

# **Gold Coast Regional Swimming Association Inc By-Laws**

**(Last amended 25/6/07)**

1. The Management Committee shall call for expressions of interest in the following Regional positions and make appropriate appointments:
  - (a) RACE SECRETARY who shall also act as a Records Officer.
  - (b) REGISTRAR who shall keep a register at regional level of all classes of members and act in accordance with Clause 16 of the Constitution
  - (c) PRESENTATION OFFICER who shall be responsible for medals and trophies
  - (d) DEVELOPMENT SQUAD ADMINISTRATOR who shall co-ordinate and administer regional squads.
  - (e) REFEREE who shall be responsible for training and development of officials, appoint officials for regional meets and, upon request, officials for other recognised meets.
  - (f) CHIEF RECORDER whose duties shall include maintenance and operation of SAT equipment and training of other operators.

## **2. TECHNICAL COMMITTEE**

The Management Committee shall call for expressions of interest in and appoint a Regional Technical Committee of up to 3 appropriate officials to assist the Regional Referee.

## **3. TIMEKEEPERS**

Clubs shall provide timekeepers for regional meets as required by the Management Committee. Non-compliance shall incur penalties as decided upon from time to time by the Management Committee.

## **4. VOLUNTEERS**

Clubs shall record names of all volunteer helpers at all of their intra-club events.

## **5. SCREENING**

All volunteers and officials are eligible only if they are screened as required by the ASI Member Protection Policy. Each club shall appoint a co-ordinator to ensure this provision is met and that a record is kept.

## **6. WARM UPS**

The Management Committee shall set standard procedures for warm-up sessions before meets conducted by the region and appoint safety supervisors.

## **7. CHAMPIONSHIPS**

- a) The Management Committee shall arrange annual championship meets at Gold Coast Council Olympic standard pools as decided from time to time. The Regional Championships shall be contested only by swimmers registered as 'competitive' with clubs in the region unless QSA approves the participation of visiting swimmers.
- b) Entries received via Team Manager will be sent an auto reply message stating that entries will not be processed until a hard copy and cheque are received within 3 working days after the closing date, as stated on the invitation. A club will be sent a written warning for a first time infringement. A club shall be liable to such a fine as the Management Committee may in its absolute discretion decide from time to time

## 8. ELECTIONS

- (a) When nominees exceed positions to be voted for at the AGM the order of names on the ballot paper shall be determined by lot.
- (b) All elections shall be by exhaustive ballot.

## 9. DEVELOPMENT SQUAD

The Association may select regional development and achievers squads each year and arrange activities designed to provide opportunities for their members to graduate to high levels.

- (a) A co-ordinator shall be appointed to oversee the squads and review existing (or recommend) criteria for selection, attendance at assemblies and fitness, medical and behaviour requirements.
- (b) Upon approval of the criteria each year by the Management Committee, they shall be disseminated to squad members and their parents, who shall be expected to sign an appropriate acceptance form to confirm selection.
- (c) The Management Committee reserves the right to exclude from squads any members who do not meet the criteria before or after selection, subject to appeal to a panel of experienced regional officials.
- (d) Squad members shall be supplied with appropriate (suitable) gear and shall travel and compete as a recognisable Gold Coast Regional Swimming Association group.

## 10. REFUND POLICY

Adoption of Swimming Queensland By-Law 18© :

***'Where a swimmer who withdraws from an event on a program conducted by Swimming Queensland or an affiliate, produces a medical certificate stating the swimmer's unfitness to compete in the event, the nomination fee paid shall be fully refunded.'***

## 11. REGISTERED COMPETITIVE SWIMMERS

- a) Each Affiliated Club may only enter a swimmer who is registered as a 'Competitive Swimmer' with that Affiliated Club, the Region and Swimming Queensland (or a similiar body in other States of Australia or overseas) in any competition held under the auspices of Swimming Qld and/or the Region.
- b) Any Affiliated Club and/or its responsible officer who accepts and submits entries from swimmers who are not registered as a 'Competitive Swimmer', shall be liable to such fine or other penalty as the Management Committee may in its absolute discretion decide from time to time.
- c) Any Affiliated Club and/or its responsible officer who breaches this By-Law will first be sent a written warning by the Management Committee or its representative for a first time infringement, before any such fine or penalty is imposed by the management committee.