

# **Sunbury Amateur Swimming Club Inc By-Laws**

**The Sunbury Amateur Swimming Club is incorporated under the Associations Incorporation Act and as such is subject to the provisions of that Act.**

**The Club's statement of purpose is:**

**Promote and encourage the sport of swimming and other water sports.**

- 1. Promote and conduct competitions, swimming meetings and other forms of entertainment.**
- 2. Give instruction in swimming and lifesaving.**

**The Sunbury Amateur Swimming Club has adopted the model rules provided for in the Act.**

**These model rules empower the Committee of Management (Committee) to “control and manage the business and affairs of the Club.”**

**As the Club is affiliated with Swimming Victoria Incorporated, the Club and its members are also subject to the Swimming Victoria rules. The Club will operate on the Swimming Victoria year of July 1<sup>st</sup> to June 30<sup>th</sup>.**

**These by-laws are intended as guidelines to assist the Committee in the day to day running of the Club. Specific by-laws may be overridden at the discretion of the Committee when deemed necessary. Amendments are to be confirmed annually at the AGM.**

**The Sunbury Amateur Swimming Club Constitution is to be displayed in SASC Clubrooms.**

## **1. Membership**

**1.1 Incorporated Association Membership - entitles member to vote at meetings and to be elected to the committee.**

**Membership is only available to persons 16 years and over.**

**(Swimming Members are not considered to be Association Members)**

**1.2 Swimming Members -A written application must be lodged along with proof of age (i.e. birth certificate) for all Swimming Members.**

**This entitles members to compete in club events and events sanctioned by Swimming Victoria and its affiliated districts and clubs.**

**Annual Membership/Registration Fee - covers Swimming Victoria**

**Registration fee, which includes insurance, and district levy.**

**The annual registration fee must be paid immediately for the swimmer to be able to compete.**

**The annual membership fees are used to cover the following expenses:**

- Annual Swimming Victoria affiliation fee.**
- Swimming Victoria Registration for the General Committee**
- Swimming Trophies and awards**
- Sundry Equipment such as stop watches**
- Coaching and pool hire costs**

**The Annual Membership fees are due within one month of joining or by July 1<sup>st</sup> for existing members.**

- 1.3 **Non Swimming Members - Available for parents, and others over 15 years, who wish to be covered by Swimming Victoria public liability, personal accident insurance and voting rights.  
Non Competitor - 15 and under who wish to be covered by Swimming Victoria public liability and personal accident insurance.**
  - 1.4 **Life Members – Awarded to persons the committee deem to be appropriate at the committees discretion.**
  - 1.5 **Term Training Fees - Term Training Fees are determined each year by the committee.**
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## **2. Committee**

- 2.1 **The General Committee (including Office Bearers) will be elected at the Annual General Meeting under the rules of incorporation.**

**The Office Bearers positions and duties are:**

**PRESIDENT:** Chair General Meetings, Committee Meetings, Presentation Night

**VICE PRESIDENT:** Act for the President in his/her absence

**SECRETARY:** Keep minutes of resolutions, proceedings and attendees of General and Committee meetings.

**TREASURER:** Collect and receive all monies due, make all payments authorised by the Club, keep books of the Club's financial affairs.

**The following positions are filled from members of the elected committee:**

**PROGRAMMER:** Responsible for planning and implementing club programs, according to calendar, and posting relevant information on SACS website.

**RECORDER AND STATISION:** Maintaining records of swimmers' performances and point's accumulations.

**PUBLIC OFFICER:** Registered Officer of the Club, responsible for lodging annual return (usually Treasurer)

**DISTRICT DELEGATE:** Representative of the Club at Swimming Victoria district level.

**REGISTRAR:** Responsible for receiving and filing all membership forms; lodging member registrations with Swimming Victoria and Metro West; and keeping records of all members' names, addresses and telephone numbers.

**Other positions to be filled by members of the Committee:**

**Competitions Officer (Metro West Competitions)**

**Trophies Coordinator**

**Uniform Organiser**

**Property Steward**

**Friday Night Coordinator**

**Sunday Night Coordinator**

**Newsletter, Printing and Distribution Organiser**

**Publicist**

**Website Maintainer**

- 2.2 Standing Sub Committees to be appointed each year by the Committee:  
Fundraising and Social Committee  
Annual Carnival Committee**

**Chair person of Sub Committee to be a member of the Committee  
Other Sub Committees to be appointed as required.**

- 2.3 Sub Committees may be delegated whatever powers necessary to perform their functions**

**The incorporation rules covering Committee meetings shall also apply to Sub-Committees.**

**Sub Committees have no power to make any decisions which are contrary to the rules of Swimming Victoria.**

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### **3. Swimmers**

- 3.1 All members must be registered before being eligible to take part in any Club activities (Club Competitions or Club Championships).**

**Potential members may be allowed to have a try-out with the Club for a maximum of Two (2) training sessions, with training fees due immediately after 2<sup>nd</sup> session. After that they will be required to become Swimming Members to continue participating in Club activities. Membership/Registration fees are due within one month of 1<sup>st</sup> training session.**

- 3.2 Members will at all times set a standard of behaviour and self discipline befitting the Club.**

**Club uniform (club bathers, cap or t- shirt top) must be worn at all team competitions, external competitions and normal club meets.**

**Any member refusing reasonable instructions from a Club official or reported by the pool management may be subject to a disciplinary meeting of the Committee.**

**Each swimming year a male and female Club Captain will be appointed from the Swimming Members by the Committee.**

**Vice/Deputy Captains may also be appointed by the Committee, if considered appropriate. The Committee reserves the right to withdraw any or all of these appointments, if deemed necessary.**

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### **4. Contracted Staff**

#### **4.1 Head Coach/Assistant Coach**

**Coaching staff will be offered a 12 Month contract which runs from 1st July – 30 June annually (or part thereof depending on commencement of contract) All contracts will be re-negotiated and/or advertised annually. All contracted Coaches are expected to keep all relevant qualifications up to date and current as set out in the Head Coach and Assistant Coaches employment conditions and contract.**

**3 month probationary period applies for Assistant Coach**

**6 month probationary period applies for Head Coach**

## **4.2 Lifeguards**

**Qualified Pool Lifeguards will be employed as required or provided on request from the Aquatic Centre staff. The club will be billed for this service.**

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## **5. Teams**

**5.1 Nominations to be considered for Club teams (or to represent the Club in other activities) will be requested in writing.**

**Where appropriate; parental approval to participate will be required.**

**The nomination will include a commitment to attend all events (except where prior notice is given)**

**5.2 Swimmers will be selected by the Committee based on best times leading up to the time of selection. These times will be taken from Club records.**

**The number of members of each team will depend on the number of nominations available. Within this limitation and the restrictions applied to the event, the aim will be to have more teams of smaller numbers.**

**Where possible all swimmers required to represent the Club will be notified seven days prior to the competition.**

**5.3 The Club will at all times be responsible for the entry fees of all Club teams selected by the Committee.**

**5.4 Club Uniform (Club bathers, cap or t-shirt) must be worn at all competitions and normal Club meets.**

**5.5 Club t-shirt must be worn at all presentations.**

**5.6 The swimming teams selected are the sole responsibility of the Team Manager during the competition.**

**The Team Manager has the authority to adjust the team entry as required**

**The Team Manager may consult with any Committee member available at the swim meet on any question concerning the swimming of the team.**

**The Team Manager may deal with questions of discipline as they arise, but will report any action to the Committee.**

**5.7 Team Managers will be appointed by the Committee**

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## **6. Discipline**

**Refer to Constitution Clause 25 - Discipline of members.**

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## **7. Competitions**

- 7.1 The domestic competitive program of the Club will be designed to improve the all-round ability of swimmers and to provide the Committee with the information required to select teams for inter-club events.**
  - 7.2 Competitors will acknowledge their names when called by the Marshall or Team Manager.**
  - 7.3 On completion of an event, the competitors will remain in the water until instructed to leave by an official.**
  - 7.4 After each event, all swimmers will return to their own Teams area and remain there until the meet is over or until dismissed by the Team Manager or Club Official in charge.**
  - 7.5 During competitive swim meets, only Club Officials are allowed on the concourse of the pool.**
  - 7.6 No swimming times will be given or queries answered to competitors or parents while a Club competition or championship meet is in progress.**
  - 7.7 Events will not be re-scheduled because of the non attendance of a swimmer, whether known prior to or at the starting time of the event.**
  - 7.8 Swimmers and officials must report 15 minutes prior to the commencement of the Club Carnival.**
  - 7.9 Club Members are not permitted to enter any part of the Aquatic Centre that is not the venue of the Club competition.**
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## **8. Club Nights/Carnivals**

- 8.1 At Club Nights/Carnivals competitors must sit in the marshalling area between events. Failure by a swimmer to answer a Marshall's call will result in disqualification.**
- 8.2 Swimmers are graded according to times, regardless of age or sex.**
- 8.3 Swimmers entering an event in which they have no time on record will be given a "time trial". These swimmers receive 1 point for each time trial swum (up to 4 per carnival). They are not eligible for place points in these events.**
- 8.4 Events are held in three (3) strokes and one (1) distance event per carnival. Swimmers may only swim one (1) distance per stroke and the distance swim. If a swimmer chooses not to swim the distance event, they may choose an additional swim in one of the sprint strokes.  
At the Medley and Relay Carnivals swimmers enter one (1) medley event only. Swimmers are then placed in one or more relays. Any swimmer not entering the medley events must fill in an entry form to enter the relays so that they will be included in a team.**

- 8.5 Distances for events are:**  
**Strokes: 25, 50, 100 metres (25m events are restricted to swimmers aged 8 years and under or those with times slower than 25 sec. for freestyle and 30 sec. for form strokes.)**  
**Individual Medley: 100m, 200m**  
**Distance: 200m**  
**Relays: 4x25m (swimmers are placed in own House teams during the carnival)**
- 8.6 Point Scores:**
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|---|--------------------------------|
| <b>Swimming:</b>                            | <b>1 point</b>                 |
| <b>First Place:</b>                         | <b>2 points</b>                |
| <b>Breaking Time (personal best)</b>        | <b>3 points</b>                |
| <b>Breaking Time and first place</b>        | <b>4 points</b>                |
| <b>Reaching Target time</b>                 | <b>5 points</b>                |
| <b>Reaching Target Time and First Place</b> | <b>6 points</b>                |
| <b>House Relay</b>                          | <b>1<sup>st</sup> 6 points</b> |
|   | <b>2<sup>nd</sup> 4 points</b> |
|   | <b>3<sup>rd</sup> 2 points</b> |
|   | <b>4<sup>th</sup> 1 point</b>  |
- 8.7 Trophies:**  
**Swimmers are placed in divisions according to age on their first swim in Club Carnivals. Groupings will depend on the numbers swimming during the season so that each division has a similar number of swimmers**  
**e.g.: 9 years and under; 10-13 years; 14 years and over.**  
**Trophies are awarded in each division to the swimmers and runners-up who have accumulated the most points in Club Carnivals during the season.**
- 8.8 Houses:**  
**Each swimmer is placed in a House on registration:**  
**Blue**  
**Red**  
**Green**  
**Yellow**  
**Individual points are added to House totals in both Club carnivals and Championship carnivals. Points gained in relays are also added.**
- 8.9 Goal Achievement Awards**  
**The Goal Achievement Awards have been introduced as an incentive for swimmers to improve their times.**  
**Swimmers' best times are used to determine these times; The Goal times are 2.5% better than the best time for all strokes and distances.**  
**Each time a swimmer competes, times are note and compared to the Goal time. If the Goal time is broken, the swimmer receives an "Achievement Card" and a new Goal time (which is 97.5% of the new time) is set.**
- 8.10 Whenever a swimmer competes at a meet that is not attended by the Club, or is not a Metro West, Swimming Victoria or Australian Swim Meet, He/She should purchase a copy of the official results to prove times that were swum to have either Goal or Best times recognised.**
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## **9. Club Championships**

- 9.1 Club Championships consist of:  
Short Course (25 metre indoor pool)  
Long Course (50 metre outdoor pool) events**
- 9.2 Control of the Club Championships is the responsibility of the Committee**
- 9.3 To be eligible to compete in Club Championships, swimmers must be fully financial and registered with Swimming Victoria.**
- 9.4 Entries for Club Championships will only be received by the Competitions Officer on the official club entry form. Entries must be made for each individual event and will close one (1) week prior to commencement of the Championships.**
- 9.5 The age group for each swimmer shall be determined as their age on the first night of the Championship they are competing.**
- 9.6 The Competitions Officer will receive entries and allocate swimmers to heats and lanes. Where the number of entries requires multiple heats, the heats will be seeded and swimmers allocated to heats based on their fastest time recorded for that event.**
- 9.7 All events will be swum in the programmed order, as determined by the Committee.**

**Championships will be run on a time trial basis and the judges decision will be final (subject to protest, see rule 8.9)**

**Where there are multiple heats for an event the Championship winner and place getters will be determined by the fastest times recorded.**

- 9.8 All events swum at all Club Championships must be available to all members in all age groups.**
- 9.9 Protests will only be accepted subject to the following conditions:**
- A. Any protest against the conduct of a competitor during the event must be made with the Referee verbally, immediately after the contest.**
  - B. Every protest must be confirmed in writing and be accompanied by a deposit of \$50, which will be forfeited in the case that, in the opinion of the Committee, the protest has been made without reasonable cause.**
  - C. All protests will be dealt with promptly by the Executive Committee**
  - D. Only appeals lodged in writing with the Secretary within three (3) days (72 hours) against a decision given in any protest will be accepted.**

- 9.10 Swimmers are graded according to times regardless of age. Events are held in all strokes and distances**

<b>25m</b>	<b>all strokes (8 years and under)</b>
<b>50m</b>	<b>all strokes</b>
<b>100m</b>	<b>all strokes an Individual Medley (short course pool only)</b>
<b>200m</b>	<b>all strokes and Individual Medley</b>
<b>400m</b>	<b>freestyle and Individual Medley</b>
<b>800m</b>	<b>freestyle</b>
<b>1500m</b>	<b>freestyle</b>

**Entry fees will be determined by the Committee**

**9.11 Swimmers are divided into age groups as per the first day of the Championships. Ages range through each single age to 16 years then seniors (17 and over)**

**Points Awarded:**

<b>1<sup>st</sup></b>	<b>5 points</b>
<b>2<sup>nd</sup></b>	<b>3 points</b>
<b>3<sup>rd</sup></b>	<b>1 point</b>

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## **10. Records**

**10.1 Club records will be established by the fastest time for males and females in each stroke, distance and age group.**

**10.2 Types of Records:**

- 1. Sunbury Club Record (SCR): Best time by a swimmer registered at a Club meet**
- 2. Sunbury Any Record (SAR): Best time by a Sunbury registered swimmer at any meet**
- 3. Sunbury All Comers Record (SAC): Best time swum by any SV registered member swum at Sunbury Club Carnival (i.e. Annual Carnival)**

**10.3 Record attempts will be run under the normal club rules for holding competitions. Swimmers may make attempts on Club records during Club Carnivals. The recorder must be notified of any attempt at least one week prior to the attempt. Only swimmers who have recorded times better than, or within 2.5% of the existing record may apply for a record attempt. Times swum in handicap events are not eligible for records. To claim a record, all swimmers must conform to all rules of the stroke involved.**

**10.4 All Club records must be ratified by the committee. The times must have been recorded by at least three (3) time keepers**

**10.5 Compiling of Club records will be the duty of the Recorder.**

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## **11. Club Awards**

**11.1 Training Attendance Awards:**

**A trophy will be awarded to a swimmer by the Club Coach on the basis of attendance at training and effort during training.**

**11.2 Coaches Award:**

**A trophy will be awarded to a swimmer decided by the Coach, who they deem to be the most outstanding swimmer in the Club and also shows the correct attitude towards training at the Club.**

**11.3 Presidents Award:**

**An optional award decided by the Club President and presented to a person (or persons) they deem to have attributed a great service to the Club in any area.**

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## **12. Disqualifications**

- 12.1 All Club competitions and Carnivals will be run according to Australian Swimming Inc and FINA competition rules.**
- 12.2 In form strokes (backstroke, breast stroke, and butterfly) swimmers *under 8 years* swimming in 25m events will not be disqualified if a genuine attempt of a stroke is being carried out. An incorrect finish/touch will result in a disqualification. (Eg. a one hand touch in breaststroke or butterfly will result in disqualification)  
In 100m Individual Medley swimmers *under 8 years* will be disqualified for any infringement in those strokes in which they have been swimming 50m.**
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## **13. Guidelines for State and National swimmers**

### **13.1 State:**

**The club will sponsor all entry fees for state level competitions.**

**The Club is to provide an embroidered t-shirt and cap for each State swimmer in the first year of qualification. For subsequent State Championships competed in, embroidery will be updated.**

### **13.2 National:**

**The club will sponsor all entry fees for national level competitions.**

**Swimmers attending National Championships will receive a t-shirt and cap in first year of qualification. For subsequent National Championships, embroidery will be updated.**

- i) Sunbury Amateur Swimming Club Inc has a National Swimmers' Fund whereby monies will be distributed at the committee discretion to a maximum of \$400.00 (interstate Nationals will be treated differently than Victorian held titles)  
The swimmers' will also only be paid for one National Title per year.**
  - ii) To be eligible for the Nationals Swimmers' Fund, all swimmers must compete at 70% of Club Nights and nominated events, and must be available to participate at Interclub and Club Carnival. The swimmer must also attend and participate at the National Titles.**
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**Sunbury Amateur Swimming Club Inc.  
PO Box 400  
Sunbury 3429**

**NOMINATION FORM**

**I,** \_\_\_\_\_

**Of** \_\_\_\_\_

**Wish to Nominate:** \_\_\_\_\_

**To the position of:** \_\_\_\_\_

**Signature of Proposer:** \_\_\_\_\_

**Signature of Seconder:** \_\_\_\_\_

**Signature of Nominee:** \_\_\_\_\_

**Dated:** \_\_\_\_\_