

# ALBION PARK AMATEUR SWIMMING CLUB INCORPORATED

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## CLUB BY LAWS

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## INTRODUCTION

### 1. STATUS OF BY-LAWS

#### (a) Power to Make By-Laws

- i. These By-Laws are made by the Albion Park Amateur Swimming Club Incorporated under Clause 36. They are binding on all Members. In the event of a conflict between these By-Laws and the Constitution, the Constitution will prevail.
- ii. Approved By-Laws may be amended at any time with the following exceptions:
  - a. No By-Law in relation to point score may be amended after the start of the point score season – defined as after 2400 of the first Thursday of November
  - b. No By-Law in relation to the Club Championship may be amended after 24:00 of the Thursday preceding the first Friday of Club Championships.

#### (b) 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 organised or conducted by the Club;
- (b) any championship, competition, series or meeting sponsored by or conducted by or on behalf of the Club.

**“Disciplinary Tribunal”** means the disciplinary tribunal of the Company constituted under By-Laws 3.1 and 3.2.

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

## MEMBER BY-LAWS

### 2. FEES DUE TO THE CLUB

- (a) Fees payable in accordance with Clause 11 of the Club Constitution will be payable by all Members as defined in By-Law 2(b), provided that fees will not be payable in respect of a Life Member;
- (b) The annual registration fees payable to the Club in respect of each Individual Member will consist of a SAL and SNSW component which includes registration and insurance cover and a Club administration fee as determined by the Committee from time to time.

- (c) All registration fees are due on the first day of October in each year.
- (d) The Committee may refund any fee which, in its opinion is warranted.
- (e) Fees for new Members shall not be due until prior to the third pointscore or entry into a SNSW sanctioned event (whichever comes first).
- (f) A Second Claim Member (a member of more than one Swimming Club, where Albion Park Swimming Club is not the club that they represent in competition) shall be allowed to be a Member of Albion Park Amateur Swimming Club. They will be required to pay full fees minus those SNSW or area registration fees that they have already paid with their principal club.
- (g) Visiting Members of other clubs may participate in the weekly pointscore competition, if duly registered with another club, for a fee of \$5 per week.

### **3. DISCIPLINARY BY-LAWS**

#### **3.1. Establishment of Disciplinary Tribunal**

The Committee shall establish a Disciplinary Tribunal to deal with all disciplinary actions and matters under Clause 10 of the Club Constitution. A disciplinary action and matter must be solely and exclusively resolved by the Disciplinary Tribunal.

#### **3.2. 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 10 of the Club Constitution. 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 family member dealing with a matter relating to a member of that family shall be a member of the Disciplinary Tribunal.
- (d) Three (3) members of the Disciplinary Tribunal shall constitute a quorum.

#### **3.3. 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 or any resolution or determination of the Committee; or
  - ii. acted in a manner unbecoming of a Member or prejudicial to the Objects or interests of the Club and/or swimming; or

- iii. brought the Club or swimming into disrepute.
- (b) The Chair of the Disciplinary Tribunal shall, as soon as practicable upon receipt of notice in accordance with By-Law 3.3(a) serve on the Member a notice in writing:

#### **3.4. Disciplinary Tribunal Procedures**

- (a) At a hearing of the Disciplinary Tribunal held in accordance with By-Law 3.3(b), the Disciplinary Tribunal shall
  - i. give 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 Club 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 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 3.5.
- (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.

#### **3.5. 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) 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;
- (c) cease funding granted or given to them by the Club from a specified date;
- (d) suspend the Member from membership of the Club for a specified period;
- (e) expel the Member from the Club for the remainder of the swimming season;

- (f) any other such penalty as the Disciplinary Tribunal considers appropriate. An example could include the deduction of improvement points of a swimmer found to be cheating.

### **3.6. 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 will have full power to confiscate any prize and redistribute or deal with the matter at its discretion.

### **3.7. Appeal from Decision of Disciplinary Tribunal**

Any Member, the subject of an adverse finding in proceedings in accordance with By-Law 3 shall have the right to appeal to a General Meeting of the club Members in relation to that adverse finding, as per Clause 9.2(c) of the Club's Constitution.

## **COMMITTEE BY-LAWS**

### **4. COMPOSITION OF THE COMMITTEE**

The composition of the Committee as required by Clause 21 may consist of the following:

- (a) Office Bearers, being  
  
President, Vice President(s), Secretary, Treasurer, Registrar and Race Secretary;
- (b) Other Members;  
  
Chief recorder, Equipment Officer, Publicity Officer, Social Secretary, Clothing Officer, Team Manager, Website and Database Administrator.
- (c) Three (3) Other Committee Persons – shall perform duties as required by the President or Committee and attend all Committee meetings.
- (d) Only one family member is allowed to hold an executive position on the committee, and in the event of more than one family member being on the committee, only one family member is allowed to vote at meetings

### **5. ELECTION PROCEDURES FOR THE COMMITTEE**

- (a) Where there is more than one nomination for any position, a ballot for the 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) On the count of votes in respect of any position, the candidate who has received the highest number of votes shall be declared elected to that position.

- (c) In the case of an equality of votes for any position it shall be resolved by lot to eliminate the unsuccessful candidate(s).
- (d) The result of the ballot shall be declared at the Annual General Meeting.

## **6. COMMITTEE MEMBER RESPONSIBILITIES**

### **(a) Committee Members**

Committee Members shall:

- (a) guide any special committees (as defined in Clause 20.1 of the Constitution) to which they may be assigned on all matters affecting the Constitution, By-Laws, 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 Club are effectively and efficiently managed to fulfil the Objects;
- (d) contribute to the development of the Club's strategic and business plans;
- (e) attend any assigned committee and act as the Committee adviser in the formulation of committee work plans; and
- (f) present recommendations and reports of any assigned special committee to the Committee.

### **(b) President**

The President shall be responsible for the following:

- (a) promoting the image of the Club at all times and leading the pursuit of the Objects and carrying out such duties as requested by a General Meeting and the Committee;
- (b) leadership and overall administration of the Club;
- (c) representing the Club on external bodies as determined by the Committee;
- (d) coordinating the Committee activities and ensuring that the Committee properly undertakes its governance role; and
- (e) presiding at each General Meeting and Committee meeting of the Club.

**(c) Vice President**

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.

**(d) Secretary**

The Secretary shall be responsible for the following:

- (a)** as soon as practicable after being appointed as secretary, lodge notice with the Association Secretary and SNSW of his address and contact details;
- (b)** 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 Club's Minutes Book; and
- (c)** attend to all correspondence and issue all notices pertaining to the Club.

**(e) Treasurer**

The Treasurer of the Club shall be responsible for the following:

- (a)** ensuring that all money due to the Club is collected and received and that all payments authorised by the Club are made;
- (b)** keeping correct books and accounts showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club; and
- (c)** ensuring that 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 Club's assets and liabilities at the close of the year.

**(f) Race Secretary**

The Race Secretary of the Club shall be responsible for the following:

- (a)** the nomination of all Club swimmers in Interclub carnivals, National, State, country and District Championships, except where online portal is used;
- (b)** the collection of entry fees for those events and forwarding of any monies received to the Treasurer, except where online portal is used;
- (c)** where possible, obtaining and keeping a record of times recorded by Club members at all carnivals;

- (d) reporting to all General and Committee Meetings, a summary of results obtained by Club members at carnivals; and
- (e) informing Members of forthcoming carnivals, along with their closing dates, in sufficient time to allow them to enter.

**(g) Registrar**

The Registrar shall be responsible for the following:

- (a) ensuring complete and accurate record of membership and fees paid for every Member;
- (b) ensuring membership renewals are sent out to all Members in a timely manner; and
- (c) ensuring on-line joining facility for new members is available.

**(h) Other Committee Members**

Other Committee persons may be elected (the number shall be such as the total Committee number does not exceed nine (9) Members). They shall attend all Committee meetings and perform duties as required by the President.

**7. OTHER CLUB OFFICIALS**

**(a) Public Officer**

(a) The Committee must appoint a Public Officer, as defined by Clause 19 Of the Constitution.

(b) The Public Officer will be:

- i. familiar with the provisions of the Act;
- ii. use their best endeavours to ensure that all documents, financial statements, reports and statutory declarations are lodged by the prescribed date;
- iii. advise the President if any item to be lodged is not available;
- iv. The Public Officer may attend all Committee meetings and General Meetings and must receive notice of such meetings but is not entitled to vote.

**(b) Other Club Officials**

The Committee may appoint the following Officials:

**(a) Chief Recorder**



The Chief Recorder shall be responsible for the following:

- i. Keeping all records necessary for the smooth functioning of the Club's Points Score and Club Championship competitions and shall control the grading and seeding of the swimmers in such events;
- ii. Distribution and collection of entries for the above events;
- iii. Reviewing and displaying best times of swimmers periodically throughout the season.

**(b) Referee**

The Referee shall be responsible for the running of all Club swimming activities with respect to the following:

- i. All of the Points Score and Club Championship competitions will be run under the NSW Swimming Association Inc. rules;
- ii. Any disqualification or protest decision will ultimately be his/her responsibility.

The person holding this position does not necessarily have to be qualified but it would be desirable for that person to be very close to being, if not already, a referee.

**(c) Uniform Officer**

The Clothing Officer shall be responsible for the following:

- i. The ordering, care and sale of all Club apparel;
- ii. Keeping an inventory of all goods on hand and a record of all sales;
- iii. Passing of all monies collected to the Treasurer as soon as possible after the sales.

**(d) Chief Timekeeper**

The Chief Timekeeper shall be responsible for the following:

- i. The care and maintenance of the Club's stopwatches;
- ii. The organisation of timekeepers for the Club's Points Score and Club Championship competitions;
- iii. Officiating in a manner which is in accordance with that laid down for this position by NSW Swimming Inc.

**(e) Starter**

The Starter shall be responsible for the starting of all events in the Club's Points Score and Club Championship competition in a manner that is in accordance with that laid down for this position by NSW Swimming Inc.

**(f) Marshal**

During the Club's Point Score and Club Championship competitions the Marshall shall be responsible for the following:

- i. Collecting marshalling sheets from the Chief Recorder;
- ii. Calling swimmers for their events;
- iii. Organisation of runners and directing them in the distribution of marshalling sheets to the recorders.

During the Club's Point Score and Club Championship competitions the Marshall shall be responsible for the following:

- iv. Collecting marshalling sheets from the Chief Recorder;
- v. Calling swimmers for their events;
- vi. Organisation of runners and directing them in the distribution of marshalling sheets to the recorders.

**(g) Delegates (2)**

Two (2) delegates shall be responsible for the following:

- i. Regularly attending general meetings of Associations to which the Club is affiliated and reporting on matters arising at these meetings to earliest Committee meeting following. Delegates shall vote as directed by the Committee;
- ii. The holders of the position of delegate may vary dependent on who is available to attend such meetings.

**(h) Member Protection Officer**

The Member Protection Officer shall be responsible for the following:

- i. Ensuring all Club Members can freely and without impunity voice concerns or complaints regarding the administration of the Club and swimming events;
- ii. Provide the information to any Member needed to allow them to formalise their complaint to either the Committee or where needed to NSW Swimming Association or other associations or government/judicial agencies as required.
- iii. Support the Member in an unbiased manner throughout the process.

The Member Protection Officer should endeavour to undertake the relevant training through the AIS.

**(i) Fundraising Coordinator**

The Fundraising Coordinator shall be responsible for the following:

- i. Planning fundraising activities for the club;
- ii. Notifying the committee of these plans for committee approval and reporting back to committee at completion regarding amount raised and any issues.
- iii. Advertising to the Members of the club in reasonable time regarding these fundraising activities
- iv. Recruiting assistance from the Members and coordinating their activities in relation to the fundraising.

**(j) Team Manager**

The Team Manager shall be responsible for the following:

- i. Having general control of members at all designated competitions and, at such events, will be responsible for withdrawals;
- ii. Liaising with the Race Secretary in the selection and organisation of relay teams;
- iii. Approaching competition officials on behalf of the Club when necessary. He/she is the only club official to act in this capacity when he/she is in attendance;
- iv. Overseeing the allocation of timekeeping prior to and for the duration of each competition.

**(k) Equipment Officer**

The Equipment Officer shall be responsible for the following:

- i. report disposition or acquisition of the Club equipment to the Secretary for updating of the Asset Register;
- ii. cause the transporting of the equipment owned by the Club from any place of safe custody storage as directed by the Committee;
- iii. ensure that all equipment owned by the Club is maintained in good order, and periodically report to the committee on the condition of the equipment, and recommend maintenance, repairs or replacement thereof;
- iv. provide a capital expenditure budget item for inclusion in the annual budget; and
- v. the preparation of the pool and surrounds prior to Club nights and Interclub carnivals and putting away of any equipment used after such events are completed.

**(l) Website Administrator**

The Website Administrator shall be responsible for the following:

- i. Attending to the Club's website with respect to the uploading of all Club documents, photos, files and sponsor links;
- ii. Maintaining active weblinks to SESA, SNSW and SAL;

- iii. Informing members of upcoming events, through news items on the website.

**(m) Social Secretary**

The Social Secretary shall be responsible for the following;

- i. Organising fundraising and activities with respect to both weekly raffles and major items;
- ii. Organising social events throughout the year;
- iii. Supervising catering arrangements for any carnival the Club runs, Presentation Day, and any other social event.

**(n) Club Historian**

The Club Historian shall be responsible for the following:

- i. Creating and continuing a “Albion Park Amateur Swimming Club” history so that a record is kept for future reference by the Club.
- ii. Such records are to be made and include, where appropriate, photographs, media literature and any such suitable items.

**(o) Publicity Officer**

The Publicity Officer shall be responsible for the following:

- i. promotion of the Objects of the Club
- ii. submission by way of press releases of club activities and upcoming events to media outlets
- iii. compilation and distribution of club newsletters

**8. SPECIAL COMMITTEES**

- (a)** Special Committees specified in By-Law 6(i) and Clause 20 of the Constitution shall be elected by the Committee for a period of not more than one year;
- (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 Special Committee members;
- (c)** The Committee may at any time terminate the appointment of any Special Committee and any such person may resign from the Special Committee by letter delivered to the Secretary of the Committee.
- (d)** A member of any Special Committee who is absent from three consecutive meetings without explanation acceptable to the Committee shall be declared to have vacated such

Special Committee membership and the Committee shall appoint another Member in his/her place.

- (e) A quorum for a meeting shall be fifty percent plus one (50% + 1) of the voting members on each Special Committee;
- (f) The President shall be ex-officio member of all Special Committees;
- (g) Each Special 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 Special Committee as stated in these By-Laws.
- (h) A Special Committee shall:
  - i. Identify and minimise areas of risk within the Special 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 Special Committee;
  - iii. Refer any undecided policy items to the Committee for determination;
  - iv. Where necessary work in conjunction with other Special Committees within the Club;
  - v. If so decided by the Special 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 co-opt additional members as deemed necessary; those members will be entitled to voice without vote.
- (i) The Special Committee Secretary shall:
  - i. In consultation with the Special Committee Chairperson issue through the Secretary, notices convening meeting;
  - ii. Cause accurate minutes to be kept of all meetings;
  - iii. Deliver to the Secretary within seven (7) days of the next Committee Meeting, in the format approved by the Committee, a copy of all minutes, reports and recommendations arising from Special Committee meetings for reference to and consideration by the Committee; and
  - iv. Cause all Special Committee correspondence to be directed through the Secretary.
- (j) Should the requirements of the Club be such that the following two Special Committees need to be formed:
  - i. A Selection Committee
  - ii. A Competition Committee

The composition of each Special Committee are set out in By-Laws 9 and 10.

## **9. SELECTION COMMITTEE**

This Selection Committee is a Special Committee that will only be formed if It is felt by the Committee to be in the best interests of the Members of the Club.

If required, it will be:

- i. Required to function under By-Law 8
- ii. It shall comprise three (3) individuals
- iii. On every occasion when a team is to be selected to represent the Club, the Committee shall notify the Selection Committee of its requirements. The Selection Committee shall by a specified time submit to the Committee a list of names of Individual Members totalling the number required by the Committee and graded in such a manner a the Selection Committee, in the absence of any direction from the Committee, considers appropriate to the type of team or squad required.
- iv. The Selection Committee may further, at its discretion recommend an increase or decrease in the team complement. The committee shall have the right to adopt the recommendations in whole or part. It may reject any recommended Individual but shall not add to the list with a prior recommendation from the Selection Committee.

## **10. COMPETITION COMMITTEE**

This Competition Committee is a Special Committee that will only be formed if It is felt by the Committee to be in the best interests of the Members of the Club.

**(a)** If required, it will be:

- i. Required to function under By-Law 8;
- ii. It shall comprise three (3) individuals;
- iii. The operation of the Competition Committee shall be as agreed by the Competition Committee members from time to time;

**(b)** The functions of the Competition Committee shall be to:

- i. Review the competitive swimming programme of the Club at the completion of each year and recommend to the Committee alterations where necessary;
- ii. Carry out at the request of the Committee any duty related to the conduct of Club meets.

## **SWIMMING BY-LAWS**

### **11. LAWS AND REGULATIONS GOVERNING ALBION PARK AMATEUR SWIMMING CLUB**

The technical laws of FINA as set out in the handbook of FINA with regard to swimming shall (where practicable) be applicable and binding on all competitions held in the Club.

### **12. 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 or 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.

## **COMPETITION BY-LAWS**

### **13. POINTSCORE AND CLUB CHAMPIONSHIP OVERVIEW**

- (a) The Committee shall determine the order of events and the duration of the Pointscore, Championships and such other swim meets as it determines from time to time, giving as much notice as possible to Members.
- (b) The Committee shall also determine annually the format for the conduct of the Pointscore and Championships Meet for the ensuing year; provided that the format so determined shall be advertised at the time of calling entries for the Meets.
- (c) Under special circumstances the Committee may cancel or suspend all or any Pointscore or Championships as set out in By Laws 15 and 16.

### **14. SWIMMING CLUB SEASON**

- (a) The Swimming Club Season commences on the 1<sup>st</sup> Friday of November, and lasts for 18 weeks exclusive of any public holidays or pool closures that fall on a Friday
- (b) Pointscore is for the first 16 swimming weeks.
- (c) Club Championships will be held on the last 2 weeks (weeks 17 and 18) of the Club Swimming Season
- (d) The Calendar template is below; this may be amended at any time at the Committee's discretion, provided that the amendments are notified to the members prior to the Meet:

week	100m	25m	50m	25m	50m	25m	50m	200/400m*
		Off stroke	Off stroke	Off stroke	Off stroke	Freestyle	Freestyle	
1	freestyle	breaststroke	breaststroke	backstroke	backstroke	Yes	Yes	Backstroke
2	Breaststroke	butterfly	butterfly	breaststroke	breaststroke	Yes	Yes	freestyle
3	backstroke	backstroke	backstroke	butterfly	butterfly	Yes	Yes	Breaststroke
4	butterfly	breaststroke	breaststroke	backstroke	backstroke	Yes	Yes	IM*
5	freestyle	butterfly	butterfly	breaststroke	breaststroke	Yes	Yes	Backstroke
6	breaststroke	backstroke	backstroke	butterfly	butterfly	Yes	Yes	freestyle
7	backstroke	breaststroke	breaststroke	backstroke	backstroke	2x50m freestyle relay (CC)		
8	butterfly	butterfly	butterfly	breaststroke	breaststroke	Yes	Yes	Breaststroke
9	freestyle	backstroke	backstroke	butterfly	butterfly	Yes	Yes	IM*
10	breaststroke	breaststroke	breaststroke	backstroke	backstroke	Yes	Yes	Backstroke
11	backstroke	butterfly	butterfly	breaststroke	breaststroke	Yes	Yes	freestyle
12	butterfly	backstroke	backstroke	butterfly	butterfly	4x50m freestyle relay (CC)		
13	freestyle	breaststroke	breaststroke	backstroke	backstroke	Yes	Yes	Breaststroke
14	breaststroke	butterfly	butterfly	breaststroke	breaststroke	Yes	Yes	IM*
15	backstroke	backstroke	backstroke	butterfly	butterfly	yes	Yes	Backstroke
16	butterfly	breaststroke	breaststroke	backstroke	backstroke	yes	yes	freestyle
17 CC	100m Butterfly CC	25m backstroke CC	50m backstroke CC	25m freestyle CC	50m freestyle CC	100m breaststroke CC		Breaststroke (pointscore)
18 CC	100m Freestyle CC	25m butterfly CC	50m butterfly CC	25m breaststroke CC	50m breaststroke CC	100m backstroke CC		IM* (pointscore)

## 15. POINTSCORE

- (a) Pointscore is the main weekly competition held each Friday evening during the Swimming Season.
- (b) Pointscore is swum in heats and points are awarded based on the swimmers improvement over their personal best times, not on their place in the event.
- (c) There are separate pointscore competitions for males and females in each of the following events:
- 25m/50m Age Group
  - 100m Open
  - 200/400m Open
- (d) Age groups for the 25m/50m pointscore are 0-6, 7-8, 9-10, 11-12, 13-17, 18+ (Senior) and the age group for a swimmer is based on the swimmers age on the first evening of the Pointscore for that Season.
- (e) Points will be scored as follows:

Time compared to Personal Best	Points Scored
NT for seeding	2
Finish event	1
-5.00 or Slower	0
-4.99 – -2.00	1
-1.99 – 0.00	2
0.01 – 2.00	3
2.01 – 5.00	4
5.01 or faster	5

(maximum of 6 points per swim.)



- (f) The baseline times for the start of season will be as follows:
- i. For swimmers returning from the previous season –
    - a. Their personal best for an event achieved in the previous pointscore season will serve as the baseline time for scoring purposes;
    - b. In the case of the swimmer not having swum the event in the previous pointscore season then the first swim of that event will serve as the baseline time for scoring purposes..
  - ii. For new swimmers to the Club
    - a. If possible their personal bests achieved at their previous club's pointscore can be used as baseline; otherwise
    - b. Their first times for an event will serve as the baseline time for scoring purposes
- (g) In subsequent weeks, swimmers are placed in heats of swimmers with similar best times.
- (h) For 25m swimmers. If a swimmer records times of:
- 26 sec or less in Freestyle; or
  - 30sec or less for any other stroke

They will be encouraged to move up to 50m events for that stroke.

- (i) When swimmers are ready to go up to 50m for a stroke, they can swim two swims for the same stroke on the one night, although points will not be awarded for the 50m swim which will serve as a time trial. Once a swimmer goes up to 50m for a stroke for three (3) swims they cannot go back down to 25m in that stroke.
- (j) During the pointscore season there will be held the two (2) Club Championship relay events (see 16b(vi)) in lieu of the 25m and 50m freestyle events scheduled.
- i. The dates for the two relays will be determined by the committee prior to release of the pointscore calendar to the members;
  - ii. The rules regarding the composition and running of the two relays and awarding of places are provided in 16b(vi)

## **16. CLUB CHAMPIONSHIPS**

### **(a) CONDITIONS OF ENTRY**

- i. The Committee may approve qualifying times (if any) for entry to championship events and other conditions of entry as appropriate to the meet.
- ii. All entrants in the Club Championship shall abide by and be subject to the By-Laws and the SNSW general rules, swimming rules, by-laws, policies and published procedures as applicable.

### **(b) CHAMPIONSHIP ENTRY AND STRUCTURE**

The Club Championships are separate competitions to the pointscore competition.

- i. Swimmers compete against either the males or females in the same age group, and not against their own times. These heats are races.
- ii. There are no prerequisite number of swims of an event needed for a swimmer to compete in an event in the Club Championships
- iii. The age group for a swimmer for the Club Championship for each year is based on the swimmers age on the date of the first Club Championship evening for that season.
- iv. Events in the Club Championships are as follows:
  - 25m and 50m Club Championships (see table below)

Age Group	Freestyle	Breaststroke	Backstroke	Butterfly
<b>0-6</b>	25m	25m	25m	25m
7-8	50m	25m Or 50m	25m Or 50m	25m
9-10	50m	50m	50m	50m
11-12	50m	50m	50m	50m
13-18	50m	50m	50m	50m
18+(Seniors)	50m	50m	50m	50m

- For those swimmers in the 7-8 years age group, the swimmer may choose to swim 25m in the 3 offstrokes or 50m in breaststroke and backstroke and 25m in butterfly.
  - 100m Club Championships will be held in the following age groups: 0-10 and 11+ years
- v. Scoring of Club Championships
    - a. Club Championship points are scored according to the places with in each age division
    - b. Club Championship points for all strokes are added together to find the place getters for Age Club Championships
    - c. Points for Club Championships are scored to the fastest 8 swimmers in each age group for each event.

Place	Points	Place	Points
1	35	5	20
2	30	6	17
3	26	7	14
4	23	8	11

- d. In case of equal times, the points for the highest position will be scored to each swimmer. Subsequent swimmers will be awarded the points according to their place.
- vi. Club Championship Relays will be held during the Pointscore season as per 15(j)
  - a. There are two relay events, both of which are trophy events
    - 2x50m Freestyle Relay swum in week 17;
      - This will be a handicap race with staggered start
      - Swimmers are required to select their own team.

- 4x50m Freestyle Relay swum in week 18;
  - The committee selects the teams; with fastest swimmers teamed with slowest swimmers.
- b. To be eligible to enter a relay event, the swimmer must have swum at least 1 time in the 50m pointscore in freestyle in order to gain a seed time.
- c. The winning relay team in 4x50m freestyle relay will be determined by handicap. To determine the team's seed time, each swimmer's current personal best will be used as the seed time. The addition of each of the team's swimmers seed time will give a total time which will determine the teams seed time. The winning team is the team that beats their seed time by the largest amount and will be declared the winner based on handicap.
- d. The winning team in the 2x50m freestyle relay will be first past the post.

## **17. ACHIEVEMENT RECOGNITION**

At the completion of each season, a Presentation Day will be held to award swimmers and members for their achievements and effort.

### **(a) Pointscore Awards**

- For 25-50m Boys and 25-50m Girls: 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> in the following age groups – 0 -6, 7-8, 9-10, 11-12, 13-17, 18+ (Senior);
- 100m Boys open, 100m Girls open; 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>
- 200m Boys open, 200m Girls open. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>

### **(b) Club Championship Awards**

- 25m Club Championships for Boys and Girls 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> for the age group 0-6years.
- 25/50m Club Championships for Boys and Girls: 7-8. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> for the age group 7-8years
- 50m Club Champion for Boys and Girls 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> for the following age groups: 9-10, 11-12, 13-17, 18+ (Seniors)
- 100m Club Champion for Boys and Girls 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> for the following age groups 0 – 10 and 11+ years.

### **(c) Participation Awards**

In addition to the particular awards below, any swimmer who does not gain an award will receive a Participation Award to recognise their effort.

### **(d) Perpetual Trophies**

Swimmers will be awarded the following trophies at Presentation Day, but these must be returned to the Committee in good time prior to the next Presentation Day. Unless otherwise stated, or

determined by the Committee the winner of the perpetual trophy will also receive a replica trophy or prize to keep

**i. Overall 25-50m Pointscore Champion; Boy Champion & Girl Champion**

These trophies are awarded to the boy swimmer and the girl swimmer who gain the most points at pointscore during the season, as determined by the pointscore system described in By-Laws clause 15(e). This award is limited to those aged 18 years or less.

**ii. 4x 50m Handicap Freestyle Relay Award**

This is awarded to the team who earns the most points as determined in By-Laws Clause 16(b[vi.c]). Each participant will receive a replica award.

**iii. Encouragement Award**

This award is given to a swimmer who has shown significant effort during the season, as evidenced by:

- attendance for at least 12 of the 15 pointscore evening, and;
- attempting all strokes during the season, and;
- who is the best place getter in overall pointscore who has attained the two prior conditions but who did not win overall pointscore champion.

**iv. Rookie of the Year Award**

This award is sponsored by Shellharbour Swim Academy. It is awarded to a swimmer who has started attending and competing in carnivals for the club. They must:

- Have been a member of the Swimming club for 12 months prior to the award
- Have attended more than one carnival and competed in three of the four strokes in the last 12 months
- Have not previously swum with another club at carnivals in the last two years.

**v. Bob Harrison 25m Most Improved Award**

This trophy is awarded to the swimmer, 8 years or younger, who has made the most improvement in time from their first swim week to the best time achieved for freestyle. The swimmer must have swum in the 25m freestyle distance for at least half of the season.

**vi. Swimmer of the Year**

This award is selected by the Committee but must be approved by the coach and is awarded to the swimmer who has provided the most outstanding contribution by a single swimmer. It is based on results achieved at carnivals and not those of pointscore or club championships.

**vii. Coach's Award**

This award is bestowed by the coach at his/her discretion; however, the choice has to be ratified by the Committee prior to the awarding of the prize.

**viii. Junior Coach's Award**

This award is bestowed at the coach's discretion for the junior swimmer (aged 12 years or less) and the choice has to be ratified by the Committee prior to the awarding of the prize.

**ix. Outstanding Contribution Award**

This award is to be given at the discretion of the Committee and does not have to be awarded on an annual basis.

It is given to a member, volunteer or swimmer who the committee feels has made an outstanding contribution to the club.

## **MISCELLANEOUS BY-LAWS**

### **18. COLOURS AND BADGE**

- (a) The Colours of the Club will be black and green and white.
- (b) The badge of the Club shall be a seahorse as displayed. The badge shall not be worn or used on correspondence without written permission of the Committee.



### **19. AVAILABILITY OF THE CLUB CONSTITUTION AND BY-LAWS**

- (a) Copies of the current and approved Constitution and By-laws must be available for the Members. Hard copies will be kept with the secretary, and a copy of each will be available on the Club website.
- (b) 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 or any such addition to, amendment or rescission of, whether wholly or in part or otherwise shall be posted on the Club's Website.

### **20. CLUB CAPTAINS**

- (a) **Selection Criteria**

- (a) There may be one (1) boy and one (1) girl Club Captain;
- (b) They must be over the age of fourteen (14) years of age when selected;
- (c) The club Captains will preferably but necessarily be competitive swimmers and be deemed to be mature and responsible enough to perform the duties listed below;
- (d) They will have been members of APASC for the 2 seasons prior to nomination;
- (e) The Committee will nominate a maximum of two (2) swimmers for each position as soon as possible after the commencement of the swimming season;
  - i. Nominees will be approached for their consent, prior to the announcement,
- (f) Will receive a badge designating their position. The badge is to be worn by the captains at all times when representing the club.

**(b) Duties of the Club Captains**

The duties of the Club Captains will be as follows:

- (a) To act as ambassadors of the Club when required;
- (b) To accept team trophies/awards at all carnivals;
- (c) To speak on behalf of the Club, when required;
- (d) To assist the Team Manager with the orientation of novice competitors at carnivals;
- (e) To assist the Club President with presentations when requested.

## **21. REIMBURSEMENT FOR SWIMMERS**

Please note that this is at the discretion of the Committee, who may decide not to provide financial support to an individual swimmer.

**(a) Swimmers**

- i. Swimmers representing the club at any level, will not be reimbursed by the club.
- ii. The Committee may, at its discretion, vote to provide reimbursement in cases where the swimmer would not be able to enter the carnival without the financial support of the club.
- iii. The swimmer would be required to provide evidence of financial hardship prior to entering to receive reimbursement.
- iv. In those cases where reimbursement has been approved, then the swimmer will need to provide entry invoices and confirmation of swimming the event to receive reimbursement.
- v. In the case of a swimmer reaching a National Level event, the club may provide some financial assistance in the payment for the swimmer's registration, race entry

fees, travel (if required), and hotel costs for the swimmer alone for the night of their event.

- a. The swimmer must apply to the committee for financial assistance required to compete at the Nationals.
  - b. The amount that the Committee approves will be at its discretion and dependent on the funds available, in order to determine the amount of assistance deemed to be reasonable and necessary.
  - c. The Committee will require evidence (if applicable) that the travel fare and/or accommodation is the least expensive prior to approving the reimbursement; with the caveat of reasonableness of timing for flight and suitability of physical state and geographical site of accommodation in relation to where the event is being held.
- vi. Parents, carers or other family members will receive no financial assistance from the club.

**(b) Coaches**

There is currently no provision for reimbursement of coaches attending carnivals in which Albion Park club swimmers are entered.

**22. CLUB SUPPORT FOR NON-CLUB EVENTS**

- (a) If a member wishes to have the support of the club or to use the club's name outside of SNSW events then the Committee must be notified and give approval prior to this use.
- (b) If a member wishes to advertise a non-SNSW or club ratified event, they must approach the committee for approval prior to doing so. This can be done on an informal basis.

**23. 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.