



# **Metro West District Metro West Swimming Victoria Incorporated**

## **By-Laws & Rules**

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### 1) **BY-LAWS BINDING**

All By-Laws made under this Rule shall be binding on Metro West Swimming Victoria Incorporated and its Members.

### 2) **ADDITIONS ALTERATIONS or AMENDMENTS to BY-LAWS**

No additions, alterations or amendments shall be made to these By Laws unless approved by a Meeting of the Management Committee.

### 3) **NOTICES BINDING ON MEMBERS**

Amendments, alterations, interpretations or other changes to By-Laws shall be published by means of notices approved by the Management Committee. Notices are binding upon all Members.

### 4) **BADGES & LOGO**

The logo for Metro West is shown below.



### 5) **ANNUAL GENERAL MEETING**

#### **5.1) Election of the Office Bearers and Committee**

The President, Vice President, Secretary, Finance Officer (Treasurer), Competitions Officer, District Referee and all other necessary Officers will be elected at the Metro West Annual General Meeting (AGM).

At the AGM, there may be two delegates from each club present, with only one delegate speaking and voting.

#### **5.2) A club affiliation fee**

A club affiliation fee payable to the district on an annual basis will be determined by the Management Committee prior to each financial year and will be paid by each Metro West Club prior to the first District Swim Meet each season. A swimmer levy, based on the prior year's Registrations, may be determined and paid prior to the first District Swim Meet (if applicable).

## 6) COMMITTEE

**6.1)** The Committee shall consist of two delegates from each Metro West Club, with only one delegate speaking and voting.

**6.2)** Any Metro West member or club who has not complied with Swimming Victoria affiliation shall not be entitled to have a voice or vote at any Metro West meeting after the AGM until such time as affiliation has been granted.

## 7) PORTFOLIOS – ROLES & RESPONSIBILITIES

Officers (with the exception of Club Delegates) shall be responsible for a portfolio. The roles and responsibilities for President, Vice President, Secretary and Finance officer (Treasurer) are contained in the Constitution (clause 28). The roles and responsibilities for the remaining Officer positions are:

### 7.1) District Referee

The role of the District Referee includes (but may not be limited to):

- Organising officials for all Metro West run swimming meets;
- Coordinating workshops for training technical officials in all roles (as per National Officiating Program);
- Undertaking an assessment of trainee officials according to requirements established by Swimming Victoria and the National Officiating Program;
- Maintaining a register of all Metro West qualified technical officials and notifying Swimming Victoria of newly assessed Officials;
- Liaising with Swimming Victoria on any changes in the role of technical officials or in the rules of swimming. Communicating any changes to all relevant Metro West technical officials; and
- Providing an Annual Report and a report for each monthly Metro West meeting. (All of the above activities may be delegated to other technical officials within the district.)

### 7.2) Competitions Officer

The role of the Competitions Officer includes (but may not be limited to) responsibility for Metro West's:

#### Calendar

- To prepare the annual event calendar for Metro West, aligning with the Swimming Victoria and Swimming Australia calendar;
- To arrange the pool venue and usage according to calendar requirements; and
- To prepare & update the District Competition Book throughout year as required

#### Swim Meet Entries

- To prepare the Meet Manager database for each competition and email to the clubs approximately one month prior to the competition and enter into swim central for entries and add to Swim Victoria Calendar;
- To enter the entries into the relevant Meet Manager file for each competition – either from swim central entries, manual entries or emailed Meet Manager files as received;
- To send confirmation lists to the clubs as the Meet Manager entry files are processed.

### **Entry Fees**

- To ensure that all payments for entries are received from clubs and individuals, and to bank or forward all payments and invoices received to the Finance Officer (Treasurer).

### **Programmes**

- To prepare the programme in the week preceding the competition and email to the webmaster for posting on the District website; and
- To arrange for the online posting of programmes and printing as required for sale (if required) and for the meet officials.

### **After Each Meet**

- To submit the results of the meet to Swimming Victoria within 10 days as required for recognition as a qualifying meet;
- To ensure the webmaster has a copy of the results so they can be added to the District Web Site; and
- To allocate the points for the Championships, etc. for annual trophies and to liaise with the Trophy Officer.

### **Reports**

- To prepare monthly and annual reports for District delegates meeting.

### **Queries**

- To respond to all queries from swimmers, families and clubs as required.

### **7.3) Swimming Victoria Delegate(s)**

The role of the Swimming Victoria Delegate(s) include (but may not be limited to):

- Attending and representing Metro West District at Council Meetings held by Swimming Victoria throughout the season.
- Attending and representing Metro West District at the Swimming Victoria AGM; and
- Bringing back all information from the above meetings to the District Monthly Meetings for dissemination to delegates and the Clubs (where appropriate).

### **7.4) Grievance Officer**

Each year, the Management Committee will appoint one or more District Grievance Officers. The Committee may need to be flexible as regards to periods of appointment.

The Grievance Officer is responsible for receiving complaints from District members or individuals and to guide the respective parties through the Swimming Australia Member Protection Policy - copies of which are to be available on the Swimming Australia Website.

A Complaint can be about an act, behaviour, omission, situation or decision that someone believes is a breach of the Member Protection Policy. Complaints may:

- (a) be about individual or group behaviour;
- (b) be extremely serious or relatively minor; and/or
- (c) be about a single incident or a series of incidents.

### **7.5) Property Officer**

The role of the Property Officer includes (but may not be limited to) responsibility for Metro West's:

#### **Equipment**

- To co-ordinate the bookings and invoice for clubs wishing to hire the timing equipment and laptops;
- To monitor the condition of the timing equipment and organise repairs when necessary; and
- To maintain the laptop and printer – e.g. printer cartridges, antivirus subscription, etc.

#### **Swim Meets**

- To arrange for the transport of the timing equipment, laptop and peripherals etc. to and from the competitions and to supervise the setting up and packing up of all the equipment.

### **7.6) Trophy Officer**

The role of the Trophy Officer includes (but may not be limited to):

- Liaising with the Competition Officer to receive lists of trophy winners and to organise trophies for the District Presentation Night;
- Order medals for all of Metro West Meets; and
- Organising a presenter to hand out medals as required at meets.

### **7.7) Records Officer**

The role of the Records Officer includes (but may not be limited to):

- Maintaining the records register; and
- Organize Record Certificates to be printed and distributed
- Sending the webmaster the most updated records after each meet.

## **8) COMPETITION RULES**

**8.1)** District to organize Championships, Swimming Victoria Preliminaries, Interclub and any other competitions as required.

**8.2)** Swimmers selected for any District teams who do not turn up without an acceptable reason will not be considered for District teams for the remainder of the season.

**8.3)** Swimmers who transfer from a Metro West Club to another within the District after competing for the original club in a competition, cannot compete for the new club during that same competition in any calendar season.

## **9) CHAMPIONSHIPS**

**9.1)** A swimmer who has competed for a club outside Metro West in that District's interclub or Championships will be ineligible to swim in Metro West Championships, unless entry is approved by the Metro West Committee.

**9.2)** Points will be awarded in all Championship Award Events for the top eight swimmers as follows:

1st	16 points
2nd	14 points
3rd	12 points
4th	10 points
5th	8 points
6th	6 points
7th	4 points
8th	2 points

**9.3)** District Champions will be decided by the swimmer with the most points (By Law 9.2) in the age group in all events for that age group. If there are two or more swimmers with equal points, there will be a count back – on the basis of the swimmer with the most wins, the most runner ups, third placings and so on until a result is determined. Age Group Champions will be awarded to the following age groups for both Male and Female swimmers: 6 & under; 7 years; 8 years; 9 years; 10 years; 11 years; 12 years; 13 years; 14 years; 15 years; 16 years; 17 years and 18 years & over (senior). Age Group Champion events consist of all 100m strokes and the 200m Individual Medley.

District Champions will also be awarded in both Male and Female Open Age categories for: combined 200m events (points system By Law 9.2); 400m Freestyle (winners), 400m Individual Medley (winners), 800m Freestyle (winners) & 1500m events (winners).

**9.4)** Other Trophies & Awards presented to Metro West Swimmers annually include:

- Pat Robinson Shield (Female Open Medley Relay Winner)
- Laurie Robinson Shield (Male Open Medley Relay Winner)
- Ian Robinson Shields (Female Freestyle Relay & Male Freestyle Relay Winners)
- Lindsay Cloughton Awards (Best Boy & Girl at Swimming Victoria Junior Dolphins Competition per By Law 9.2)
- George Clarke Memorial Trophy (Best 12 & under Boy from Victorian Championships per By Law 9.2)
- Dot Quinton Award (Best 12 & under Girl from Victorian Championships per By Law 9.2)
- Overall Club Team Scores from District Championships (Points system By Law 9.2)
- Male & Female Club Team Scores from District Championships (Points system By Law 9.2)
- Outstanding Contribution to the District Trophy (by Nomination)

**9.5)** Freestyle Relay (Ian Robinson Shield) swimmers must swim in age order that is 12/14/16 & open. Failure to swim in correct age order will result in team disqualification. Swimmers may swim up above their age.

**9.6)** Relay swimmers must be entered in at least one individual event if they are to participate in club relays at District Competitions. There shall be no limit on the number of relay teams per club.

**9.7)** Relay team sheets must be handed in to competition recorders no later than five minutes after the start of the session, otherwise a penalty may be imposed on the offending club.

**9.8)** Individual or Team Awards may not be awarded in any particular season if the District or Swimming Victoria are unable to conduct the necessary competition or events within the applicable season due to unforeseen circumstances.

**10) OFFICIALS/ASSISTANTS**

**10.1)** At all competitions organised by Metro West, each club must provide officials/assistants based on the total number of swimmers entered per session for each club. The follow table will be utilised to assess the number of officials/assistants per club required for each session.

Individual Entered Swimmers	Number of Officials/Assistants (per session)
1-3	1
4-7	2
8-12	3
13+	4

To ensure transparency when notifying clubs of timekeeping duties, Metro West Swimming will define assistants to include both officials and timekeepers. Based on the number of swimmers in the relevant meet, the District Secretary shall advise each Club, five days prior to the date of the meet, of that Club's obligations.

If insufficient officials/assistants, clubs will be asked to provide more officials/assistants.

**10.2)** All officials/assistants MUST report to the Referee in Charge 15 minutes prior to the start of the swim meet. Any person reporting to officiate must ensure that their name and club are recorded even if they are not required.

**10.3)** Any club not providing the correct number of officials/assistants will be penalised.

**11) PENALTIES**

**11.1)** All penalties are to be decided by the Committee unless otherwise stated, with the amount of the penalty being decided upon by delegates at district meetings.

**11.2)** All penalties shall be notified in writing to the respective club.

**11.3)** At the direction of the Committee, a penalty may be imposed for any breach of the Rules and By-Laws.

**12) PROTESTS**

**12.1)** A protest may be submitted by a swimmer or their authorised representative to the Referee in Charge within 30 minutes of the conclusion of the event in question. The protest must be in writing, submitted on the Swimming Victoria Protest Form and be accompanied with a fee of AUD\$100.

**12.2)** The Referee in Charge, upon receiving a protest, will comply with the principles contained within Swimming Victoria's Protests and Juries of Appeals Policy to resolve the matter(s) raised in the original Protest.

**12.3)** The protest fee of \$100 will be refunded if the protest is upheld. No refund will be processed when the protest is not upheld.

### **13) DISTRICT GRANTS**

**13.1)** Swimmers must compete in a minimum of 3 individual events at the Metro West District Championships in both the season the grant is applicable and the previous season.

**13.2)** Swimmers must also compete in the previous Annual Metro West Short Course Meet prior to applications opening. Swimmers must also have competed in a minimum of 3 individual events at this competition.

**13.3)** To receive a grant, a swimmer must be a member of a Metro West affiliated Club from the beginning of the season (registered by 31<sup>th</sup> July) and not a member of another district during that season.

**13.4)** The Metro West Competition Officer is responsible for checking eligibility for our annual grants and will provide a list of grant recipients to the Metro West Secretary to verify and who will invite those swimmers to attend the annual Presentation function to be presented with their grant.

**13.5)** If a swimmer is unable to attend or compete in any of the nominated Metro West criteria Meets for medical or other reasons, which may include high performance swimming commitments or compulsory school events, they may apply for an exemption. Swimmers should send their request via letter or email to the Competitions Officer, with supporting documents (ie Medical Certificate or letter from Swimming Victoria, Swimming Australia or School), as soon as possible and no later than 7 days following the scheduled criteria meet. Each request will be assessed by the Metro West Management Committee and will be at their discrepancy. The applicant will be advised in writing of the outcome within 30 days of the Competition Officer receiving their request.

**13.6)** To receive "Qualifier" awards swimmers must have competed at the applicable Championships. (i.e. to receive a Grant as a National Qualifier swimmers must swim at the Australian Open or Age Championships in an individual event).

**13.7)** To receive any "Finalist or Medallist" Award swimmers must compete in an individual swimmer event final or timed final and achieve the applicable qualifying time during the event (i.e. to receive a grant as a Victorian Age Championship finalist the swimmer must swim the Age qualifying time for that event in the heat or final).

**13.8)** To receive a Finalist Grant in a timed final event other than an open water event your time must be on or within 110% of the winning time in that event final.

**13.9)** Open Water swimmers will only be awarded Team Grants or National Grants.

**13.10)** To receive an Australian or a Victorian Team grant the member must be selected in that team by Swimming Australia or Swimming Victoria.

**13.11)** Swimmers may only apply for grants achieved in the current and applicable season and for individual events at Victorian State and Australian National Championships only. A list of all eligible events will be listed on the grant application for that season.

**13.12)** Consideration may be given for any cancelled Championships where grants are awarded or Metro West Meets required for criteria at the discretion of the Management Committee.



**13.13)** Value of grants are:

Australian Swim Team	\$550
National Medallist	\$440
Victorian Swim Team	\$390
National Finalist	\$280
State Medallist	\$220
National Qualifier	\$200
State Finalist	\$90

**13.14)** Grants are not cumulative, swimmers may apply and receive the highest award for which he/she qualifies for only.

**13.15)** All grant payments will be subject and conditional to Metro West District's financial position for the season and at the discretion of the Management Committee (ie Application for grants may not be offered in any one particular season if sufficient funds are not available or payment of grants would jeopardise the District's financial and operating position).

**14) SERVICE AWARDS AND LIFE MEMBER GUIDELINES:**

**A) Service Award**

The standard or level of service required is the routine performance of the function or office(s) over the prescribed consecutive period, e.g. Service as a competition official requires attendance at Metro West Competition meets. Irregular or spasmodic attendance would not qualify the nominee.

Service awards shall be awarded for:

- (a) 5 Year Service Award – Certificate; and
- (b) 10 Year Service Award - Badge

For the Executive to grant an award, the nominee should have served Metro West District Swimming for the corresponding number of years consecutively as:

- 1) District Administration or Official; or
- 2) District Competition official; or
- 3) District Delegate; or
- 4) Have other service the Executive may consider comparable

**B) Competitors Service Award**

The Executive may accept a nomination from competitors who have been regular competitors within the District over the applicable consecutive years. Service Awards for competitive swimming members must include attending official Metro West qualifying meets (not encouragement or proficiency meets alone).

Service awards shall be awarded for:

- (a) 5 Year Service Award – Certificate; and
- (b) 10 Year Service Award - Badge

**C) Life Member Guidelines**

For life Membership the emphasis is on outstanding service or contribution to the District and the sport of swimming which requires more than the holding of office(s) and the routine performance of that office(s).

The nominee should already hold a 10 Year Service Award. In considering the service to the district and the sport, the District Executive shall consider the following important factors – quality, length and level of service.

For the executive to recommend a nomination, the nominee should have satisfied one or more of the following guidelines:

- 1) Served at least ten (10) years as a member of the District Executive; or
- 2) Served at least ten (10) years as a club administrator and during this period have been involved directly with the administration of the District; or
- 3) Other service to the District over a period of time and involvement considered comparable to the above.

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