

# SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

## RULES

1. **Name**  
The Association shall be called the SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION (referred to as the Association).
2. **Objects of the Association shall be to:**
  - a) Promote the sport of swimming, diving, open water swimming, synchronised swimming and water polo for all and stimulate public opinion in favour of providing proper accommodation and facilities for them.
  - b) hold championships under the direction of the A.S.A., promote, and conduct championships in the County of Sussex.
  - c) enforce observance of the laws of the A.S.A.
  - d) to select teams to represent the County.
  - e) to develop all aspects of the sport, at every level, with the intent to improve standards and performance.
3. **A.S.A. Laws**  
The laws and orders of the A.S.A. and resolutions adopted by the A.S.A. shall be binding on the Association.
4. **Composition**  
All clubs affiliated to the A.S.A. South East Region (referred to as the Region) with headquarters in Sussex are affiliated to the Association. The fees paid by clubs to the Region include affiliation fees due to the Sussex County A.S.A.
5. **Equity**  
*"Sports Equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society. "*  
  
The Association is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation, or political persuasion.  
The Association will ensure that equity as stated above is incorporated in all aspects of its activities.  
The Association is committed to everyone having the right to enjoy their sport in an environment free from threat of discrimination, intimidation, harassment, and abuse.  
All members have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.  
The Association will deal with any incidence of discriminatory behaviour seriously, in accordance with the ASA Code of Ethics, guidelines for internal disputes and judicial laws.
6. **Child Protection**  
The Association will adopt the A.S.A. Child Protection policies and procedures and these shall apply to all members of the Association.
7. **Finance**
  - a) The financial year of the Association shall end on the 31<sup>st</sup> March.
  - b) A qualified accountant, or two honorary accountants who shall not be members of the Council, shall be appointed annually by the Council. The accountant shall report as independent examiner of the accounts. A full audit of the accounts by a registered auditor may be requested by majority decision of the Council.
  - c) The Hon. Treasurer shall advise the Technical Committees on financial matters and preparation of budgets relating to their Committee; prepare budget reports and advise the

Management Committee on all financial matters; prepare and present a budget report for the next financial year to the Management Committee's January meeting.

d) The Hon. Treasurer shall pay into the Association's accounts all monies received by him. All demands shall be paid by cheque signed by the Hon. Treasurer and one of, or by any two of, three nominees appointed by the Management Committee.

e) Funds or other property of the Association shall not be paid or distributed among members of the Association, but shall be applied to the furtherance of the Association's objects or for any charitable purpose. In the event of the dissolution of the Association the funds remaining shall be devoted to objects similar to those of the Association.

f) All monies received on behalf of the Association should be paid to the County Hon. Treasurer within twenty-one days of receipt.

#### **8. Discipline and Internal Dispute**

a) The Management Committee shall have power to expel a member or apply other sanction as appropriate, subject to ratification by Council at its next meeting, for breach of its rules or when it would not be in the interests of the Association for the member to remain a member.

b) The Association shall adopt and comply with A.S.A. Guide lines (as set out in the A.S.A. Handbook) for handling internal disputes, as the same may be revised from time to time.

c) A member may not be expelled or be made the subject of any other penalty unless the member has been given reasonable opportunity to defend his/herself or its self against any allegation or complaint. The panel hearing the complaint shall unanimously vote in favour of the expulsion or other penalty imposed.

d) The Officers of the Association may temporarily suspend or exclude a member from a particular meeting, training session or Association activity, when in their opinion; such action is in the interests of the Association. When such action is taken the complaint will thereafter be dealt with in accordance with the Guidelines.

#### **9. The President/Vice President**

a). Nominations for President may be made by Member Clubs, Past Presidents or by motion of the Management Committee.

b) The Management Committee shall review nominations and make recommendations to Council at the time of election.

c) Elections of President shall take place one year ahead of inauguration and the President elect shall act as Vice President for the coming year.

#### **10. Hon. Life Members**

Life Membership may be granted to any person by Council at the Annual Meeting from nominations received from Member Clubs, Past Presidents or the Management Committee.

#### **11. Officers/Office Holders – Elections**

a) The President shall be installed at the Annual Council Meeting.

b) The Council shall, at its Annual Meeting, elect properly nominated members to fill the following offices:

- i. Chairman – elected bi-annually to hold office for 2 years
- ii. President
- iii. Hon Secretary/Data Controller
- iv. Hon Treasurer

The above shall be Officers of the Association

- v. Vice President
- vi. Swimming Hon. Secretary
- vii. Diving Hon. Secretary
- viii. Open Water Hon. Secretary
- ix. Synchronised Swimming Hon. Secretary
- x. Water Polo Hon. Secretary
- xi. Masters Swimming Hon. Secretary
- xii. Development Officer
- xiii. Welfare & Child Protection Officer

- xiv 4 Other Members to sit on the Management Committee
- c). The Council shall, at its Annual Meeting also elect, from nominations received at or prior to the meeting:
  - i) 3 members to the General Purposes Committee.
  - ii) 4 other members to the Swimming Committee

**12. Sussex County A.S.A. Council**

- a) The Council of the Association shall consist of:
  - i) The Officers of the Association, the Vice President and the Past Presidents, Life Members.
  - ii) The Office Holders listed in Rule 11b
  - iii) Each club affiliated to the County shall be entitled to representation on the Council of the Sussex County A.S.A. on a basis not less than that fixed for representation on the ASA South East Region.
  
- b) The Annual Council Meeting shall be held in June. Nominations for officers, office holders and members of the Management Committee shall be in writing, proposed and seconded by representatives to the Council and shall be in the hands of the County Hon. Secretary not later than 1<sup>st</sup> May. The elections shall be by ballot. In the event of a single nomination for an office this must be confirmed by vote. In the event of an equality of voters the Chairman shall have the casting vote except for the office of Chairman when in the event of an equality of voted the outgoing President shall have the casting vote. All notices as to alterations to rules shall be in the hands of the Hon. Secretary not later than 1<sup>st</sup> May. No Proposition for alterations to rules shall be adopted unless passed by two thirds of those present and voting.
  
- c) Notice of the Annual Council Meeting together with an agenda, annual report, statement of accounts and a list of nominations for officers and members of the Management Committee for the coming year shall be posted or delivered to the Chairman, President, Vice-President, Past Presidents, Hon. Life Members and club secretaries not less than fourteen days before the meeting
  
- d) The Council shall by notice of the Hon Secretary meet in December to receive reports and recommendations from the Management Committee.
  
- e) A special meeting of the Council may be summoned:
  - i) by order of the Executive
  - ii) within one calendar month of the receipt by the Hon Secretary of a written request by not less than six delegates representing six different clubs. Such a request shall state the business for which the meeting is called and no other business may be transacted. Fourteen clear days notice shall be given to all representatives to the Council, accompanied by the agenda.

**13. The quorum for the Council shall be 20.**

**14. A.S.A. South East Region**

When required delegates and representatives to the A.S.A.South East Region Council shall be appointed by the Management Committee.

**15. Sussex County A.S.A. Management Committee**

1. The management of the Association shall be vested in a Management Committee consisting of the Officers of the Association, the Vice President, Office Holders, and four elected members.
2. Shall be responsible for managing the sport of swimming within its boundaries subject to the strategic direction of the Region;
3. observe the laws, judicial and technical rules of the ASA and SE Region and ensure that they are observed within its jurisdiction;

4. Shall follow the resolutions and rulings of the ASA Committee and/or ASA Council and/or the Regional Council and/or the Regional Management Board and the Associations Council and ensure that they are followed within its jurisdiction;
5. shall exercise control over the funds of the Association and shall be accountable to Associations Council and the Region for the proper discharge of its functions.
6. determine the uses to which its funds are allocated within the strategic criteria set by the Region;
7. set up and implement a Business Plan including a budget indicating the source of the required funding and how it will be spent, based on the strategic criteria set by the Region and approved by Council;
8. set up and implement a Development Plan based on the strategic criteria set by the Region;
9. shall where necessary for the better performance of its duties enter into contracts for provision of services or goods, such contracts, when approved, to be signed by the Chairman or any other Officer specifically designated by the Committee.
10. at or before the January Management meeting to approve and set budgets of income and expenditure for Technical Committees in line with the Development and Business Plans for the next financial year commencing 1<sup>st</sup> April , including setting of competition fees for all disciplines on advice from Technical Committees.
11. have the authority to set a Sub-Regional element of the affiliation and membership fees due from each of the affiliated member clubs;
12. from time to time submit its Business and Development Plans to Council and to the Regional Management Board or its nominated agent(s) for approval;
13. keep accounts showing its income and expenditure against the budget set in its Business Plan, and a balance sheet;
14. shall keep minutes of its proceedings report to the Council and the Regional Management Board, in such a form as it may from time to time require, on its:
  15. activities and any issues arising there from;
  16. financial statements;
  17. performance against its Development Plan.
18. Publish the Associations Handbook
19. Appoint and dismiss 'working sub-committees' as required.
20. Give decisions on any matters not provided for in the Association's Rules, subject to confirmation at the next Council meeting.
21. Co-opt a Council Member to the Management Committee in the event of a vacancy occurring mid term or an office not being filled at the annual meeting of the Council.
22. Suspend any club or individual found to have been guilty of misbehaviour or unfair practice in connection with the sport.

The Data Controller - shall be responsible for and determine the purpose and manner in which any personal data is, or is to be, processed on behalf of the Association. The Data Controller will appoint a person or persons to act as Data Processor to process the data on behalf of the Association.

Quorum for Management Committee meetings – 7

In an emergency the Chairman, President, the Hon. Secretary, and the Hon. Treasurer are empowered to act in cases where an immediate decision is deemed necessary. The action taken is to be referred to the next Management Meeting.

**16. Indemnity of Management Committee Members**

The members of the Management Committee shall be entitled to an indemnity out of the assets of the Association for all, expenses and other liabilities properly incurred by them in the management of the affairs of the Association.

**17. Ex-officio Members of Committee**

The Chairman, President, Vice President, Hon. Secretary, and Hon. Treasurer shall be an ex-officio member of all committees and the President or Vice-President shall chair the Technical Committee meetings and the Chairman will chair the Standing Committees. All minutes of committees shall be presented to the Management Committee, having been previously circulated to Management Committee members. Any committee may request the attendance

of individuals other than its members for the purpose of affording information on any matter before it but such individuals shall not have voting power.

**18. Committees – Election – Constitution - Powers**

**1) The General Purposes Committee**, which shall consist of six members, three elected by Council (11.c.i) and three appointed by and from the Management Committee. It shall consider all affiliation and membership issues, annually review the Associations Rules and Standing Orders, consider and make decisions on any matter referred by Council or the Management Committee and shall meet as required. When an emergency is involved the Committee shall have the power to act. The next meeting of the Management Committee shall ratify such action. Quorum 4.

**2). Technical Committees**

The following committees shall be convened by the respective Technical Discipline Hon. Secretary and the names of committee members presented to the Management Committee:

- a) The Swimming Committee, which shall consist of the Hon Secretary and six members, four elected annually by Council (11.c.ii) and two, elected by the Management Committee. The Committee shall advise the Management Committee on all swimming matters. Arrange a County Closed Swimming Championships each year, maintain a list of Event Records from those competitions. Also, it shall be responsible for other swimming events, the keeping of records, the selection of representative teams, compiling the County list of Swimming Officials and the appointment of officials for County events; education and training of officials and shall arrange all swimming officials examination. Prepare and submit draft budgets to the Hon. Treasurer, by the 31<sup>st</sup> December for the next financial year commencing the 1<sup>st</sup> April; maintain income and expenditure in line with approved budgets. Promote, update, and monitor the County Development Plan in relation to the discipline of Swimming. There shall be a minimum of three Committee meetings each year. Quorum 5.
- b) The Masters Swimming Committee shall consist of one member elected by each club where this discipline is practised and the Masters Swimming Hon. Secretary. The Committee shall advise the Management Committee on all Masters swimming matters. The Committee shall arrange a County Closed Masters Swimming Competition each year, maintain a list of Event Records from that competition, select a representative team for the Inter-County Masters Competition and manage all matters relating to Masters Swimming. . Prepare and submit draft budgets to the Hon. Treasurer, by the 31<sup>st</sup> December for the next financial year commencing the following 1<sup>st</sup> April; maintain income and expenditure in line with approved budgets. Promote, update, and monitor the County Development Plan in relation to the discipline of Masters Swimming. There shall be a minimum of two Committee meetings each year. Quorum 5.
- c) The Diving Committee, which shall consist of one member, elected by each club where this discipline is practised and the Diving Hon. Secretary. The Committee shall advise the Management Committee on all diving matters, compile the County list of Diving Officials, and appoint officials for county diving championships and competitions. Prepare and submit draft budgets to the Hon. Treasurer, by the 31<sup>st</sup> December for the next financial year commencing the 1<sup>st</sup> April;. Maintain income and expenditure in line with approved budgets Promote, and arrange training for Officials, promote, update, and monitor the County Development Plan in relation to the discipline of Diving. There shall be a minimum of two Committee meetings each year. Quorum 4.
- d) The Open Water Swimming Committee, which shall consist of one member elected by each club where this discipline is practised and the Open Water Swimming Hon. Secretary. The Committee shall advise the Management Committee on all Open

Water swimming matters, compile the County list of Open Water Swimming Officials, and appoint officials for open water swimming championships and competitions. Prepare and submit draft budgets to the Hon. Treasurer, by the 31<sup>st</sup> December for the next financial year commencing the 1<sup>st</sup> April;. Maintain income and expenditure in line with approved budgets. Promote and arrange training for Officials. Update and monitor the County Development Plan in relation to the discipline of open water swimming. There shall be a minimum of two Committee meetings each year. Quorum 4.

- e) The Synchronised Swimming Committee, which shall consist of one member elected by each club where this discipline is practised and the Synchronised Swimming Hon. Secretary. The Committee shall advise the Management Committee on all synchronised swimming matters, compile the County list of Synchronised Swimming Officials, and appoint officials for synchronised swimming championships and competitions. Prepare and submit draft budgets to the Hon. Treasurer, by the 31<sup>st</sup> December for the next financial year commencing the 1<sup>st</sup> April. Maintain income and expenditure in line with approved budgets. Promote and arrange training for Officials .Update and monitor the County Development Plan in relation to the discipline of Synchronised swimming. There shall be a minimum of two Committee meetings each year. Quorum 3.
- f) The Water Polo Committee, which shall consist of one member elected by each club entering the Water Polo Competitions and/or League and the Water Polo Hon. Secretary. A substitute may be appointed on the written authority of the club Secretary. The Committee shall advise the Management Committee on all Water Polo matters. It shall conduct the Water Polo League and competitions in accordance with the rules, compile the County list of Water Polo Officials and may appoint sub-committees for Water Polo referees and team selection. Players selected to represent the County shall be notified in writing. Prepare and submit draft budgets to the Hon. Treasurer, by the 31<sup>st</sup> December for the next financial year commencing the 1<sup>st</sup> April. Maintain income and expenditure in line with approved budgets. Promote and arrange training for officials, to promote, update, and monitor the County Development Plan in relation to the discipline of Water Polo. There shall be a minimum of two Committee meetings each year. Quorum 4.

The Technical Committees may from time to time co-opt honorary advisors as and when deemed necessary.

#### **19. County Championships/Competition and Representation Qualifications**

Each swimmer, synchronised swimmer, diver, or water polo player (competitors) shall:

1. be eligible under A.S.A. Laws
2. registered with the ASA as a member of a club affiliated to the Association.
3. have either been born in the County or resided there continuously from the 1<sup>st</sup> January in the year of competition, or
4. if living outside of the County but have been registered with the ASA as a member of a club affiliated to the Association for the three months immediately prior to the event, the unbroken period of such membership being longer than that of any other club to which the swimmer may belong.
5. not have competed in the Championships or Age Group Competitions of another County in the same year

Competitors who have been selected to train as part of the County Squad or to represent the County will, where possible, be given at least twenty-one days' notice of selection. A competitor failing to train or compete, may, if considered appropriate by Technical Committee, be suspended from training or representing the County for a period not exceeding 2 months, unless a longer period is imposed by the Management Committee A reason given in writing by the athlete or Club, considered to be satisfactory by the appropriate committee may

expunge any suspension. The Committee's decision shall be ratified at the next Management Committee.

This rule does not apply to Masters swimmers as eligibility conditions for their Inter-County Masters Competition are set by the ASA.

## **20. County Awards**

County Awards may be presented to swimmers, synchronised swimmers, divers, and water polo players for representing the Association.

## **21. Trophies**

The Associations perpetual trophies remain the property of the Association.

- a) A trophy may be held from the time of giving to the appointed officer. a formal acknowledgement of receipt and an undertaking to return it, in a good and clean condition to the appointed officer together with any plinth and/or case.
- b) If the winner is under 18 years of age a parent, guardian, or an authorised official of his/her club must countersign the receipt. In the case of team events an authorised official of the winning club shall sign.
- c) Trophies must remain in the bona fide possession of their holders and may not be taken out of the County without prior approval of the appointed officer.
- d) The Hon. Secretary of the discipline awarding the trophy must be notified immediately of:
  - i) Any loss of, or damage to, a trophy.
  - ii) Any change of address of a holder of a trophy.
- e) Penalties – holders will render themselves liable to fines as follows:
  - i) For failure to return a trophy by the date directed - £25.00
  - ii) For the return of a trophy in a condition unsuitable for immediate re-presentation - £25.00
  - iii) For damage to a trophy whilst in the Holders possession the holder shall be required to reimburse the Association for the cost of the repair.

## **22. Conditions for County Championships and Competitions**

Conditions for all Sussex County Championships and Competitions will be considered by the relevant Technical Committee and referred to the Management Committee, for approval before a change is made.

## **23. Interpretation of Rules**

The Management Committee shall decide the interpretation of any of the Association's rules, subject to confirmation by the Council. The Management Committee shall be empowered to deal with any matter not provided for in the rules of the Association, subject to confirmation by the Council.

## **STANDING ORDERS FOR MANAGEMENT COMMITTEE MEETINGS**

### **1. Meetings**

Meeting of the Management Committee shall be held on the second Wednesday, whenever possible, of alternate months commencing in January. The Chairman, Hon. Secretary and Hon. Treasurer shall be empowered to call additional meetings or cancel meetings whenever they shall deem it necessary to do so. A record shall be kept of the attendance of members at each meeting. Quorum – 5.

2. **Notice of Motion** shall be given in writing to the Hon. Secretary a minimum of fourteen days prior to the meeting and such notices shall be placed on the agenda in the order received.

### **3. Notices of Meetings**

The Hon. Secretary shall give a minimum of seven days notice to each member of every meeting of the Management Committee.

4. **Order of Proceedings at Management and Council Meetings**

The agenda shall be proceeded with in such order as the Chairman may direct. No member shall speak more than once on any question unless in explanation or in answer to a call from the Chairman; he shall confine himself to the requisite explanations or answer, but the mover shall in all cases be entitled to reply.

5. **Mode of Voting**

A vote shall be determined by a show of hands unless a formal division by ballot is demanded. This shall be done at the request of any member, supported by not less than five other members.

6. **Books**

All books related to the business of the Association shall be available at every meeting upon reasonable notice being given to the Officer who has custody of the books.

7. **Rescinding Resolutions**

No resolution shall be rescinded at the meeting of the Management Committee at which it has been passed, unless the motion to rescind is carried by three-quarters of the members present and voting.

8. **Suspension of Standing Orders** may be proposed at any time by a vote of at least two - thirds of the members present and voting.