



Metro West Swimming Victoria Incorporated

By-Laws & Rules

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1) By-Laws binding

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

2) Additions Alterations or Amendments To By-Laws

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

3) Notices binding on members

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

4) Badges and Logo

The logo for Metro West is shown below.



5) Annual General Meeting

5.1) Election of the Office Bearers and Committee

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

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

5.2) A club affiliation fee

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

6) Committee

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

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

7) Portfolios - Roles and Responsibilities

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

7.1) District Referee

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

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

7.2) Competitions Officer

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

- **Calendar**
 - To prepare the annual event calendar for Metro West, aligning with the Swimming Victoria calendar;
 - To arrange the pool venue and usage according to calendar requirements; and
 - To prepare & update the District Competition Book throughout year as required
- **Swim Meet Entries**
 - To prepare the Meet Manager database for each competition and email to the clubs approximately one month prior to the competition;
 - To enter the entries into the relevant Meet Manager file for each competition – either from manual entry cards or emailed Meet Manager files as received; and
 - To send confirmation lists to the clubs as the Meet Manager entry files are processed.

- **Entry Fees**
 - To ensure that all payments for entries are received from clubs and individuals, and to bank or forward all payments and invoices received to the Finance Officer (Treasurer).
- **Programmes**
 - To prepare the programme in the week preceding the competition and email to the webmaster for posting on the District website; and
 - To arrange for the printing of programmes as required for sale and for the meet officials.
- **After Each Meet**
 - To submit the results of the meet to Swimming Victoria within 10 days as required for recognition as a qualifying meet;
 - To ensure the webmaster has a copy of the results so they can be added to the District Web Site; and
 - To allocate the points for the Championships, etc. for annual trophies and to liaise with the Trophy Officer.
- **Reports**
 - To prepare monthly and annual reports for District delegates meeting.
- **Queries**
 - To respond to all queries from swimmers, families and clubs as required.

7.3) Swimming Victoria Delegate(s)

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

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

7.4) Grievance Officer

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

The Grievance Officer is responsible for receiving to receive complaints from District members or individuals and to guide the respective parties through the Swimming Australia Welfare Policy and the Swimming Australia Welfare Policy General Information and Procedures - copies of which are to be available from the Secretary.

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

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

7.5) Property Officer

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

- **Equipment**

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

- **Swim Meets**

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

7.6) Trophy Officer

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

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

7.7) Records Officer

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

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

8) Competition Rules

8.1) District to organize Championships, S.V Preliminaries, interclub and any other competitions as required.

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

8.3) Swimmers who transfer from a Metro West club to another within the district after competing for the original club in a competition, cannot compete for the new club during that competition. Clubs involved in the transfer must notify the District Secretary of previous and new clubs.

9) Championships

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

9.2) Points will be awarded in all events for the top eight swimmers.

9.3) District Champion will be decided by the swimmer with the most points in the age group in all events for that age group. If there are two or more swimmers with equal points, there will be a count back – on the basis of the swimmer with the most wins, the most runner-ups, third placings and so on until a result is determined.

9.4) Freestyle relay or Ian Roberson Shield swimmers must swim in age order this is 12/14/16 & open Swimmers may swim up above their age.

9.5) Relays: swimmers must swim in at least one individual event if they are to participate in the relays. There shall be no limit on the number of relay teams per club.

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

10) Penalties

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

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

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

11) Officials/Assistants

11.1) At all competitions organised by Metro West, each club must provide officials/assistants based on the percentage of swimmers each respective club has entered in the meet. To ensure transparency when notifying clubs of timekeeping duties, Metro West Swimming will define assistants to include both officials and timekeepers. Based on the number of swimmers in the relevant meet, the District Secretary shall advise each Club, five days prior to the date of the meet, of that Club's obligations.

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

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

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

12) Protests

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

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

13) Points

13.1) For all district trophies the points to be used is.

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

14) District Grants

CRITERIA:

(a) Swimmers must swim in a minimum of 3 events at the Metro West District Championships in both the year of the award and the previous year.

(b) Swimmers must also swim in the Metro West Swim Meet (MSAC) and the District Sprints in the same season of the award. They again must have competed in a Minimum of 3 events at both competitions

(c) To receive a grant, a swimmer must be a member of a Metro West club for the entire 12 month period of the grant season.

(d) The Metro West Competition Officer is responsible for checking eligibility for our annual grants and will provide a list of grant recipients to the Metro West Secretary who will invite those swimmers to attend the annual Presentation function.

(e) If a swimmer is unable to attend any of the nominated meets for medical or other reasons, a letter (with supporting evidence) must be forwarded to the Metro West Competitions Officer within 14 days of the meet.

(f) To receive "Qualifier" awards swimmers must have swum at these Championships. (i.e. to receive a Grant as National Qualifier swimmers must swim at Open or Age Nationals).

(g) To receive any "Finalist or Medallist" Award swimmers must swim the qualifying time (i.e. to receive an award for the State Age Championship finalist the swimmer must swim the Age qualifying time in the heat or, if a straight final, in the final swim).

(h) To receive a Finalist award in a timed final event other than an open water event your time must be on or within 110% of the winning time.

(i) Open Water swimmers will only awarded Team Grants or National Grants.

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

(k) Value of grants are:

Australian Swim Team	\$500
National Medallist	\$400
Victorian Swim Team	\$350
National Finalist	\$250
State Medallist	\$200
National Qualifier	\$150
State Finalist	\$ 80

Grants are not cumulative, Swimmers receives the highest award for which he/she qualifies for.

15) SERVICE AWARDS AND LIFE MEMBER GUIDELINES:

The process for seeking, receiving and determining suitable nominations for Metro West Swimming Service and Life Member Awards shall be in accordance with the Metro West Swimming Service Awards Policy.

A) Service Award

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

Service awards shall be awarded for:

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

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

- (a) District Administration or Official; or
- (b) District Competition official; or
- (c) District Delegate; or
- (d) Have other service the Executive may consider comparable

B) Competitors Service Award

The Executive may accept a nomination from competitors who have been regular competitors within the District.

Service awards shall be awarded for:

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

C) Life Member Guidelines

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

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

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

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

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