

# SUFFOLK COUNTY A.S.A. - RULES

## 1. NAME

The Association shall be called "The Suffolk County Amateur Swimming Association" Hereinafter called the Association.

## 2. OBJECTIVES

The objectives of the Association are to promote the teaching and practice of swimming, diving, synchronised swimming, water polo and life saving and to stimulate public opinion in favour of providing proper accommodation and facilities for them. Draw up and publish and enforce uniform conditions for the control and regulation of swimming, water polo and synchronised swimming championships and competitions and deal with any infringement thereof.

## 3. AFFILIATION

a] The Association to be affiliated to the A.S.A. East Region and all the rules of the constitution of the A.S.A., the Laws of Swimming and Orders and Resolutions adopted by the A.S.A. shall be binding on the Association.

b] Each affiliated club shall contribute to the funds of the Association a sum per member, to be set at the Annual General Meeting, to be assessed upon the members constituting the club the previous year, a correct return of which shall be forwarded by the Secretary of each club, on a form provided for the purpose, to the Hon. Treasurer of the Association by the 28<sup>th</sup> February each year. [The amount per member may be amended at the A.G.M. of the Association.] The minimum fee shall be set at the A.G.M. of the Association. The Suffolk Schools Association and individual schools and certain clubs and associations determined by the Executive of the Association shall contribute a sum determined and agreed at the A.G.M. of the Association.

c] Affiliation fees shall become due on the 1st. of January each year and shall be paid to the Hon. Treasurer by the 28<sup>th</sup> of February.

## 4. MEMBERSHIP

All swimming, diving, synchronised swimming, water polo and life saving clubs shall be eligible for affiliation to the Association providing they are affiliated to the A.S.A. East Region. Application for membership shall be made in writing to the Hon. Secretary. A copy of the club rules and the subscription must accompany the application, the acceptance of which shall be entirely at the discretion of the Executive Committee of the Association.

## 5. RESIGNATION

A club or association wishing to resign from the Association shall give notice in writing to that effect before the 31st. of January or it shall be held liable for its affiliation fee for the current year.

## 6. SUSPENSIONS AND LIABILITIES

Any club or body not having paid its liabilities to the Association by the 28<sup>th</sup> of February shall be suspended forthwith. Should a club or association wish to re-affiliate at any time following the 28<sup>th</sup> of February it must apply to do so as though it were a new club or association and to pay any affiliation fee due and such fine as determined by the Executive of the Association. The Hon. Treasurer shall, within seven days of the 28<sup>th</sup> of February notify all clubs and associations of suspended clubs and associations and what this entails and of their liabilities to the Association. The Executive shall publish at their next meeting the names of all clubs and associations which are suspended. An individual club or association which has not paid its liabilities to the Association by the appointed date shall not be allowed to compete in any open competition run by the Association. An association or league which has not paid its liabilities to the Association by the appointed date shall not be allowed to run its own competitions. If at the end of the financial year there shall be a deficit, each affiliated club or association shall be liable to a levy to be made at the discretion of the Executive of the Association.

## 7. REPRESENTATION TO THE EXECUTIVE

Each club or association affiliated to the Association shall be entitled to send one delegate to represent it on the Executive. A club or association granted free affiliation shall not be entitled to representation while freely affiliated. A delegate shall be appointed by the club he represents and in the event of a delegate being unable to attend, his / her club may appoint another member as a substitute. The Hon. Secretary of the club shall vouch for the club membership of the delegate or substitute by advising the Executive, in writing, of the fact.

## 8. OFFICERS AND EXECUTIVE MEMBERSHIP

a] Officers of the Association shall be the President, President Elect, Chairman, Hon. Treasurer and the Hon. Secretary. In addition any person considered by the Executive to have made a notable contribution to the Association by their services or achievements they may be appointed a Life Vice President of the Association and this appointment shall be marked by the presentation of a suitable certificate. Life Vice Presidents may attend and speak at meetings of the Association but will not have the power to vote.

b] The Executive consists of the officers, Hon. Championship Secretary, Hon. League Secretary, Hon. Diving Secretary, Records Officer, Facilities Officer, Disability Swimming Liaison Officer, Hon. Synchronised Swimming Secretary, Hon. Education Secretary, Hon. Minute Secretary, Team Manager, Hon. Trophies Secretary, Hon. Water Polo Secretary, County Welfare Officer, County Volunteer Co-ordinator and Press Officer who shall be elected at the A.G.M. [when appointed] and one delegate from each club or association.

c] The Executive, in addition to those appointed at b] above, may include past Presidents. The Executive shall meet at least twice a year. Ten to form a quorum. Each affiliated club or association may send in addition, one observer who may take part in discussion but is not entitled to vote.

d] The Chairman of the Association shall Chair all meetings of the Executive. In his absence the meeting shall be chaired by the President, or in his absence the President Elect.

e] Each member of the Executive is entitled to one vote only.

## **9. MANAGING BOARD**

The day to day affairs of the Association shall be run by a Managing Board comprising The President, The President Elect, The Chairman, The Hon. Secretary, The Hon. Treasurer, The League Secretary, The Regional Delegate and the Championship Secretary and one member elected by the Executive. The Managing Board shall meet as often as required and will provide minutes of their meetings and a report of their actions to the Executive. The Quorum to be 4.

## **10. FINANCIAL EXAMINER**

A Financial Examiner shall be elected at the A.G.M. of the Association whose duty it shall be to examine the accounts of the Association and certify the same for production at the next A.G.M.

## **11. ANNUAL GENERAL MEETING**

The A.G.M. shall be held on a day in November or December of each year at which:

a] The officers and office holders of the Association as set out by Rule 8(b), shall be appointed by election.

b] Properly nominated club delegates will be accepted onto the Executive.

c] The annual financial report and balance sheet shall be presented.

d] Subscriptions to the Association will be set.

e] All accepted notices shall be voted upon.

## **NOTICES OF MOTION**

Notices of motion must reach the Hon. Secretary of the Association at least 21 days prior to the date of the A.G.M. All notices of motions shall be proposed and seconded by delegates from different clubs or associations.

f] The President Elect will be called upon to host the next A.G.M. and its date will be set.

## **12. SPECIAL GENERAL MEETING**

A special General Meeting shall be called within 21 days of the receipt, by the Hon. Secretary, of a written request, signed by at least five delegates of affiliated clubs or associations, stating the reason for such a meeting. Not less than 14 days notice, which must specify the object of such a meeting, shall be given to all affiliated clubs and associations.

The Executive in meeting may also call a Special General Meeting provided there is a two thirds majority of those present and voting.

## **13 DELEGATES TO ANNUAL AND GENERAL MEETINGS**

In addition to the officers appointed and members of the Executive appointed, each affiliated club or association is entitled to send one further delegate to any General Meeting. This further delegate is entitled to vote thus making two votes per club or association.

## **14 AMENDMENTS TO RULES**

No alterations or additions to these rules shall be made except at an A.G.M. or at a Special General Meeting called for that purpose. No proposition for alteration of the rules shall be adopted unless at least two thirds of those present and voting, vote for the motion.

## **15 SPECIAL COMMITTEES**

The Executive may appoint a special committee to consider and report on any matter, the number of members of the committee and a quorum to be determined by the Executive. The Chairman, Hon. Secretary and Hon. Treasurer shall be ex-officio members of such committee unless the Executive directs otherwise.

## **16 FINANCIAL YEAR**

The financial year for the Association shall end on the 30th of September to which date all reports and accounts shall be completed.

## **17 DUTIES OF THE MANAGING BOARD**

[ In addition to those duties outlined elsewhere in these rules ]

- a] The Managing Board shall be the managing body of the Association. It shall transact the business of the Association and shall observe and enforce the Rules of the Association.
- b] To exercise control over all financial affairs of the Association.
- c] To administer all branches of swimming, including championships and leagues within the county.
- d] To fill any vacancy occurring in the Managing Board after due course.
- e] To suspend, or censure any club, association or individual, guilty of an infringement of the Associations rules subject to the general rules of the A.S.A. subject to ratification by the Executive.

## **18 DUTIES OF THE EXECUTIVE**

The Executive shall meet at least twice a year and it's responsibilities shall include but not be limited to:

- a) determine the strategy of the County within the overall policy agreed by the AGM.
- b) maintain appropriate channels of communication with the clubs and associations of the County.
- c) To elect clubs or association as members of the Association. Such clubs and associations shall be elected by a majority of two thirds of the Executive present and voting.
- d) have a general superintendence over the work of the Managing Board.
- e) carry out any specific duty laid upon it by the AGM.
- f) Elect a Chairman from time to time from among it's own members who shall be appointed for a period of three years unless during that period the Chairman shall become unwilling, unable or unfit to act; or the appointment shall be terminated or the Chairman shall cease to be a member of the Executive. The Executive shall have the power to terminate the appointment.

On expiry of the three year term of Office the Chairman may be re-elected for a further period not exceeding three years, A person may not be elected for more than two consecutive periods.

## **19 SELECTION OF REPRESENTATIVES**

All clubs and associations affiliated shall be bound to place their members at the disposal of the Association. The selection committee shall have the power to select any member they think proper. Selected members unable to take part in these matches shall give 14 days notice to the Hon. Secretary or the Team Manager. Members not giving such notice and/or willfully refusing to take part, shall be judged by the Executive to be guilty of misconduct and shall be liable to suspension and may be reported to the A.S.A. East Region. [Every club is responsible for the actions of its members, officials and spectators]

Members who have represented the County on two occasions shall be awarded a County Badge.

## **20 OFFICIALS FOR CHAMPIONSHIPS AND COMPETITIONS**

All officials for County Championships and competitions shall be registered with the ASA.

*To be entered on the County List as a referee the candidate must have passed the ASA race results theory examination and have been an ASA registered official for at least two years as a timekeeper and judge and have passed at least the written part of the ASA starters examination. The candidate must then apply to the County Secretary who will place his application before the Executive for approval.*

## **21 COMMITTEES**

The following committees shall be elected by the Executive at the first meeting after the A.G.M. each year:-

<u>COMMITTEE</u>	<u>CHAIRPERSON</u>
CHAMPIONSHIP	Hon. Championship Secretary.
COUNTY LEAGUE	Hon. County League Secretary.
SELECTION	Team Manager.
EDUCATION	Hon. Education Secretary.
WATER POLO	Hon. Water Polo Secretary.
DIVING	Hon. Diving Secretary.
SYNCHRONISED SWIMMING	Hon. Synchro Secretary.

Where there is no call for a Committee there will be no election and the appropriate Hon. Secretary will be empowered to Co-opt a committee if necessary.

Each committee shall consist of up to four elected members, in addition to the Chairman. The four officers of the Executive may attend and vote at the meetings of any Committee.

## **22 DUTIES OF COMMITTEES AND OFFICERS**

### **22.1 CHAMPIONSHIP COMMITTEE**

- a] To manage the County Swimming Championships.
- b] To appoint officials for the County Swimming Championships and representative matches.
- c] To advise the Executive on all matters relating to Swimming Championships.

### **22.2 COUNTY LEAGUE COMMITTEE**

- a] To manage the County Leagues.
- b] To propose to the Executive Rules and Rule changes for the County Leagues for ratification.
- c] To ensure the appropriate Rules are enforced at all County League Galas.
- d] To maintain records of and publish a list of all ASA qualified officials and of all County appointed Referees.
- e] To hold an Annual General Meeting at which all members of the League are entitled to be represented.

### **22.3 SELECTION COMMITTEE**

- a] To select representatives for County Galas in line with Rule 19.
- b] To award County badges in line with Rule 19.

### **22.4 EDUCATION COMMITTEE**

- a] To promote and administer courses for A.S.A. Teaching and Coaching.
- b] To deal with any Educational matters referred to it by the Executive
- c] To advise the Executive on matters relating to Education.

### **22.5 WATER POLO COMMITTEE**

- a] To promote and manage any County Water Polo events.
- b] To select Water Polo teams or representatives.
- c] To appoint Officials for the County Water Polo events.
- d] To nominate to the East Region players for National and Regional trials or matches.
- e] To advise the Executive on all matters relating to Water Polo.

### **22.6 DIVING COMMITTEE**

- a] To select Diving representatives as required
- b] To compile a County List of Diving Officials.
- c] To advise the Executive on all matters relating to Diving.

## 22.7 SYNCHRONISED SWIMMING COMMITTEE

- a] To manage the County Synchronised Swimming Championships.
- b] To appoint judges for County Synchronised Swimming Championships and representative matches.
- c] To promote Training Courses and to select those to attend them.
- d] To nominate Synchronised swimmers to represent the County.
- e] To advise the Executive on all matters relating to Synchronised swimming.
- f] To compile and maintain a list of Officials and to inform the County League Secretary so that they may be added to the County List.

## 22.8 RECORDS OFFICER

- a] To receive and verify all records applications.
- b] To compile a list of all new records and present it to each Executive meeting for ratification.
- c] To advise the Executive on all matters relating to records.

## 22.9 FACILITIES OFFICER

- a] To survey and prepare a list of all swimming facilities in the County.
- b] To stimulate the interest of appropriate authorities in the provision of facilities for swimming.
- c] To provide information to appropriate authorities which may assist them in the provision and promotion of swimming facilities.
- d] To liaise as appropriate with the Facilities Officer of the East Region.
- e] To take any action as necessary to further the provision of swimming facilities.
- f] To co-opt such persons as may be necessary or desirable to assist him in the performance of his duties.
- g] To report to the Executive the actions he has taken and the results of these actions.

## 22.10 WELFARE OFFICER

The duties of the Welfare Officer shall include but not be limited to:

- a) Advise the Executive and the Managing Board on all matters relating to welfare issues, and in particular those relating to child protection.
- b) Provide guidance to club welfare Officers on child Protection issues and to advise clubs on setting up child protection training.
- c) To monitor the ASA and Regional Child Protection Policies and ensure that any changes are advised to clubs promptly.
- d) Deal with any child protection issues advised to him by clubs or individuals.

## 22.11 VOLUNTEER CO-ORDINATOR

The duties of the Volunteer coordinator shall include but not be limited to, to;

- a) Advise the Executive and Managing Board on all matters relating to volunteers.
- b) Work with clubs in recruiting, retaining, rewarding, developing and communicating and encourage clubs to appoint their own Volunteer Coordinator.
- c) Work to raise the profile of volunteers.

## 23 TROPHIES

The winner of any challenge trophy shall be entitled to hold possession of it on handing to the Hon. Championship Secretary or the Hon. Secretary a receipt and a signed declaration that all reasonable care will be taken whilst in the winners possession. Any negligence will mean the holder will replace, or pay the cost of replacement or repair, as determined by the Executive. Any damage must be reported promptly so that an insurance claim may be made if necessary. All trophies must be returned to the County Executive at the first meeting of the calendar year, this to be the responsibility of the club delegates. A fine of £5 per trophy will be levied on clubs returning trophies after the first meeting of the year.

## 24 COUNTY RECORDS

- a] County records shall be recognised where made by a swimmer who is a bona fide member of a club affiliated to the Association.

Where a swimmer is not competing in the name of that club, providing the swimmer has not represented another County or competed in another Counties Championships in the twelve months prior to the swim they are eligible for a record. Where a swimmer has changed club and County due to a change of permanent address the requirement not to have swum in another Counties Championships will be waived for 12 months from the date of moving.

- b] The following distances shall be recognised by the Association for record purposes:-
- |                   |         |         |          |      |      |       |
|-------------------|---------|---------|----------|------|------|-------|
| FREESTYLE         | 50M     | 100M    | 200M     | 400M | 800M | 1500m |
| BACKSTROKE        | 50M     | 100M    | 200M     |      |      |       |
| BREASTSTROKE      | 50M     | 100M    | 200M     |      |      |       |
| BUTTERFLY         | 50M     | 100M    | 200M     |      |      |       |
| INDIVIDUAL MEDLEY | 4 x 25M | 4 x 50M | 4 x 100M |      |      |       |

Records for 4 x 25M, 4 x 50M and 4 x 100M Freestyle and Medley Relays will be recognised for the following age groups:- Open, Junior, 15/16, 13/14, and 11/12.

Records for 4 x25 Freestyle and Medley Relays will be recognised for the 9/10 year age group. Club relay records may only be claimed by teams from a single club which is affiliated to the County. County relay records may be claimed by teams, with members from more than one club, which are swimming for the County.

c] The finish shall always be at the end of the course.

d] The records may be made in scratch races held in public under A.S.A. Laws for which the Referee, Judges and Timekeepers are on the County A.S.A. or Regional A.S.A. List or are approved by the Hon. County Secretary.

e] The time shall be taken by AOE or at least two timekeepers. The times registered by the timekeepers must be inspected, checked and noted by the Referee or other responsible official at the time the record is made.

f] Except for the County Championships, application must be made, by the swimmer, on the form provided, within 28 days of the record being made. The times must be certified on the form by the Timekeepers concerned. Where applicable time cards from recognised championships and Open meets may be provided with the claim form in the place of timekeepers signatures.

Swimmers gaining County Records at ASA East Region and National Championships and Open meets must submit their claim within 28 days but will be allowed a further 28 days to gain the necessary documentation to support their claim. The applicant shall furnish such further evidence in support of the claim as the County Executive may require.

When a record is made in a County Championship the application for recognition shall be made by the Hon. Championship Secretary and no action by the swimmer shall be necessary.

## **25 EVENT HEALTH AND SAFETY**

Any accident that occurs during an event promoted by the Association shall be placed in the Counties Accident Report Book and the Accident Book of the Establishment where the incident took place, a copy of this report should be given to the person acting as promoter. Members have a duty of care to inform the Association of such incidents.

## **26 RULES OF THE ASSOCIATION**

The rules of the Association shall be printed and circulated to all affiliated clubs and associations, and shall be made available once a year. Any questions arising as to the correct interpretation of any of these rules or any other question not herein provided for, shall be determined by the Executive.