

**BY-LAWS OF**

**SOUTH EASTERN SWIMMING ASSOCIATION INCORPORATED**

## **BY-LAWS OF SOUTH EASTERN SWIMMING ASSOCIATION INCORPORATED**

### **INTRODUCTION**

#### **1. STATUS OF BY-LAWS**

##### **1.1 Power to Make By-Laws**

These By-Laws are made by the South Eastern Swimming Association Incorporated under Clause 28. They are binding on all Members. In the event of a conflict between these By-Laws and the Constitution, the Constitution will prevail.

##### **1.2 Definitions and Interpretation**

The definitions in the Constitution apply to these By-Laws. In addition, the following definitions apply:

**"Clause"** means a clause of the Constitution.

**"Competitions"** means and includes:

- (a) any championship (Area or otherwise) organised or conducted by a Club for or on behalf of the Association;
- (b) any championship, competition, series or meeting sponsored by or conducted by or on behalf of the Association.

**"Disciplinary Tribunal"** means the disciplinary tribunal of the Company constituted under By-Law 5.

**"Swimmer"** means an Individual Member who competes at Club or higher level.

## 2. AFFILIATED CLUBS

The following Clubs are Members of the Area:

| Association Clubs        | Date Admitted | Date Cessation |
|--------------------------|---------------|----------------|
| ALBION PARK              | 4 April 2009  |                |
| BATEMANS BAY             | 4 April 2009  |                |
| BAY & BASIN              | 4 April 2009  |                |
| BEGA                     | 4 April 2009  |                |
| BERKELEY                 | 4 April 2009  |                |
| BOMADERRY                | 4 April 2009  |                |
| BOMBALA                  | 4 April 2009  |                |
| BOWRAL                   | 4 April 2009  |                |
| BUNDANOON                | 4 April 2009  |                |
| CANDELO KAMERUKA         | 4 April 2009  |                |
| COBARGO                  | 4 April 2009  |                |
| COOMA                    | 4 April 2009  |                |
| CORRIMAL                 | 4 April 2009  |                |
| DAPTO                    | 4 April 2009  |                |
| EDEN                     | 4 April 2009  |                |
| HELENSBURGH HAWKS        | 4 April 2009  |                |
| JINDABYNE                | 4 April 2009  |                |
| KIAMA                    | 4 April 2009  |                |
| MOLLYMOOK MAKO'S         | 4 April 2009  | *              |
| MORUYA                   | 4 April 2009  |                |
| MOSS VALE                | 4 April 2009  |                |
| NAROOMA                  | 4 April 2009  |                |
| NOWRA                    | 4 April 2009  |                |
| OAK FLATS                | 4 April 2009  |                |
| PAMBULA COMMUNITY        | 4 April 2009  |                |
| PORT KEMBLA              | 4 April 2009  |                |
| SHELLHARBOUR WARRIGAL    | 4 April 2009  | *              |
| THIRROUL                 | 4 April 2009  |                |
| ULLADULLA                | 4 April 2009  |                |
| UNIVERSITY OF WOLLONGONG | 4 April 2009  |                |
| WESTS ILLAWARRA AQUATIC  | 4 April 2009  |                |
| WOLLONGONG               | 4 April 2009  |                |

\* - wound up/ceased

### 3. CLUB DELEGATES

Each Club shall be entitled to appoint two (2) of its Members to be its Delegates to General Meetings of the Association.

### 4. FEES DUE TO THE ASSOCIATION

- (a) Fees payable in accordance with Clause 7 will be payable by all Members including:
  - (i) an Individual Member; and
  - (ii) Club.
- (b) Each Club assigned to the Association in accordance with Clause 6, will pay to the Association in respect of each and every Individual Member a registration fee each year, as defined in By-Law 4(c), provided that fees will not be payable in respect of a:
  - (i) Life Member;
  - (ii) A life member, the patron and the vice patron of a Club;
  - (iii) Individual Member previously registered by another Club in the current year.
- (c) The annual registration fees payable to the Association in respect of each Individual Member shall be as determined at an Executive Meeting, and reported to the Annual General Meeting and affiliated clubs.
- (d) All registration fees are due on the first day of October in each year.
- (e) The annual fees payable to the Association in respect of each Club will be an annual affiliation fee and shall be determined at an Executive meeting not less than 60 days prior to the notice of the Annual General Meeting being distributed. The annual affiliation fees are due on the first day of April each year.
- (f) The annual fees payable to the Association in respect of each Club will be an annual affiliation fee and shall be determined at a General Meeting from time to time. The annual affiliation fees are due on the first day of April each year.
- (g) The Committee may refund any fee which, in its opinion is warranted, in line with the Association's refund policy.

**Commented [PF1]:** Fee is usually determined by the SESA Executive not at the AGM.

### 5. DISCIPLINARY BY-LAW

#### 5.1 Establishment of Disciplinary Tribunal

The Committee shall establish a Disciplinary Tribunal to deal with all disciplinary actions and matters under Clause 11.2. A disciplinary action and matter must be solely and exclusively resolved by the Disciplinary Tribunal.

#### 5.2 Composition of Disciplinary Tribunal

- (a) A Disciplinary Tribunal of three (3) persons shall be appointed by the Committee for the purpose of hearing disciplinary actions and matters under Clause 11.2. The Committee shall also appoint a member of the Disciplinary Tribunal as chair who in the opinion of the Committee is competent in dealing with disciplinary matters.
- (b) The Committee may call for applications to the Disciplinary Tribunal.

- (c) No Committee member or a member of a Club dealing with a matter relating to a member of that Club shall be a member of the Disciplinary Tribunal.
- (d) Three (3) members of the Disciplinary Tribunal shall constitute a quorum.

### **5.3 Notice of Alleged Breach**

- (a) Where the Committee is advised or considers that a Member has allegedly:
  - (i) breached, failed, refused or neglected to comply with a provision of the Constitution, the By-Laws, the Policies and the rules or any resolution or determination of the Committee; or
  - (ii) acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the Association and/or swimming; or
  - (iii) brought the Association or swimming into disrepute, the Committee shall notify the chair of the Disciplinary Tribunal.
- (b) The chair of the Disciplinary Tribunal shall, as soon as practicable upon receipt of notice in accordance with By-Law 5.3(a), serve on the Member a notice in writing:
  - (i) setting out the alleged breach of the Member and the grounds on which it is based;
  - (ii) stating that the Member may address the Disciplinary Tribunal at a hearing to be held not earlier than fourteen (14) and not later than twenty eight (28) days after service of the notice;
  - (iii) stating the date, place and time of that hearing;
  - (iv) informing the Member that he do one or more of the following:
    - (A) attend that hearing;
    - (B) give the Disciplinary Tribunal, before the date of the hearing a written statement regarding the alleged breach.

### **5.4 Disciplinary Tribunal Procedures**

- (a) At a hearing of the Disciplinary Tribunal held in accordance with By-Law 5.3(b)(ii), the Disciplinary Tribunal shall:
  - (i) give to the Member every opportunity to be heard;
  - (ii) give due consideration to any written statement submitted by the Member; and
  - (iii) by resolution determine whether the alleged breach occurred.
- (b) The Association and the Member shall not be entitled to legal representation at the hearing of the Disciplinary Tribunal.
- (c) The Disciplinary Tribunal shall hear and determine the alleged breach in whatever manner it considers appropriate in the circumstances (including by way of teleconference, video conference or otherwise) provided that it does so in accordance with the principles of natural justice. The purpose of the hearing shall be to determine whether the alleged breach occurred.
- (d) If the Disciplinary Tribunal considers that the alleged breach occurred, it may impose any one or more of the penalties set out in By-Law 5.5.

- (e) If the Disciplinary Tribunal considers that the alleged breach did not occur, the matter shall be dismissed.
- (f) Each party shall be responsible for their own costs associated with the Disciplinary Tribunal hearing. The Disciplinary Tribunal has no power to award costs to a party.

#### **5.5 Penalties**

If the Disciplinary Tribunal considers that the alleged breach occurred, the Disciplinary Tribunal may impose any one or more of the following penalties:

- (a) impose a warning;
- (b) fine the Member;
- (c) where there has been damage to property, direct that the Member pay compensation to the relevant organisation which controls or has possession of the property;
- (d) cease funding granted or given to it by the Association from a specified date;
- (e) suspend for a specified period and/or terminate any rights, privileges and benefits provided to that Member by the Association;
- (f) cease to sanction events held by or under the auspices of that Member;
- (g) reprimand the Member;
- (h) suspend the Member from membership of the Association for a specified period;
- (i) expel the Member from the Association;
- (j) any other such penalty as the Disciplinary Tribunal considers appropriate.

#### **5.6 Appeal from Decision of Disciplinary Tribunal**

- (a) Any Member, the subject of an adverse finding in proceedings in accordance with By-Law 5 may appeal to SNSW in relation to that adverse finding.
- (b) Such appeal shall be dealt with in accordance with the disciplinary procedure set out in SNSW by-laws, policies or rules.

#### **NOTE**

For the purpose of By-Law 5 the term "member" does not include a Club.

## COMMITTEE BY-LAWS

### 6. COMPOSITION OF THE COMMITTEE

The composition of the Committee as required by Clause 22 may consist of the following:

- (a) Office Bearers, being;  
President, Vice President, Secretary, Treasurer, ~~an Area Technical Swimming Co-~~  
ordinator and one General Committee member.

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### 7. ELECTION PROCEDURES FOR COMMITTEE

- (a) Where there is more than one nomination for any position, a ballot for that position shall be held. Where there are nominations for the positions of office bearer and Committee, the positions of the office bearers shall be determined first.
- (b) The Annual General Meeting shall appoint at least two tellers for each ballot.
- (c) Delegates shall record their vote by placing a mark (cross or tick) opposite the name of the candidate(s) of choice for that office.
- (d) On the count of votes in respect of any position, the candidate(s) who has received the highest number of votes shall be declared elected to that position(s).
- (e) In the case of an equality of votes for any position it shall be resolved by lot to eliminate the unsuccessful candidate(s).
- (f) If a ballot paper is not completed in accordance with By-Law 7(c) the ballot paper shall be deemed to be informal.
- (g) The result of the ballot shall be declared at the Annual General Meeting. The declaration of the poll by the chairperson shall include the following information:
  - (i) the number of Delegates eligible to vote;
  - (ii) the number of votes received; and
  - (iii) the number of votes declared valid.
- (h) All ballot papers for the annual elections are to be destroyed after the declaration of the poll.

### 8. COMMITTEE MEMBER RESPONSIBILITIES

#### 8.1 Committee Members

Committee members shall:

- (a) guide any standing committees to which they may be assigned on all matters affecting the Constitution, By-Laws, Policies and Rules or any previous decision of the General Meeting or the Committee;
- (b) act honestly, independently and with due diligence in all decision making;
- (c) ensure that the resources of the Association are effectively and efficiently managed to fulfil the Objects;
- (d) contribute to the development of the Association strategic and business plans;

- (e) attend any assigned committee and act as the Committee adviser in the formulation of committee work plans;
- (f) act at the Committee direction, as a delegate to any meeting of a Club and advise and guide such meetings on any matters affecting the future of the Association, the Constitution, By-Laws, Policies and rules; and
- (g) present recommendations and reports of any assigned standing committee to the Committee.

## **8.2 President**

The President shall:

- (a) promote the image of the Association at all times and lead the pursuit of the Objects and carry out such duties as requested by a General Meeting and the Committee;
- (b) be responsible for the leadership and overall administration of the Association;
- (c) be the delegate to SNSW and represent the Association on external bodies as determined by the Committee; and
- (d) coordinate the Committee activities and ensure that the Committee properly undertakes its governance role.

## **8.3 Vice President**

- (a) The vice president shall assist the President in carrying out their duties and shall attend to such matters as the President may, from time to time, request.

## **8.4 Secretary**

- (a) The Secretary of the Association must, as soon as practicable after being appointed as secretary, lodge notice with SNSW of his address and contact details.
- (b) The Secretary must ensure full and accurate minutes of all members in attendance, questions, matters, resolutions and other proceedings of each Committee meeting and General Meeting are entered in the Association's minute book.

## **8.5 Treasurer**

The Treasurer of the Association must ensure:

- (a) that all money due to the Association is collected and received and that all payments authorised by the Association are made;
- (b) that correct books and accounts are kept showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association; and
- (c) as soon as practicable after the end of each financial year, a statement containing the following is prepared:
  - (i) the income and expenditure for the financial year just ended; and
  - (ii) the Association's assets and liabilities at the close of the year.
- (d) that a budget for each financial year is to be presented to the Committee for approval in March annually.



#### **8.6 Publicity Officer**

The Publicity Officer shall be responsible for the following:

- (a) promotion of the objects of the Area;
- (b) submission by way of press releases of Area results, activities and upcoming events to media outlets;
- (c) compilation and distribution of newsletters to Area affiliated clubs and members through electronic or traditional methods.

#### **8.7 Development Convenor**

The Development Convenor shall be responsible for:

- (a) arranging Association Development Squads under Swimming NSW Ltd.'s rules to be eligible for funding when available;
- (b) setting criteria for each development squad not in conflict with Swimming NSWs criteria, calling for nominations, allocating nominees to squads according to the criteria, advising nominees of their acceptance or otherwise and the squad to which they are allocated;
- (c) attracting coaches to run development squads;
- (d) attending a Development or similar meet;
- (e) keeping records to provide Association and Swimming NSW Ltd. with a report at the completion of the squad to obtain any Development funding when available; and
- (f) act as chairperson for the Selection & Development Committee.

#### **8.8 Competitions Convenor**

The Competitions Convenor shall:

- (a) keep a true and complete record of all Association competition results;
- (b) present to the Annual meeting a record of results from all Association Championships and Meets;
- (c) verify that all competitors in all Association Championships and Meets are registered with SNSW;
- (d) allocate points accordingly for various point scores;
- (e) keep a true record of all swimming records set at Association Championships and Meets and present an accurate list of records to the Annual meeting;
- (f) be responsible for the preparation and safekeeping of medallions and ribbons for all Association Championships and Meets; and
- (g) act as Chairperson for the Competitions Committee.

#### **8.9 Area Technical Swimming Co-ordinator**

The Area Technical Swimming Co-ordinator shall:

- (a) act as the Chairperson of the Area Technical Swimming Committee;

- (b) be the liaison between the Area Technical Swimming Committee and the Area Committee
- (c) be the liaison between the relevant SNSW technical committees and the Area Technical Swimming Committee on all matters related to technical official appointments, development and education.
- (d) receive and lodge all examination papers to SNSW;
- (e) be responsible for the appointment of Referee and Starter for all meets within the SESA area.

## 9. OFFICERS

### 9.1 Appointment of Officers Generally

- (a) The Committee may appoint the following officers:
  - (i) Equipment officer;
- (a) The Committee may appoint the following officers:
  - (i) Equipment officer;
  - (ii) Executive coach (to replace Development Convenor);
  - (iii) Publicity officer (if required)
  - (iv) Competitions Convenor
- (b) Applications shall be invited for the positions specified in By-Law 9.1(a) as determined by the Committee.
- (c) Applications for officer positions specified in By-Law 9.1(a) may include a précis submitted by the applicant of their background, experience and qualifications pertinent to the position.
- (d) The Committee may at any time terminate the appointment of any person appointed to an officer position and any such person may resign from such position by letter delivered to the Secretary.

### 9.2 Equipment Officer

The equipment officer shall be responsible for the following:

- (a) report disposition or acquisition of the Association equipment to the Secretary for updating of the asset register;
- (b) cause the transporting of equipment owned by the Association from any place of safe custody storage to the Association meets or as otherwise directed by the Committee;
- (c) ensure that all equipment owned by the Association is maintained in good order, and periodically report to the Committee on the condition of the equipment and recommend maintenance, repairs or replacement thereof; and
- (d) provide a capital expenditure budget item for inclusion in the annual budget.
- (e) prepare a report for the monthly Executive meeting.

### 9.3 Publicity Officer

The Publicity Officer shall be responsible for the following:

- (a) promotion of the objects of the Area;
- (b) submission by way of press releases of Area results, activities and upcoming events to media outlets;
- (c) compilation and distribution of newsletters to Area affiliated clubs and members through electronic or traditional methods.

#### **9.5 Competitions Convenor**

The Competitions Convenor shall:

- (a) keep a true and complete record of all Association competition results;
- (b) present to the Annual meeting a record of results from all Association Championships and Meets;
- (c) verify that all competitors in all Association Championships and Meets are registered with SNSW;
- (d) allocate points accordingly for various point scores;
- (e) keep a true record of all swimming records set at Association Championships and Meets and present an accurate list of records to the Annual meeting;
- (f) be responsible for the preparation and safekeeping of medallions and ribbons for all Association Championships and Meets; and
- (g) act as Chairperson for the Competitions Committee.
- (h) prepare a report for the monthly Executive meeting.

#### **10. STANDING COMMITTEES**

- (a) Standing committees specified in By-Law 10(l) shall be elected at the Annual General Meeting for a one year term.
- (b) Every person appointed, unless ceasing to hold office in consequence of death, resignation or removal from office, will continue to hold office until the completion of their respective term or the appointment of the new standing committee.
- (c) Nominations shall be invited for the positions on standing committees specified in By-Law 10(l) at least forty five (45) days prior to the date of the Annual General Meeting and the closing date for nominations shall be at least thirty (30) days prior to the date of the Annual General Meeting. A list of nominees shall be included on the agenda paper for the Annual General Meeting.
- (d) Nominations for positions on standing committees may include a précis submitted by the nominee, of their background, experience and qualifications pertinent to the position.
- (e) The Committee may at any time terminate the appointment of any standing committee and any such person may resign from a standing committee by letter delivered to the Secretary.
- (f) A member of any standing committee who is absent from three consecutive meetings without explanation acceptable to the Committee shall be declared to have vacated

- such standing committee membership and the Committee shall appoint another member in his place.
- (g) A quorum for a meeting shall be fifty percent plus one (50% + 1) of the voting members on each standing committee.
  - (h) The President shall be ex-officio member of all standing committees.
  - (i) Each standing committee shall receive and consider all matters, correspondence and proposals which are referred to it by the Committee and which fall within the scope of the functions of the standing committee as stated in these By-Laws.
  - (j) All standing committees shall:
    - (i) identify and minimise areas of risk within the standing committee's area of responsibility;
    - (ii) contribute to the administration of all phases of their particular facet of the sport within the rules and policy limits, delegated to the standing committee;
    - (iii) refer any undecided policy items to the Committee for determination;
    - (iv) where necessary work in conjunction with other standing committees within the Association;
    - (v) if so decided by the standing committee invite a person to attend a meeting to speak on a specific matter;
    - (vi) subject to the approval of the Committee, have the power to coopt additional members as deemed necessary; those members will be entitled to voice without vote;
  - (k) The standing committee secretary shall:
    - (i) in consultation with the standing committee chairman issue, through the Secretary, notices convening meetings;
    - (ii) cause accurate minutes to be kept of all meetings;
    - (iii) deliver to the Secretary within seven days, in the format approved by the Committee, a copy of all minutes, reports and recommendations arising from standing committee meetings for reference to and consideration by the Committee; and
    - (iv) cause all standing committee correspondence to be directed through the Secretary.
  - (l) Subject to the Constitution there shall be a standing committee for the following:
    - (i) a selection and development committee;
    - (ii) a competition committee;
    - (iii) an Area Technical Swimming committee;
  - (m) The composition of each standing committee and the duties and terms of reference relating to each standing committee are set out in By-Laws 11 to 13.

## **11. COMPETITION COMMITTEE**

- (a) The functions of the competition committee shall be to:

- (i) review the competitive swimming programme of the Association at the completion of each meet and recommend to the Committee alterations where necessary;
  - (ii) each year submit to the Committee qualifying times (if any) as required for the Association events for summer and winter seasons;
  - (iii) prior to 30 September and 31 March in each year prepare programmes for Association swimming meets for submission to the Committee for approval and such consolidated programmes shall cover the ensuing summer and winter activities respectively;
  - (iv) carry out at the request of the Committee any duty related to the conduct of Association meets; and
  - (v) generally comply with the provisions of By-Law 10.
- (b) The membership of the competition committee shall be:
- (i) The Competitions Convenor who shall be the Chairman;
  - (ii) three (3) suitably qualified Members from three (3) separate constituent clubs elected at the Annual General meeting in accordance with By-Law 10.
- (c) Each member shall have one (1) vote.
- (d) The operation of the competition committee shall be as agreed by the competition committee members from time to time.

## 12. AREA TECHNICAL SWIMMING COMMITTEE

- (a) The functions of the Area Technical Swimming committee shall be to:
- (i) conduct uniform programs for the training, examination and accreditation of Area technical officials. All examination papers will be forwarded to SNSW;
  - (ii) conduct assessments of officials prior to initial appointment as technical officials at Area meets;
  - (iii) roster qualified technical officials for all Area swimming meets. Assess technical official's performance at these meets;
  - (iv) encourage eligible persons to qualify and actively participate in the sport as technical officials at all levels;
  - (v) arrange as authorised by the Committee forums, seminars and workshops for the dissemination of information regarding rules and procedures for the conduct of Area meets; and
  - (vi) generally comply with the provisions of By-Law 10.
- (b) The membership of the Area Technical Swimming committee shall be:
- (i) The Area Technical Swimming Co-ordinator, who shall be the chairman;
  - (ii) 4 suitably qualified technical officials elected at the Annual General Meeting in accordance with By-Law 10; from 3 separate constituent clubs, and
- (c) Each member shall have one vote.
- (d) The operation of the Area Technical Swimming committee shall be as agreed by the Area Technical Swimming committee members from time to time.

## SWIMMING BY-LAWS

### 13. LAWS AND RULES GOVERNING SOUTH EASTERN SWIMMING ASSOCIATION

The technical laws of FINA as adopted by Swimming NSW from time to time shall (where practicable) be applicable and binding on all competitions held in the Area.

### 14. ELIGIBILITY

- (a) A person who is not an Individual Member or Life Member shall not nominate for, nor hold office except the office of patron, vice patron and auditor.
- (b) A person elected patron or vice patron who is not an Individual Member or Life Member, shall be deemed to be a Member whilst holding such office.

The holding of office shall not entitle a person to compete in a meet unless such person is otherwise duly eligible to compete.

### 15. PERMITS TO HOLD MEETS

- (a) In all cases where permits to hold meets are granted, each Club agrees to see that the rules governing the sport are strictly enforced and each Club shall insist that all swimming races and competitions shall be stated in advertisements, entry forms, programs and all official notices as going to be held and shall actually be held under the rules of SAL and SNSW.

*[Note: In connection with this By-Law, the words conducted under the Rules of SAL & Swimming NSW shall appear in every entry form and program and each Club is responsible to see this direction is implemented.]*

- (b) No Club shall postpone or cancel an invitation swim meet without providing at least 24 hours notice to the Secretary as well as the secretary of all participating Clubs.

### 16. FORFEIT OF FEES AND PRIZES FOLLOWING DISQUALIFICATION

Where a Swimmer is disqualified or suspended in respect of an event, all fees paid and prizes won by such Swimmer shall be forfeited. The committee of the Club holding the event will have full power to confiscate any prize and redistribute or deal with the matter at its discretion.

## MISCELLANEOUS BY-LAWS

### 17. PATRONS

Such persons as shall be invited annually by the Committee to grant their patronage and subject to their concurrence, the Committee will submit the names to the Annual General Meeting for endorsement.

### 18. SERVICE AWARD

- (a) The Association shall recognise outstanding service to the Association by an Individual Member who shall be eligible to receive the service excellence award provided that the nominated member has given at least five (5) consecutive years outstanding service to swimming.
- (b) Candidates for the award may be nominated by any Member.
- (c) The criteria is not based on length of service alone but shall also include the scope of the nominees contribution beyond the norm of ordinary duties of office.
- (d) Nominations shall be submitted in writing to the Secretary by 31 March each year on the approved nomination form and shall include swimming specific qualifications.
- (e) The Committee will determine from the nominations the recipients of the service excellence award. No more than five service excellence awards will be awarded in any one year.
- (f) The service excellence award will be presented to the recipient at an Annual General Meeting.

#### **19. COLOURS**

The colours of the Association will be blue, white, red and yellow.

#### **20. BADGES**

The badge of the Association shall be a combination involving the mountains and the sea. The badge shall not be made or worn without written permission of the Committee.

#### **21. AVAILABILITY OF AMENDED PAGES**

Where an addition to, amendment or rescission, wholly or in part, is made to the Constitution, By-Laws, Policies or rules, updated copies of the relevant pages shall be available on request to the Members within two calendar months of any such addition to, amendment or rescission of, whether wholly or in part or otherwise shall be posted on the Associations website.

### **COMPETITION BY-LAWS**

#### **22. SOUTH EASTERN SWIMMING ASSOCIATION CHAMPIONSHIPS AND OTHER SWIM MEETS**

The Committee shall determine the order of events and the duration of the Championships and such other swim meets as it determines from time to time, giving as much notice as possible to members. The Committee shall also determine annually the format for the conduct of the Championships Meet for the ensuing year. PROVIDED THAT, the format so determined shall be advertised at the time of calling entries for the Meet.

#### **23. CHAMPIONSHIP CONDITIONS OF ENTRY, DRUG TESTING**

- (a) The Committee may approve qualifying times (if any) for entry to championship events, authorise Random Drug Testing by an appropriate authority and other conditions of entry as appropriate to the meet.
- (b) All entrants in South Eastern Swimming Association Championship shall abide by and be subject to the By-Laws and the SNSW general rules, swimming rules, open water swimming rules, by-laws, policies, and published procedures as applicable.

#### **24. CHAMPIONSHIP ENTRANT REQUIREMENTS**

- (a) The South Eastern Swimming Association Championships are open only to the following:
  - (i) swimmers who are registered with a Club affiliated with South Eastern Swimming Association and meet the entry qualifying time (if any) for the event; and
  - (ii) visiting swimmers by decision of the Committee, provided only one (1) visitor shall be permitted to swim in the final (if any).
- (b) In the event of a question arising as to the eligibility of any swimmer under this By-Law to represent or score points in any event for any Club the swimmer so affected shall be at liberty to refer that question to the Committee.

#### **25. CHAMPIONSHIP ENTRY FORM, AGE DETERMINATION**

- (a) South Eastern Swimming Association Championship entry and age determination shall require:
  - (i) an entry for a South Eastern Swimming Association Championship event shall be made at the direction of the Committee either electronically or on the official Association form or card provided which shall include the entrant's best time for the distance, in accordance with the conditions of entry, showing the meet and date when the time was established, being equal to or better than the qualifying time approved for this event (if any), current registration number, and in the case of an age event, date of birth and the entry shall be endorsed by the secretary or other responsible official of the entrants Club and forwarded to the Association together with the entry fee; and
  - (ii) an entrant in an Age Championship shall be of the specific age on the first day of the meet series and if the Committee so desires, shall produce a certificate of registration of birth or other satisfactory evidence of date of birth signed by the parent or guardian of the entrant.

#### **26. CHAMPIONSHIP ENTRY FEE**

The Committee shall set an entry fee for the following:

- (a) Individual Events; and
- (b) Team Relay Events.

#### **27. SOUTH EASTERN SWIMMING ASSOCIATION SWIMMING CHAMPIONSHIPS**

South Eastern Swimming Association shall each year conduct long course and short course Championships and such exhibition and/or non championship events for both Open and Age



group swimming separately for both male and female swimmers, selected from the table below and as may be determined by the Committee from time to time.

| Events               | Distance in metres |         |         |     |     |      |
|----------------------|--------------------|---------|---------|-----|-----|------|
| Freestyle            | 50                 | 100     | 200     | 400 | 800 | 1500 |
| Backstroke           | 50                 | 100     | 200     |     |     |      |
| Breaststroke         | 50                 | 100     | 200     |     |     |      |
| Butterfly            | 50                 | 100     | 200     |     |     |      |
| Individual Medley    |                    | 100     | 200     | 400 |     |      |
| Club Freestyle Relay | 4 x 50             | 4 x 100 | 4 x 200 |     |     |      |
| Club Medley Relay    | 4 x 50             | 4 x 100 |         |     |     |      |

#### NOTE

The order of events and the duration of the championships shall be determined by the Committee on recommendations from the competition committee and shall give as much notice as possible of such determination to Members.

Age Championship events shall be restricted to swimmers who are the specified age on the first day of the meet as defined in By-Law 26.

The Association shall recognise records established for the individual and team events being swum in the championships as listed in By-Law 28.

## 28. RELAY EVENTS

- (a) In relay events the names of the swimmers to swim shall be submitted in writing with the entry. Prior to the commencement of the session at which the relays are to be swum the team names are to be confirmed with the Chief Recorder.
- (b) In Club relays a maximum of one (1) swimmer from a younger age group may participate.
- (c) A swimmer may only appear in one (1) relay team list.
- (d) There is no restriction on the number of teams a club may enter in a relay event; however, team must meet the requirements set out in (b) and (c), with only the top two placed teams from each club in each relay event being awarded points as per By-Law 31.

## 29. CHAMPIONSHIP AWARDS

- (a) A swimmer placed first, second or third in the final or timed final of the South Eastern Swimming Association Championship shall be awarded a medal of special design approved by the Committee, PROVIDED THAT:
  - (i) in a Teams Championship the awards shall be made to the members of the teams placed first, second and third. Awards will only be awarded to the swimmers who contest the final of that event;
  - (ii) the first three (3) South Eastern Swimming Association swimmers in a Area Championship final shall be awarded a medal and card, however a similar placed

swimmer who is not a member of a Club affiliated with South Eastern Swimming Association shall be awarded an appropriate medal; and

- (iii) in all South Eastern Swimming Association Championships a finalist ribbon or other appropriate award will be awarded to those swimmers in a individual event other than medallist who are placed in the final or to those swimmers placed in a time final being equal to the number of lanes of the pool used for the championships.

### 30. SOUTH EASTERN SWIMMING ASSOCIATION PREMIERSHIP

- (a) Points shall be allocated in order of placing of first claim members of South Eastern Swimming Association Clubs in all South Eastern Swimming Association Championships.
- (b) The winning Club of the Point Score (individual events only) shall receive the South Eastern Swimming Association Premiersship Title.

The winning club of the Relay Point Score (relay events only) shall receive the South Eastern Swimming Association Relay Premiership Title.

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- (c) For Finals the placing's shown in the table in By-Law 31 shall include Timed Finals for individual and relay events for the first number of placing's being equal to the number of lanes, not exceeding ten (10), of the pool actually used for the conduct of the Championship Meet.

|            |           |
|------------|-----------|
| 1st place  | 35 points |
| 2nd place  | 30 points |
| 3rd place  | 26 points |
| 4th place  | 23 points |
| 5th place  | 20 points |
| 6th place  | 17 points |
| 7th place  | 14 points |
| 8th place  | 11 points |
| 9th place  | 8 points  |
| 10th place | 5 points  |

- (d) Where two (2) or more individual swimmers or relay teams are accorded the same placing, the appropriate points shall be allocated for that placing and the next one or more respective numerical placing's shall be deleted accordingly.
- (e) Points shall be awarded only to South Eastern Swimming Association registered swimmers or teams in order of finishing in the final of that event.
- (f) Where a swimmer/team is disqualified points shall not be awarded.

- (g) Age Champions will be decided by points accrued in Age events and any Open events that have not been duplicated in Age events. Age groups are 8 years/under, 9 years, 10 years, 11 years, 12 years, 13 years, 14 years, 15 years, 16years, 17years/over, and Open Multi Class, and will be awarded to both male and female winners.

(h) A Male and Female Swimmer of the Meet will be awarded at Championship meets. The SESA Executive Committee will determine how this awarded.

### **31. EMERGENCY POWERS**

Under special circumstances the Committee may:

- (a) Cancel or suspend all or any Championships as set out in By-Law 28; and
- (b) Suspend By-Law 30 and approve other awards for events and places in lieu of medals.

### **32. JURY OF APPEAL AND PROTESTS**

- (a) For South Eastern Swimming Association Championships and other swim meets, the Jury of Appeal shall be composed of the Committee and such other Committee appointed delegates (jury members) for the purpose. The Jury will consist of any three jury members with one of their number as chairman. Each jury member shall have one vote, except as provided hereunder, and in case of equality of voting, the Chairman has a casting vote. The decision of the Jury is final.
- (b) The rules for protest, their acceptance and conduct of the Jury of Appeal process shall be in accordance with Swimming NSW General Rule GR23 as amended from time to time.

### **33. SESA TECHNICAL OFFICIAL AWARD**

- (a) This Award runs from April to March each year. The Award is presented at the Annual General Meeting held in May each year.
- (b) Technical Official of the Year recognises an official who has made an outstanding contribution to officiating within the SESA area.
- (c) The official will have undertaken a role in mentoring new officials.
- (d) The official will have sought to continue to develop their skills as a Technical Official.
- (e) The SESA Technical Committee will review all technical officials, before passing a recommendation to the Executive for a final decision.
- (f) The winner will be presented a perpetual trophy and a smaller award that they keep.

### **34. ROOKIE OF THE YEAR AWARD**

- (a) This Award runs from April to March each year. The Award is presented at the Annual General Meeting held in May each year.
- (b) Rookie of the Year Award recognises and rewards a new official who has made an significant contribution to the sport in the first two years of officiating.
- (c) The SESA Technical Committee will review all technical officials with less than two years since their first accreditation, before passing a recommendation to the Executive for a final decision.
- (d) The winner will be presented a perpetual trophy and a smaller award that they keep.

### **35. HONORARIUM AND ATTENDANCE FEES**

- (a) The Office Bearers of the SESA Executive Committee may be paid an honorarium to offset out of pocket expenses incurred by carrying out duties by virtue of the office held, for the period commencing from the first meeting after the Annual General Meeting and concluding after the last meeting prior to the next Annual General Meeting each year, and that these fees be recommended to the AGM for acceptance and ratification and that fees be paid retrospectively each year.
- (b) That all members of the SESA Executive Committee be paid an executive committee attendance fee for each attendance of executive committee meetings held to offset out-of-pocket expenses for the period commencing with the first meeting after the Annual General Meeting and concluding after the last meeting prior to the next Annual General Meeting each year, and that these fees be recommended to the Annual General Meeting for acceptance and ratification and that these fees be paid retrospectively each year.
- (c) That the SESA Equipment Officer be paid a petrol allowance for transporting SESA equipment to and from SESA events to offset out-of-pocket expenses for the period commencing with the first meeting after the Annual General Meeting and concluding after the last meeting prior to the next Annual General Meeting each year, and that these fees be recommended to the Annual General Meeting for acceptance and ratification and that these fees be paid retrospectively each year.
- (d) That all SESA Team Managers and SESA Team Coaches be paid an attendance fee for each attendance with a SESA team at SNSW events held to offset out-of-pocket expenses, and that these fees be recommended to the Annual General Meeting for acceptance and ratification and that these fees be paid retrospectively each year.

### **36. ASSISTANCE**

- (a) Assistance may be offered to identified SESA swimmers (pool and open water) and coaches.
- (b) Assistance may be offered to SESA members of the following teams:
  - (i) Olympics
  - (ii) Junior Olympics
  - (iii) Pan Pacs
  - (iv) Junior Pan Pacs
  - (v) World Championships
  - (vi) Commonwealth Games
  - (vii) Oceania Championships
- (c) Assistance offered will be determined by the Executive Committee from time to time.

### **37. APPROVED MEETS, FORWARDING OF RESULTS**

Where the Association approves the conduct of a Meet for the purpose of the establishment of qualifying standards by a Club in accordance with current SAL and SNSW Policy, the Club shall forward or cause to be forwarded to the Association a complete set of results for the meet within seven (7) days of the meet being held as determined by the Meet Approval Process.

### 38. LIFE MEMBERSHIP

The nomination process for Life Membership is as follows:

- (a) All Clubs wishing to nominate a person for Life Membership need to fill out the nomination form on the SESA Website (under Technical).
- (b) To be nominated for Life Membership, the person concerned must have had 10 years continuous service from SCAT/Southern Tablelands to SESA.
- (c) The nomination form should include an account of the person's history in swimming and how they have helped the community and benefited swimming in general.
- (d) The nomination form will need a signature other than the person being nominated for life membership.
- (e) The form shall be forwarded to the Technical Convenor, for review by the SESA Technical Committee, before it is passed to the Executive for a final decision.
- (f) Where Life Membership is awarded, the person gaining this award will be invited to attend the SESA Annual General Meeting where a Life Membership Badge and certificate will be awarded.

### 39. ASSOCIATION RECORDS

The Association shall compile and maintain Association records as follows:

- (i) SESA Championship Records: The best long course or short course performance on record established by a member of a club affiliated with the Association or a team from such a club at the Area Championships.

The distances and groups in each style for which records shall be maintained are as follows:

#### Long Course – Individual Events

| Long Course Individual Events |          |          |    |     |         |     |           |     |         |         |      |         |
|-------------------------------|----------|----------|----|-----|---------|-----|-----------|-----|---------|---------|------|---------|
| Stroke                        | Distance | 8/u      | 9y | 10y | 11y     | 12y | 13y       | 14y | 15y     | 16y     | 17/O | Open MC |
| Free                          | 50m      | X        | X  | X   | X       | X   | X         | X   | X       | X       | X    | X       |
|                               | 100m     | X        | X  | X   | X       | X   | X         | X   | X       | X       | X    | X       |
|                               | 200m     | 12/Under |    |     |         |     | 13-14 yrs |     |         | 15/Over |      |         |
|                               | 400m     | 14/Under |    |     |         |     |           |     | 15/Over |         |      |         |
|                               | 800m     |          |    |     | 11/Over |     |           |     |         |         |      |         |
|                               | 1500m    |          |    |     | 11/Over |     |           |     |         |         |      |         |
| Back                          | 50m      | X        | X  | X   | X       | X   | X         | X   | X       | X       | X    | X       |
|                               | 100m     | X        | X  | X   | X       | X   | X         | X   | X       | X       | X    | X       |
|                               | 200m     | 12/Under |    |     |         |     | 13-14 yrs |     |         | 15/Over |      |         |
| Breast                        | 50m      | X        | X  | X   | X       | X   | X         | X   | X       | X       | X    | X       |
|                               | 100m     | X        | X  | X   | X       | X   | X         | X   | X       | X       | X    | X       |
|                               | 200m     | 12/Under |    |     |         |     | 13-14 yrs |     |         | 15/Over |      |         |

|     |      |          |   |   |   |   |           |   |         |   |   |   |
|-----|------|----------|---|---|---|---|-----------|---|---------|---|---|---|
| Fly | 50m  | X        | X | X | X | X | X         | X | X       | X | X | X |
|     | 100m | X        | X | X | X | X | X         | X | X       | X | X | X |
|     | 200m | 12/Under |   |   |   |   | 13-14 yrs |   | 15/Over |   |   |   |
| IM  | 200m | 12/Under |   |   |   |   | 13-14 yrs |   | 15/Over |   |   |   |
|     | 400m | 14/Over  |   |   |   |   |           |   | 15/Over |   |   |   |

#### Long Course – Relay Events

| Event                | Distance | Age Group |
|----------------------|----------|-----------|
| Club Freestyle Relay | 4 x 50   | 11/under  |
|                      | 4 x 100  | 12/over   |
|                      | 4 x 200  | Open      |
| Club Medley Relay    | 4 x 50   | 11/under  |
|                      | 4 x 100  | 12/over   |

#### Short Course – Individual Events

| Short Course Individual Events |          |          |    |     |         |     |           |     |         |     |      |         |
|--------------------------------|----------|----------|----|-----|---------|-----|-----------|-----|---------|-----|------|---------|
| Stroke                         | Distance | 8/u      | 9y | 10y | 11y     | 12y | 13y       | 14y | 15y     | 16y | 17/O | Open MC |
| Free                           | 50m      | X        | X  | X   | X       | X   | X         | X   | X       | X   | X    | X       |
|                                | 100m     | X        | X  | X   | X       | X   | X         | X   | X       | X   | X    | X       |
|                                | 200m     | 12/Under |    |     |         |     | 13-14 yrs |     | 15/Over |     |      |         |
|                                | 400m     | 14/Under |    |     |         |     |           |     | 15/Over |     |      |         |
|                                | 800m     |          |    |     | 11/Over |     |           |     |         |     |      |         |
|                                | 1500m    |          |    |     | 11/Over |     |           |     |         |     |      |         |
| Back                           | 50m      | X        | X  | X   | X       | X   | X         | X   | X       | X   | X    | X       |
|                                | 100m     | X        | X  | X   | X       | X   | X         | X   | X       | X   | X    | X       |
|                                | 200m     | 12/Under |    |     |         |     | 13-14 yrs |     | 15/Over |     |      |         |
| Breast                         | 50m      | X        | X  | X   | X       | X   | X         | X   | X       | X   | X    | X       |
|                                | 100m     | X        | X  | X   | X       | X   | X         | X   | X       | X   | X    | X       |
|                                | 200m     | 12/Under |    |     |         |     | 13-14 yrs |     | 15/Over |     |      |         |
| Fly                            | 50m      | X        | X  | X   | X       | X   | X         | X   | X       | X   | X    | X       |
|                                | 100m     | X        | X  | X   | X       | X   | X         | X   | X       | X   | X    | X       |
|                                | 200m     | 12/Under |    |     |         |     | 13-14 yrs |     | 15/Over |     |      |         |
| IM                             | 100m     | 10/Under |    |     | X       | X   | X         | X   | X       | X   | X    | X       |
|                                | 200m     | 12/Under |    |     |         |     | 13-14 yrs |     | 15/Over |     |      |         |
|                                | 400m     | 14/Over  |    |     |         |     |           |     | 15/Over |     |      |         |

**Short Course – Relay Events**

| Event                | Distance | Age Group |
|----------------------|----------|-----------|
| Club Freestyle Relay | 4 x 50   | 11/under  |
|                      | 4 x 100  | 12/over   |
|                      | 4 x 200  | Open      |
| Club Medley Relay    | 4 x 50   | 11/under  |
|                      | 4 x 100  | 12/over   |

- (i) Season Best Long Course Area Records: The best performance on record established by a member of a club affiliated with the Association of a team from such a club at an Area approved meet, including the Area Championships, during the season, 1 October -31 March, each year.

For the purposes of determining the record, the swimmers age will be taken on the first day of the meet.

The distances and groups in each style for which records shall be maintained are as follows:

- (ii) Season Best Short Course Area Records: The best performance on record established by a member of a club affiliated with the Association of a team from such a club at an Area approved meet, including the Area Championships, during the season, 1 April – 30 September, each year.

For the purposes of determining the record, the swimmers age will be taken on the first day of the meet.

The distances and groups in each style for which records shall be maintained are as follows:

- (iii) All Time Season Best Long Course Area Records: The best performance on record established by a member of a club affiliated with the Association of a team from such a club at an Area approved meet, including Area Championships, during the long course season, 1 October – 31 March, since the Area's establishment.

For the purposes of determining the record, the swimmers age will be taken on the first day of the meet.

The distances and groups in each style for which records shall be maintained are as follows:

- (iv) All Time Season Best Short Course Area Records: The best performance on record established by a member of a club affiliated with the Association of a team from such a club at an Area approved meet, including Area Championships, during the short course season, 1 April – 30 September, since the Area's establishment.

For the purposes of determining the record, the swimmers age will be taken on the first day of the meet.

The distances and groups in each style for which records shall be maintained are as follows:

- (v) There shall be a separate set of records established for male and female swimmers.
- (vi) A list of records will be made available to clubs following the completion of each season.
- (vii) Records shall be compiled from official meet results submitted to the Association.

**40. SESA UNIFORMS**

- (a) SESA representatives will be provided a SESA swimming cap once per calendar season, which will be worn when competing as a member of a SESA team.
- (b) Swimmers needing more than one SESA cap per calendar season will be required to purchase a new cap.
- (c) First time SESA representatives will be provided a SESA team shirt, which will be worn when attending a meet as a member of a SESA team.
- (d) Swimmers needing a replacement shirt will be required to purchase a new shirt at a cost of \$15.