



**swimming**victoria

# GENERAL BY-LAWS

SWIMMING VICTORIA INCORPORATED  
(Reg No A7221)

Updated June 2010

## TABLE OF CONTENTS

<u>By-Law</u>	<u>Page</u>
BL 1. PREAMBLE .....	3
BL 2. COMMITTEE STRUCTURE.....	3
BL 3. SPECIAL FORUMS .....	6
BL 4. PANELS.....	7
BL 5. AFFILIATION .....	8
BL 6. DISTRICTS.....	9
BL 7. CLUBS.....	10
BL 8. REGISTRATIONS.....	10
BL 9. TRANSFERS .....	10
BL 10. DELEGATES .....	11
BL 11. OFFICIAL LOGO, COLOURS AND DRESS .....	12
BL 12. ASSOCIATION AWARDS .....	12
BL 13. AWARDS AND TROPHIES.....	13
BL 14. MEETINGS .....	14
BL 15. AUTHORITY TO MAKE PUBLIC STATEMENTS.....	16
SCHEDULE A.....	17
SCHEDULE B.....	19
SCHEDULE C .....	21
SCHEDULE D .....	26
SCHEDULE E.....	29

## **BL 1. PREAMBLE**

These By-Laws are made by the Board of Swimming Victoria ("SV") under Rule 37 of the SV Constitution of SV ("SV Constitution"). They are binding on SV and all Members of SV. They are to be interpreted in accordance with the SV Constitution, in particular Rule 8 (Interpretations) and Rule 37 (By-Laws). In the event of a conflict between these By-Laws and the SV Constitution the SV Constitution will prevail.

## **BL 2. COMMITTEE STRUCTURE**

The following Sub-Committees shall be established by the SV Board, and the members of each committee shall be appointed by the Board following a process that calls for nominations to be submitted by individuals who have relevant skills and experience.

Competitions  
Finance and Audit  
Technical  
Marketing and Promotions  
High Performance  
Sport Development

The committees shall meet on a regular basis and shall propose recommendations to the SV Board (via the CEO) for approval before implementation.

Each committee shall be supported by the presence of a Director as a liaison officer and an SV staff member providing secretarial support. Such persons shall not have a vote, with the exception of the Finance & Audit Committee and the Marketing & Promotions Committee where the Director and the CEO shall have a vote.

The President shall be ex-officio on all Sub-Committees, but shall not have a vote.

Each committee shall appoint a Chairman to conduct its meetings.

### **2.1 Competitions**

#### **2.1.1 The Competitions Committee shall comprise:**

A Director;  
Championship Officer;  
SV staff member;  
Technical Committee Representative;  
Selection Panel Representative;  
asctaVIC appointed representative;  
Long Distance Swimming Representative;  
Swimmers with a Disability Representative.

#### **2.1.2 The Competitions Committee is to ensure that all of the competitions run by SV are in line with and conform to SV's Strategic Plan.**

#### **2.1.3 Duties are to ensure co-ordination of all aspects of competitive swimming and to support the SV Events staff as required.**

## 2.2 Finance and Audit

The Finance and Audit Committee shall be responsible for the following policy development and initiatives:

- . Financial strategic direction and planning;
- . Overseeing an appropriate risk management program;
- . Ongoing review and assessment of the internal financial controls of SV.

### 2.2.1 The Finance and Audit Committee shall comprise:

- 1 Director appointed by the Board with a vote;
- 2 to 4 Committee members;
- CEO;
- SV staff member.

### 2.2.2 The functions of the committee shall be:

- . Monitor the financial management arrangements of SV;
- . Monitor the annual audit program;
- . Recommend investment decisions to the Board;
- . Monitor the cash resources of SV to ensure financial viability at all times;
- . Assist in the preparation of the Annual Budget for recommendation to the Board;
- . Recommend to the Board the appointment of internal and external auditors as required;
- . Monitor changes to the Australian Accounting Standards and regulatory requirements and advise the Board appropriately.

### 2.2.3 The committee shall meet as required but not less than bi-monthly.

## 2.3 Technical

### 2.3.1 The Technical Committee is responsible for the education and development of all Technical Officials within Victoria. SV has accepted and adopted the National Officiating Program (NOP) that has been approved by SAL.

### 2.3.2 The committee shall consist of the following membership:

- A Director;
- Chief Referee;
- 4 to 8 Referees;
- SV staff member;
- Any FINA listed official, resident within Victoria.

### 2.3.3 The committee shall ensure that all officials are assessed for competency on a regular basis, and advised on alternative career paths.

### 2.3.4 All education materials for the use of officials shall be approved by the committee before being introduced into use.

### 2.3.5 Evaluate the performance of qualified officials and annually recommend to the Board the winner of the Bill Slade Trophy for Official of the Year.

### 2.3.6 Monitor official's history of service to ensure that they are recognised for service to the Sport.

2.3.7 The committee shall appoint one of their number to represent them on the Competitions Committee.

## 2.4 Marketing and Communications

2.4.1 The Marketing and Communications Committee is responsible for assisting the CEO and the administration in marketing expertise and the identification of possible sponsors and sponsorship programs. Marketing and communication policies must link directly to SV's Strategic Plan.

2.4.2 The Marketing and Communications Committee shall monitor and review the business plan for the marketing of swimming within Victoria.

2.4.3 The Marketing and Communications Committee shall review any draft commercial agreement and recommend as appropriate to the Board.

2.4.4 The Committee shall consist of:

A Director appointed by the Board with a vote;  
CEO;  
SV Staff member;  
2 other members.

## 2.5 High Performance

2.5.1 The High Performance Committee is responsible for the implementation of SV's Strategic Plan in so far as it relates to State Teams and Squads. They shall also be responsible to ensure that SV Programs meet the goals, objectives and commitments of our agreements with VicHealth, the VIS, SAL, the Australian Sports Commission and Sport and Recreation Victoria. The SV Director appointed as the liaison to this committee will be responsible for keeping the Board informed of its activities.

2.5.2 The High Performance Committee shall comprise:

A Director;  
VIS Swimming Program Manager;  
ascta appointed representative;  
asctaVIC appointed representative;  
SAL appointed representative;  
Selection Panel representative;  
SV staff member.

2.5.3 The High Performance Committee shall be responsible for the on-going review of current programs and advising the Board on strategic directions and planning for:

- . High performance centres;
- . High performance pathways;
- . Junior sport and competition pathways;
- . Development Programs;
- . State Team requirements.

## 2.6 Sport Development

2.6.1 The Sport Development Committee is responsible for the implementation of SV's Strategic Plan in so far as it relates to development programs. They shall also be responsible to ensure that SV Programs meet the goals, objectives and commitments of our agreements with VicHealth, the VIS, SAL, the Australian Sports Commission and Sport and Recreation Victoria. The SV Director appointed as the liaison to this committee will be responsible for keeping the Board informed of its activities.

2.6.2 The Sport Development Committee shall comprise:

A Director;  
asctaVIC appointed representative;  
SAL appointed representative;  
SV staff member;  
2 other members.

2.6.3 The Sport Development Committee shall be responsible for the on-going review of current programs and advising the Board on strategic directions and planning for:

- . Athlete recruitment and retention policies;
- . Targeted sports participation programs;
- . Junior Excellence Program;
- . Youth Performance Squad;
- . GO Club program;
- . ASC Club Development network;
- . Junior sports policy and direction;
- . Member protection issues;
- . School competitions.

### **BL 3. SPECIAL FORUMS**

#### 3.1 Country Forum

3.1.1 The Country Forum shall meet prior to each Council Meeting or at such other times as the Board approves.

3.1.2 The Committee shall consist of a delegate nominated by each Country District.

3.1.3 The Country Forum shall have the power to discuss all matters affecting Clubs and Districts and may make recommendations on the promotion and development of the sport to the Council.

3.1.4 The Committee shall appoint a Chairperson from amongst the members present at each meeting.

#### 3.2 Metropolitan Forum

3.2.1 The Metropolitan Forum shall meet prior to each Council Meeting or at such other times as the Board approves.

3.2.2 The Committee shall consist of a two delegates nominated by each Metropolitan District.

3.2.3 The Metropolitan Forum shall have the power to discuss all matters affecting Clubs and Districts and may make recommendations on the promotion and development of the sport to the Council.

3.2.4 The Committee shall appoint a Chairperson from amongst the members present at each meeting.

## **BL 4. PANELS**

The Board may appoint panels of individuals to carry out specialised functions and where required make specific recommendations to the Board.

### **4.1 Selection Panel**

4.1.1 The Selection Panel shall consist of three members.

4.1.2 The Panel is responsible for the formulation of data and statistics relevant for the sport of swimming within Victoria. Policies and directions must link to the SV Strategic Plan.

4.1.3 The Panel shall nominate one of their number to represent them on the following committees:

- . Competitions
- . High Performance.

4.1.4 The Panel shall be responsible for the following functions:

- . Setting of qualifying times for all SV Championship events, (such times shall be submitted to the CEO within three months of the completion of the Championship concerned);
- . Selection of the winners of SV Trophies as designated in the Schedule;
- . Selection of all Teams and Squads as required by the CEO;
- . Selection of the winners of awards at State and Country Championships.

4.1.5 The CEO shall provide any necessary backup and administrative support for the Panel.

4.1.6 The Panel shall meet as required throughout the season.

### **4.2 Tribunal Panel**

The Board shall have the power to establish a Tribunal Panel that shall be responsible for the implementation of the SAL Member Welfare Policy at a State level.

4.2.1 The Tribunal Panel will be responsible for:

- . The investigation of State level grievances as referred by the CEO;
- . The conduct of Tribunal Hearings required under the SV Constitution;
- . Advice to the Board (via the CEO) on any potential changes that may be required to SV rules on disciplinary matters.

4.2.2 The Tribunal Panel shall have up to 4 legally qualified practitioners, one of whom will chair each hearing.

4.2.3 The Tribunal Panel shall consist of up to 10 other members to sit on hearings as required.

4.2.4 The findings of each Hearing shall be conveyed through the CEO to the Board.

## **BL 5. AFFILIATION**

### **5.1 Initial Application**

5.1.1 Any Organisation or Club wishing to affiliate with SV for the first time shall make application on the prescribed form. All applicants for affiliation must be an incorporated body. Such application shall be accompanied by the appropriate fees and shall be accompanied by a copy of its Constitution.

5.1.2 The Constitution of the applicant must be acceptable to the Board before the application may proceed.

5.1.3 The names and registration details of at least 25 members, (for a Metropolitan Club) or 15 members, (for a Country Club) including its elected office bearers, must be submitted for registration prior to the granting of affiliation.

5.1.4 No member of the Club may take part in any SV competition prior to approval of its application for affiliation.

### **5.2 Ongoing affiliation**

5.2.1 Clubs or Organisations may confirm their existing affiliation with SV on the prescribed form.

5.2.2 Any amendments to the Constitution of an affiliated Club or Organisation shall be submitted for review by the Board with the ongoing affiliation form.

5.2.3 From the commencement of the 2011/12 season Clubs must nominate at least 1 qualified Technical Official for each 25 registered competitive members in the prior season.

### **5.3 Swim School Affiliation**

5.3.1 It shall be permissible for Swim Schools to affiliate with SV as a single organisation, having a multi-tiered structure.

5.3.2 The affiliation of the parent body, its constitution and rules, shall be deemed binding upon each of the member Swim Schools.

5.3.3 All squad members of the Swim School(s) shall be registered with SV each season.

5.3.4 Member Swim Schools shall be permitted to affiliate directly with SV District Associations and to compete in that District Association competitions. They may also compete in the following nominated SV competitions, in their local name:

All Junior;

Any other competitions that may be conducted from time to time, designed to promote the sport of swimming to swimmers other than those qualified for State or National Championships.

- 5.3.5 When entering and competing in other SV competitions, or National competitions, members may only compete in the name of the affiliated parent body
- 5.3.6 Only competitors who are registered with local Swim Schools that comply with SV rules for entry to Country Championships will be permitted to enter those events.
- 5.4 The CEO may approve affiliations subject to confirmation by the Board. The Club shall be regarded as a member until such time as it resigns or its affiliation is withdrawn by the Board of SV.

## **BL 6 DISTRICTS**

### 6.1 District Aims

The Objects of each District shall include:

- 6.1.1 Administer, promote and encourage swimming and other natatorial sports for competitive and recreational purposes within its boundaries.
- 6.1.2 In conjunction with SV, promote the provision of suitable facilities.
- 6.1.3 Appoint administrators, coaches and other officers and set the terms and conditions of employment of any of its salaried appointments.
- 6.1.4 Engage in such other activities for the benefits of its members as may be decided by it from time to time.
- 6.2 The state shall be divided into Districts based upon municipal boundaries as detailed in Schedule D.
- 6.3 All affiliated clubs are allocated to the District in which their headquarters pool is located, and are required to affiliate with the District in which they are located. (This rule shall be implemented from 1<sup>st</sup> May, 2011)
- 6.4 Each District shall prepare its own Constitution and By-Laws which shall be submitted for review by the Board.
- 6.5 Each District may impose financial levies on its constituent clubs.
- 6.6 Where there is a reallocation of district boundaries the division of assets of the District must be submitted to the Board for approval prior to distribution. No assets of a district may be distributed to any individual members.

6.7 District Reporting

6.7.1 Districts must hold their Annual Meeting on or before May 31 each year, and shall and forward to SV prior to June 14:

1. Copy of Annual Report and audited Financial Statements
2. List of Office Bearers.

6.7.2 Failure to comply with any of these requirements may incur the prescribed penalty.

**BL 7. CLUBS**

7.1 Clubs must hold their Annual Meeting on or before May 31 each year, and shall forward to SV prior to June 14 a completed re-affiliation pack.

**BL 8. REGISTRATIONS**

8.1 Except as provided in this By-Law each Club shall register all members whether competitors or otherwise and for each member shall pay SV the prescribed fee per annum plus the current SAL registration fee. No SV registration fee shall be charged for Honorary Life Members who are recorded in the registrations. No Club shall allow a competitor who is, or has been registered as a member with another affiliate of the FINA to join and be registered unless a full clearance of that competitor has been approved through SAL.

8.2 Life Members of SV need not be members of an affiliated Club, and no SV registration fee is charged.

8.3 No person shall be considered registered with SV until all registration details have been received by SV. This should be no later than seven days after the acceptance of the completed membership form by the Club.

8.4 Any Club which fails to register all of its members by April 30 in any year may be fined and/or charged a double registration fee for each member not registered.

8.5 A person may be a member of any number of affiliated clubs in the same year, but shall not represent more than one club, that being the one with which he is first registered, unless such is permitted by the rules of a particular competition.

**BL 9. TRANSFERS**

9.1 A financial member of a Club whose name has been recorded by the membership system shall be deemed a registered member of his Club until April 30 next.

9.2 Any member may freely transfer to another Club at the end of a season provided all obligations, financial and otherwise have been discharged to his prior Club.

- 9.3 Any competitive member desiring to transfer to another Club during the currency of his registration may do so with the consent of his current Club, and at the specific request of the Club to which he wishes to transfer. SV will invoice the appropriate transfer fee to the Club requesting the transfer.
- 9.4 A competitive member whose transfer during the course of the season has been approved shall have his registration fee credited to his new club.
- 9.5 The Secretary of the Club requesting the transfer must request the transfer via ClubsOnline. The current Club must respond to the request for transfer within 14 days of the request being lodged. Should the current Club wish to reject the transfer they must submit full reasons in writing to the CEO, who will be the arbiter. Should this Clause not be complied with, the CEO on appeal from the competitor, has power to grant the transfer.
- 9.6 A competitor having been granted one transfer during any season shall not be eligible for another transfer until the following season without the explicit approval of the CEO.
- 9.7 Any refusal of a transfer by a Club shall be subject to acceptance by the CEO. The CEO shall have in mind the following points in considering the refusal:

**Any financial competitor of a swimming club is considered to have contracted with his club until the completion of the current season.**

**Where a Club refuses a financial competitor a transfer, the CEO will grant the transfer:**

**If the refusal involves the competitor in hardship.**

**If adequate evidence of personality issues adverse to the competitor is produced.**

**Movement of the competitor to an address remote from his current club would normally be considered a hardship.**

Where a Club can prove that a previous member has undischarged obligations, financial and/or otherwise, the CEO will suspend that competitor's registration. The CEO shall immediately notify the Clubs involved, and the Board, of such member's suspension.

- 9.8 No Club shall offer or knowingly permit any person to offer either directly or indirectly any inducement, financial or otherwise, to a competitor to transfer from one club to another.

## **BL 10. DELEGATES**

- 10.1 The Board shall appoint members of SV as Delegates to the following organisations and such other organisations as may be necessary from time to time:

- SAL
- Victorian Olympic Committee

- Victorian Commonwealth Games Association
- Sports Federation of Victoria (VicSport).

10.2 Delegates shall submit reports on matters affecting SV.

**BL 11. OFFICIAL LOGO, COLOURS AND DRESS**

11.1 The SV logo shall be as shown hereunder.



11.2 Approval to use the logo will be consequential on acceptance that if it is to be used in colour the strict colour coding will be used and that the ratio of height to width shall be maintained. It may also be used in black and white.

11.2 The colours of SV shall be Navy and White.

11.3 Official dress for Officers, Officials and members of representative teams shall be as decided by the Board.

11.4 The following may wear the SV blazer or jacket with designation approved by the Board:

- Life Members
- Directors
- Meritorious Service Award recipients
- Service Award recipients
- Other persons approved by the Board.

**BL 12. ASSOCIATION AWARDS**

12.1 Life Member

12.1.1 Persons eligible to be nominated for Life Membership shall have complied with the guidelines outlined in Schedule A.

12.1.2 Nominations on the prescribed form shall be submitted to the CEO not later than April 30 in each year.

12.1.3 The Board shall consider the nomination and may recommend the award to Conference. If the Board does not approve of the nomination then the reasons shall be conveyed to the proposer.

- 12.1.4 The Conference may approve a Board nomination of any person as a Life Member.
- 12.1.5 Any member so appointed shall be issued with a SV Life Members medallion. Production of this medallion shall admit him to all SV competitions.
- 12.1.6 Life Members shall have the same privileges as other members of SV.
- 12.2 Meritorious Service Award
- 12.2.1 Persons eligible to be nominated for a Meritorious Service Award shall have complied with the guidelines outlined in Schedule A.
- 12.2.2 Nominations on the prescribed form shall be submitted to the CEO.
- 12.2.3 The Board shall consider the nomination to ensure that it meets the guidelines.
- 12.2.4 Award recipients will receive a framed certificate and an appropriate gift from SV.
- 12.3 Service Award
- 12.3.1 Persons eligible to be nominated for a Service Award shall have complied with the guidelines outlined in Schedule A.
- 12.3.2 Nominations on the prescribed form shall be submitted to the CEO.
- 12.3.3 The Board shall consider the nomination and may grant the award. If the Board does not approve of the nomination then the reasons shall be conveyed to the proposer.
- 12.3.4 Award recipients will receive a Service Award Certificate.

### **BL 13. AWARDS AND TROPHIES**

- 13.1 SV may award (perpetual or non perpetual) trophies in the following categories:
- \* Club Trophies
  - \* Individual Trophies
  - \* State Championship Event Trophies
  - \* State Championship Aggregate Points Trophies
  - \* Sprint Championship Trophies
  - \* Country Championship Trophies
  - \* Inter District Trophies
  - \* Handicap Event Trophies

The trophies are as specified in Schedule C.

13.2 The following points score will be used to determine the winner of all awards where a point's score is used:

1st	22 points	6th	10 points
2nd	18 points	7th	8 points
3rd	16 points	8th	6 points
4th	14 points	9th	4 points
5th	12 points	10th	2 points

13.3 If the Championship is being conducted in an 8 lane pool, the scoring shall be terminated at this position.

13.4 Swimmers must compete in the final of an event to score points. In a timed final event the fastest 10 competitors (or 8 competitors in an 8 lane pool), shall be deemed to be the final.

13.5 For State Championship Event Trophies (refer Schedule C.3); the winner's name(s) shall be placed on the trophy. Visitors are eligible for these awards. The recipient of each perpetual trophy shall be presented with an appropriate replica.

13.6 For State Championship Aggregate Points Trophies (refer Schedule C.4); the first Victorian shall receive the trophy. Visitors may receive points but are ineligible for the awards.

13.7 Before any new perpetual awards can be accepted by SV, the Board must be satisfied with the suitability of the trophy, and the financial arrangements for the trophy and its ongoing replicas

#### **BL 14. MEETINGS**

##### 14.1 Conference

The time, place and agenda of the Conference shall be determined by the Board, and shall include the following:

- Welcome by the President
- Apologies
- Minutes of previous Conference
- Presentation of Annual Report
- Presentation of Financial Statements
- Induction of Elected Directors
- Amendments to the Constitution
- Election of Life Members
- General Business of which due notice has been given
- Other workshop activities appropriate for the promotion of the sport.

14.2 Council

14.2.1 Normally Council meetings shall commence at 1.00pm.

14.2.2 The CEO shall provide an agenda and all necessary documents to all members entitled to attend meetings of Council at least 14 days prior to the date of the meeting.

14.2.3 A delegate desiring to bring any business before a Council meeting may give notice of the business in writing to the CEO who shall include that business in the notice calling the next Council meeting.

14.2.4 The quorum for Council shall be 15 persons eligible to attend under Constitution Rule 50.

14.2.5 Meetings of Council that fail to attract a quorum within 30 minutes of the scheduled start time shall be abandoned.

14.3 Absentee Penalties

14.3.1 All Metropolitan Clubs, and all District Associations that have not lodged apologies and fail to attend Conference may be fined the specified amount.

14.3.2 Apologies may be lodged at the SV Office during business hours in the week prior to the meeting.

14.4 Notices of Motion

14.4.1 Notices of Motion for consideration at any meeting must be in writing and shall be lodged with the CEO;

(a) For Council meetings at least twenty eight (28) days prior to such meeting.

(b) For Conference at least forty (40) days prior to such meeting.

14.4.2 Any Notice of Motion which has been circulated may be amended during the course of debate by the members present, provided that in the view of the Chairman the substance of the motion is maintained.

14.5 Accidental Omission

14.5.1 The accidental omission to give Notice of a meeting or the non receipt of such notice shall not invalidate the proceedings of any meeting.

14.6 Voting Majorities

All motions shall be decided by a simple majority, normally by a show of hands, unless a three fourths majority is required by the Constitution.

14.7 Meeting Attendance

14.7.1 A person who is not expressly authorised to attend meetings of Conference or Council;

- (a) may do so at the invitation of the Chairman;
- (b) may not take part in such meetings without the invitation of the Chairman;
- (c) may not vote; and
- (d) may be asked by the Chairman to leave at any time.

14.8 Rules for Debate

14.8.1 The Rules for Debate and meeting procedures shall be as laid down in Schedule B.

**BL 15. AUTHORITY TO MAKE PUBLIC STATEMENTS**

Authority to make public statements on behalf of SV is vested in the President and CEO.

## SCHEDULE A

### LIFE MEMBER GUIDELINES

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

The nominee should already hold a Service Award. In considering the service to SV and the sport, the Board shall consider the following important factors, quality, length and level of service. If considering a nominee under (c) the standards of performance should be taken into account.

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

- (a) Served at least ten (10) years as a member of the Board or its antecedent bodies.
- (b) Served at least fifteen (15) years as a District Administrator and during this period have been involved directly with the administration of SV.
- (c) Have competed successfully internationally as a member of Australian teams for a minimum of six (6) consecutive years.
- (d) Qualified as a Technical Official and worked actively for a period of more than 25 years. Plus, other direct service to SV such as sub-committee service with a minimum of ten (10) years service.
- (e) Other service to SV over a period of time and involvement considered comparable to the above.

The full details of the nomination shall be presented to the Conference when the nomination is being considered.

### MERITORIOUS SERVICE AWARD GUIDELINES

To be nominated it is expected that the nominee will have provided service direct to the Association for at least 12 years, over and above normal club and/or district service; examples of appropriate service:

- (a) Technical Official of SV
- (b) Service on SV Committees
- (c) Honorary service to SV
- (d) Other service which the Board may consider appropriate.

The nominee would normally be expected to hold the SV Service Award.

Full details of service to the sport being put forward should be included on the nomination form prior to submission to SV. The Board will consider the quality of the service as well as the length in arriving at its recommendation.

Nominations may be made by any two members of the Association.

#### SERVICE AWARD GUIDELINES

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

For the Board to grant an award the nominee should have served swimming for a period of not less than seven (7) years, as:

- (a) Technical Official of SV
- (b) District Official or Administrator
- (c) Council Representative
- (d) Or have other service the Board may consider comparable.

The Board may accept nomination of competitors who have represented the sport at Australian Open Championships for a period of six (6) years.

Full details of service to a club should be included on the nomination form.

Any individual member may submit a nomination for a Service Award.

## **SCHEDULE B**

### **RULES FOR DEBATE AND MEETING PROCEDURE**

#### **B.1 Rules for Debate**

- B.1.1 Preference of speaking shall be given to the first member to attract the attention of the Chair.
- B.1.2 Members must address their remarks to the Chair.
- B.1.3 A proposal must be moved and seconded before it can be debated. Only one amendment may be received at a time, and must be disposed of before another is received. Any number of amendments may be proposed.
- B.1.4 A proposal will be put to the vote immediately unless a member rises to oppose the proposal. In this case the Chair should seek a sequence of those opposed to the proposal followed by a supporter of the proposal. When this sequence is completed the Chair should seek to put the proposal to the vote.
- B.1.5 Prior to putting the proposal to the vote the mover has the right of final reply. After the reply the Chair will allow no other discussion before putting the proposal to the vote.
- B.1.6 At any time during a debate a member, who has not spoken, may propose 'that the motion be now put'. If this proposal is seconded and carried, the mover has the right of final reply; the Chair must then put the proposal to the vote. The Chair will not permit any debate on this procedural motion.
- B.1.7 Unless with leave of the Chair no member may speak:
- more than once on any proposal
- for more than three minutes on any proposal.
- B.1.8 If formal Notice of Motion has been given, and the proposer is absent, the proposal will proceed if moved and seconded from the floor of the meeting.
- B.1.9 Voting on any proposal will normally be by a show of hands; however any member may request a secret ballot or a Division at any time.
- B.1.10 Ex-officio members of committees shall not have voting rights.
- B.1.11 A motion of adjournment may be proposed at any time, without discussion. If it is seconded and carried it shall be acted upon.

B.2 Authority of the Chair

B.2.1 Subject only to a motion of dissent from his ruling, the Chairman shall have unlimited authority over any proposal before the Chair, and shall be the sole interpreter of the Rules of Debate

A motion of dissent from any ruling of the Chair must be made prior to any other business being commenced. No debate shall be permitted other than by the mover and a reply by the Chairman.

B.3 The Chair

B.3.1 At meetings of the Conference and the Council, the President shall occupy the Chair.

B.3.2 In the absence of the President the meeting shall elect its own Chairman.

B.4 Motions Permissible Without Notice

B.4.1 The following motions may be moved without notice, at any time:

To elect a Chairman;  
Motion of adjournment;  
Motion of amendment;  
Motion of dissent;  
Motion of thanks;  
Motion 'that the motion be put';  
Motions arising from reports or committee recommendations;  
Motions to suspend Standing Orders;  
Other motions that the Chair permits.

## **SCHEDULE C**

### **AWARDS & TROPHIES**

#### **C.1 CLUB TROPHIES**

Victorian Premierships - Male and Female

Awarded to the clubs scoring the highest aggregate points in the Victorian Championships.

Victorian Premiership - Combined - Fred Blunt Trophy (Perpetual)

Awarded to the club scoring the highest aggregate points in the Victorian Championships.

Itoman (Japan) Friendship Cup

Awarded to the club scoring the highest aggregate points in the Age Groups of the Victorian Championships in which the members from Itoman (Japan) compete.

V.A.S.A. Relay Trophy (Perpetual)

Awarded to the club scoring the highest aggregate points in relay events in the Victorian Championships.

Winter Short Course Trophy (Perpetual)

Awarded to the club scoring the highest aggregate points in the Victorian Short Course Championships.

Robert (Bob) Carmichael Memorial Trophy (Perpetual)

Awarded to the Club scoring the highest aggregate points in the Victorian Country Short Course Championships.

Australia Day Perpetual Trophy (Perpetual)

Awarded to the Club scoring the most aggregate points on the day celebrated as Australia Day at the Country Championships.

**All trophies awarded under this sub section shall be based upon the points generated by Meet Manager.**

#### **C.2 INDIVIDUAL TROPHIES**

\* Male &/or Female Competitors

Presidents Trophy - awarded by SV to the most outstanding competitor in the current season.

The Selection Panel in conjunction with the President shall select the winner.

H.A. Bennett Trophy (Perpetual)

Awarded to the swimmer nearest to Australian Open Backstroke Record times during the current season.

Selected by the Selection Panel.

**Rob Godfrey Memorial Trophy (Perpetual)**

Awarded to the most outstanding 13/u Victorian competitor at the Country Championships, based upon aggregate points generated by Meet Manager limited to 13/u events.

**Bruce Carter Trophy (Perpetual)**

Awarded for the best performance by a 14/o Victorian competitor at the Country Championships each year, based upon aggregate points generated by Meet Manager across all events.

**Allan Blue Memorial Trophy (Perpetual)**

Awarded to the most outstanding country swimmer for the current season, based upon the FINA Rankings.

Selected by Selection Panel.

**Australia Day Medallion**

Awarded for the best male and female performances at the Country Championships.

Selected by the Selection Panel, the awards shall be based upon the highest FINA Points Score achieved during the Championships.

**\* Male Awards**

**Herald-Sun News Pictorial Trophy**

Awarded to the highest ranked 18/u age group swimmer based on the FINA Points Score during the current season.

Selected by the Selection Panel.

**\* Female Awards**

**Herald-Sun News Pictorial Trophy**

Awarded to the highest ranked 18/u age group swimmer based on the FINA Points Score during the current season.

Selected by the Selection Panel.

**Marilyn Wilson Trophy (Perpetual)**

Awarded to the most outstanding 18/u age group backstroke swimmer in the State Age Championships, based upon the FINA Points Score.

Selected by the Selection Panel.

**C.3 PERPETUAL TROPHIES - for events conducted at the Victorian Championships.**

**\* Male Events**

Allen Challenge Shield	Men's 100m Freestyle
Pearson Challenge Shield	Men's 400m Freestyle
Pearson Challenge Shield	Men's 800m Freestyle
Sam Harris Memorial Shield	Men's 4 x 100m Freestyle Relay
Dr John Connell Trophy	Men's 4 x 100m Medley Relay

Len Blease Shield	Men's 4 x 200m Freestyle Relay
V.A.S.A Officials Trophy	Men's 4 x 50m 14/u Freestyle Relay
Bill Slade Trophy	Men's 4 x 50m 14/u Medley Relay
V.A.S.A. Trophy	Men's 4 x 50m 12/u Medley Relay
V.A.S.A. Trophy	Men's 4 x 50m 12/u Freestyle Relay

**\* Female Events**

Amy Mott Trophy	Women's 4 x 100m Freestyle Relay
Charlotte Turner Trophy	Women's 4 x 100m Medley Relay
Betty Holdsworth Trophy	Women's 4 x 200m Freestyle Relay
Mavis Carmody Trophy	Women's 4 x 50m 14/u Medley Relay
V.A.S.A. Trophy	Women's 4 x 50m 12/u Medley Relay
Elsie Olson Trophy	Women's 4 x 50m 14/u Freestyle Relay
V.A.S.A. Trophy	Women's 4 x 50m 12/u Freestyle Relay

C.4 AGGREGATE POINTS TROPHIES for events conducted at the Victorian Championships

**\* Male Events**

City of Melbourne Medallion  
Freestyle events for 16, and 17 years age groups.

John Marshall Trophy (Perpetual)  
Open Freestyle events.

Henry (Hicks) B. Ive Trophy (Perpetual)  
All strokes in 11/u age group.

Henry (Hicks) B. Ive Trophy (Perpetual)  
All strokes in 12, 12/13, 13/u and 13 year age groups.

**\* Female Events**

City of Melbourne Medallion  
Freestyle events for 16, 16/18 and 17 years age groups.

Judy Joy Davies Trophy (Perpetual)  
All strokes in 16, and 17 year age groups.

Herald Trophy (Perpetual)  
All strokes in 14 and 15 year age groups.

V.W.A.S.A Trophy (Perpetual)  
Open Freestyle events.

Doris Quinton Trophy (Perpetual)  
All strokes in 12, 12/13, 13/u and 13 year age groups.

- C.5            **SPRINT CHAMPIONSHIPS**  
                   Snape Memorial Shield                    Men's 5 x 50m 16/u Freestyle Relay
- Bill Willmott Trophy                                Women's 5 x 50m 16/u Freestyle Relay
- C.6            **COUNTRY CHAMPIONSHIPS** aggregate points score over all events.  
                   (All perpetual shields)
- Naphthine Shield                                    All male events.
- Naphthine Shield                                    All female events.
- Monaghan Shield                                   All events.
- C.7            **INTER-DISTRICT TROPHIES**  
                   Bill Willmott Trophy (Perpetual)  
                   Premier Country District  
                   Awarded to the District scoring the highest aggregate points score in the Country Interdistrict Competition.
- Sovereign Hill Shield (Perpetual)  
                   Awarded to the District scoring the highest aggregate points score over the 4x100m Freestyle and Medley Relay events at the Country Interdistrict Competition for both male and female competitors.
- Gippsland Trophy (Perpetual)  
                   Awarded to the Club scoring the highest aggregate points score in the Country 7 to 10 Encouragement Competition.
- C.8            **AWARDS FOR HANDICAP EVENTS CONDUCTED BY CLUBS**  
                   (All of these trophies are perpetual).
- Female Competitors
- Alice Burton Trophy                                100 metres Breaststroke
- Lucy Ridgewell Trophy                              100 metres Freestyle
- Male Competitors
- George Caspar Trophy                              100 metres Freestyle
- Clubs may apply annually for the right to conduct events for these trophies.
- Female/Male Competitors
- Lucy Ridgewell Shield                              Senior Aggregate Points
- Ruby C. Lord Trophy                                Junior Aggregate Points

Awarded from results submitted by Clubs conducting Handicap Meets.

C.9 OFFICIALS, ADMINISTRATORS & OTHERS

The Bill Slade Trophy (Perpetual)

Awarded to the official who best epitomises all that an official should be.

Recommended by the Technical Committee.

Administrator of the Year Award

Awarded to the Club or District Administrator who best epitomizes all that a volunteer administrator should be in a Club or District environment.

Selected by the SV Board from nominations submitted by affiliated Clubs or Districts.

Herb Jeffrey Trophy (Perpetual)

Awarded for outstanding service in excess of 20 years to Country Swimming. The trophy is not restricted to officials and is awarded at the Country Championships. Selected by a sub-committee of three (3) country members appointed by the Board after full consideration of nominations received.

## **SCHEDULE D**

### **DISTRICTS BY MUNICIPALITY**

#### **METROPOLITAN**

Following on from the re-distribution of municipalities by the Victorian Government, SV has determined to leave existing Clubs in the Districts to which they are currently affiliated. New Clubs or Clubs which change their Headquarters pool will be assigned to the Districts according to the following list of municipalities.

#### District West

Brimbank City	Hobsons Bay City	Hume City
Maribyrnong City	Melbourne City	Melton Shire
Moonee Valley City	Moreland City	Wyndham City

#### District North

Banyule City	Darebin City	Manningham City
Nillumbik Shire	Whittlesea City	

#### District South

Bayside City	Casey City	Frankston City
Glen Eira City	Greater Dandenong City	Kingston City
Monash City	Mornington Peninsula Shire	Port Phillip City
Stonnington City		

#### District East

Boroondarra City	Knox City	Maroondah City
Whitehorse City	Yarra City	Yarra Ranges Shire

## COUNTRY

### District 10 (Sunraysia)

Mildura Rural City

### District 11 (Geelong)

Greater Geelong City

Surf Coast Shire

### District 12 (Wimmera)

Ararat Rural City  
Northern Grampians Shire

Hindmarsh Shire  
West Wimmera Shire

Horsham Rural City  
Yarriambiack Shire

### District 13 (Far Western)

Glenelg Shire

Southern Grampians Shire

### District 14 (North Central)

Buloke Shire  
Swan Hill Rural City

Gannawarra Shire

Loddon Shire

### District 15 (Central)

Central Goldfields Shire  
Mount Alexander Shire

Greater Bendigo City

Macedon Ranges Shire

### District 16 (Midlands)

Ballarat City  
Pyrenees Shire

Hepburn Shire

Moorabool Shire

### District 17 (Western)

Colac Otway Shire  
City of Greater Warrnambool

Corangamite Shire

Moyne Shire

### District 19 (Goulburn Valley)

Benalla Rural City  
Moira Shire

Campaspe Shire  
Strathbogie Shire

Greater Shepparton City

### District 20 (Ovens & Murray)

Alpine Shire  
Wangaratta Rural City

Indigo Shire  
Wodonga Rural City

Toowong Shire

### District 21 (Gippsland)

Bass Coast Shire  
East Gippsland Shire  
Wellington Shire

Baw Baw Shire  
Latrobe City

Cardinia Shire  
South Gippsland Shire

### District 22 (Hume-Upper Goulburn)

Delatite Shire  
Murrindindi Shire

Mansfield Shire

Mitchell Shire

## BORDER AGREEMENT

At its Annual Conference in 1997 Australian Swimming deleted all reference in its General Rules relating to residency. This now means that a competitor may join the Club of his choice.

In Victoria this now means for competition purposes, that we accept members of Border Clubs (i.e. Clubs whose headquarters are within a 40km radius of the Victorian border) as though they were registered with a Victorian based Club.

## **SCHEDULE E**

### **ELIGIBILITY TO COMPETE IN COUNTRY CHAMPIONSHIPS**

- 1.1 To be eligible to compete in Victorian Country Championships a member must be a registered member of a Club that has its Headquarters Pool located in one of the below listed Shires or Cities; or be a member of a Club covered under the Border Agreement.
- 1.2 Registered members of Country Clubs based in other States may compete in the Victorian Country Championships by invitation of the Board.
- 1.3 Country Shires and Cities

Alpine Shire	Ararat Rural City
Ballarat City	Bass Coast Shire
Baw Baw Shire	Benalla Rural City
Buloke Shire	Campaspe Shire
Cardinia Shire	Central Goldfields Shire
City of Greater Warrnambool	Colac Otway Shire
Corangamite Shire	Delatite Shire
East Gippsland Shire	Gannawarra Shire
Glenelg Shire	Greater Bendigo City
Greater Geelong City	Greater Shepparton City
Hepburn Shire	Hindmarsh Shire
Horsham Rural City	Indigo Shire
Latrobe City	Loddon Shire
Macedon Ranges Shire	Mansfield Shire
Mildura Rural City	Mitchell Shire
Moira Shire	Moorabool Shire
Mount Alexander Shire	Moyne Shire
Murrindindi Shire	Northern Grampians Shire
Pyrenees Shire	South Gippsland Shire
Southern Grampians Shire	Strathbogie Shire
Surf Coast Shire	Swan Hill Rural City
Toowong Shire	Wangaratta Rural City
Wellington Shire	West Wimmera Shire
Wodonga Rural City	Yarriambiack Shire