5(c)3 Marshalling**

Swimmers must marshall one event prior to the event he / she is entered.



## **12.5 Awards**

### **12.5(d) Awards**

#### **12.5(d)1 Open Gold Medal**

The overall open winner in each event (gender/stroke/distance) is presented with a gold medal.

#### **12.5(d)2 Age Group Medals**

Gold, silver and bronze (1st, 2nd, &3rd) medals are presented in each age group listed in section 12.5.c.1 of these By-Laws. No gold medal is presented in the age/gender group of the Open gold medal winner.

#### **12.5(d)3 Club and Age Champion points system**

To determine the Club and Age Champions, each swimmers best placing from nine out of the maximum of thirteen events competed in, are used to allocate points.

Points allocated are 10, 8, 6, 5, 4, 3, 2, 1, dependant on placing in age group.

#### **12.5(d)4 Club and Age Champion Awards**

Club Champion awards are presented to Male and Female overall champions.

Overall male and female second and third places are also awarded using the points allocation described in section 12.5.d.3 of these By-Laws.

Male and female age champions in the 8/u, 9/10, 11/12, 13/14, 15/16 and 17/0 age groups are awarded using the points allocation described in section 12.5.d.3 of these By-Laws.

## **13 Club Representative Competitions**

The Head Coach in conjunction with the Committee will nominate organised competitions that the Club will attend with a representative squad. Club representative relay teams may at the discretion of the Committee, be entered to swim in other SV sanctioned swim meets; relay teams for these meets are by selection from those swimmers who advise the club, in advance, of their entry into individual events at the relevant meet.

### **13.1 Team Selection Policy**

Subject to the rules of the competition set by the organising body.

All club representative teams for official competition against any other clubs are chosen by the Head Coach.

#### **13.1(b) General team selection rules**

Subject to the specific selection rules of the swim meet set by the organising body.

All competitive swimmers who indicate their willingness to participate, will be considered for selection.

Where entry into specific events is a pre-requisite for entry into Metro East District Championships, selection priority will be given to those swimmers who have indicated that they wish to qualify for District Championships.

Where reserve swimmers are selected, reserve swimmers will be given preference for selection where any vacancy occurs in the selected team.

Swimmers may be selected to participate in a team at a higher age group than their nominal age group. There may be restrictions, set by the organising body, on participation at the normal age group when this occurs. Where possible, promotion to higher age will be avoided.

#### **13.1(c) Team Manager Responsibilities**

The Team Manager has control of the team during the course of the program, and has the power to suspend a swimmer from further participation in a meet due to misconduct.

Team sheets must be submitted prior to District the commencement of the Meet.

#### **13.1(d) Responsibilities of Swimmers**

Swimmers must:

- If unable to attend any competition for which they have been selected notify the Team Manager as soon as possible so the team can be reselected,

- report to the Team Manager at least 15 minutes prior to the commencement of the competition
- wear a Club cap
- wear FINA approved swim wear
- act in a responsible manner at all times,
- wear their club shirt for any award presentation; and,
- follow the directions of the Team Manager

### **13.2 Victorian State Championships**

The Club may select, at the discretion of the Head Coach , age-representative relay teams for State Championships. Dependant on the entry rules, this team or teams may include swimmers who do not hold an individual qualifying time.

Selection is based on entering the best available team using each individual's recent Personal Best(PB) time in the relevant stroke and distance, as a basis of selection. Time trials conducted by the Head Coach may also be used to supplement the selection process where no recent PB has been recorded.

The Club will pay the entry fee for Relay Teams.

The Head coach will advise swimmers of their selection on the team.

#### **14.1 Targeted Meets**

The Head Coach will identify swim meets as "Target Meets" and will encourage swimmers it feels will benefit by entering these meets.

The method of entry to swim meets is determined by the organising body.

### **15 Meetings**

#### **15.1 Annual General Meeting (AGM)**

Rules for the AGM are defined in the Constitution. By-laws applying to the AGM may be added herein from time to time by the Committee where applicable.

#### **15.2 Committee of Management Meetings**

In compliance with section 10.(1) of the Constitution the Committee shall meet a minimum of four (4) times in each year, at a time and place determined by the Committee.

**15.2(a)**

The Secretary shall provide an agenda and all necessary documents to all Committee members prior to the date of the meeting.

**15.2(b)**

Committee members shall present reports of their activities to each committee meeting

**15.2(c)**

The quorum for Committee meetings shall be more than half of the Committee membership.

**15.2.(d)**

Committee Meetings that fail to attract a quorum within 30 minutes of the scheduled start time shall be abandoned and rescheduled 7 days later.

**15.2(e) Meeting Format**

Below is a sample format of the agenda

**OPENED:**

**APOLOGIES:**

**CONFIRMATION OF PREVIOUS MINUTES**

**BUSINESS ARISING FROM MINUTES:**

**Correspondence**

IN OUT

**REPORTS**

**Presidents Report**

**Treasurers Report**

- account reconciliations

- bills for payment

- outstanding fees

**District Delegate Report**

**Coaches Report**

**Club Captains**

**Registrars Report**

- new members

- members not re-joining

### **Sub-Committee Reports**

### **GENERAL BUSINESS**

Next Meeting:

Meeting Closed:

### **15.2(f) Purpose**

Manage the business of the Club for the betterment of Swimmers and the Sport of Swimming.

### **15.2(g) Reports**

Reports are to be submitted from the President, Secretary, Treasurer, Metro East Delegate, Head Coach, and standing sub-committees at each Meeting.

### **15.2(h) Actions**

- a) To discuss recommendations put forward by Members.
- b) Report results of deliberations to Members.
- c) Act out recommendations.
  
- d) Form sub-committees for special tasks.
- e) Instruct the Metro East Delegate on matters to raise and how to vote at District East Meetings.

### **15.2(i) Accidental Omission**

The accidental omission to give Notice of a meeting or the non receipt of such notice shall not invalidate the proceedings of any meeting.

### **15.2(j) Voting Majorities**

All motions shall be decided by a simple majority, normally by a show of hands. In the event of a tie, the President or Chairperson shall have a second or casting vote, as allowed in section 10. (5) of the Constitution.

### **15.2(k) Meeting Attendance**

A person who is not expressly authorised to attend meetings of AGM or Committee;

- (a) may do so at the invitation of the Management Committee;
- (b) may not take part in such meetings without the invitation of the Chair Person;
- (c) may not vote; and
- (d) may be asked by the Chair Person to leave at any time.

### **15.2(1) Formal Rules for Debate**

Generally, the chair shall conduct meetings of the committee in an informal manner.

### **15.2(m) Potential Conflict of Interest**

Where a Committee Member indicates to the chair, that they do not believe that they should participate in a decision due to a potential conflict of financial interest, the chair shall;

- (a) accept that a potential conflict of financial interest exists,
- (b) ask that the member's name shall be recorded in the minutes as having abstained from the decision,
- (c) ensure that no further discussion of the potential conflict take place during process of making the decision, and
- (d) ensure that as the member has indicated a potential conflict exists, that the member takes no further part in the decision.

### **16.0 Authority to make public statements**

Authority to make public statements on behalf of the Club is vested in the President.