

BY-LAWS
OF
SWIMMING NORTH COAST
INCORPORATED

**Version 1.0 Adopted by Annual General Meeting
held on 30 January 2011.**

**Version 1.1 Amended by Management Committee
at its Meeting held on 3 June 2012.**

**Version 1.2 Amended by Management Committee
at its Meetings held on 3 March 2013, 4 May 2013 and 23 May 2013.**

**Version 1.3 Amended by Management Committee
at its Meeting held on 8 September 2013.**

**Version 1.4 Amended by Management Committee
at its Meeting held on 18 May 2014.**

**Version 1.5 Amended by Management Committee
at its Meetings held on 20th April 2015 and 31st May 2015.**

**Version 1.6 Amended by Management Committee
at its Meetings held on 20th March 2016, 18th April 2016 and 18th December 2016.**

**Version 1.7 Amended by Management Committee
at its Meetings held on 19th March 2017, 23rd April 2017 and 25th May 2017.**

**Version 1.8 Amended by Management Committee
at its Meetings held on 10th December 2017, 17th March 2018 and 28th May 2018.**

**Version 1.9 Amended by Management Committee
at its Meetings held on 29th April 2019 and 26th May 2019.**

**Version 1.10 Amended by Management Committee
at its meetings held on 21st April 2021 and 24th April 2021.**

**Version 1.11 Amended by Management Committee
at its meetings held on 2nd February 2023, 20th April 2023, 22nd June 2023 and 27th July 2023.**

**Version 1.12 Amended by Management Committee
at its meeting held on 25th January 2024.**

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BY-LAWS of SWIMMING NORTH COAST INCORPORATED

INTRODUCTION

1. STATUS OF BY-LAWS

1.1 Power to Make By-Laws

These By-Laws are made by Swimming North Coast Incorporated under Clause 29. 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.

“**Individual Member**” means a swimmer or a non-swimming member

MEMBER BY-LAWS

2. AFFILIATED CLUBS

The following Clubs are eligible to be affiliated Members of the Area:

Association Clubs	Date Admitted	Club Colours
Alstonville	1 st April 2011	Black & red
Ballina Memorial	1 st April 2011	Red, blue & white
Bellingen	1 st April 2011	Green, black & white
Byron Bay RSL	1 st April 2011	Blue, red & white
Casino	1 st April 2011	Maroon & blue
Coffs Harbour	1 st April 2011	Lime green & black
Crescent Head Pointers	1 st April 2011	Navy blue & pink
Dorrigo	1 st April 2011	Grey & fluoro lime
Evans Head Swim Club	23 rd September 2022	Navy blue & lime green
Forster Aquatic	1 st April 2011	Navy blue, jade & white
Gloucester Thunderbolts	1 st April 2011	White & navy blue
Grafton	1 st April 2011	Blue & gold
Kempsey	1 st April 2011	Maroon & white
Kingscliff	1 st April 2011	Aqua, blue & white
Kyogle	1 st April 2011	Blue & white
Laurieton	1 st April 2011	Red, black & white
Lismore Workers	1 st April 2011	Blue, white & black
Macksville Marlins	1 st April 2011	Royal blue, sky blue & white
Macleay Manta Rays	1 st November 2016	Blue & white
Mullumbimby	1 st April 2011	Navy blue & orange
Murwillumbah	1 st April 2011	Blue & gold
Port Macquarie	1 st April 2011	Royal blue & gold
Sawtell	1 st April 2011	Blue & yellow
Stroud Seals	1 st April 2011	Blue, silver-grey & orange
Taree	1 st April 2011	Black & yellow
Trinity Lismore	1 st April 2011	Pink, navy & white
Twin Towns Services	1 st April 2011	Purple, black & white
Wauchope	1 st April 2011	Blue & red
Wingham	1 st April 2011	Black, white & teal blue
Woodenbong	1 st April 2011	Black & gold
Woolgoolga	1 st April 2011	Blue & white
Yamba Orcas	1 st April 2011	Gold & blue

3. CLUB DELEGATES

Each Club shall be entitled to appoint two (2) 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) a 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), except that fees will not be payable in respect of:
 - (i) Life Members, Patrons and Vice Patrons of a Club;
 - (ii) Individual Members 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 individual registration fees are due on the first day of October in each year.
- (e) 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.
- (f) The Committee may refund any fee which, in its opinion is warranted.

5. DISCIPLINARY BY-LAW

5.1 National Integrity Framework

Members are bound to comply with the National Integrity Framework. Accordingly, all complaints or disputes that come under the National Integrity Framework will be dealt with in accordance with the processes set out under the National Integrity Framework. Members agree to submit unreservedly to the jurisdiction, disciplinary procedures, penalties and the appeal mechanisms set out in the National Integrity Framework.

5.2 Safe Sport Framework

- (a) Swimming North Coast has adopted the Safe Sport Framework, including Safe Guarding Children and Young People Policy and Member Protection Policy which;
 - (i) specifically commits to keeping children and young people safe in swimming;
 - (ii) clarifies and raises the standards of behaviour for dealing with Children and Young People through a “Code of Conduct for dealing with Children and Young People”
 - (iii) includes a General Code of Conduct;
 - (iv) provides processes and procedures when safe sport concerns or incidents arise;
 - (v) requires rigorous recruitment and screening procedures, as well as reporting by all organisations in swimming; and
 - (vi) provides guidance, advice, tips and tools to assist us to keep each other and our sport safe.
- (b) The Management Committee has adopted the Safe Sport Framework, as amended from time to time, as a By-Law which is binding on the Association and all Members.

5.3 Other Disciplinary Matters

- (a) Matters that are not being dealt with under the National Integrity Framework or the Safe Sport Framework are to use the processes outlined in Clauses 11.4 to 11.11 of the Swimming North Coast Constitution.

NOTE For the purpose of By-Law 5 the term “member” does not include a Club.

COMMITTEE BY-LAWS

6. DURATION OF COMMITTEE MEETINGS

- (a) Whenever possible, SNC Committee Meetings are to have a maximum duration of ninety (90) minutes.

7. COMMITTEE MEMBER CONFLICT OF INTEREST

- (a) All SNC Meetings will call for Conflict of Interests to be declared at the beginning of the meeting.
- (b) From time to time a Conflict of Interest may occur in the course of the meeting or discussion and all SNC committee members are required to declare their interest at that time.
- (c) All SNC Committee Members are also Club Members and this is not seen, and will not be treated as, an automatic conflict of interest should a discussion occur regarding their home club.
- (d) While participating in a SNC role as a Committee Member (Management or Standing), all members are expected to act impartially or to remove themselves from the discussion or action if a Conflict of Interest is present.

8. COMPOSITION OF THE MANAGEMENT COMMITTEE

The composition of the Management Committee as required by Clause 22 may consist of the following:

- (a) Office Bearers, being:

President, Two (2) Vice President(s), Secretary, Treasurer, Competition Coordinator, Registrar, Area Technical Swimming Committee Coordinator (ATSCC), and a Development Coordinator.

(With one Vice President to be elected from the Ballina, Byron, Clarence Valley, Kyogle, Lismore City, Richmond Valley and Tweed Local Council areas and one Vice President from the Bellingen, Coffs Harbour City, Mid Coast, Kempsey, Nambucca Valley and Port Macquarie - Hastings Local Council areas)

- (b) A maximum of two (2) members from any one (1) affiliated North Coast Club may be elected to the management committee.

9. ELECTION PROCEDURES FOR MANAGEMENT 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, except where an electronic ballot is conducted.
- (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 after the vote is counted, a second vote will take place for the position.
- (f) In the case of an equality of votes for any position, after two votes have occurred, it shall be resolved by lot to eliminate the unsuccessful candidate(s).
- (g) If a ballot paper is not completed in accordance with By-Law 9(c) the ballot paper shall be deemed to be informal.
- (h) Electronic Voting can be used with the poll to be set up to record “anonymously”
- (i) 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.
- (j) All ballot papers for the annual elections are to be destroyed after the declaration of the poll.
- (k) Electronic polls for the annual elections are to be deleted after the declaration of the poll.

10. MANAGEMENT COMMITTEE MEMBER RESPONSIBILITIES

10.1 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 Management 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 meetings and act as the Management Committee adviser in the formulation of committee work plans;
- (f) act at the Management 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;
- (g) present recommendations and reports of any assigned standing committee to the Management Committee;

- (h) when unable to attend a meeting, send a written apology to the Secretary prior to the commencement of the meeting
- (i) have a current Working With Children Check verified by Swimming North Coast
- (j) sign and comply with the Management Code of Conduct

10.2 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 Management 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 Management Committee; and
- (d) coordinate the Management Committee activities and ensure that the Management Committee properly undertakes its governance role.
- (e) attend NSW Area President's catch-up meetings

10.3 Vice Presidents

- (a) The vice presidents shall assist the President in carrying out their duties and shall attend to such matters as the President may, from time to time, request.

10.4 Secretary

The Secretary shall:

- (a) Ensure all monies received are immediately passed to the Treasurer;
- (b) Receive and list all Correspondence (mail, email, phone & text messages) and declare all outward correspondence at all Management Committee Meetings of the Area.
- (c) Within seven (7) days of Standing Committees' Meetings, receive minutes, reports and recommendations for distribution to the Management Committee, for their consideration.
- (d) Issue notices of Meetings, including Agendas, and generally conduct all duties of this office which the Management Committee may, from time to time, direct.
- (e) Keep a true record of all Annual General Meetings, which shall be circulated as Minutes. These Minutes shall be circulated within thirty (30) days after the Meeting, (Constitution Clause 19.7 (a)).
- (f) Keep a true record of all Management Committee Meetings, which shall be circulated as Management Committee Minutes to all Management Committee Members, within fourteen (14) days after the Meeting.
- (g) A copy of the Management Committee minutes summary shall be made available to all members by posting on the Association's Website.
- (h) Circulate amended copies of the Area's Constitution, after resolutions at Annual General Meeting, within thirty (30) days after the Annual General Meeting to all Management Committee Members, Life Members and Clubs' Secretaries (can be electronically).
- (i) Ensure that Constitution and By-Laws are reviewed, updated and circulated where necessary, as a minimum, on an annual basis; (can be electronically).

- (j) Make Constitution and By-Laws available to any elected incoming Officers and Delegates at the Annual General Meeting; (can be electronically)
- (k) After the Annual General Meeting, forward copies of Area's Constitution as amended, to Swimming New South Wales Ltd for approval.
- (l) When requested by Swimming New South Wales Ltd, supply a report of the work of the Association for the previous year.
- (m) Present a list of Life Members of the Association with the Minutes of each Annual General Meeting.
- (n) Receive 45 days prior to Annual General Meeting any Nominations for Life Membership and Service Awards for consideration by Management Committee.
- (o) Request 45 days before, or at the last Special General Meeting each year, before the Annual General Meeting:
 - (i) Nomination Forms for Elections
 - (ii) Motions to amend Area's Constitution.
- (p) Receive 30 days prior to a General Meeting any notices of motion from Clubs and / or the Committee and nominations for inclusion as special business and declare these motions to clubs at least 21 days prior to general meeting.
- (q) Reply to any texts or phone messages on the SNC mobile phone.

10.5 Treasurer

The Treasurer of the Association must:

- (a) Ensure that all money due to the Association is collected and received and that all payments authorised by the Association are made;
- (b) Ensure 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, ensure 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.
- (d) Present books to be audited by the appointed auditor as required by the Committee
- (e) Provide written monthly financial reports to be presented to the Management Committee.

10.6 Competition Coordinator

The Competition Coordinator shall:

- (a) Act as Chairperson of the Competition Committee.
- (b) Enter competitors, on behalf of the Area, eg teams, for any State or Australian competition, as requested by Management Committee.
- (c) Present to the Management Committee by 30th September and 31st March of each year Area Championship swimming programmes for the ensuing summer and winter Seasons, respectively.

- (d) Present within seven (7) days of Competition Committee Meeting copy of the approved meeting minutes, reports and recommendations to the Management Committee, for their consideration.
- (e) Assist the Management Committee with the organisation and running of all Area Championships.
- (f) Be responsible for the ordering and facilitate the safekeeping of medallions and ribbons for all Area Championships and Area Meets in conjunction with the treasurer.
- (g) Be responsible for facilitating the preparation of the programs for Swimming North Coast Championships.
- (h) Be responsible for facilitating the sending of Swimming North Coast Championships results to SNSW and uploading the results to the National Results Database within seven (7) days of the conclusion of the Area Championships.
- (i) Facilitate the updating of the Swimming North Coast website.

10.7 Registrar

The Registrar shall:

- (a) Keep a complete record of all Area competition results and records.
- (b) Verify allocated points for various point scores.
- (c) Keep a true record of all swimming records set at Area Championships and meets and maintain an accurate list on the Area website.
- (d) Keep and maintain a record of members and individual members (see constitution 8.1). This can be done electronically utilising the online membership database managed by Swimming Australia Limited.
- (e) Facilitate the updating of the Swimming North Coast website

10.8 ATSC Coordinator

The ATSC Coordinator shall:

- (a) Be an accredited referee
- (b) Act as the Chairperson of the Area Technical Swimming Committee
- (c) Be the liaison between the Area Technical Swimming Committee and the Management Committee
- (d) Be the liaison between the relevant SNSW technical committees and the Area Technical Swimming Committee on all matters related to technical official appointments, development and education
- (e) Present within seven (7) days of Area Technical Swimming Committee Meeting a copy of the approved minutes, reports and recommendations to the Management Committee, for their consideration
- (f) Facilitate the updating of the Swimming North Coast website

10.9 Development Coordinator

The Development Coordinator shall:

- (a) Act as the Chairperson of the Development Committee

- (b) Attend Development days in the North Coast Area where possible and practical
- (c) Be responsible for facilitating record keeping of all Development Activities of the Area
- (d) Be responsible for facilitating record keeping of all Development Squads and Development Touring Squads.
- (e) One (1) month prior to the date set by Swimming New South Wales the Development Coordinator shall recommend to the Management Committee a Proposed Development Plan, including any Criteria, for the ensuing year, for their consideration.
- (f) The Area Development Plan must comply with, not necessarily adhere to, Swimming New South Wales Development activities.
- (g) Upon approval by Management Committee, release finalised development plan to all Management Committee Members, Life Members and Clubs' Secretaries via post or Area's website, as directed by the committee.
- (h) Be responsible for facilitating the organisation of all development activities
- (i) Be responsible for facilitating the selection of Area Development Squads to compete at Swimming New South Wales Development Meets and their associated entries.
- (j) Facilitate within seven (7) days of Development Committee Meeting copy of approved minutes, reports and recommendations to the Management Committee, for their consideration
- (k) Facilitate the updating of the Swimming North Coast website.

11. OFFICERS

11.1 Appointment of Officers Generally

- (a) The Management Committee may appoint the following officers:
 - (i) equipment officer
 - (ii) publicity officer
 - (iii) website coordinator
- (b) Applications shall be invited for the positions specified in By-Law 11.1(a) as determined by the Management Committee.
- (c) Applications for officer positions specified in By-Law 11.1(a) may include a précis submitted by the applicant of their background, experience and qualifications pertinent to the position.
- (d) The Management 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.

11.2 Equipment Officer

The equipment officer shall be responsible for the following:

- (a) report disposition or acquisition of the Association equipment to the Secretary and Treasurer 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 Management Committee;
- (c) ensure that all equipment owned by the Association is maintained in good order, and periodically report to the Management Committee on the condition of the equipment and recommend maintenance, repairs or replacement thereof;
- (d) if the need arises, secure storage facilities will be funded by Swimming North Coast;
- (e) if the need arises, the cost of transportation of equipment will be paid by Swimming North Coast. In all cases prior approval must be sought from the Management Committee.

11.3 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 and social media where space permits.
- (c) send results of Area swimmers at SAL and state meets to media outlets and social media.

11.4 Website Coordinator

- (a) Be responsible for the maintenance of the Area website
- (b) Liaise with the Management Committee to ensure all relevant information is updated on the Area website.

11.5 Public Officer

The responsibilities of the Public Officer are:

- (a) notifying NSW Fair Trading of any change in the association's official address within 28 days
- (b) collecting all association documents from former committee members and delivering the documents to the new committee members
- (c) returning all association documents to a committee member within 14 days, upon vacating office
- (d) lodging an annual summary of financial affairs to the NSW Dept of Fair Trading, with the prescribed fee, within 1 month of the association's annual general meeting
- (e) acting as the official contact for the association, including taking delivery of documents served on the association and bringing them to the attention of the committee as soon as possible
- (f) custody of any documents as required by the constitution and the NSW Dept of Fair Trading

12. STANDING COMMITTEES

- (a) Standing committees specified in By-Law 12(r) shall be elected at the Annual General Meeting for a one year term.
- (b) A maximum of two (2) members from any one (1) affiliated North Coast club may be elected to each of the Development and the Competition Committee.

- (c) 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.
- (d) Nominations shall be invited for the positions on standing committees specified in By-Law 12(r) 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.
- (e) Nominations for positions on standing committees may include a précis submitted by the nominee, of their background, experience and qualifications pertinent to the position.
- (f) The Management 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.
- (g) A member of any standing committee who is absent from three consecutive meetings without explanation acceptable to the standing committee shall be declared to have vacated such standing committee membership. Such vacancy shall be immediately notified to the Management Committee.
- (h) When a vacancy on a standing committee occurs, the standing committee shall advertise for nominees. The standing committee shall review and discuss resumes and recommend their preferred new member. The name of the new standing committee member shall be sent to the Management Committee for approval.
- (i) A quorum for a standing committee meeting shall be fifty percent (50%) of the elected members plus one (1). If a quorum is present at the commencement of the meeting, this quorum is deemed to be present for the duration of the meeting.
- (j) Notwithstanding clause 12 (i), a quorum needs to be in attendance for the majority of the meeting. Loss of contact with the meeting is only valid to maintain a quorum when the loss of contact is accidental and temporary.
- (k) When a standing committee member is unable to attend a committee meeting, they are to send a written apology to the standing committee's SNC email or a text message prior to the commencement of the meeting.
- (l) All Management Committee members shall be ex-officio members of the Competition and Development standing committees.
- (m) Each standing committee shall receive and consider all matters, correspondence and proposals which are referred to it by the Management Committee and which fall within the scope of the functions of the standing committee as stated in these By-Laws
- (n) All standing committee members must have a current Working With Children Check.
- (o) All standing committee members must sign the Standing Committee Code of Conduct.
- (p) 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 Management 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 Management Committee, have the power to co-opt additional members as deemed necessary; those members will be entitled to voice without vote;
 - (vii) have their own email address for correspondence pertinent to their role
- (q) The standing committee minute secretary shall:
- (i) cause accurate minutes to be kept of all meetings
 - (ii) deliver to the relevant coordinator within seven days a copy of the minutes of the meeting
- (r) Subject to the Constitution there shall be a standing committee for the following:
- (i) a competition committee
 - (ii) a development committee
 - (iii) a technical swimming committee
- (s) The composition of each standing committee and the duties and terms of reference relating to each standing committee are set out in By-Laws 13 to 15
- (t) Meetings of the standing committees may be by way of any means suitable to the standing committees e.g. face to face or electronic means

13. COMPETITION COMMITTEE

- (a) The membership of the Competition committee shall be:
- (i) the Competition Coordinator who shall act as Chairperson
 - (ii) seven (7) suitably qualified Members elected at the Annual General meeting in accordance with By-Law 12.
 - (iii) The chair shall have a deliberative as well as a casting vote; each other member shall have one (1) vote.
- (b) 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 Management Committee alterations where necessary
 - (ii) each year submit to the Management 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 Management Committee for approval and such consolidated programmes shall cover the ensuing summer and winter activities respectively
 - (iv) carry out at the request of the Management Committee any duty related to the conduct of Association meets; and
 - (v) generally comply with the provisions of By-Law 12.
 - (vi) call for all clubs to submit expressions of interest for all carnival dates and the type of carnival the club wishes to hold to enable the committee to approve meets, organise and set a competition calendar to recommend to the

Management Committee. The date for expressions of interest for all carnivals will be determined by the Competition committee as defined in the Competition Policy and Information Book.

- (c) Competition committee members are required to attend and assist with the running of SNC LC Division 1 and Division 2 Championships and Speedo Sprints and attend and assist with the running of the relevant northern or southern SNC SC Championships and Winter Sprint meets.
- (d) On every occasion when a team is to be selected to represent the Association, the Management Committee shall notify the Competition committee of its requirements.

The Competition committee shall by a specified time submit to the Management Committee a list of names of Individual Members totalling the number required by the Management Committee and graded in such a manner as the Competition committee, in the absence of any direction from the Management Committee, considers appropriate to the type of team or squad required.

The Competition committee may further, at its discretion, recommend an increase or decrease in the team complement. The Management Committee shall have the right to adopt the recommendations in whole or part. It may reject any recommended Individual Member but shall not add to the list without a prior recommendation from the Competition committee.

- (e) Call for nomination for coaches and managers, recommend the allocation of coaches and managers to the teams and advise nominees of the team to which they are allocated or otherwise, once approved by the Management Committee.
- (f) Where appropriate recommend coaches to the Management Committee and advise the coaches appropriately

14. DEVELOPMENT COMMITTEE

- (a) The membership of the Development committee shall be:
 - (i) the Development Coordinator who shall act as Chairperson
 - (ii) six (6) suitably qualified Members elected at the Annual General meeting in accordance with By-Law 12.
 - (iii) the chair shall have a deliberative as well as a casting vote, each other member shall have one (1) vote.
- (b) The functions of the Development committee shall be to:
 - (i) Review the development criteria for the Association, ensuring that it is not in conflict with the criteria as set out by Swimming NSW Ltd from time to time.
 - (ii) Communicate the criteria to the Association Clubs and members.
 - (iii) Call for nominations for coaches and managers, recommend the allocation of coaches and managers to the squads & advise nominees of the squad they are allocated to or otherwise once approved by the Management Committee.
 - (iv) Where appropriate recommend coaches to the Management Committee & advise the coaches of their allocation
 - (v) Facilitate Development Squads to attend development or similar meets, where appropriate
 - (vi) Generally comply with the provisions of By-Law 12.

- (c) Development committee members are required where possible to attend and assist with the running of SNC Development Days.
- (d) The Development Committee shall assign the administration tasks for its various squads to committee members at its first meeting after the AGM. This will give certain committee members responsibility for a particular squad and its organisation. SADS and JADS, SARS and JARS, NARS and MC
- (e) The overall decision making for all squads and development activities will remain a function of the standing committee to make recommendations to the Management Committee

15. TECHNICAL SWIMMING COMMITTEE

- (a) The membership of the Area Technical Swimming Committee (ATSC) shall be:
 - (i) the ATSC Coordinator (ATSCC), who shall be the chairperson
 - (ii) suitably qualified Members elected at the Annual General Meeting in accordance with By-Law 12
 - (iii) all members of the ATSC should be accredited swimming referees
 - (iv) the chair shall have a deliberative as well as a casting vote, each other member shall have one (1) vote
- (b) The functions of the Area Technical Swimming committee shall be to:
 - (i) conduct uniform programs for the training, assessment and accreditation of technical officials.
 - (ii) roster qualified technical officials for all Area run swimming meets, which include but are not limited to Short Course Championships, Long Course Championships, Division 1 and Division 2, Speedo Sprints and Winter Sprints.
 - (iii) encourage eligible persons to qualify and actively participate in the sport as technical officials at all levels
 - (iv) arrange, as authorised by the Management Committee, forums, seminars and workshops for the dissemination of information regarding rules and procedures for the conduct of Area approved meets; and
 - (v) generally comply with the provisions of By-Law 12.
- (c) For club-run meets selection and allocation of technical officials is the responsibility of the host club. The ATSCC will provide a list of qualified referees, starters and JOS if needed. If the referee, starter and/or JOS are not from the host club then a suitable reimbursement may need to be provided.

The operation of the ATSC shall be as agreed by the ATSC members from time to time.

SWIMMING BY-LAWS

16. LAWS AND RULES GOVERNING SWIMMING NORTH COAST INC

The technical laws of World Aquatics (FINA) as adopted by Swimming NSW Ltd from time to time shall (where practicable) be applicable and binding on all competitions held in the Area.

17. 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.

18. MEET APPROVAL

- (a) In all cases where meet approvals 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 Ltd.

[Note: In connection with this By-Law, the words "conducted under the Rules of SAL & Swimming NSW" shall appear in every entry form and program and each Club is responsible to see this direction is implemented.]

MISCELLANEOUS BY-LAWS

19. PATRONS

Recommendations shall be called for patrons at the area AGM. Such persons shall be invited by the Management Committee to grant their patronage. Upon acceptance, patrons' names will be published on the Area's website.

20. SERVICE AWARD

- (a) The Association shall recognise outstanding service to the promotion of swimming by a current Individual Member of Swimming North Coast over at least ten (10) years outstanding service to swimming.
- (b) Candidates for the award may be nominated by any Member.
- (c) The criteria are not based on length of service alone and need not only be in the Swimming North Coast Area but should show work beyond their ordinary duties.
- (d) Nominations shall be submitted in writing to the Secretary 45 days before the AGM each year on the approved nomination form and shall include swimming specific qualifications.
- (e) The Management 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.
- (g) The award shall be a framed certificate and a copy of the citation.

21. LIFE MEMBERSHIP

- (a) The Association shall recognise outstanding service to the Association and previous associations contained in the local government areas of Ballina Bellingen, Byron, Clarence Valley, Coffs Harbour, Kempsey, Kyogle, Lismore, Mid Coast, Nambucca, Port Macquarie-Hastings, Richmond Valley and Tweed. The nominated member must have given outstanding service to these associations and swimming over at least ten (10) years.
- (b) Candidates for Life Membership can only be nominated by the Management Committee or a Club. (Constitution 5.2 (c))
- (c) Candidates must be a life member of a club.
- (d) The criteria are not based on length of service alone but shall also include the scope of the nominee's contribution beyond the norm of ordinary duties of office.
- (e) Nominations shall be submitted in writing to the Secretary 45 days before the AGM each year on the approved nomination form and shall include swimming specific qualifications.
- (f) The Management Committee will determine from the nominations the recipients of Life Membership. No more than three (3) Life Memberships will be awarded in any one year.
- (g) Life Membership will be recommended to the delegates at the AGM and if approved will be awarded at the AGM. (Constitution 5.2 (e))
- (h) Life Members shall receive a Life Member badge and a copy of the citation.

22. COLOURS

- (a) The colours of the Swimming North Coast Area will be Black, Blue & Gold.
- (b) The colours of member clubs are as listed at By-Law 2.
- (c) Clubs wishing to change their colours should apply to the Management Committee for approval. Clubs must be mindful of the traditional colours of other clubs within the SNC Area.

23. BADGES

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

24. AVAILABILITY OF AMENDED PAGES

- (a) 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, amendment or rescission, or otherwise shall be posted on the Association's website.

COMPETITION BY-LAWS

25. SWIMMING NORTH COAST INC. CHAMPIONSHIPS AND OTHER SNC SWIM MEETS

- (a) The competition 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 competition 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. These decisions shall be sent to the Management Committee to be ratified.
- (b) Area Long Course Division 1 and Division 2 Championships are to be held in a venue/s within the North Coast area decided by the Management Committee.
- (c) Area Short Course Championships are to be held in a venue/s within the North Coast area decided by the Management Committee.
- (d) Speedo Sprint Heats are to be held in a venue/s decided by the Management Committee.
- (e) Area qualifying meets and development meets may be held in a venue/s approved by the Management Committee.

26. CHAMPIONSHIP CONDITIONS OF ENTRY, DRUG TESTING

- (a) The competition 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 Swimming North Coast Inc 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 Swimming North Coast Inc Championships are open only to the following:
 - (i) Swimmers who are registered with a Club affiliated with Swimming North Coast Inc and meet the entry qualifying time (if any) for the event; and
 - (ii) Visiting swimmers by decision of the competition committee, provided only one (1) visitor shall be permitted to swim in the final (if any).
 - (iii) When the event is swum as a timed final there are no restrictions to visitors.
- (b) In the event of a question arising as to the eligibility of any swimmer under these By-Laws 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 competition committee.

28. CHAMPIONSHIP ENTRY FORM, AGE DETERMINATION

- (a) Swimming North Coast Inc Championship entry and age determination shall require:
 - (i) an entry for a Swimming North Coast Inc Championship event shall be made at the direction of the competition committee electronically; 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 competition 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.

29. CHAMPIONSHIP ENTRY FEE

- (a) The Management Committee shall set an entry fee for the following:
 - (i) Individual Events; and
 - (ii) Team Relay Events.
- (b) Such fees will be advised to the Members at the Annual General Meeting.

30. SWIMMING NORTH COAST INC SWIMMING CHAMPIONSHIPS

Swimming North Coast Inc. 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 Management Committee, following recommendations of the competition 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				
Club Mixed Medley Relay	4 x 50					

NOTE: The order of events and the duration of the championships shall be determined by the Management 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 28.

The Association shall recognise records established for the individual and team events being swum in the championships as listed in By-Law 35.

31. CHAMPIONSHIP RELAY RULES

31.1 General Relay Rules

- (a) Relay entry times are calculated by adding the team’s 50m times.
- (b) All swimmers in a relay team must be from the same club.
- (c) SNC requires relay teams to be entered electronically. If there is a change to the team a SNC Relay Form must be completed and handed to the Chief Recorder before the start of the session in which the relay occurs.
- (d) Swimmers must swim in the order as per their entry, or a new order as listed on a SNC Relay Form.
- (e) Swimmers are only permitted to swim in one (1) relay team per event.

- (f) Open relay teams may contain swimmers of any age.
- (g) Lead Leg times from results of relay events at Area Championships will not be available for use as entry times for future carnivals.
- (h) Clubs may only enter a maximum of two (2) teams in each event.

31.2 Freestyle Relays

- (a) Swimmers may swim in a maximum of two (2) freestyle relay teams. These can be either two (2) age group relays or one (1) age group relay plus an open relay.
- (b) Swimmers may only swim in a relay for which their age qualifies them. They are not permitted to swim in an age group relay that is lower than their age at the meet.

31.3 Medley Relays

- (a) Swimmers may only swim in the one (1) medley relay team for which they qualify.
- (b) Medley relay teams must all be the age stated in the program, 12yrs/under or 13yrs/over.

31.4 Mixed Medley Relays

- (a) Mixed Medley Relay teams must consist of two (2) male and two (2) female swimmers only.
- (b) Mixed Medley Relay team forms must be handed to the Chief Recorder at least 30 minutes before the start of the session in which the relay occurs. That is 30 minutes before the start of the meet on Saturday for 12/u teams and 30 minutes before the start of the meet on Sunday for Open teams.

32. CHAMPIONSHIP POINTSCORE

- (a) Points shall be allocated in order of placing of first claim members of Swimming North Coast Inc. clubs in all Swimming North Coast Inc. Championships.
- (b) The points shown in the table below shall be for the first 10 placings in finals or timed finals of individual and relay events.

1st place	35 points
2nd place	30 points
3rd place	26 points
4th place	23 points
5th place	20 points
6th place	17 points
7th place	14 points
8th place	11 points
9th place	8 points
10th place	5 points

- (c) Where two (2) or more individual swimmers or relay teams are accorded the same placing, the appropriate points shall be allocated for that placing and the next one or more respective numerical placings shall be deleted accordingly.
- (d) Points shall be awarded only to first claim Swimming North Coast Inc registered swimmers or teams in order of finishing in the final of that event.
- (e) Where a swimmer/team is disqualified or does not achieve the entry qualifying time (if any) for the event, points shall not be awarded.

33. CHAMPIONSHIP AWARDS

- (a) A swimmer placed first, second or third in the final or timed final of the Swimming North Coast Inc. Championship shall be awarded a medal of special design approved by the Management 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) Swimming North Coast Inc. swimmers in an event at Summer LC Area Division 1 and Division 2 Championship final shall be awarded a medal, however a similar placed swimmer who is not a member of a Club affiliated with Swimming North Coast Inc. shall also be awarded an appropriate medal.
 - (iii) the first three (3) Swimming North Coast Inc. swimmers in an event at Winter SC Area Championship final shall be awarded a medal, however a similar placed swimmer who is not a member of a Club affiliated with Swimming North Coast Inc. shall also be awarded an appropriate medal.
- (b) The following Winter Short Course Championship Trophies will be presented:
 - (i) **Age Champion Trophies** will be awarded to the highest pointscore male and female in each age group: 9yrs/U, 10yrs, 11yrs, 12yrs, 13yrs, 14yrs, 15yrs, 16yrs, 17yrs&O. Events used to determine age champions will include the 200m Individual Medley and all 50m and 100m events.
 - (ii) **Multi-Class Swimmers of the Meet Trophies** will be awarded to the highest male and female point scorer in the Multi-Class events.
 - (iii) **Distance Swimmers of the Meet Trophies** will be awarded to the highest pointscore Junior (13yrs & U) and Senior (14yrs & O) male and female. Events used to determine Distance Swimmers of the Meet will include 200m, 400m, 800m & 1500m Freestyle, 200m Formstrokes and the 400m Individual Medley.
 - (iv) **Male & Female Open Point Score Trophies** will be awarded to Open Point Score Champion male and female (Please Note that the Open Point Score Trophies will be presented to the winners at the next SNC Summer LC Championships)
 - (v) **Keith Midgley Mixed Medley Relay Trophy** will be awarded to the fastest relay team from a Swimming North Coast club in the Mixed Medley Relay event.
- (c) The following Summer Long Course Division 1 Championship Trophies will be presented:
 - (i) **Age Champion Trophies** will be awarded to the highest pointscore male and female in each age group: 9yrs/U, 10yrs, 11yrs, 12yrs, 13yrs, 14yrs, 15yrs, 16yrs, 17yrs&O. Events used to determine age champions will include the 200m Individual Medley and all 50m and 100m events.

- (ii) **Multi-Class Swimmers of the Meet Trophies** will be awarded to the highest male and female point scorer in the Multi-Class events.
- (iii) **Distance Swimmers of the Meet Trophies** will be awarded to the highest pointscore Junior (13yrs & U) and Senior (14yrs & O) male and female. Events used to determine Distance Swimmers of the Meet will included 200m, 400m, 800m & 1500m Freestyle, 200m Formstrokes and the 400m Individual Medley.
- (iv) **Male & Female Open Point Score Trophies** will be awarded to Open Point Score Champion male and female (Please Note that the Open Point Score Trophies will be presented to the winners at the next SNC Winter SC Championships).
- (v) **Tim Mullens 13yrs Boys Memorial Trophy** will be awarded to the fastest 13yrs male first claim member of a Swimming North Coast club in the Multi Age 100m Freestyle.
- (vi) **Rex Clark Memorial Mixed Medley Relay Trophy** will be awarded to the fastest relay team from a Swimming North Coast club in the Mixed Medley Relay event.

34. **SWIMMING NORTH COAST INC. PREMIERSHIP**

The Club achieving the highest Point Score shall receive the Swimming North Coast Inc. Premiership title. Second and third placed Clubs of the Point Score shall each receive an appropriate Award. Swimming North Coast Premiership Plaques will be presented to the winning clubs at SNC AGM.

PREMIERSHIP TROPHIES

- Summer LC Division 1 Championship – Margaret Harding Memorial Shield
- Winter SC Championship – Ion King OAM Memorial Shield
- Summer LC Division 2 – Ken McLennan Shield

35. **RECORDS**

Swimming North Coast Area records can be established when swimmers or relay teams swim faster than the current records. Records shall only be awarded to first claim Swimming North Coast registered swimmers or teams.

Swimming North Coast Area Records categories and criteria will be determined by the Competition committee as defined in the Competition Policy and Information Book.

Area Championship Records can be broken at both Division 1 and Division 2 Championship Meets

RECORDS CATEGORIES

1. **Short Course Championship Records** - fastest times achieved at the official Swimming North Coast Short Course Championships.
2. **Short Course Overall Records** - fastest times achieved by registered Swimming North Coast swimmers at a swim meet in any 25m pool, or 33m pool.
3. **Long Course Championship Records** - fastest times achieved at the official Swimming North Coast Long Course Championships.
4. **Long Course Overall Records** - fastest times achieved by registered Swimming North Coast swimmers at a swim meet in any 50m pool.

5. **Multi Class Short Course Championship Records** – fastest times achieved at the official Swimming North Coast Short Course Championships.
6. **Multi Class Short Course Overall Records** - fastest times achieved by registered Swimming North Coast multi class swimmers at a swim meet in any 25m pool or 33m pool.
7. **Multi Class Long Course Championship Records** – times achieved at the official Swimming North Coast Long Course Championships.
8. **Multi Class Long Course Overall Records** - fastest times achieved by registered Swimming North Coast multi class swimmers at a swim meet in any 50m pool.

36. EMERGENCY POWERS

Under special circumstances the Management Committee may:

- (a) Cancel or suspend all or any Championships as set out in By-Law 30; and
- (b) Suspend By-Law 33 and approve other awards for events and places in lieu of medals

37. APPROVED MEETS, FORWARDING OF RESULTS

The Association may 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.

38. JURY OF APPEAL AND PROTESTS

- (a) For Swimming North Coast Inc. Championships and other swim meets, the Jury of Appeal shall be composed of Management 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 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.