

BY-LAWS OF

Coast and Valley Swimming Association

INCORPORATED

DECEMBER, 2017

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BY-LAWS OF Coast and Valley Swimming Association INCORPORATED

INTRODUCTION

1. STATUS OF BY-LAWS

1.1 Power to Make By-Laws

These By-Laws are made by the Coast and Valley 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 Association constituted under By-Law 5.

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

MEMBER BY-LAWS

2. AFFILIATED CLUBS

The following Clubs are Members of the Area:

Association Clubs	Date Admitted	Date of Cessation
Beresfield	29 March 2009	
Boolaroo Speers Point	29 March 2009	
Branxton Greta	29 March 2009	
Central Newcastle	29 March 2009	
Cessnock	29 March 2009	
Charlestown	29 March 2009	
Clarencetown Comets	29 March 2009	
Coalfields United	29 March 2009	
Dungog	29 March 2009	
East Maitland Olympic	29 March 2009	
Gosford RSL Youth	29 March 2009	16 October, 2012
Gosford Stingrays	29 March 2009	
Hunter	29 March 2009	
Hunter Valley All Stars	16 October, 2012	
Jamie's Swim Club	29 March 2009	
Kincumber Pacific Dolphins	29 March 2009	
Kingswim	29 March 2009	31 May 2011
KSA Port Stephens	29 May 2011	
Kurri Kurri	29 March 2009	
Lower Hunter Aquanauts	29 March 2009	
Macquarie Shores	29 March 2009	
Maitland	29 March 2009	
Mingara Aquatic	29 March 2009	
Morisset Meteors	29 March 2009	
Nelson Bay RSL	29 March 2009	
Newcastle Premiers	29 March 2009	
Newcastle United	29 March 2009	29 May 2011
Novocastrian	29 March 2009	
Nuswim	29 March 2009	
Raymond Terrace	29 March 2009	
Singleton	29 March 2009	
Stockton	29 March 2009	
Swansea Sharks	29 March 2009	
Tea Gardens Hawkes Nest SC	20 November, 2012	
The Entrance	29 March 2009	
Tilligerry Stingrays	29 March 2009	
Titans	29 March 2009	
Toukley	29 March 2009	
Valentine Torpedoes	29 March 2009	
Wallsend RSL	29 March 2009	
West Wallsend Indoor	29 March 2009	
Westlakes	29 March 2009	
Woy Woy	29 March 2009	
Wyee Point	29 March 2009	
Wyong	29 March 2009	
Valley Aquatic	29 March 2009	

3. CLUB DELEGATES

Each Club shall be entitled to appoint four (4) 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) The patron(s) 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 a General Meeting from time to time.
- (d) All registration fees are due on the first day of October in each year.
- (e) Each club shall maintain, in a form and with such details as are acceptable to Swimming New South Wales and Coast and Valley Swimming Association, a register of all its members. Each club shall provide a copy of the register at a time and in a form acceptable to, or required by Coast and Valley Swimming Association and shall provide prompt and regular updates of that register to Coast and Valley Swimming Association when requested by the Management Committee
- (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.

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, Competition Co-ordinator, Development Co-ordinator, and an Area Technical Swimming Co-ordinator (ATSC), and
- (b) Other members;

Three (3) Individual members

7. HONORARIUM & ATTENDANCE FEES

- (a) The President, Secretary & Treasurer of the Coast & Valley Swimming Association Management Committee 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 Coast & Valley Swimming Association Management Committee be paid a management committee attendance fee for each attendance of management committee meetings 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.

8. 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.

9. COMMITTEE MEMBER RESPONSIBILITIES

9.1 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.

9.2 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.

9.3 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.

9.4 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.

9.5 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.

9.6 Competition Co-ordinator

The Competition Co-ordinator shall:

- (a) keep a true and complete record of all Area competition results
- (b) present to the Annual meeting a record of results from all Area Championships and Meets
- (c) verify that all competitors in all Area 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 Area 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 Area Championships and Meets.
- (g) act as Chairperson of the Competitions Committee

9.7 ATSC Co-ordinator

The ATSC Co-ordinator shall:

- (a) act as the Chairperson of the ATSC Committee
- (b) be the liaison between the Area Technical Swimming Committee and the Area Management Committee
- (c) be the liaison between the Swimming New South Wales Technical Swimming committee and the Area Technical Swimming Committee on all matters related to the training and assessment, education and development of technical officials throughout the Area

9.8 Development Co-ordinator

The Development Co-ordinator 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 NSW's 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) acting as chairperson for the Selection & Development Committee.

10. OFFICERS

10.1 Appointment of Officers Generally

- (a) The Committee may appoint the following officers:
 - (i) equipment officer;
 - (ii) publicity officer,
- (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.

10.2 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.

10.3 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

11. 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 co-opt 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 (ATSC);
- (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.

12. SELECTION AND DEVELOPMENT COMMITTEE

- (a) The selection & development committee shall comprise of:
 - (i) a minimum of five (5) Individual Members from five separate Clubs elected at the Annual General Meeting;

- (ii) a suitably qualified coach endorsed by the Committee; and
 - (iii) the Development Co-ordinator who shall act as convener.
- (b) Each member shall have one (1) vote.
- (c) The operation of the selection and development committee shall be as agreed by the selection and development committee members from time to time.
- (d) The selection function of the selection & development committee shall be to:
 - (i) select, when required, a team to represent the Association, the Committee shall notify the selection committee of its requirements.
 - (ii) submit to the Committee a list of names of Individual Members totalling the number required by the Committee and graded in such a manner as the selection committee, in the absence of any direction from the Committee, considers appropriate to the type of team or squad required.
 - (iii) where appropriate and, at its discretion, recommend an increase or decrease in the team complement.
- (e) The Committee shall have the right to adopt the recommendations of the selection and development committee in whole or part.
- (f) The Committee may reject any recommended Individual Member but shall not add to the list without a prior recommendation from the selection and development committee.
- (g) The development function of the selection & development committee shall be to:
 - (i) review the development criteria for the Association, ensuring that it is not in conflict with the criteria set out by Swimming NSW Ltd from time to time.
 - (ii) Communicate the criteria to the Association Clubs, call for nominations, allocate nominees to the squads & advise nominees of the squad they are allocated to or otherwise.
 - (iii) Recommend coaches to the Office Bearers & advising the coaches of their allocation; &
 - (iv) Attend a development or similar meet.

13. 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 Registrar who shall be the Chairman;
 - (ii) a suitably qualified coach nominated by the Area coaches members and endorsed by the Committee;
 - (iii) three (3) suitably qualified Members 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.

14. ATSC COMMITTEE

- (a) The functions of the ATSC committee shall be to:
- (i) conduct uniform programs for the training, assessment and accreditation of Area technical officials. All assessment papers will be forwarded to Area Co-ordinator who will forward to Swimming New South Wales;
 - (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 ATSC committee shall be:
 - (i) The ATSC Co-coordinator, who shall be the chairman;
 - (ii) suitably qualified Members elected at the Annual General Meeting in accordance with By-Law 10; and
 - (iii) Except where agreed by the Committee all members of the ATSC committee should be accredited swimming referees.
- (c) Each member shall have one vote.
- (d) The operation of the ATSC committee shall be as agreed by the Area Management Committee and the ATSC committee members from time to time.

SWIMMING BY-LAWS

15. LAWS AND RULES GOVERNING COAST AND VALLEY 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.

16. 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 and auditor.
- (b) A person elected 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.

17. 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 program and each Club is responsible to see this direction is implemented.]

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

18. 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

19. WORKING WITH CHILDREN.

- (a) A person must hold or be willing to obtain a valid Working With Children (WWC) number when nominating as a **Committee Member, Team Manager, Development Squad Coach, or accredited Technical Official**.
- (b) Nominations for the above roles cannot be accepted until this information has been provided, nor can the position be taken up until clearance has been verified.
- (c) The following information will be required:
 - (i) Full Name
 - (ii) Date of Birth
 - (iii) WWC Number
- (d) Should a clearance be revoked at a later date, a person will no longer be eligible to hold a position as a Committee member, Technical Official, Team Manager or Development Squad Coach.
- (e) Clubs, when requested by CVSA to provide Timekeepers for CVSA Championship, Development, or any other meet, shall ensure that all persons so nominated are club members, and are deemed an appropriate person to undertake the duties of Timekeeper.

20. 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.

21. 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 ten 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.

22. COLOURS

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

23. BADGES

The badge of the Association shall be as determined by the Committee from time to time. The badge shall not be made or worn without written permission of the Committee.

24. 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

25. COAST AND VALLEY 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.

26. 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 Coast and Valley 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.

27. CHAMPIONSHIP ENTRANT REQUIREMENTS

- (a) The Coast and Valley Swimming Association Championships are open only to the following:
 - (i) Swimmers who are registered with a Club affiliated with Coast and Valley 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.

28. CHAMPIONSHIP ENTRY FORM, AGE DETERMINATION

- (a) Coast and Valley Swimming Association Championship entry and age determination shall require:
 - (i) an entry for a Coast and Valley 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.
- (iii) Multi disability swimmers to show category on their entry form

29. CHAMPIONSHIP ENTRY FEE

The Committee shall set an entry fee for the following:

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

30. COAST AND VALLEY SWIMMING ASSOCIATION SWIMMING CHAMPIONSHIPS

Coast and Valley 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	Distances 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	4x 100	4 x 200			
Club Medley Relay	4 x 50	4x 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 29.

31. RELAY EVENTS

- (a) In relay events the names of the swimmers and the order in which they are to swim shall be submitted in writing to the Chief Recorder or delegate prior to the commencement of the session at which the relays are to be swum.
- (b) A swimmer may only appear in one (1) relay team list per event

32. CHAMPIONSHIP AWARDS

- (a) A swimmer placed first, second or third in the final or timed final of the Coast and Valley 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) Coast and Valley Swimming Association swimmers in an Area Championship final shall be awarded a medal, however a similar placed swimmer who is not a member of a Club affiliated with Coast and Valley Swimming Association shall be awarded an appropriate medal.

33. COAST AND VALLEY SWIMMING ASSOCIATION PREMIERSHIP

- (a) Points shall be allocated in order of placing of first claim members of Coast and Valley Swimming Association Clubs in all Coast and Valley Swimming Association Championships.
- (b) The winning Club of the Point Score shall receive the *Coast and Valley Swimming Association Premier Title*.

- (c) A second point score to be known as the "Club Handicap point score" shall be awarded. The point score shall be calculated by the number of points scored by a club divided by the number of competing athletes from that club. A club shall be deemed to have a minimum of four (4) athletes competing.
- (d) A club which wins the Premier point score cannot win the Handicap point score at the same time
- (e) For Finals the placing's shown in the table in By-Law 31 shall include Timed Finals for individual events for the first number of placing's being equal to the number of lanes, not exceeding eight (8), of the pool actually used for the conduct of the Championship Meet.

1st place	15 points
2nd place	12 points
3rd place	9 points
4th place	6 points
5th place	4 points
6th place	3 points
7th place	2 points
8th place	1 point

- (f) Where two (2) or more individual swimmers are accorded the same placing, the appropriate points shall be allocated to each swimmer for that placing and the next one or more respective numerical placings shall be deleted accordingly.
- (g) Points shall be awarded only to Coast and Valley Swimming Association registered swimmers or teams in order of finishing in the final of that event.
- (h) Where a swimmer is disqualified or does not achieve the entry qualifying time (if any) for the event, points shall not be awarded.
- (i) Where a swimmer sets a Coast and Valley Swimming Association record, the swimmer shall be awarded an additional five (5) points. This will only be awarded to the first placed swimmer in that event.
- (j) Where a swimmer sets a Swimming New South Wales record, the swimmer shall be awarded an additional ten (10) points. This will only be awarded to the first placed swimmer in that event

- (k) The first swimmer in a relay team may have a record recognised. Should the first swimmer complete the first leg distance in record time in accordance with the provision of the rules of the relevant event, such performance shall not be nullified by any subsequent disqualification of the relay team for violations occurring after the first leg has been completed.
- (l) Points will not be awarded to an individual swimmer for a record set by that swimmer in a relay event.

34. ASSISTANCE

- (a) Assistance may be offered to identified Coast and Valley Swimming Association swimmers (pool & open water) and coaches
- (b) Assistance may be offered to Coast and Valley Swimming Association 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 Management Committee from time to time

35. EMERGENCY POWERS

Under special circumstances the Committee may:

- (a) Cancel or suspend all or any Championships as set out in By-Law 29; and
- (b) Suspend By-Law 31 and approve other awards for events and places in lieu of medals

36. SWIMMING RECORDS -

A record is the establishment of a performance which equals or eclipses the previous best on record. The Association shall recognise a record of the Area PROVIDED THAT it has been established under strict adherence to the Rules and there has been compliance with the Rules governing records.

36.1. REGULATIONS, APPLICATIONS FOR COAST AND VALLEY SWIMMING ASSOCIATION RECORDS

The regulations which shall apply to all applications for recognition of Coast and Valley Swimming Association records shall be as follows:

36.1.1. The Venue Pool shall have been registered with Swimming New south Wales as a course suitable for the establishment of a Coast and Valley Swimming Association Record

36.1.2. All records shall be made in fresh water without current or tide, in a scratch event only at a Coast and Valley Swimming Association Championship meet by a first claim member of a club affiliated with Coast and Valley Swimming Association.

36.1.3. The swimmer shall wear the regulation costume as specified by Swimming New South Wales General Rules

36.1.4. In an attempt on a record in a scratch event, pace making shall not be permitted nor may any device be used or plan adopted which has that effect nor shall instruction to the swimmer be given after the start of such attempt.

NOTE: An Age swimmer competing in an event outside his age group for which he is eligible shall not be deemed to have been aided by pace making.

36.1.5. The time shall be taken and determined by Officials appointed by Coast and Valley Swimming Association.

36.1.6. The Referee or other Official shall inspect the watches or electronic timing device used to record the times and the official time shall be publicly announced.

36.1.7. Officials controlling an attempt on a record in a scratch event shall be appointed by Coast and Valley Swimming Association and shall include a currently accredited Referee and Starter, Timekeepers, or a Control Room Supervisor as a minimum requirement.

36.1.8. For the establishment of Coast and Valley Swimming Association records, the use of Automatic Officiating Equipment which complies with the provisions of

FINA, PROVIDED THAT, the touch pads shall not be less than 1.9 metres wide may be approved.

- 36.1.8.1. Times which are equal to 1/100 of a second if timed by approved Automatic Officiating Equipment will be recognised as equal records and swimmers achieving these equal times will be called "Joint Holders". In the event of a tie in a record setting race, each swimmer who tied shall be considered to have equal placings.
- 36.1.8.2. The first swimmer in a relay except in mixed relays, may achieve a record. Should the first swimmer complete the first leg distance in record time in accordance with the provisions of the rules relevant to that event, such performance shall not be nullified by any subsequent disqualification of the relay team for violations occurring after the first leg has been completed.
- 36.1.8.3. A swimmer in an individual event may apply for a record at an intermediate distance if the swimmer, coach or manager specifically requests the Referee that the performance be especially timed or if the time at the intermediate distance is recorded by approved Automatic Officiating Equipment. Such swimmer must complete the scheduled distance of the event to apply for a record at the intermediate distance provided that in the race the qualifying time is achieved for the event and the swimmer is not disqualified.
- 36.1.8.4. Coast and Valley Swimming Association records will be recommended for approval, without written application, when the official results have been produced and certified by the Chief Recorder
- 36.1.8.5. Records approved by the Coast and Valley Swimming Association Management Committee shall be entered into the permanent records of the Association
- 36.1.9. There shall be records in swimming for the Coast and Valley Swimming Association recognised separately for Men and Women, Boys and Girls and for Mixed teams
- 36.1.10. It is not permissible to claim a male or female Coast and Valley Swimming Association record for a performance in a mixed relay scratch event.
- 36.1.11. When a new event is introduced into Coast and Valley Swimming Association Championships or which a Coast and Valley Swimming Association Record may be claimed, the swimmer achieving the fastest time swum in that event shall be recognised as the record holder.

36.1.12. Swimmers making application for recognition of an Age Record shall be the age applicable to the record claimed on the first day of the Meet.

37. APPROVED MEETS, FORWARDING OF RESULTS

Where the Association approve 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:

- (a) The Association registrar and publicity officer a complete set of results for the meet within seven (7) days of the meet being held; and
- (b) SNSW the names of swimmers and the respective times established being equal to or better than the qualifying standard for an Australian or State Championship Event within seven (7) days of the meet being held or by the closing date for entries for the Championship Event.

38. JURY OF APPEAL AND PROTESTS

- (a) For Coast and Valley 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 Jury of Appeal should comprise at least one (1) Referee and one (1) Coach (not associated with the swimmer)
- (c) 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.

39. APPROVAL SUMMARY

Amended by	Details	Date
Adopted	Annual General Meeting	29 th March 2009
Amended	Annual General Meeting	23 May 2010
Amended	Annual General Meeting	29 May 2011
Amended	Management Committee	15 November, 2011
Amended	Management Committee	15 January, 2013
Amended	Management Committee	15 October, 2013
Amended	Management Committee	15 April, 2014
Amended	Management Committee	17 June, 2014
Amended	Management Committee	19 May, 2015
Amended	Management Committee	20 November, 2015
Amended	Management Committee	22 March, 2017
Amended	Management Committee	18 April, 2017
Amended	Management Committee	19 December, 2017