

## **RULES**

### **1. Name**

The association shall be called the SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION (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) Promote and conduct championships for all disciplines in accordance with laws, regulations and orders of the Amateur Swimming Association (the ASA).
- c) Enforce observance of the laws of ASA
- d) Select teams to represent the Association.
- e) Develop all aspects of the sport, at every level, with the intent to improve standards and performance.

### **3. ASA Laws**

The laws, regulations and orders of the ASA and resolutions adopted by the ASA shall be binding on the Association.

### **4. Composition**

All clubs affiliated to Swim England South East region (SER) with headquarters in Sussex are affiliated to the Association. The fees paid by clubs to the ASA include affiliation fees due to the Association.

Current members of clubs affiliated to the Association are members of the Association.

### **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. Safeguarding Children**

The Association will adopt the ASA Child Safeguarding Policy 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 (rule 9). 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 Finance Committee (rule 19) shall:
  - i. advise all Committees on financial matters and prepare budget reports for consideration, and
  - ii. prepare a draft budget report for adoption at the Management Committee January meeting for the next financial year.
- d) All receipts and payments shall be managed in accordance with current banking regulations and best practice as advised by the Association's banks.
- e) All monies received on behalf of the Association shall be paid into the Association's accounts within 21 days of receipt. All demands shall be paid when authorised by the appropriate spending Officer.
- f) 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 appropriate 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.

## **8. Discipline and internal disputes**

- a) The Management Committee shall have power to expel a member or apply other sanctions 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 ASA guidelines (as set out in the ASA 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 ASA Guidelines.

## **9. Sussex County Amateur Swimming Association Annual Council**

All subcommittees and working groups shall be disbanded at the Annual Council Meeting (the ACM).

- a) The Council of the Association shall consist of:
  - i. The Office Holders listed in rule 12b
  - ii. Past Presidents.
  - iii. Life Members.
  - iv. Nominated representatives of each club affiliated to the Association on the basis not less than that fixed for representation on SER and calculated on their number of members on the last annual membership return:
    - One nominated representative from each club having up to 50 members;
    - Two nominated representatives from each club having between 51 and 200 members;
    - Three nominated representatives from clubs having more than 200 members.

- b) The Annual Council Meeting shall be held in June each year. Nominations for officers, office holders, members of the Management Committee, General Purposes Committee and Swimming Committee, shall be members of clubs affiliated to the Association and shall be 18 years of age or over on the date of the election. Nominations shall be in writing, proposed and seconded by club representatives to the Council and shall be in the hands of the Hon. Secretary not later than 20<sup>th</sup> May. All 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 votes the Chairman shall have the casting vote except for the office of Chairman when in the event of an equality of votes the outgoing President shall have the casting vote.
- In the event of no nominations being received, as above, for any officer or office, as in rule 12b, nominations may be made and received at the Annual Council Meeting by being proposed and seconded by club representatives to the Council and voted upon.
- c) All proposals for alterations to rules shall be in the hands of the Hon. Secretary not later than 1<sup>st</sup> May. No proposal for alterations to rules shall be adopted unless passed by two thirds of those present and voting.
- d) Notice of the Annual Council Meeting together with an agenda, annual report, statement of accounts and a list of nominations for officers, members of the Management Committee, Swimming Committee, General Purposes and Finance committees for the coming year shall be sent by e-mail, 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.
- e) A special meeting of the Council may be summoned:
- i. By order of the Management Committee, or
  - 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.
- f) No proxy or postal votes shall be allowed at the ACM or special meeting. The methods of voting at the meeting shall be determined by the Management Committee and announced with the notice of the meeting.

The quorum for the Council shall be 20.

#### **10. President and Vice President**

- a) The offices of President and Vice President shall be honorary and ceremonial. The President and Vice President may attend any committee meetings and speak. They shall not have the power to vote.
- b) Nominations for President may be made by Member Clubs, Past Presidents or by motion of the Management Committee.
- c) The Management Committee shall review nominations and make recommendations to the Annual Council meeting for ratification.
- d) Inauguration of the President elect, who shall act as Vice President, shall take place one year ahead of their inauguration as President.
- e) In the event of the Vice President not being able, for any reason, to hold office, the Management Committee may co-opt a member to act as Vice President until the next ACM when two nominations for President may be made as b) above, the first nominee to be elected to take office as President for the immediate coming year and the second nominee to be elected to act as Vice-President one year ahead of inauguration as President.

#### **11. Hon. Life Members**

Life Membership may be granted to any person by Council at the Annual Council Meeting from nominations received, by 20<sup>th</sup> May, from Member Clubs, Past Presidents or the Management Committee.

## **12. 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. Hon Secretary
  - iii. Hon Treasurer (if elected)

The above shall be Officers of the Association.

- iv. Vice President
- v. Development Manager
- vi. Diving Manager
- vii. Masters Swimming Manager
- viii. Open Water Manager
- ix. Swimming Manager
- x. Synchronised Swimming Manager
- xi. Water Polo Manager
- xii. Welfare / Workforce Co-ordinator/Processing Officer
- xiii. Four ordinary Members of the Management Committee

Should any Officer or Office holder be unable to carry out their respective duties or resign from office the Management Committee may co-opt a member of the Association to that office until the voting of Officers and Office holders at the next Annual Council Meeting.

- c) The Council shall, at its annual meeting also elect, from nominations received at or prior to the meeting:
  - i. Four Members to the General Purposes Committee
  - ii. Six Members to the Swimming Committee
  - iii. Two Members of the Finance Committee
  - iv. An Awards Manager

## **13. Sub committees and working groups**

- a) All committees may form sub committees and working groups as deemed necessary.
- b) Sub committees and working groups shall be constituted by a majority vote of Members of the committee to which they will report.
- c) The Management Committee shall approve the remit for each subcommittee and working group and may dismiss a sub committee or working group by a majority vote.
- d) Sub committees and working groups shall keep records of their proceedings.

## **14. The Management Committee**

The management of the Association shall be vested in a Management Committee consisting of elected members listed in rule 12b. The Management Committee shall:

- a) Be responsible for managing the sport of aquatics within its boundaries subject to the strategic direction of the Region;
- b) Observe the laws, judicial and technical rules of the ASA and SER and ensure that they are observed within its jurisdiction;
- c) Follow the resolutions and rulings of the ASA and SER and ensure that they are followed within its jurisdiction;

- d) Exercise control over the funds of the Association and shall be accountable to the Association's Council and SER for the proper discharge of its functions;
- e) Determine the uses to which its funds are allocated within the strategic criteria set by SER;
- f) Set up and implement a Business Plan including a budget and development plan indicating the source of the required funding and how it will be spent, based on the strategic criteria set by SER-and approved by the Association's Annual Council meeting;
- g) Set up and implement a Development Plan based on the strategic criteria set by SER;
- h) 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 Management Committee;
- i) At or before the March Management Committee meeting 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;
- j) Have the authority to set a Sub-Regional element of the affiliation and membership fees due from each of the affiliated member clubs;
- k) If called for, submit its business and development plans to the Annual Council Meeting and to SER Management Board or its nominated agent(s) for approval;
- l) Keep accounts showing its income and expenditure against the budget set in its Business Plan, and a balance sheet;
- m) Keep minutes of its proceedings and report to the Annual Council Meeting and SER Management Board, in such a form as it may from time to time require, on its:
  - i. Activities and any issues arising there from.
  - ii. Financial statements.
  - iii. Performance against its development plan.
- n) Publish the Association's handbook;
- o) Give decisions on any matters not provided for in the Association's rules subject to confirmation at the next Council meeting;
- p) Co-opt a member of the Association to the Management Committee or Technical Committee in the event of a vacancy occurring mid term or an office or Technical Committee not being filled at the Annual Council Meeting;
- q) Suspend any club or member found to have been guilty of misbehaviour or unfair practice in connection with the sport. (See Rule 8);
- r) Appoint delegates and representatives to the SER Annual Council; and
- s) Elect a Deputy Chairman from its Membership.

Elected members failing to attend 2 consecutive meetings, or send notice of non-attendance to the Hon Secretary 24 hours prior to the meeting, shall be considered to have resigned from the committee. Should any Officer or Office holder be unable to carry out their respective duties or resign from office the Management Committee may co-opt a member of the Association to that office until the election of Officers and Office holders at the next Annual Council Meeting.

Quorum for Management Committee meetings – 7

## 15. **Emergency Committee**

In an emergency two or more of the following:

- i. Chairman
- ii. Deputy Chairman
- iii. Hon. Secretary
- iv. Hon. Treasurer (if elected)

are empowered to act jointly in cases where an immediate decision is deemed necessary. The action taken shall be referred to the next meeting of the Management Committee.

**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**

The Chairman, Hon. Secretary, Hon. Treasurer (if elected) and Development Manager shall be ex-officio members of all Technical Committees. The Chairman will chair the Management, Finance and General Purposes Committees.

Any committee may request the attendance of individuals other than its members for the purpose of providing expert information or support on any matter before it. Such co-opted individuals shall not have voting power.

All minutes of Technical, General Purposes and Finance Committees shall be presented to the Management Committee and published on the County website when approved.

**18. The General Purposes Committee**

The General Purposes Committee shall consist of the Chairman of the Association, who shall chair the meetings, plus 4 members, elected annually by Council in accordance with Rule 12c. At least two of the elected members shall not be members of any other 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 at least once a year. It shall report to members annually at the ACM.

**19. The Finance Committee**, who shall act as scrutiny of all financial matters, shall consist of a minimum of 3 members including the Chairman or Deputy Chairman and the Hon. Treasurer (if elected) of the Association, who shall chair the meetings, plus 2 members elected annually by Council in accordance with Rule 12c.

- a) In the event that the County contracts out financial support services, supervision of the contract shall be through the Finance Committee.
- b) Day to day management of the finances of the Association may be undertaken by a properly qualified and contracted organisation or individual.
- c) Rule 7 shall continue to apply under all circumstances.
- d) The Finance Committee shall meet at least three times a year. Meetings may be held in person or electronically.
- e) All decisions shall be carried by a simple majority and shall be minuted and reviewed by the Management Committee.

**20. Technical Committees**

Technical committees shall be convened by the respective Technical Discipline Managers and the names of committee members presented to the Management Committee.

Technical Committees shall appoint a chair from amongst the Membership for the duration of each meeting. The meetings of a Technical Committee may be held in person or electronically.

Technical Committees may co-opt honorary advisors as and when deemed necessary; such advisors shall not have the power of vote.

All technical committees shall:

- i. Report to the Management Committee.
- ii. Apply SE Laws and Regulations.
- iii. Arrange a county closed championships and other approved competitions each year.
- iii. Where appropriate maintain a list of event records from those competitions.
- iv. Prepare, promote, update and monitor a Development plan annually.
- v. Set entry fees for all competitions.
- vi. Produce a draft budget in line with their Development plan for the next financial year, including proposals for competition entry fees, which they shall submit to the Finance Committee in accordance with Rule 7.
- vii. Maintain income and expenditure in line with approved budgets.

- a) **The Swimming Committee**, which shall consist of the Swimming Manager and the Open Water Manager and six members elected at the Annual Council Meeting in accordance with Rule 12c.

Elected members failing to attend 2 consecutive meetings, or send notice of non-attendance to the Hon Secretary 24 hours prior to the meeting shall be considered to have resigned from the committee.

The Committee shall co-opt a member to the Committee to advise on Para swimming matters.

There shall be a minimum of three committee meetings each year. Quorum for Swimming Committee meetings – 5.

- b) **The Masters Swimming Committee**, which shall consist of one member elected by each club engaged in the practice of Masters swimming and the Masters Swimming Manager.

There shall be a minimum of two committee meetings each year. Quorum for Masters Swimming Committee meetings – 3.

- c) **The Diving Committee**, which shall consist of one member elected by each club engaged in the practice of diving and the Diving Manager.

There shall be a minimum of two committee meetings each year. Quorum for Diving Committee meetings – 3

- d) **The Synchronised Swimming Committee**, which shall consist of one member elected by each club engaged in the practice of synchronised swimming and the Synchronised Swimming Manager.

There shall be a minimum of two committee meetings each year. Quorum for Synchronised Swimming Committee meetings – 3.

- e) **The Water Polo Committee**, which shall consist of one member elected by each club engaged in the practice of water polo and the Water Polo Manager.

There shall be a minimum of two committee meetings each year. Quorum for Water Polo Committee meetings – 5.

**21. Eligibility for County Championships, county competition and representation.**

To be eligible to compete in County Championships or to represent the Association in a competition each athlete shall:-

- i. Be eligible under ASA Laws
- ii. Be registered with the ASA as a member of a club affiliated to the Association that they wish to compete for at least 30 days prior to competition.
- iii. Have either been born in the County or resided there continuously for three months before the start of competition, or
- iv. 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.
- v. Not have competed in the Championships or Age Group Competitions of another County in the same year

Athletes 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. An athlete 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 6 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. All Technical Committee's decision shall be ratified at the next Management Committee.

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

**22. Trophies**

The Association's perpetual trophies remain the property of the Association.

- a) A trophy may be held by the winner from the time it is given until it is requested to be returned by the Awards Manager.
- b) The winner must provide 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.
- c) 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 the receipt.
- d) 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 Awards Manager.
- e) The Awards Manager should be notified immediately of:
  - i. Any loss of, or damage to, a trophy.
  - ii. Any change of address of a holder of a trophy.
- f) Penalties – holders will render themselves liable to fines as follows:
  - i. For failure to return a trophy by the date directed - £50.00
  - ii. For the return of a trophy in a condition unsuitable for immediate re-presentation - £50.00
  - iii. For damage to a trophy whilst in the winner's possession the winner (or if under 18 his or her parent or guardian) shall be required to reimburse the Association for the cost of the repair.

**23. Conditions for County Championships and Competitions**

Conditions for all the Association's Championships and other competitions will be agreed by the relevant Technical Committee and sent to the Management Committee for reference.

**24. 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.

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