

**NUNAWADING SWIMMING CLUB INCORPORATED
STATEMENT OF BY-LAWS**

BL1. STATEMENT OF BY-LAWS

[1] The by-laws listed below should be read in conjunction with the current constitution of the Nunawading Swimming Club Inc.

BL2. SWIM COMMITTEE:

- [1] The purpose of the Swim Committee is to;
 - (a) Plan, provide and support all the competitive swimming infrastructure and swimmer development.
 - (b) Actively seek involvement from parents, swimmers and other members of the club.
 - (c) Ensure effective communication of swimming activities and club functions to parents, swimmers and others.
- [2] Subject to these Rules, each ordinary member of the Swim Committee shall be nominated and/or elected and shall hold office until the annual general meeting next after the date of election but is eligible for re-election and/or nomination.
- [3] In the event of a casual vacancy occurring in the office of an ordinary member of the Swim Committee, the committee may appoint a member of the Club to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of the appointment.
- [4] The elected members of the Swim Committee shall be:
 - (a) Swim Chairperson
 - (b) Competition Officer
 - (c) Intra-Club Officer
 - (d) Team Manager Coordinator
 - (e) Metro East Delegate.
 - (f) Technical Official Officer
 - (g) Awards & Records Officer
 - (h) Social Coordinator
- [5] The nominated members to the Swim Committee shall be the Head Coach and one coach representative.
- [6] The Senior Club Captains shall be invited guests to Swim Committee meetings as required.
- [7] The elected and nominated positions can be varied by approval of the Board
- [8] Members are invited to express their interest in an elected Swim Committee position using Appendix BL1.

BL3. ELECTION OF SWIM COMMITTEE MEMBERS:

- [1] Nominations of candidates for election of Swim Committee members must be-
 - (a) made in writing, signed by two members of the Club and accompanied by the written consent of the candidate which may be endorsed on the form of nomination [refer appendix BL1]; and
 - (b) delivered to the Secretary of the Club not less than 7 days before the date fixed for the holding of the annual general meeting.
- [2] If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed elected.
- [3] If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.
- [4] The ballot for the election of members of the Swim Committee must be conducted at the annual general meeting in such manner as the Board may direct.

[5] Positions not filled at the AGM through nomination will remain vacant until such time as a suitable candidate is identified, within 3 months of the AGM, by the chairperson the where the vacancy exists. An appointment, once ratified by the Board will then be made to fill the vacancy.

BL4. VACANCIES:

The office of a member of the Swim Committee becomes vacant if the Swim Committee member-

- (a) ceases to be a member of the club; or
- (b) becomes bankrupt under administration within the meaning of the Corporations Law; or
- (c) resigns from office by notice in writing given to the Secretary.

BL5. MEETINGS OF THE SWIM COMMITTEE:

- [1] The Swim Committee shall meet once each calendar month at such place and such times as the committee determines.
- [2] Other meetings of the Swim Committee may be necessary from time to time are convened by the Swim Chairperson.

BL6. NOTICE OF SWIM COMMITTEE MEETINGS:

- [1] Notice of each Swim Committee meeting must be given to each member of the Swim Committee at least 5 business days before the date of the meeting.
- [2] Notice must be given to members of the Swim Committee of any special meeting specifying the general nature of the business to be conducted and no other business may be conducted at such meeting at least 5 business days before the date of the meeting.

BL7. QUORUM FOR SWIM COMMITTEE MEETINGS:

- [1] **Greater than** 50% of members of the Swim Committee constitute a quorum for the conduct of the business of a meeting of the Swim Committee.
- [2] No business may be conducted unless a quorum is present.
- [3] If within half of hour of the time appointed for the meeting a quorum is not present-
 - (a) in case of a special meeting- the meeting lapses;
 - (b) in any other case- the meeting shall stand adjourned to the same place and the same time and day in the following week.
- [4] The Swim Committee may act notwithstanding any vacancy on the committee.

BL8. PRESIDING AT SWIM COMMITTEE MEETINGS:

- [1] At meeting of the Swim Committee, if the Chairperson is absent, or unable to preside, the Board may assign a Board member to act as Chairperson for that meeting, or if it is a late withdrawal, the members present must choose one of their members to preside.

BL9. VOTING AT SWIM COMMITTEE MEETINGS:

- [1] Questions arising at a meeting of the Swim Committee shall be determined on a show of hands or, if a member requests, by a poll taken in such a manner as the person presiding at that meeting may determine.
- [2] Each member present at a meeting of the Swim Committee [including the member presiding at the meeting] is entitled to one vote and in the event of an equality of votes on any question the person presiding may exercise a second casting vote.

BL10. REMOVAL OF A MEMBER OF THE SWIM COMMITTEE:

- [1] The Club in a General Meeting may by resolution remove any member of the Swim Committee before the expiration of his/her term of office and appoint another member in his/her place to hold office until the expiration of the term of the first mentioned member.
- [2] A member who is the subject of a proposed resolution referred to in sub-rule [1] may make representations in writing to the Secretary or President of the Club and may request that the representations be provided to the members of the Club.
- [3] The Secretary or the President may give a copy of the representations to each member of the Club or, if they are not so sent, the member who is the subject of a proposed resolution referred to in sub rule [1], may require that they be read out in the meeting.

BL11. MINUTES OF MEETINGS:

- [1] The Swim Chairperson, or another member of the Committee delegated by the Chairperson, must keep minutes of the resolutions and proceedings of each Swim Committee meeting, together with a record of the names of persons present at these meetings.
- [2] The minutes of each meeting must be completed and forwarded to the General Manager within 5 days and then be distributed to the Board prior to their next monthly meeting.

BL12. SWIM COMMITTEE RESPONSIBILITIES:

- [1] The Swim Committee shall plan, implement, develop, coordinate and review the following activities;
 - a. Club calendar based on the needs and planning of the Head Coach and High Performance Coach
 - b. Intra club meets including Club Championships according to BL16[3]
 - c. Inter club meets according to BL17
 - d. Nunawading Short Course Meet, Nunawading Long Course Meet, JX Meets or similar according to BL18
 - e. District events according to BL19
 - f. Coordination of trophy winners for Annual Presentation evening
 - g. Caune, Nugent and Butler Trophy voting according to BL20
 - h. Club Captain nominations and voting according to BL23
 - i. Technical Officials including starter, referees and timekeepers
 - j. Club records according to BL25
 - k. Review Club competition trips and training camps
- [2] The Swim Chairperson and Head Coach shall use regular communications through Nuna News to keep NSC members well informed of Swim Committee decisions.

BL13. SWIM COMMITTEE POSITION DESCRIPTIONS:

- [1] The members of the Swim Committee shall be guided by the following position descriptions:
 - (a) The Swim Chairperson shall;
 - a. oversee all swimming club related issues.
 - b. chair the monthly meeting of the Swim Committee.
 - c. Recommend time and dates to the incoming committee and book the Board Room accordingly.
 - d. Report monthly to the Swim Committee on outcomes from the previous month's Board meeting;
 - e. oversee all swim meets conducted by the Nunawading Swimming Club including:
 - i. Nunawading Long Course, Short Course and JX Meets
 - ii. Club Championships
 - iii. Nuna PB Challenge
 - iv. Inter Club
 - v. District Meets when Nunawading is the host Club
 - g. Co-ordinate the voting for Club Captains using BL23. Organise t-shirts for successful swimmers.

- h. Liaise with the Awards & Records Officer to ensure all trophies are available for the winners of all meets.
 - i. Together with the Head Coach, plan the seasons calendar taking into account:
 - i. dates set by FINA, Swimming Australia, Swimming Victoria, Metro East, inter club, intra club and annual events conducted by other clubs and districts
 - ii. input and feedback from members of the Swim Committee
 - iii. training emphasis at each stage of the season
 - j. The Calendar needs to be ratified by the Swim Committee at the first meeting of the winter and summer season.
 - k. Distribute an agenda to all members of the Swim Committee at least 5 days prior to a Swim Committee meeting.
 - l. Distribute the minutes of all Swim Committee meetings to all members of the Swim Committee within 5 days of the meeting.
- (b) The Intra-Club Officer shall;
- a. co-ordinate club swim meets including:
 - i. Nuna PB Challenge
 - ii. Distance Certificate mornings
 - b. set the Intra Club dates in conjunction with Swim Committee at least two terms in advance..
 - c. set Nuna PB Challenge program
 - d. Provide a report after each intra club meet for inclusion in weekly email newsletter
 - e. Ensure results of all Intra Club are provided to Website Administrator within 48 hours of meet
 - f. recommend pool entry and meet entry fees for intra-club meets (to be ratified by the Swim Committee).
 - g. Coordinate the float (available from Club Office) for pool entry. Takings are to be left at the Club Office with a note as to what meet they are from..
- (c) The Team Manager Co-ordinator shall;
- a. be primarily responsible for organizing Team Managers for all meets and Club trips as required
 - b. coordinate all team management issues
 - c. liaise with a pool of Assistant Team Managers from a variety of squad groups, and delegate individuals to act as Team Managers for specific meets and trips and provide trip requirements ie: catering, cooking and so on.
 - d. in consultation with the assistants, shall appoint the annual team managers awards.
- (d) A pool of Assistant Team Managers will be developed and trained to:
- a. assist the Team Manager Co-Ordinator with the management of all Nunawading teams;
 - b. assist all club swimmers as required at nominated local competitions (particularly those with relays) and, if needed on team trips away;
 - c. assist at all district and state level meets;
 - d. assist any swimmers or parents who may have questions or problems at a swim meet
 - e. escort any swimmers selected for drug testing and remain with the swimmer to provide support, witness proceedings and ensure safe travel home
 - f. Assistant Team Managers are not required to attend Swim Committee Meetings unless as deputies for the Team Manager Co-Coordinator.
- (e) The Metro East Delegate shall;
- a. attend all District meetings to represent the Nunawading Swimming Club
 - b. vote on all matters raised by the District and or other Clubs, keeping the name, respect and integrity of the Nunawading Swimming Club and its swimmers above all else.
 - c. Ask that any decisions that cannot be resolved be referred back to each Club for deliberation
 - d. Report to the Swim Committee on any swimming related issues raised by the District and or other Clubs.
 - e. Aid the District in all activities including but not limited to Inter Club, District Coaching Clinics and District championships where required.
 - f. become totally conversant with all District matters.
 - g. carry out other tasks that involve participation in Metro East activities as required by the Swim Chairperson and Committee.

- (f) The Head Coach shall;
- a. Provide leadership and direction to the Swim Committee to ensure activities parallel the coaching and competition programs;
 - b. together with the Swim Chairperson, plan the seasons calendar taking into account:
 - i. dates set by FINA, Australian Swimming, Swimming Victoria, Metro East, inter club, intra club and annual events conducted by other clubs and districts
 - ii. input and feedback from members of the Swim Committee
 - iii. training emphasis at each stage of the season
 - c. present the Season's Calendar to the Swim Committee prior to each winter and summer season
 - d. Book Aqualink Nunawading for Intra Club meets and Club Championship;
 - e. complete all other duties described in the Head Coach's Position Description under the direction of the General Manager.
- (f) The Competition Officer shall:
- a. coordinate all facets of the Nunawading Long Course and Short Course Swim Meets including entries, programs and venue booking & setup
 - b. coordinate all facets of the Nunawading JX Meets including entries, programs and venue booking & setup
 - c. coordinate all facets of the Nunawading Club Championships including entries, programs and venue booking & setup.
 - d. Submit appropriate documentation for approval by Swimming Victoria of Nunawading qualifying meets.
 - e. Present to the Swim Committee the adjusted program of events for the following years Nuna LC, SC or JX Meet and Club Championships within two months of previous years meet
 - f. Ensure program of events for each Nunawading run swim meet is promoted on the NSC and SV website at least 4 months prior to the event;
- (g) The Technical Official Officer shall:
- a. be Swimming Victoria qualified.
 - b. maintain all stopwatches including, replacement of batteries as required and arranging repairs when necessary.
 - c. arrange with the General Manager for the replacement of stopwatches.
 - d. be responsible for the on going training of new timekeepers.
 - e. coordinate timekeepers for Inter Club and District swim meets.
 - f. Appoint the following for all Nunawading meets:
 - i. Level 1 Starter
 - ii. Level 1 Referee
 - iii. Minimum 2 Judge of Strokes
 - iv. Two AOE operators
 - v. Meet manager operator
 - vi. Chief Timekeeper
 - g. Coordinate timekeepers' roster for the Nunawading Long Course, Short Course, Club Championships and JX meets .
 - h. Liaise directly with Swimming Victoria qualified technical officials to ensure sufficient officials for all State Qualifying Meets including Nunawading Long Course, Short Course, Club Championships and JX meets.
 - i. Liaise with Swim Committee members on other Swim meet requirements.
- (h) The Awards & Records Officer shall:
- a. coordinate all medals and trophies for all club meets.
 - b. liaise with the intra-club officer and Swim Chairperson for numbers and quality of medals.
 - c. liaise with the intra-club officer and Swim Chairperson for names of winners.
 - d. coordinate all medals and trophies for the Club Annual Presentation Night.
 - e. Update Honour boards
 - f. Update all club records listed in BL25 on a weekly basis.
 - g. Provide all swimmers who break records with record certificates within 2 weeks of their record breaking swim.
 - h. Provide a list of club records broken for publication in Nuna News each month.

BL14. SOCIAL SUB-COMMITTEE:

- [1] The Social Sub-Committee is a Sub-Committee of the Swim Committee.
- [2] The purpose of the Social Sub-Committee is to;
 - (a) Plan, promote and organise social activities and functions for individual squads and the club as a whole including:
 - a. Developing a calendar of social events based on the competition calendar
 - b. Providing social support to Annual Presentation function Catering at Nunawading hosted Swim Meets or similar
 - c. Coordinating social support for the Christmas Function Catering at Club events including PB Challenge and Club Championships
 - (b) Coordinate catering for the following swim meets:
 - a. Nunawading hosted Swim Meets or similar
 - b. Club events including PB Challenge and Club Championships
 - c. District Meets when required
 - (c) Actively seek involvement from parents, swimmers and other members of the club.
- [3] Following each AGM, the elected Social Coordinator shall put out a call to ask for parent volunteers from each squad to assist with the social agenda. Positions on the Social Sub-Committee may be filled at any time throughout the year. The maximum number of positions can be decided by the Sub-Committee and representation should be across as many squads as possible.
- [4] The Social Co-ordinator shall use regular communications to keep NSC members well informed of Swim Committee decisions.

BL15. NON-COMMITTEE POSITIONS AND RESPONSIBILITIES:

- [1] The following nominated members (nominated by the Board in consultation with the Swim Chairpersons and General Manager) to a non-committee position working directly with the NSC General Manager shall be-
 - (a) Property Officer.
 - (b) Public Relations Officer
 - (c) Club Photographer/s
 - (d) Website Administrator
 - (a) The Property Officer shall:
 - a. Oversee the maintenance of all club property.
 - b. attend to any repairs and maintenance brought to their attention in a timely manner
 - c. liaise with the General Manager on major maintenance needs.
 - (b) The Public Relations Officer shall:
 - a. write and promote news worthy stories to promote the club and it's swimmers.
 - b. Maintain clubrooms photographic and trophy displays
 - (c) The Club Photographer shall:
 - a. Attend major club events and take photographs of Club members.
 - b. Provide appropriate photos for use in NSC publications and on the NSC website (ensuring permission has been granted by the swimmer / family)
 - c. Assist with sourcing appropriate photos for the Clubroom walls.
 - (d) The Website Administrator shall:
 - a. Maintain the Nunawading Swimming Club website www.nunawadingswimmingclub.com to ensure it remains up-to-date using information provided by staff and volunteers at the Club.

BL16. INTRA CLUB MEETS:

- [1] The Nunawading Swimming Club Intra Club competitions will consist of the following meets:
 - (a) Club Championships
 - (b) Nuna PB Challenge
- [2] The Nunawading Swimming Club Intra Club competitions may consist of the following meets:
 - (a) Distance Certificate
- [3] The Club Championships shall:-
 - (a) be held once every season as either a one day meet or a series of two or more meets
 - (b) consist of the following events
 - i. 100m butterfly, breaststroke, backstroke and freestyle and the 200 IM for all age groups 11 years and over,
 - iii. 50m butterfly, breaststroke, backstroke and freestyle, and a 100 IM for age groups 10 years and under.
 - (c) include aggregate points in each age group which are tallied to determine each age group Club Champion, for which trophies/medals will be presented at the annual presentation function
 - (d) be open to all NSC members, with all squad members encouraged to enter.
- [4] The Nuna PB Challenge shall:-
 - (a) fulfil the following objectives:
 - i. To introduce new swimmers to all aspects of competition so they can gain confidence
 - ii. To encourage our swimmers to focus on individual self-improvement
 - iii. To create opportunities for swimmers and parents to meet other families
 - iv. To help parents learn the various aspects of timekeeping
 - (b) be conducted once each school term, as a series of two or three meets where swimmers try to consistently improve their times and earn points based on their individual level of improvement (not placings).
 - (c) award medals to 1st, 2nd and 3rd girls and boys in each age group at the end of the series, based on points earned
 - (d) be open to all NSC members.
 - (e) be open to swim school children who are nominated by their swim teachers, however they must become club members within 3 weeks of their first swim at the Nuna PB Challenge if they wish to continue to be involved.
- [5] The Distance Certificate mornings (if conducted):-
 - (a) shall fulfil the following objective:
 - i. To encourage swimmers to take on the challenge of completing new distances
 - ii. To encourage swimmers to train more regularly to increase stamina and aim for longer distances
 - iii. To reward swimmers who train regularly
 - (b) may be conducted on Sunday mornings, usually once per school term.
 - (d) may be open to all NSC members.
 - (e) may be open to swim school children who are nominated by their swim teachers.

BL17. INTER CLUB MEETS:

- [1] The Club may take part in dual meets with other clubs if it fits into the club's swim calendar or the swim program planned by the Head Coach.

BL18. NUNAWADING SWIM MEETS:

- [1] The Club shall conduct a number of swim meets each year depending on the National, State, District and Club calendars and the swimmer's training phase. Three meets generally conducted each year are:
 - (a) Nunawading Short course Meet
 - (b) Nunawading Long Course Meet
 - (c) Nunawading JX Meet
- [2] The Nunawading Short Course Meet shall be
 - (a) a one day meet with sessions split by age groups
 - (b) conducted at a time that will assist swimmer performance and ensure business success
 - (c) open to swimmers who are members of their State Association

- (d) used as a major fundraiser for the Club
- [3] The Nunawading Long Course Meet shall be
- (a) a one day meet with sessions split by age groups
 - (b) conducted at a time that will assist swimmer performance and ensure business success
 - (c) open to swimmers who are members of their State Association
 - (d) used as a minor fundraiser for the Club
- [4] The Nunawading JX Meet shall be
- (a) a half day or one day meet with sessions split by age groups
 - (b) conducted at a time that will provide racing opportunities to Nunawading junior swimmers
 - (c) open to swimmers who are members of their State Association
 - (d) used to promote swimming and encourage junior swimmers

BL19. DISTRICT MEETS:

- [1] Swimmers shall be encouraged to participate in District East meets so long as they fit into the NSC Competition calendar and squad training program.

BL20. MAJOR ANNUAL TROPHIES

[1] MAJOR TROPHY SUB-COMMITTEE

- (a) The Major Trophy Sub-Committee shall be made up of 5 persons consisting of 3 key coaches and 2 members of the Swim Committee.
- (b) The Swim Chairperson shall be the chair of the Sub-Committee.
- (c) No competitive swimmer who is eligible for the award may sit on the Major Trophy Sub-Committee.

[2] BUTLER TROPHY:

- (a) The male and female winners of the Butler Trophy shall be decided by secret ballot by members of the Major Trophy Sub-Committee.
- (b) Voting shall be based on consideration of the following areas and using the procedure detailed in [d] & [e] below:
 - (i) Swimming ability
 - (ii) Participation in club activities
 - (iii) Sportsmanship
 - (iv) Popularity
 - (v) Leadership qualities
- (c) The Major Trophy Sub-Committee shall determine the 4 to 6 nominated swimmers aged 16 years or over at the commencement of the season (1 May), who in their opinion rank highly in the 5 attributes above.
- (d) Each member of the Major Trophy Sub-Committee, is eligible to vote. Voting shall be completed as 3-2-1 with 3 votes for the person highest ranked. The Swim Chairperson shall count the votes. The swimmer with highest number of votes shall win the award. If the winning number of votes are equal, there shall be a re-vote including only the swimmers who equaled in the original vote. Voting for the recount shall be 1 vote each for the highest ranked person. If there is equal votes on the second count, the Swim Chairperson shall have a deciding vote.
- (e) The names of the winners of the Butler Trophy shall remain confidential to the Swim Chairperson until their presentation.

[3] NUGENT / CAUNE TROPHIES:

- (a) The male and female winners of the Nugent (male) and Caune (female) Trophies shall be decided by secret ballot by members of the Major Trophy Sub-Committee
- (b) Voting shall be based on consideration of the following areas and using the procedure detailed in [d] & [e] below:
 - (i) Swimming ability
 - (ii) Participation in club activities
 - (iii) Sportsmanship
 - (iv) Popularity
 - (v) Leadership qualities
- (c) The Major Trophy Sub-Committee shall determine the 4 to 6 nominated swimmers aged 15 years or under at the commencement of the season (1 May), who in their opinion rank highly in the 5 attributes above.
- (d) Each member of the Major Trophy Sub-Committee, is eligible to vote. Voting shall be completed as 3-2-1 with 3 votes for the person highest ranked. The Swim Chairperson shall count the votes. The swimmer with highest number of votes shall win the award. If the winning number of votes are equal, there shall be a re-vote including only the swimmers who equaled in the original vote. Voting for the recount shall be 1 vote each for the highest ranked person. If there is equal votes on the second count, the Swim Chairperson shall have a deciding vote.
- (e) The names of the winners of the Nugent / Caune Trophies shall remain confidential to the Swim Chairperson until their presentation.

BL21. PERPETUAL BEST SWIMMING PERFORMANCE TROPHIES:

[1] SUTHERLAND TROPHY:

- (a) The Sutherland Trophy shall be awarded at the annual Presentation Day to the male and female swimmers who achieve the best swimming performance according to the most current FINA international point score.
- (b) Swimmers must be 17 years or over at the commencement of the season (1st May) to be eligible for this trophy.
- (c) 'The best swimming performance' shall include swims done at official Swimming Australia or State Association sanctioned meets including official long course swims, official short course swims, official relay lead off swims (provided the first split is electronically timed) and official splits of longer swims.

[2] THE GRAEME AND HELEN WOOLLES TROPHIES

- (a) The Graeme and Helen Woolles Trophies shall be awarded at the annual Presentation Day to the male and female swimmers who achieve the best swimming performance according to the most current FINA international point score.
- (b) Swimmers must be 14 years to 16 years at the commencement of the season (1st May) to be eligible for these trophies.
- (c) 'The best swimming performance' shall include swims done at official Swimming Australia or State Association sanctioned meets including official long course swims, official short course swims, official relay lead off swims (provided the first split is electronically timed) and official splits of longer swims.

[3] MEYER - HOUGHTON TROPHIES

- (a) The Meyer and Houghton trophies shall be awarded at the annual Presentation Day to the male and female swimmers who achieve the best swimming performance according to the FINA international point score.
- (b) Swimmers must be 11 to 13 years at the commencement of the season (1st May) to be eligible for these awards.

- (c) 'The best swimming performance' shall include swims done at official Swimming Australia or State Association sanctioned meets including official long course swims, official short course swims, official relay lead off swims (provided the first split is electronically timed) and official splits of longer swims.

[4] THE URSULA RAUTER AND LIZ CLARKE TROPHIES

- (a) The Ursula Rauter trophy for boys is awarded to the male swimmer who achieves the best swimming performance of the season according to the FINA international pointscore. Swimmers must be 10 years or under at the commencement of the season (1st May) to be eligible for this trophy.
- (b) The Liz Clarke trophy for girls is awarded to the female swimmer who achieves the best swimming performance of the season according to the FINA international pointscore. Swimmers must be 10 years or under at the commencement of the season (1st May) to be eligible for this trophy.

[5] ANNE CURRIE SWIMMER WITH A DISABILITY 'SWIMMER OF THE YEAR' TROPHY

- (a) The Anne Currie Swimmer with a Disability Swimmer of the Year Trophy shall be awarded at the annual Presentation Day to the male or female swimmer who achieved the highest ranking at an International meet in that season. If no swimmer attended an International meet, the swimmer with the highest ranking at the Australian Championships in that season shall receive the award. If no swimmer attended the Australian Championships, the swimmer with the highest ranking at the Victorian Championships shall be awarded the trophy, on the condition that the minimum standard achieved is a Victorian Championship finalist.
- (b) There is no age restriction for this award.

[6] OPEN WATER 'SWIMMER OF THE YEAR' TROPHY

- (a) The Open Water Swimmer of the Year Trophy shall be awarded at the annual Presentation Day to the male or female swimmer who achieved the highest finishing position at an International Open Water swim meet in that season. If no swimmer attended an International meet, the swimmer with the highest finishing position at the Australian Open Water Championships in the 5km or 10km event, in that season, shall receive the award. If no swimmer attended the Australian Open Water Swimming Championships, the swimmer with the highest finishing position at the Australian Age Open Water Swimming Championships, in that season, shall be awarded the trophy.
- (b) Swimmers must be 12 years or over at the commencement of the season (1st May) to be eligible for this award.

BL22. ANNUAL TROPHIES

[1] THE DAVID COOK TROPHIES

- (a) The David Cook trophies shall be awarded at the annual Presentation Day to the overall top male and female point scorers at the Nuna PB Challenge.
- (b) Points for all swimmers attending the PB Challenges over the season will be added together.
- (c) A swimmer winning all the Challenge series in their age group may not necessarily take the overall point score.
- (d) Swimmers must be club members to be eligible to win these trophies.

BL23. CLUB CAPTAIN NOMINATIONS AND VOTING:

- [1] The male and female Club Captains will be decided by the Club Captain Sub-Committee and announced at the Annual Presentation Evening for the new swimming season.
- [2] The Club Captain Sub-Committee shall be made up of 5 persons consisting of 3 key coaches and 2 members of the Swim Committee.
- [3] The Head Coach shall be the chair of the Sub-Committee.
- [4] No competitive swimmer who is eligible to be Club Captain may sit on the Club Captain Sub-Committee.
- [5] The Club Captain Sub-Committee shall also appoint members to a leadership group that will support the Club Captains and provide leadership for club activities as required.

BL24. CLUB CAPTAIN & LEADERSHIP GROUP ROLE:

- [1] The Club Captains and Leadership Group shall assist the Swim Committee and Head Coach by providing leadership throughout the season in club and squad activities as required;
- [2] The Head Coach shall work with the Club Captains and Leadership Group to ensure appropriate leadership is shown throughout each season.

BL25. CLUB RECORDS:

- [1] The Awards Officer shall keep the following club records:
 - (a) Male Long Course Records
 - (b) Female Long Course Records
 - (c) Male Short Course Records
 - (d) Female Short Course Records
 - (e) Male Nunawading Pool Records
 - (f) Female Nunawading Pool Records

BL26. CLUB COMPETITION TRIPS AND TRAINING CAMPS:

- [1] All competition trips or training camps involving NSC members should be reviewed by the Swim Committee prior to the dissemination of any information where possible. Where possible The Committees should be presented with the following information at least 2 months prior to any proposed competition trip or training camp:
 - (a) Purpose of the activity;
 - (b) Person in charge of the activity;
 - (c) Criteria for the selection of Team Members including age recommendations;
 - (d) Dates of activity;
 - (e) Proposed travel, accommodation and meal arrangements;
 - (f) Cost estimate in total and per person;
 - (g) Draft handout for approval including where information should be returned and how payment will be made;
 - (h) Timeline which includes dates for the handout and collection of information, payment details, team meeting prior to trip and other necessary dates.
- [2] Any changes to the approved selection criteria or major changes in trip detail should be presented to the Swim Committee for review. Where possible, prior to the dissemination of additional information to club members. In circumstances where time does not permit changes being reviewed by the Swim Committee, or in situations where time does not allow for the presentation of trip details for small groups of youth or open swimmers, the review can be completed by the Swim Chairperson together with the General Manager.
- [3] The ratio of NSC staff (team managers and coaches) to swimmers on all NSC competition trips or training camps shall be a minimum of 1:8.
- [4] Team members must be 12 years or older on the first day of the trip to travel with Nunawading to Interstate competitions / training camps.

- [5] For overnight trips within the state of Victoria or border city, swimmers 11 years and under on the first day of the trip, may travel as members of the Nunawading team, if they meet the trip criteria, but must be accompanied by an adult/guardian.
- [6] For day trips within the state of Victoria, all club swimmers and parents may be invited to travel with the team. Team Members aged 11 years and under must be accompanied by a parent or guardian.
- [7] A parent / guardian may also be a guardian for additional children aged 11 years and under provided the children's family have provided the Club with a letter of written consent. The Swim Committee can nominate the number of additional children based on each individual day or overnight trip. This shall be organised by the families;
- [8] The parent / guardian shall:
 - (a) become part of the team in regards to all activities, transport, accommodation and meals;
 - (b) follow the directions of the Team Managers and ensure the children in their care do the same;
 - (c) assist the Team Managers if and when appropriate or asked;
 - (d) pay their share of the travel, accommodation and meals costs;
 - (e) look after all children in their care;
 - (f) share accommodation with the children in their care;
- [9] All Team Members shall follow the direction of the Team Managers as outlined in the Team Rules By-Law below.
- [10] Swimmers who do not meet the selection criteria for a competition trip may still attend the competition, but must travel independently of the NSC Team. This includes making alternate travel and accommodation arrangements, and being cared for by a parent or guardian.

BL27. TEAM RULES:

- [1] The following Team By-Laws set out the obligations of a Member who has been invited and has agreed to:
 - (a) become a Team Member; or
 - (b) participate in a NSC Training Camp (whether or not they are a member of any Team) unless otherwise determined by NSC in writing.
- [2] These By-Laws only apply to a Team Member from the time the relevant Team is assembled until:
 - (a) the Member ceases to be a Member of the Team; or
 - (b) the Team is disbanded on the day determined by the team manager / coach and notified to the Team Member
 - (c) such earlier time as NSC may agree with that Team Member (such as where a Team Member signs off from a Team rather than returning home with the Team.).
- [3] The Swim Committee must give each member who is invited to become a Team Member prior written notice of the date the Team will be assembled and the date on which it will be disbanded.
- [4] Team Members shall:
 - (a) be financial members of NSC.
 - (b) be in a position to fully comply with these By-Laws.
 - (c) be bound by the NSC Constitution and the SV Constitution.
- [5] Team Members must:
 - (a) comply with all reasonable directions of the Head Coach and Team Manager/s of the Team in relation to the control, management, administration and running of the Team;
 - (b) remain in good physical condition and capable of performing the role required by a Team Member;
 - (c) not be involved in, nor persist with, any conduct or activity that may harm NSC, its names or reputation;
 - (d) must wear NSC Team clothing in the manner directed by the Head Coach or Team Manager/s.
 - (e) not be involved in any conduct or activity that may harm the names or reputation of any Sponsor, nor NSC's relationship or contractual obligation with any sponsor;
 - (f) not be involved in a situation which brings the Team Member into disrepute, contempt, scandal or ridicule;
 - and
 - (g) not offend public opinion or the sensibilities of any class or group.
- [6] NSC will provide each Team Member with:
 - (a) coaching and medical support;
 - (b) personal injury and loss insurance;
 - (c) administrative support to enable the Team Member's participation at the Team Events;

- (d) public relations and media advice;
- [7] NSC will support each Team Member with:
- (a) the coordination of travel, accommodation, meals and ground transport ;
- [8] Team Members must follow the doping policy listed below
- (a) Team Members must not take or use drugs or stimulants or participate in other practices prohibited by the International Olympic Committee (IOC), FINA and/or the Australian Sports Drug Agency Act 1991.
 - (b) Team Members must comply with any lawful demand by the Australian Drug Agency or the Team Manager, to undergo a test or provide a sample for the purpose of the determining whether that Team Member has contravened BL27[8](a)
 - (c) Any Team Member who refuses or fail to comply with a demand pursuant to BL27[8](b) is liable to be immediately dismissed from the Team.
 - (d) Any Team Member who becomes aware that a Team Member is in breach of BL27[8](a), must advise the Team Manager
 - (e) If any Team Member is detected to have breached BL27[8](a) the Team Manager/s must:
 - i. make full disclosure to the Head Coach; and
 - ii. make full disclosure to the General Manager of Nunawading Swimming Club.
 - (f) Such information is confidential and can only be used for official/disciplinary purposes.
- [9] Team Members shall abide by the Dry Team Policy as follows:
- (a) From the time a Team is assembled until it is disbanded, no Team Member is allowed to drink alcohol or take any recreational drug of any kind (such as marijuana). The phrase ‘recreational drug’ includes any drug which is an illegal drug in any State or Territory in Australia.
 - (b) Any Team Member aged 17 years or under who breaches the Dry Team Policy is liable to have their membership of the Team terminated.
 - (c) Any Team Member aged 18 years and over who breaches the Dry Team Policy without seeking a prior exemption from the Head Coach is liable to have their membership of the Team terminated. Exemptions may only be provided at the conclusion of the event.
- [10] Team Members Medical Information
- (a) Team Members must conduct themselves in such a manner so as to obtain and maintain their best possible physical fitness and health.
 - (b) Team Members must disclose immediately to Team Management any illness and/or injury that may prejudice their proper participation in the activities of the Team.
 - (c) Team Members must return to their place of residence if so directed by Team Management if, after consultation with a qualified medical practitioner, the Team Member is declared unfit or unable to perform to the best of their ability through illness and/or injury.
 - (d) The Team Manager/s is approved to authorise such emergency medical treatment as deemed necessary, if a Team Member is unable, for any reason, to provide that authorization themselves. The cost of any such emergency treatment will be paid by the Team Member.
 - (e) Any details disclosed pursuant to this By-Law will be kept absolutely confidential by NSC. The details may only be requested, discussed and disclosed as between the Team Manager and the Head Coach and any appointed medical practitioner for the purpose of:
 - i. any emergency contemplated by BL27 [10](d);
 - ii. determining the Team member’s fitness to perform to the best of their ability; or
 - iii. official/disciplinary purposes.
- [11] Swimmer Withdrawal from the Team – Cancellation Policy
- (a) The following cancellation policy applies to all NSC interstate trips where the Club has confirmed and paid for accommodation, flight and meal bookings for the swimmers.
 - (b) If a swimmer withdraws, including due to injury or illness, from a NSC team the following shall apply:
 - i. If a swimmer withdraws, including due to injury or illness, more than 30 days prior to the departure date for the team trip, the swimmer will be reimbursed 75% of the total amount paid/payable.
 - ii. If a swimmer withdraws, including due to injury or illness, between 8 and 30 days prior to the departure date for the team trip, the swimmer will be reimbursed 50% of the total amount paid/payable.
 - iii. If a swimmer withdraws, including due to injury or illness, 7 days or less prior to the departure date for the team trip, the swimmer will not be entitled to a reimbursement by the Club.

- (c) Swimmers have the option to take out their own travel insurance policy to cover any of the above scenarios.

[12] Termination of Team Member

- (a) Team Management may terminate a Team Member's Membership of a Team by giving written notice to the Team Member if the Team Member:
 - i. breaches any of these By-Laws;
 - ii. is convicted of a criminal offence;
 - iii. is suspended from any event, competition, team or squad;
 - iv. is found guilty by Swimming Victoria or NSC of a breach or violation of their regulations or other laws;
 - v. does not, in NSC's opinion, maintain a satisfactory level of performance or standing in the sport of swimming;
 - vi. in NSC's opinion, deteriorates in public image; or
 - vii. is involved in any major controversy.
- (b) Team Management may suspend on such conditions as it considers appropriate in its absolute discretion a Team Member's membership of a Team while NSC conducts any investigation into whether a Team member should be dismissed from a Team for any of the reasons set out in By-Law 27[12](a)
- (c) The Team Member has the right to an immediate appeal if they do not agree with the suspension from the Team. The order of appeal is listed below.
 - i. Team Management and the Team Member must meet and discuss the matter and, if possible, resolve the dispute within 4 hours after the notification of suspension comes to the attention of both parties.
 - ii. If the Team Member is still unsatisfied with the outcome, Team Management shall provide the Team Member with the phone number of either the Grievance Officer or the NSC President (if the Grievance Officer is part of team management) and organize an independent hearing by the Grievance Officer or the President within 4 hours of the previous meeting.
 - iii. After providing both parties with every opportunity to be heard and due consideration, the Grievance Officer shall make their decision and that decision will be final.

[13] Rights of Termination

- (a) If a Team Member's membership of a Team is terminated the Team Management has the authority of the Team Member; (if over the age of 18); or the Team Member's immediate parent/s or guardian; (if under the age of 18); to organize transport of the Team Member back to the Team Member's home as soon as possible. The cost of such travel will be met by the Team Member.

[14] Liability

- (a) Team Members acknowledge NSC may take injunctive relief in any court of competent jurisdiction to restrain any breach of these By-Laws.

[15] Release and Indemnity

- (a) Team Members release NSC from any liability whatsoever towards the Team Member, except any liability:
 - i. which cannot be excluded by statute or any other law; or
 - ii. arising as a result of NSC's gross or willful negligence.
- (b) Team Members indemnify NSC from all claims, losses, damages, costs or proceedings of any kind which may be against NSC in any way arising out of or in connection with the Team Member's participation in any Team.
- (c) By-Law 27[14] (a) does not apply to any claim, loss, damage, cost or proceeding:
 - i. against which NSC cannot be indemnified under statute or any other law; or
 - ii. arising out of or in relation to NSC's gross or willful negligence.

[16] Disciplinary Hearing

- (a) Notwithstanding any penalty or sanction that may have been imposed on any team member for the breach of these By-Laws, any breach or alleged breach of these By-Laws, shall be deemed to be misconduct and shall be referred to the Board for a disciplinary hearing.

[17] Definitions

- (a) In this agreement [BL27]:
- i. **SV** is Swimming Victoria Incorporated.
 - ii. **NSC** is Nunawading Swimming Club Incorporated.
 - iii. **Sponsor** means a sponsor of NSC.
 - iv. **Team Event** in relation to a Team is any swimming event, competition, games or championships at which the Team will compete. Examples of Team Events are Australian Championships, Australian Age Championships, Victorian Championships; or any other competition as decided by NSC.
 - v. **Team** is any team of swimmers, coaches, medical staff and officials selected by NSC to compete in any competition, event, games or championships. Team also includes any group of persons who participate in any NSC Training Camp. A Team only exists from the date it is assembled until the date it is disbanded.
 - vi. **Team Management** is the people appointed by NSC to manage any Team on behalf of NSC.
 - vii. **Team Manager** is the person appointed by NSC to have overall management and responsibility for a Team.
 - viii. **Team Member** is the swimmer selected by NSC to be a member of a Team who also agrees to be a Member of that Team. Team Member also includes any person who has agreed to participate in any NSC Training Camp.

BL28. UNIFORM:

- [1] Club members representing NSC at swim meets shall wear Nunawading Swimming Club uniform as follows:-
- (a) Club t-shirt and club swim cap
 - (b) Club tracksuit
 - (c) Blue or black bathers
 - (d) Bathers other than Black or Blue may be worn if they are considered professional racing equipment
- [2] Examples of exemptions include swimmers competing for School, District, Victorian Institute of Sport, Victoria and Australian teams.

BL29. SERVICE AWARDS:

- [1] The Swim Committee shall recognise members with a service award as follows:-
- (a) 10 years involvement
 - (b) 15 years involvement
 - (c) 20 years involvement
 - (d) 25 years involvement
 - (e) 30 years involvement
- [2] Service awards shall not be automatic but will be considered and awarded by the swim committee on a case by case basis taking into account the type of service and involvement the member has given. Service awards may also be given to 'friends' of NSC who may not be club members.

BL30. CLUB SUBSIDIES:

Where the Board chooses to apply subsidies to assist swimmers to attend National Championships, the following will apply:

- [1] For each interstate Australian Championships, Australian Short Course Championships, Australian Age Championships and Australian Open Water Championships, the Swim Committee shall present to the Board the names of swimmers who are entered to compete at the meet and their eligibility for subsidy according to the criteria below. This shall be provided to the Board at least 4 weeks prior to the Championships for approval;
- [2] The Board has allocated the following total support towards the following interstate National Championship events to be reviewed annually.
- | | |
|----------------------------------|---------|
| (a) Australian Championships | \$7,000 |
| (b) Australian Age Championships | \$7,000 |

- (c) Australian Short Course Championships \$5,000
 - (d) Australian Open Water Championships \$1,000 with a maximum \$300 assistance to any one swimmer
- [3] To be eligible for a travel subsidy the swimmer must have competed for NSC at the most recent Victorian Long Course Championships. The swimmer is required to compete in at least 3 individual events and make themselves available for club relays, if selected;
- [4] This By-Law shall apply for all Club members including new Club members;
- [5] If swimmers cannot compete at any of the meets listed in [2] above due to a Swimming Australia swim meet or camp, it is assumed that the NSC swimmer would have competed at the meet;
- [6] The Club shall also support squad trips or camps as deemed possible throughout each season.

BL31. SWIMMER SUPPORT PROGRAM:

- [1] The Board shall review each year an appropriate swimmer support program and implement it for the following season. The program shall be promoted on the NSC website as soon as it is finalized each year.

BL32. TRANSPORT & PROVIDING LIFTS

- [1] The Club does not support swimmers aged 18 years and over who have their Driver's Licence providing lifts in vehicles to swimmers aged less than 18 years unless the swimmer who is driving has sought the prior consent of the passenger's parent or guardian. The Club strongly encourages any members aged 18 years and over to gain the parental consent of a swimmer aged less than 18 years before allowing them to enter their vehicle. The Club, the Club's employees and volunteers will not be held responsible for underage members travelling in vehicles driven by other members aged 18 year and over. Travel to and from pools and other Club functions is the responsibility of and at the risk of Members.

BL33. ALTERATIONS

- [1] These By-Laws may be altered at any time by resolution of the Board of NSC.

Appendix BL1

ELECTION of Swim Committee Members

Nominations are now called for the following Swim Committee positions

- Swim Chairperson
- Intra-Club Officer
- Team Manager Coordinator
- Metro East Delegate
- Competition Officer
- Technical Official Officer
- Awards & Records Officer
- Social Coordinator

ELECTION of Non-Committee Members

Expression of Interest for nominated positions working with the General Manager

- Property Officer
- Public Relations Officer
- Website Administrator
- Club Photographer/s

<p>NOMINATION FORM</p> <p>I..... nominate..... for the position of.....Signed.....</p> <p>Seconded by.....</p> <p>I.....agree to nomination for the position of.....</p> <p>Signed.....</p>
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