

# SWIM ENGLAND SUFFOLK – RULES

## 1 PREAMBLE

In these rules:

- 1 'FINA' shall mean Federation Internationale de Natation;
- 2 'Swim England' shall mean The Amateur Swimming Association (Swim England) Limited;
- 3 'Region' shall mean Swim England East Region;
- 4 'County', 'Association' or 'County Association' shall mean Swim England Suffolk, unless the context indicates to the contrary;
- 5 'Club' shall include all affiliated associations, bodies, leagues and organisations unless the context indicates to the contrary;
- 6 the term 'Member' shall refer to all associations, bodies, leagues and organisations affiliated to Swim England Suffolk;
- 7 the term 'swimmer' shall include diver, artistic swimming swimmer and water polo player unless the context indicates to the contrary;
- 8 words importing the masculine gender shall include the feminine and vice versa unless the context indicate to the contrary;
- 9 words of the singular shall include the plural and vice versa unless the context indicates to the contrary.

Any deviation from any provision of these rules shall not invalidate any procedure or decision unless that deviation raises a material doubt that the procedure or decision has been so affected by it as to prejudice the good management of the Association.

## 2 ASSOCIATION NAME AND COLOURS

The Association shall be called Swim England Suffolk, hereafter referred to as the Association. The Association colours shall be red and white.

## 3 ASSOCIATION ADDRESS

The Association address for all correspondence shall be that of the Secretary.

## 4 OBJECTIVES

The objectives of the Association are to promote the teaching and practice of aquatic sports 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 aquatic sports swimming championships and competitions and deal with any infringement thereof.

## 5 AFFILIATION

- 1 The Association to be affiliated to the Region and all the rules of the constitution of Swim England, the Articles, Regulations and Technical Rules of Swim England ("Swim England Regulations") shall be binding on the Association.
- 2 Each affiliated club shall contribute to the funds of the Association a sum per member to be set by the Executive of the Association before 31<sup>st</sup> of July each year. 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 by the Executive of the Association.
- 3 Affiliation fees shall become due and shall be paid with the appropriate Swim England and Region membership fees on the dates specified by Swim England.

## 6 MEMBERSHIP

All swimming, diving, artistic swimming, water polo and lifesaving clubs shall be eligible for affiliation to the Association providing they are affiliated to the Region. Application for membership shall be made in writing to the Region.

## **7 RESIGNATION**

A club or association wishing to resign from the Association should contact the Region.

## **8 SUSPENSIONS AND LIABILITIES**

Any club or body not having paid its liabilities will be sanctioned in accordance with current Swim England policy. Similarly, any club or body wishing to re-affiliate must do so in accordance with Swim England policy.

## **9 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 they represent and in the event of a delegate being unable to attend, his/her club may appoint another member as a substitute. The Secretary of the club shall vouch for the club membership of the delegate or substitute by advising the Executive, in writing, of the fact.

## **10 OFFICERS AND EXECUTIVE MEMBERSHIP**

- 1 Officers of the Association shall be the President, President Elect, Chairman, Treasurer and the Secretary. In addition, any person considered by the Executive to have made a notable contribution to the Association by their services or achievements 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.
- 2 The Executive consists of the officers, Championship Secretary, Development Meet Secretary, League Secretary, Records Officer, Disability Swimming Liaison Officer, Team Manager, Assistant Team Manager, Trophies Secretary, Water Polo Secretary, County Welfare Officer, County Volunteer Co-ordinator, Officials Co-ordinator, Web Manager, Masters Secretary, Open Water Secretary, Press Officer, Coach Liaison Officer and any other posts deemed necessary who shall be elected at the AGM [when appointed] and one delegate from each club or association.
- 3 The Executive, in addition to those appointed at (2) 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.
- 4 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.
- 5 Each member of the Executive is entitled to one vote only.
- 6 The County Executive will appoint the required number of members to represent the County at the Regional Members Forum. The representative should be an existing member of the Executive Committee.

## **11 MANAGING BOARD**

The day to day affairs of the Association shall be run by a Managing Board comprising the President, President Elect, Chairman, Secretary, Treasurer, League Secretary, Championship Secretary, Development Meet Secretary and two members 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.

## **12 FINANCIAL EXAMINER**

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

## **13 ANNUAL GENERAL MEETING**

The AGM shall be held on a day in November or December of each year at which:

- 1 The officers and office holders of the Association as set out by Rule 10.2, shall be appointed by election.
- 2 Properly nominated club delegates will be accepted onto the Executive.
- 3 The annual financial report and balance sheet shall be presented.

4 All accepted notices shall be voted upon.

#### NOTICES OF MOTION

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

5 The President Elect will be called upon to host the next AGM and its date will be set.

#### **14 SPECIAL GENERAL MEETING**

A special General Meeting shall be called within 21 days of the receipt, by the 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.

#### **15 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.

#### **16 AMENDMENTS TO RULES**

No alterations or additions to these rules shall be made except at an AGM 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.

#### **17 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, Secretary and Treasurer shall be ex-officio members of such committee unless the Executive directs otherwise.

#### **18 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.

#### **19 DUTIES OF THE MANAGING BOARD**

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

- 1 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.
- 2 To exercise control over all financial affairs of the Association.
- 3 To administer all branches of swimming, including championships and leagues within the county.
- 4 To fill any vacancy occurring in the Managing Board after due course.
- 5 To suspend, or censure any club, association or individual, guilty of an infringement of the Associations rules subject to the general rules of Swim England and subject to ratification by the Executive.

#### **20 DUTIES OF THE EXECUTIVE**

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

- 1 Determine the strategy of the County within the overall policy agreed by the AGM.
- 2 Set the County affiliation fee in June/July each year and inform Swim England accordingly.
- 3 Maintain appropriate channels of communication with the clubs and associations of the County.
- 4 Have a general superintendence over the work of the Managing Board.

5 Carry out any specific duty laid upon it by the AGM.

6 Elect a Chairman from time to time from among its 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.

## **21 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 notify the Team Manager within the timescale specified in the invitation. Members not giving such notice and/or wilfully 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 Region. [Every club is responsible for the actions of its members, officials and spectators]

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

## **22 OFFICIALS FOR CHAMPIONSHIPS AND COMPETITIONS**

The officials used for County Championships must comply with the minimum requirements as specified by Swim England for Licenced competitions.

For other County events, such as League competitions, every effort should be made to have officials appointed who are appropriately qualified.

## **23 COMMITTEES**

The Championship Secretary, County League Secretary, Development Meet Secretary, Team Manager, and Water Polo Secretary, may appoint a committee of assistants to help with the organisation of events. Appointed assistants must be members of an aquatics club affiliated to Swim England.

## **24 DUTIES OF OFFICERS**

The primary duties of some of the individual offices are listed below. The roles will be supported by individual job descriptions which will be periodically reviewed and approved by the Executive Committee.

### **24.1 PRESIDENT**

- 1 To Chair Executive Committee meetings in the absence of the Chairman.
- 2 To attend County and Region Events.
- 3 To promote the image of the County at every possible opportunity.

### **24.2 PRESIDENT ELECT**

- 1 To chair Executive Committee meeting in the absence of both the Chairman and President.
- 2 To attend County Events.
- 3 To promote the image of the County at every possible opportunity.

### **24.3 CHAIRMAN**

To provide leadership and direction to the County Executive and Management Committee

### **24.4 SECRETARY**

To manage the day to day administrative matters associated with the running of County affairs.

### **24.5 TREASURER**

- 1 To manage the day to day financial matters associated with the running of county matters.
- 2 To present to the AGM certified accounts for the preceding financial year.

### **24.6 CHAMPIONSHIP SECRETARY**

- 1 To manage the County Swimming Championships.
- 2 To advise the Executive on all matters relating to the Swimming Championships.

#### 24.7 DEVELOPMENT MEET SECRETARY

- 1 To manage the County Development Swimming Championships.
- 2 To advise the Executive on all matters relating to the County Development Swimming Championships.

#### 24.8 COUNTY LEAGUE SECRETARY

- 1 To manage the County Leagues.
- 2 To propose to the Executive Rules and Rule changes for the County Leagues for ratification.
- 3 To ensure the appropriate Rules are enforced at all County League Galas.
- 4 To hold an Annual General Meeting at which all members of the League are entitled to be represented.

#### 24.9 TEAM MANAGER

- 1 To select representatives for County Galas in line with Rule 21.
- 2 To award County badges in line with Rule 21.

#### 24.10 WATER POLO SECRETARY

- 1 To promote and manage any County Water Polo events.
- 2 To select Water Polo teams or representatives.
- 3 To appoint Officials for the County Water Polo events.
- 4 To nominate to the East Region players for National and Regional trials or matches.
- 5 To advise the Executive on all matters relating to Water Polo.

#### 24.11 RECORDS OFFICER

- 1 To receive and verify all records applications.
- 2 To compile a list and ratify all new records.
- 3 To advise the Executive on all matters relating to records.

#### 24.12 WELFARE OFFICER

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

- 1 Advise the Executive and the Managing Board on all matters relating to welfare issues, and in particular those relating to child protection.
- 2 Provide guidance to club welfare Officers on child Protection issues and to advise clubs on setting up child protection training.
- 3 To monitor Swim England's Child Safeguarding Policy and Procedures ("Wavepower"); and Regional Child Protection Policies and ensure that any changes are advised to clubs promptly.
- 4 Deal with any child protection issues advised to him by clubs or individuals.

#### 24.13 VOLUNTEER CO-ORDINATOR

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

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

#### 24.14 TROPHY SECRETARY

- 1 Maintain a schedule of all County Trophies.
- 2 Arrange for the return and distribution of trophies as required.
- 3 Purchase medals as required.
- 4 Report to the Executive Committee on the condition of trophies and recommend replacement as required

#### 24.15 MASTERS SECRETARY

- 1 To promote and manage any County Masters events.
- 2 To select Masters Teams or representatives.
- 3 To advise the Executive on all matters relating to Masters.
- 4 Represent the County at Region Masters Group

#### 24.16 OFFICIALS CO-ORDINATOR

- 1 Maintain a schedule of all Officials in the County.
- 2 Co-ordinate the training needs of all officials.
- 3 Arrange training as required.
- 4 Represent the County at Region Swimming Officials Group

#### 24.17 WEB MANAGER

- 1 Maintain a County Web Site
- 2 Recommend improvements of the web site to the Executive Committee as required.
- 3 Update the Web site as required

#### 24.18 COACH LIAISON OFFICER

- 1 Represent county at Regional Coaches Forum

### 25 TROPHIES

The winner of any challenge trophy shall be entitled to hold possession of it on handing to the Trophy Secretary, the Championship Secretary or the Secretary a receipt and a signed declaration that all reasonable care will be taken whilst in the winner's 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. All trophies must be returned to the County Executive Meeting immediately after the AGM. This to be the responsibility of the club delegates and a fine of £5 per trophy will be levied on clubs failing to return trophies by the date specified.

### 26 COUNTY RECORDS

1 County records shall be recognised where made by a swimmer who is a bona fide member of a club affiliated to the Association and swimming in the name of that club or as a member of a team representing the Association.

Where a swimmer is competing in an ESSA or national BUCS competition or competing for a Regional or National team, providing the swimmer has not represented another County or competed in another County's Championships in the twelve months prior to the swim they are eligible for a record.

- 1 For relay events the team must represent a club directly affiliated to the Association and every member must be a member of that club.
- 2 Separate lists of Senior and Junior and individual records for both Long and Short Course records shall be maintained for all recognised distances. Junior records are recognised for swimmers whose age is under 16 years at midnight on the day of the swim.
- 3 Age Group records shall be maintained for distances and age groups as determined by the Association. The age for these records to be as at midnight on the day of the swim.
- 4 Relay records shall be maintained for distances and age groups as determined by the Association. The age for these records to be as at midnight on the day of the swim.
- 5 The time shall be taken by AOE or at least two qualified timekeepers using hand held electronic timers. When AOE is not used the claim form should be certified by the referee.
- 6 Except for the County Championships, application must be made, by the swimmer, on the form provided, within 28 days of the record being made along with a copy of the results or any other supporting documentary evidence the Records Officer may require.
- 7 All records require ratification by the Records Officer and details of new records shall be published at the first suitable opportunity.
- 8 A certificate shall be awarded by the Association for each record when it has been ratified.
- 9 Anything not covered in these conditions then the Technical Rules of Swim England ("Swim England Regulations") as applied to English Records shall apply.

## **27 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.

## **28 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.

Amended AGM  
27 11 2021