



BYLAWS

Updated 21/05/2017

**OVENS & MURRAY DISTRICT SWIMMING ASSOCIATION INC.
INCORPORATED IN VICTORIA 1989**

1 ASSOCIATION BY-LAWS

1.1 HEADQUARTERS

To be determined by the Management Committee as required.

1.2 MAILING ADDRESS

To be determined in relationship to the residential location of the Association Secretary.

1.3 ASSOCIATION COLOURS

Green and Gold.

1.4 BORDER AGREEMENT

Means an agreement reached with Swimming Victoria (SV) in which the Boundaries of the Ovens & Murray (O&M) District are defined and conditions of competition are outlined.

1.5 DIVISIONS

The O&M District shall be separated into Divisions as determined from time to time. Any such separation shall consider the location of clubs, as well as their membership.

1.5.1 3 DIVISIONS may be formed with the following **CLUBS** when registered and/or affiliated (as per Schedule E).

CENTRAL ALBURY
ALBURY-NORTH-LAVINGTON
COROWA
EDGE AQUATICS
GT AQUATICS
WANGARATTA
WODONGA
WODONGA CITY
YARRAWONGA / MULWALA

SOUTHERN BEECHWORTH
CHILTERN
CORYONG
MOUNT BEAUTY
MYRTLEFORD
RUTHERGLEN
TALLANGATTA

FARRER

2 POWERS AND DUTIES OF THE MANAGEMENT COMMITTEE

2.1 Powers of the Management Committee

The Management Committee (MC) shall have the following powers:

- 2.1.1 To formulate guidelines and policy and to implement such policy.
- 2.1.2 To vary the By-Laws in exceptional circumstances.
- 2.1.3 To investigate and decide all disputes or charges affecting Clubs, organisations or registered member and to have the power to fine, reprimand, suspend, expel or otherwise deal with any Club, organisation or member who in its opinion has been guilty of any misconduct warranting such action. However these rules should not contradict The Constitution.
- 2.1.4 To co-opt any members of affiliated bodies and to form sub-committees.
- 2.1.5 To receive and act upon reports prepared by sub-committees prior to presentation.
- 2.1.6 To approve the disbursement of all O&M funds
- 2.1.7 To fill all casual vacancies among the Officers of O&M
- 2.1.8 Not used
- 2.1.9 To set the terms and conditions of employment for all salaried staff
- 2.1.10 To approve the selection of teams to represent O&M

2.2 Management Committee

The MC shall comprise the following members and their powers and duties shall be as follows:

2.2.1 PRESIDENT

Chief Executive of O&M.
Chairman of MC and AGM
Senior spokesman and representative of O&M.
Ex-officio member of all Committees.
Furthers the total aims of O&M.

2.2.2 VICE PRESIDENT (1 per Division.).

Shares in the performance of the President's duties as appropriate, and acts for the President when required.
In the absence of the President acts as Chairman of the MC and AGM. Maintains knowledge of club programs, activities, racing systems, fund raising and other projects which may assist clubs within their division.
Acts as chairman of meetings of the division which they represent. Represents their Division at MC meetings.
Liaise with clubs from within their Division in any matter on behalf of O&M.

2.2.3 SECRETARY

Responsible for the administration and planning sections of O&M.
Receive and dispatch all correspondence.
Distribute information throughout the O&M to ensure the smooth operation of O&M.
Maintain records in conjunction with other Officers of the O&M.

2.2.4 **TREASURER**

Responsible for the financial affairs of O&M in accordance with the provisions of Clause 35 of the Constitution.

Develops the policy guidelines and long range financial plans for O&M.

Responsible for development of Annual Budgets for recommendation to the MC.

Responsible for the preparation of financial statements comparing actual to budget figures for the MC.

Responsible for the preparation of Annual Financial Statements of O&M.

2.2.5 **REGISTRAR**

To maintain a register of affiliated organisations.

Maintain a record of registered members of affiliated clubs/organisations together with their registration numbers.

Maintains a register of best performances for all events competed in O&M competitions. Refer Bylaw 15 & 16 for specific events for which records are maintained.

Maintains a register (Schedules D1 & 2) of trophies of O&M. The register should contain details of donor, trophy history, and other relevant information.

Prepares trophies for engraving and presentation.

Ensure that perpetual trophies are maintained in good condition and to report any damage or loss to the MC.

2.2.6 **DISTRICT REFEREE**

Rosters officials for all O&M competitions, and other meets as required.

Arranges training, examinations and accreditation of all officials.

Provides and publishes regular interpretations of the rules of swimming.

The District Referee has the responsibility to ensure that the correct interpretations and procedures of technical swimming rules are used, at all swim meets.

2.2.7 **SV DELEGATE**

One delegate will represent O&M at Victorian meetings.

The delegate will be a member of the MC and will report on any matter from Victoria which affects O & M activity.

2.2.8 **COMPETITION OFFICER**

Receives and processes entries, programs and results for O&M Open Meets.

Keeps abreast of technology relating to electronic recording (Meet Manager/Team Manager)

3. POWERS AND DUTIES OF THE O&M SUB-COMMITTEE AND CONSULTANTS

shall comprise of, but are not limited to:

3.1.1 Not used.

3.2 **Appointed Officers**

3.2.1 **Assets Officer**

Maintains an accurate and up to date register of all district assets.

Conducts an annual audit of all assets in accordance with the register.

Arranges for the safe and secure storage of all district assets.

Arranges repairs and maintenance of district assets in consultation with the MC.

- 3.2.2 **Publicity Officer**
 Issues publicity releases.
 Establishes and maintains publicity contacts.
 Provides a result service to the media.
 Arranges interviews and co-ordinates provision of interviews.
 Seeks and provides speakers when required.
- 3.2.3. **Proficiency Officer**
 Conducts proficiency meets as defined by SV
 Examines entries to ensure eligibility of entrants for Proficiency Awards.
 Notifies results of meets to SV and issues award badges and certificates.
- 3.2.4 **Selectors**
 Recommend selection guidelines and policy to the MC for approval.
 Select teams for competitions approved by the District. Submit selections to the MC for approval.
 Report to the MC on actual performances of selected teams.
- 3.2.5 **Development Committee**
 Responsible for initiating, implementing and reviewing the development of swimmers in the O&M.
- 3.2.6 **Club Delegate**
 Each affiliated organisation shall have one representative who will represent their club's interests to MC.
 The nominated representative may serve on sub-committees of O&M.
- 3.2.7 **School Meets Officer**
 Responsible for the coordination of Officials roster for school meets.
- 3.2.8 Grievance Officer**
 To ensure that any grievances/complaints raised by members (including members of the Committee), volunteers, stakeholders or community members are dealt with in a prompt and equitable manner.
- 3.2.9 Web Master**
 Responsible for the maintenance of the O&M Website. Manages the website service provider.

4 AFFILIATION

4.1 Initial Application

- 4.1.1 Any club wishing to affiliate with O&M must affiliate with its home State prior to it being accepted as a member of the O&M.
- 4.1.2 A club or organisation wishing to affiliate with O&M for the first time shall make application on the form (a) specified in Appendix 1 of these by-laws; if the organisation or club is not incorporated it shall nominate one person to be its representative. Such application shall be accompanied by the appropriate fees and shall be accompanied by a copy of its Constitution.
- 4.1.3 The Constitution of the applicant must be acceptable to the Association before the application may proceed
- 4.1.4 At least 15 members including its elected office bearers must be submitted for registration prior to the granting of affiliation.
- 4.1.5 No registered member of the Club may take part in any O&M competition prior to approval of its application for affiliation.
- 4.1.6 The dimensions of the Club Headquarters pool must be acceptable to O&M

4.2 Ongoing affiliation

- 4.2.1 Clubs or Organisations may confirm their existing affiliation with O&M on the prescribed form (b) Appendix 1.
- 4.2.2 Any amendments to their Constitution shall be submitted for approval by the O&M with the ongoing affiliation form.
- 4.2.3 The Secretary may approve affiliations subject to confirmation by the MC.
- 4.2.4 Clubs shall retain speaking and voting rights at the AGM following the conclusion of the financial year.

5 DIVISIONS

- 5.1 The O&M shall be separated into divisions as determined from time to time as shown in Clause 1.5.
 - 5.1.1 **Division aims**
 - 5.1.2. To promote, through its clubs, the advancement of swimming.
 - 5.1.3. To conduct competition between clubs within the Division.
 - 5.1.4. To assist schools in conducting swimming events.
 - 5.1.5 To liaise with pool management to ensure the best possible relationship and conditions exist for the conduct of competitive swimming at the pools within the division.

6 CLUBS

- 6.1 Clubs must hold their Annual Meeting and shall forward to O&M within 30 days of their Annual Meeting:
 - 1. Not Used
 - 2. Completed Re-Affiliation Form
 - 3. Registration details of the Club Committee.
- 6.2 Failure to comply with any of these requirements may incur a prescribed penalty as determined by the Management Committee.

7. REGISTRATIONS

- 7.1 Except as provided in this By-Law each Club shall register all members whether competitors or otherwise and for each member shall pay O&M the prescribed fee per annum. No registration fee shall be charged for Honorary Life Members who are recorded in each clubs registrations.
- 7.2 Life Members of O&M need not be members of an affiliated Club, and no O&M registration fee is charged.
- 7.3 No person shall be considered registered with O&M until all registration details have been received by O&M.
- 7.4 A person may be a member of any number of affiliated clubs in the same year, but shall not represent in competition more than one club, being the one with which they are registered, unless such is permitted by the rules.
- 7.5 A 1st Claim Club is that club recognised at Open, State and National Competition.
- 7.6 A 2nd Claim Club is that club recognised at Pennant Level. A second claim list will be maintained by the O&M Registrar.

8. TRANSFERS

- 8.1 A financial member of a Club whose name has been recorded by the Membership Registrar shall be deemed a registered member of their Club until June 30 next if with SV OR 30 September with SNSW.

- 8.2 A member may freely transfer to another Club at the end of a season provided all obligations, financial and otherwise have been discharged with respect to their former Club.
- 8.3 Any member desiring to transfer to another Club during the currency of their registration may do so with the consent of their club. Using the method provided by the relevant State body.
- 8.4. The receiving club must provide proof of transfer to the District Registrar prior to the swimmer swimming for their new club in District competition.
- 8.5 No Club shall offer or knowingly permit any person to offer either directly or indirectly any inducement, financial or otherwise to a member to transfer from one club to another.
- 8.6 Affiliation with O & M is member based rather than club based (i.e. if a swimmer has already paid O&M affiliation through one club, and then moves clubs, the second club does not need to pay an additional affiliation for that financial year).

9. JURISDICTION OVER MEMBERS

- 9.1 O&M through the MC shall have the power to fine, reprimand, suspend, disqualify or otherwise deal with any Club or member:
 - 9.1.1 Who has committed any breach of the Constitution, By-Laws or any regulation made hereunder.
 - 9.1.2 Who fails to carry out the reasonable instructions of any Officer, Official or Team Manager of O&M when taking part in any competition under the control of O&M.
 - 9.1.3 Who commits any act contrary to good order and discipline when taking part in an event under the control of O&M or when traveling with, or stationed with any team under the control of O&M.
 - 9.1.4 When acting as an Officer or Team Manager appointed by O&M they are negligent of their defined duties to the reasonable satisfaction of O&M.
 - 9.1.5 who competes at a swim meet not sanctioned by O&M which infringes the Constitution or By-Laws of O&M, or acts in a manner calculated to bring the sport into disrepute whether relating to competing or not.
 - 9.1.6 Who competes at a Masters meet whilst less than the minimum age as specified by Swimming Australia Limited (SAL).
- 9.2 The MC shall advise any Club or member of any alleged infringement of By-Law 9.1 and they shall have the right to appear before the MC to state their case.
 - 9.2.1 A member may be assisted by another member of their Club or by their parent.
- 9.3 Notice of appeal against the MC's decision must be lodged by certified mail with the Secretary within twenty one (21) days.
- 9.4 The appeal shall be dealt with as stipulated in the Constitution (**Clause 16**).
- 9.5 No person shall be eligible for membership of O&M whilst under sentence of suspension or disqualification imposed by or recognised by O&M. Such sentences shall be binding on all affiliated bodies.
- 9.6 A competitor who has knowingly competed against one who is under sentence of suspension or disqualification, may be suspended until the expiration of such sentence or a longer period as the MC may think fit.
- 9.7 All State Associations and SAL shall be advised of the suspension or disqualification of a member of O&M.

10. DELEGATES

- 10.1 The MC shall appoint members of O&M as Delegates to organisations as may be necessary from time to time:
- 10.2 Delegates shall submit reports to the MC.

11. OFFICIAL BADGE LOGO COLOURS AND DRESS

- 11.1 The O&M badge and Logo shall be as shown hereunder.



- 11.2 The colours of O&M shall be Green and Gold. As per the reference sample held by the Secretary.
- 11.3 Official dress for Officers, Officials and members of representative teams shall be as decided by the MC.
- 11.4 The following may wear the O&M blazer or jacket with designation approved by the MC:
- Life Members
 - MC Members
 - Members of teams selected to represent O&M
 - Other persons approved by the MC.

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 Secretary not later than March 31.
- 12.1.3 The MC shall consider the nomination and may recommend the award at the AGM. If the MC does not approve of the nomination then the reasons shall be conveyed to the proposer.
- 12.1.4 Life membership can only be conferred by Special Resolution at the AGM.
- 12.1.5 The Member so appointed shall be issued with an O&M Life Members medallion.
- 12.1.6 Life Members shall have the same privileges as other members of O&M, and are not required to be members of an affiliated club.

13. MEETINGS

13.1 AGM

The time place and agenda of the AGM shall be determined by the MC, and shall include the following:

Welcome by the President

Apologies

Minutes of previous AGM

Presentation of Annual Report

Presentation of Financial Statements

Auditors Report

Return to Department of Finance (including Audited Financial Statement)

Election of Officers

Appointment of Auditors

Appointment of Patrons /Election of Life Members

Special Business of which due notice has been given eg amendments to the Constitution

NO OTHER BUSINESS MAY BE CONDUCTED AT AGM

13.2 Not Used.

13.3 MC

13.3.1 MC meetings shall be conducted regularly (eg; 2nd Tuesday of each month) to conduct business on behalf of the O&M and compile reports from said meetings.

13.4 Absentee Penalties

13.4.1 Any Club who has not apologised and who fails to attend the AGM may be fined the specified amount.

13.4.2 Elected and appointed members of the MC who absent themselves from two consecutive meetings without acceptable reason or apology may have their position declared vacant by the MC.

13.5 Not Used

13.6 Accidental Omission

13.6.1 Non receipt of notice due to accidental omission shall not invalidate the proceedings of any meeting.

13.7 Voting Majorities

13.7.1 All motions shall be decided by a simple majority, normally by a show of hands, unless otherwise required by the Constitution.

13.8 Meeting Attendance

13.8.1 Any person may attend meetings of MC or AGM but may not take part in such meetings without the invitation of the Chairman. They may not vote, and may be asked to leave at any time, but a particular person may be required or requested to stay.

13.9 Rules for Debate

13.9.1 The Rules for Debate and meeting procedures shall be as laid down in Schedule C.

13.10 Authority to Make Public Statements

- 13.10.1 Authority to make public statements on behalf of O&M is vested in the Publicity Officer in consultation with the MC.

THE OVENS & MURRAY DISTRICT SWIMMING ASSOCIATION COMPETITION RULES

14. COMPETITIONS

- 14.1 Members of O&M clubs are permitted to compete at any competition within O&M in their divisions as set out in the Constitution. Permission is not required to cross the state border.
- 14.2 Competitions to be conducted by O&M are as defined in Schedule B.
- 14.3 The words 'CONDUCTED UNDER THE RULES OF SWIMMING AUSTRALIA LIMITED AND SWIMMING VICTORIA' must appear on every entry form and program for Victorian clubs.
The words 'CONDUCTED UNDER THE RULES OF SWIMMING AUSTRALIA LIMITED AND SWIMMING NSW' must appear on every entry form and program for New South Wales clubs.
- 14.3.1 Each Club or affiliated body is responsible to ensure that this is carried out for all events under its jurisdiction.

14.4 Not Used

14.5 OUTSIDE OVENS & MURRAY

- 14.5.1 Members of affiliated O&M Clubs do not require approval of O&M to compete outside O&M.
- 14.5.2 Members of affiliated O&M clubs may require the permission of their State Association to compete at interstate meets outside O&M.
- 14.5.3 The application for permission shall be submitted to their State Association as required by that Association.

14.6 COSTUMES

- 14.6.1 Costumes shall comply with the rules of the SAL.

14.7 DATES

- 14.7.1 The MC shall present a draft calendar of Winter events to members by April and a draft Summer calendar by August of each year.
- 14.7.2. Clubs are to express interest in conducting open meets prior to December 31 for Winter(SC) and March 31 for Summer (LC) events.
- 14.7.3. Providing that the MC is satisfied with a club's conduct of annual meets such meets will be given precedence when setting dates for the calendar.
- 14.7.4. Where the proposed date of two or more club's open meet coincides the MC will negotiate with the clubs to find suitable alternative dates.
- 14.7.5 Where suitable alternate dates cannot be found a selection by lot will decide which open meet will be included in the calendar
Clubs are not permitted to conduct a carnival on a date allotted to an O&M Championship or O&M open.

14.8 SWIMMERS WITH A DISABILITY

- 14.8.1 All swimmers deprived of all or part of a limb or suffering from any permanent disability may compete in any O&M competition without being disqualified for reasons solely on the grounds of their disability.

- 14.8.2 Each case shall be left to the discretion of the referee.
- 14.8.3 Swimmers with any permanent disability should be advised to seek a classification of the degree of the disability that would be required prior to entries to Open or State Meets.
- 14.8.4 At Pennants, an unclassified swimmers point score will be as that specified in the Division Rules.
- 14.9 **ENTRIES**
- 14.9.1 Applications for entry to an event conducted by O&M comply with the conditions of entry published for each competition.
- 14.9.2 Except at open meets all competitors in O&M competitions shall be registered members of O&M unless competing by invitation, or the competition rules allow unregistered persons to compete.
- 14.9.3 Late or incorrect entries may be rejected
- 14.9.4 Where qualifying standards apply, details of the date and place of achievement are required on the entry. Failure to complete this information may result in the rejection of the entry or relegation of the competitor to the slowest heat.
- 14.9.5 Not Used
- 14.9.6 In an age group event, a competitor must calculate their age at the first day of competition.
Verification of age by acceptable evidence may be required.
- (1) For Championships the date of the first session of the meet will be taken as the date.
 - (2) For Pennants – the date shall be October 1 preceding the season of Competition.
- 14.9.7 Unless stated by the rules of a particular competition a competitor may enter in the next highest age group where a stroke / distance is not provided for in their own age group during the meet.
- 14.9.8 Entry fee must accompany the entry. Refunds will not be made unless supported by a medical certificate.
- 14.9.9 Unless stated by the rules of a particular competition, in all relays except mixed age group relays, competitors must be of or under the age group of the event.
- 14.9.10 O&M Entry times must have been swum in an organised swim meet, under the control of a qualified Referee and or certified by the head coach or president of an affiliated club as having been swum in the current season.
- 14.9.11 All selections for representative teams be based on best accredited times over the previous 12 months (including qualifying meet times, O&M recorded times and O&M time trials).
- 14.10 **OVENS & MURRAY DISTRICT CHAMPIONSHIPS**
- 14.10.1 Qualifying standards may be set for eligibility to enter these Championships. They shall be published each year, and entrants must have equalled or bettered the qualifying standard in the period since January 1 of the prior year and the closing date for entries, in order to be allowed to compete.

14.10.2 A swimmer must be registered with the Ovens & Murray District Swimming Association to be eligible to swim in all O&M Championships, individual and relay events. In addition to be eligible to swim in individual championship events and Relay Championship events a swimmer must have swum a minimum of 2 pennants within the current season.

Any swimmer not having swum two pennants may only swim as an exhibition swimmer excluding them from records, points and placings.

14.10.3 A swimmer can swim all strokes and all distances, however, points will only be awarded for age events.

14.10.4 Swimmers shall compete in the OMDSA Championships (Day One and Day Two - Individual events) and Day Three (Relays) for the same club within the current season.

14.10.5 Swimmers and Clubs may apply for an exemption if they have not met the criteria for all three days.

14.11 **FINES**

14.11.1 Entrants who fail to equal or better the qualifying standard in any event may be fined.

14.11.2 A fine will not be imposed for failing to achieve the qualifying standard if the competitor has achieved the time shown on the entry form since January 1 of the prior year, and the entry form shows the details of the achievement, which can be verified.

14.11.3 Where a competitor has been fined for failing to achieve the qualifying standard, such competitor is barred from O&M competition until the fine is paid.

14.11.4 If a swimmer does not meet the publicised O&M Championship Qualifying Time and cannot prove the entered qualifying time; that swimmer will be fined twice the event entry fee.

14.12 **RELAY EVENTS**

14.12.1 For all team events, a team list on the appropriate form must be submitted prior to the start of the event. It is permissible to change the team members between heats and finals, except that members of teams disqualified in a heat are precluded from competing in that final.

14.12.2 A swimmer must be registered with the Ovens & Murray District Swimming Association to be eligible to swim in the O&M Championship Relay Events and have swum at least one pennant in the current season.

A swimmer not meeting this criteria may only swim as an exhibition swimmer making the team ineligible for points or a placing.

14.12.3 Rules for relay events are as follows:

1. 10 x 50 metre freestyle is not a championship event, no entry fee, 5 boys plus 5 girls (1 each of 10U, 12U, 14U, 16U & open);
2. clubs may only have swimmers swim up if they have no swimmer in that age group;
3. age as at the date of the O & M Age Championships;
4. unisex events must include at least one swimmer of each sex (unless none are registered with the club);
6. smaller clubs that cannot field teams can combine but only one entry will be accepted and will only be accepted when the club does not have enough registered swimmers eligible to compete;

7. in the case of a combined team entry prior permission will need to be sought by emailing the Competitions Officer and a notation of this approval must be submitted with the entry;
8. In the case of a combined team, the team will be eligible for medals but not for records or trophies. In the case of a trophy awarded race, the award will carry forward to the following year and not be awarded to a combined team. The award does not go to the 2nd place team.
9. a swimmer cannot compete in two teams for the one event.
10. A swimmer may not swim up in age in events shown as "& over" eg "15 years & over".

14.13 **WITHDRAWALS - Where Heats and Finals are contested**

- 14.13.1 Competitors wishing to withdraw from a Final shall do so in writing, signed by the competitor or an authorised representative within thirty (30) minutes of the posting of the finalist list for the last individual event of the session.
- 14.13.2 A competitor not having withdrawn as specified, and who does not compete in the Final shall be deemed a late withdrawal, and as such, shall be barred from competing in their next individual event.
- 14.13.3 If the late withdrawal occurs in the competitor's last individual event of the competition they may be fined.
- 14.13.4 The penalties for late withdrawal may be reviewed if there are medical grounds or the competitor can prove hardship for not competing. A competitor who is added to an event final following the withdrawal of another competitor, and who can show that, they were unaware of the change may claim hardship.
- 14.13.5 Any withdrawal by a competitor from an event is final.

14.14 **PROTESTS**

- 14.14.1 Protests are possible:
 - (a) if the rules and regulations of the competition are not observed
 - (b) if other conditions endanger the competition and / or the competitors
 - (c) against decisions of the referee, however, no protests shall be allowed against decisions of fact.
- 14.14.2 Protests must be submitted:
 - (a) to the referee
 - (b) in writing
 - (c) by the swimmer(s) or authorised representative of the swimmer(s)
 - (d) together with the prescribed deposit of ten times the event entry fee
 - (e) within thirty (30) minutes following the posting of the results of the respective event.
- 14.14.3 If the conditions causing the protest are noted prior to the competition, the protest must be lodged before the starters signal is given.
- 14.14.4 All protests shall be considered by the referee. If they reject the protest, they must state reasons for their decision.
- 14.14.5 The protester may appeal against the rejection to a Jury of Appeal whose decision is final.
- 14.14.6 If the protest is rejected, the deposit will be forfeit. If the protest is upheld the deposit will be returned.
- 14.14.7 A Jury of Appeal shall consist of a MC member plus two (2) other Members unrelated to the protest.

15. AWARDS AND TROPHIES

15.1 O&M shall award trophies in the following categories:

- * Champion Club.
- * Individual Trophies.
- * Perpetual Trophies.
- * Aggregate Points Trophies.
- * Interclub Trophies.

15.1.2 The trophies are as specified in Schedules D1 & D2.

15.2 Point Score Championship Events

15.2.1 The following point score will be used to determine the winner of all awards where a point score is used:

- (a) Individual Events 4.3.2.1.1.1.1.1
- (b) Relay Events 8.6.4.2.2.2.2.2

15.3 Swimmers must compete in the final of an event to score points. In a timed final event the fastest 8 competitors shall be deemed to be the final.

15.4 For Perpetual Trophy events (refer Schedule D), the winners name(s) shall be placed on the trophy. Visitors are not eligible for these awards. The recipient of each perpetual trophy shall be presented with a Medal engraved or an additional personal trophy.

15.5 Before any new perpetual awards can be accepted by O&M, the MC must be satisfied with the suitability of the trophy.

15.6 In recognition of their achievements a payment (as previously agreed to) will be paid to swimmers who compete at the following National Events – Open/ Age/Open Water providing the swimmer meets the following criteria –

- Registered member of O & M in the current season
- Competed at 2 or more pennants (individual swims) within the current season.

In the case of a swimmer competing at more than one National Meet the O&M will make the payment for ONE national event per season.”

16 RECORDS

16.1 O&M recognises Long Course Records, in Open and Age Group categories, as well as Event Records in particular competitions.

16.2. The following definitions apply:

O&M Records - Best time swum by a competitor currently registered with O&M at an O&M championship meet. eg:

Open - Swum by a competitor of any age in an open event at an O&M Championship meet.

Age Group - Swum by a competitor of a particular age group at an O&M Championship meet.

16.3 Event Records

16.3.1 Event records are defined as the fastest time swum in the designated competition

16.3.2 **Long Course Records** - events swum over a 50 metre course. Records will be recognised for all events, listed in (Schedule B).

16.3.3 **Relay Event Records** - will be recognised for all events listed in (Schedule B).

16.3.4 **Short Course Records** - events swum over a 25 metre course. Records will be recognised for all events. listed in (Schedule B).

16.4 Conditions

16.4.1 Performances which equal or better the existing time, shall be entered by the Records Registrar in the records of O&M.

- 16.4.2 Individuals or teams creating new records shall be presented with a certificate from O&M inscribed with the details of the record.
- 16.4.3 A competitor may only be credited with a record in **their own age group / groups**.

SCHEDULE A

LIFE MEMBER GUIDELINES

For Life Membership the emphasis is on outstanding service or contribution to O&M and the sport of swimming which requires more than the holding of office and the routine performance of that office.

In considering service to O&M and the sport, the MC 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 MC to recommend a nomination, the nominee should have met one or more of the following guidelines:

- (a) Served at least eight (8) years as a member of the MC or its antecedent bodies.
- (b) Served at least twelve (12) years as a District Administrator, and during their period have been involved directly with the administration of O&M.
- (c) Other service to O&M over a period of time and involvement considered comparable to the above.

Nominations may be made in writing by:

- a Club - the form must be signed by two members of the committee;
- an Elected Officer of the MC;
- two (2) registered members of different clubs.

The Nomination should be accompanied by a resume of the activities of the nominee and any further details of any specific contribution to the sport.

SCHEDULE B

In this schedule all indicated events are swum by both male and female competitors

CHAMPIONSHIP LONG COURSE PROGRAM

8 years & under	Backstroke	50 metres	14 years	Backstroke	50 metres
8 years & under	Breaststroke	50 metres	14 years	Backstroke	100 metres
8 years & under	Butterfly	50 metres	14 years	Breaststroke	50 metres
8 years & under	Freestyle	50 metres	14 years	Breaststroke	100 metres
9 years	Backstroke	50 metres	14 years	Butterfly	50 metres
9 years	Breaststroke	50 metres	14 years	Butterfly	100 metres
9 years	Butterfly	50 metres	14 years	Freestyle	50 metres
9 years	Freestyle	50 metres	14 years	Freestyle	100 metres
10 years	Backstroke	50 metres	14 years/under	Freestyle	400 metres
10 years	Breaststroke	50 metres	15 years	Backstroke	50 metres
10 years	Butterfly	50 metres	15 years	Backstroke	100 metres
10 years	Freestyle	50 metres	15 years	Breaststroke	50 metres
10 years/under	Backstroke	100 metres	15 years	Breaststroke	100 metres
10 years/under	Breaststroke	100 metres	15 years	Butterfly	50 metres
10 years/under	Butterfly	100 metres	15 years	Butterfly	100 metres
10 years/under	Freestyle	100 metres	15 years	Freestyle	50 metres
10 years/under	Freestyle	200 metres	15 years	Freestyle	100 metres
10 years/under	Individual Med.	200 metres	15 years/over	Freestyle	200 metres
11 years	Backstroke	50 metres	15 years/over	Freestyle	400 metres
11 years	Backstroke	100 metres	15 years/over	Individual Med.	200 metres
11 years	Breaststroke	50 metres	16 years	Backstroke	50 metres
11 years	Breaststroke	100 metres	16 years	Backstroke	100 metres
11 years	Butterfly	50 metres	16 years	Breaststroke	50 metres
11 years	Butterfly	100 metres	16 years	Breaststroke	100 metres
11 years	Freestyle	50 metres	16 years	Butterfly	50 metres
11 years	Freestyle	100 metres	16 years	Butterfly	100 metres
11/12 years	Freestyle	200 metres	16 years	Freestyle	50 metres
11/12 years	Individual Med.	200 metres	16 years	Freestyle	100 metres
12 years	Backstroke	50 metres	17 to 34 years	Backstroke	50 metres
12 years	Backstroke	100 metres	17 to 34 Years	Backstroke	100 metres
12 years	Breaststroke	50 metres	17 to 34 years	Breaststroke	50 metres
12 years	Breaststroke	100 metres	17 to 34 years	Breaststroke	100 metres
12 years	Butterfly	50 metres	17 to 34 years	Butterfly	50 metres
12 years	Butterfly	100 metres	17 to 34 years	Butterfly	100 metres
12 years	Freestyle	50 metres	17 to 34 years	Freestyle	50 metres
12 years	Freestyle	100 metres	17 to 34 years	Freestyle	100 metres
13 years	Backstroke	50 metres	35 years/over	Freestyle	50 metres
13 years	Backstroke	100 metres	35 years/over	Freestyle	100 metres
13 years	Breaststroke	50 metres	35 years/over	Backstroke	50 metres
13 years	Breaststroke	100 metres	35 years/over	Backstroke	100 metres
13 years	Butterfly	50 metres	35 years/over	Breaststroke	50 metres
13 years	Butterfly	100 metres	35 years/over	Breaststroke	100 metres
13 years	Freestyle	50 metres	35 years/over	Butterfly	50 metres
13 years	Freestyle	100 metres	35 years/over	Butterfly	100 metres
13/14 years	Freestyle	200 metres	MC- OPEN	Backstroke	50 metres
13/14 years	Individual Med.	200 metres	MC - OPEN	Breaststroke	50 metres
OPEN - Heats	Freestyle	100 meters	MC - OPEN	Butterfly	50 metres
OPEN - Heats	Freestyle	100 meters	MC - OPEN	Freestyle	50 metres
OPEN - Finals	Freestyle	100 meters			

CHAMPIONSHIP SHORT COURSE PROGRAM

9 years & under	Backstroke	50 metres
9 years & under	Breaststroke	50 metres
9 years & under	Butterfly	50 metres
9 years & under	Freestyle	50 metres
10/11 years	Backstroke	50 metres
10/11 years	Breaststroke	50 metres
10/11 years	Butterfly	50 metres
10/11 years	Freestyle	50 metres
11 years & under	Individual Medley	100 metres
11 years & under	Individual Medley	200 metres
13 years & under	Backstroke	100 metres
13 years & under	Breaststroke	100 metres
13 years & under	Butterfly	100 metres
13 years & under	Freestyle	100 metres
12/13 years	Individual Medley	100 metres
12/13 years	Individual Medley	200 metres
14/15 years	Backstroke	100 metres
14/15 years	Breaststroke	100 metres
14/15 years	Butterfly	100 metres
14/15 years	Freestyle	100 metres
14/15 years	Individual Medley	100 metres
14/15 years	Individual Medley	200 metres
16 years & over	Backstroke	100 metres
16 years & over	Breaststroke	100 metres
16 years & over	Butterfly	100 metres
16 years & over	Freestyle	100 metres
16 years & over	Individual Medley	100 metres
16 years & over	Individual Medley	200 metres
25 years & over	Backstroke	50 metres
25 years & over	Breaststroke	50 metres
25 years & over	Butterfly	50 metres
25 years & over	Freestyle	50 metres
Open	Freestyle	50 metres
Open	Backstroke	200 metres
Open	Breaststroke	200 metres
Open	Butterfly	200 metres
Open	Freestyle	200 metres
Open	Freestyle	400 metres
MC Open	Backstroke	50 metres
MC Open	Breaststroke	50 metres
MC Open	Butterfly	50 metres
MC Open	Freestyle	50 metres

RELAY EVENTS

8 years/under	Freestyle	4x50 metres unisex
8 years/under	Freestyle/back	4x50 metres unisex
10 years/under	Freestyle	4x50 metres
10 years/under	Medley	4x50 metres
12 years/under	Freestyle	4x50 metres
12 years/under	Medley	4x50 metres
14 years/under	Freestyle	4x50 metres
14 years/under	Medley	4x50 metres
16 years/under	Freestyle	4x50 metres
16 years/under	Medley	4x50 metres
17 years & over	Freestyle	4x50 metres
17 years & over	Medley	4x50 metres
25 years & over	Freestyle	4x50 metres unisex
25 years & over	Medley	4x50 metres unisex
OPEN	Freestyle	4x50 metres
OPEN	Medley	4x50 metres
OPEN	Freestyle	10x50metres (Non-Championship Event)

CHAMPIONSHIP POINTS

Place	Individual	Relay
1 st	4	8
2 nd	3	6
3 rd	2	4
4 th	1	2
5 th	1	2
6 th	1	2
7 th	1	2
8 th	1	2

SCHEDULE B2

INTERCLUB COMPETITIONS

O&M is divided into three (3) Divisions, with each Division running their own individual INTERCLUB program. The format of the program is controlled through the Vice President and a committee from each Division.

Each Division conducts a Club point score at each meet based on results of each event at that meet.

CENTRAL DIVISION

Lodgement Of Entries:

All entries must be sent electronically to the following email address:

entries@omdsa.org.au

Entries are to be submitted no later than 9.30pm Friday night the weekend of the pennant .

How To Process Electronic Entries:

1. Obtain a copy of the zip file for the day you are entering from our website www.oandmdistrictswimming.org.au. Save it to a floppy or folder on your hard drive.
2. Import the file into Team Manager. Go to File - Import - Meet Events and select the location you have saved the file.
3. Go to Meets and check that it is now listed. To enter swimmers select Entries and Entries by Name
4. Select your club abbreviation in the drop down box at the top of the page. You can filter your swimmers by sex, age etc. if this is easier.
5. Now highlight the swimmer's name. All their eligible events will show in the bottom box. Tick the box of the events they wish to enter. If you have previously set up their best times, or already imported other meets, their time will show. If not you will have to enter their best time.
6. To do relay entries return to Meets window and select Entries by Event. Scroll through until you find the event number. Highlight this and click New Relay.
7. When you have finished entering your swimmers, go to the top of the page. Choose the options you want and press Create Report. Print this for your record of entries.

Now you can export your entries. Close the Meets window and return to the main menu. Go to File - Export - Meet Entries. Save this to a floppy or hard drive folder. Email as an attachment to *entries@omdsa.org.au*

All Age Events.

Events are conducted over 50m, 100m 200m and 400m in designated strokes at various meets. Clubs are discouraged from entering swimmers in events that they are clearly unable to complete satisfactorily. The Referee may direct that points be deducted where the Referee considers a swimmer incompetent in an event longer than 50m.

Individual Events:

Where a club has a swimmer of the correct age and gender in attendance that swimmer must be used. Where a club can not comply it may use a swimmer from a lower age group.

A swimmer is eligible to compete in only one age group at any meet. (This rule does not apply in relays).

A swimmer may not swim up in age in events shown as "& Over" e.g. "15 years & over".

Relays:

One team per club may compete in a relay event. Swimmers of the correct age must be used where available.

If a club has insufficient swimmers of the correct age, the club is permitted to enter younger swimmers in an older age group.

This does not preclude any swimmer so used from swimming in another age group for which they are eligible.

A swimmer may not swim up in age in events shown as "& Over" e.g "15 years & over".

Unisex relays should comprise swimmers of both genders where the club has the swimmers available. Clubs are permitted to use any combination in these events.

Vacant lanes during the relays may be filled by additional teams at the discretion of the referee in charge. Points will not be allocated for these teams.

Identification Of Swimmers:

Wearing of club caps is encouraged to assist officials with identification of swimmers.

Deduction Of Points:

Where notified by the referee, recorders will deduct points equal to the minimum available for the event for a swimmer who is clearly incompetent in that event.

Points Information On Central Division

PENNANT POINTS will be allocated as follows:

Place	1st	2nd	3rd	4th	5th	6th	7th	8th
All Age & Individual 50, 100, 200 & 400 Metres & Relays	4	3	2	1	1	1	1	1
10x50 Relay	8	6	4	3	2	1	1	1

SOUTHERN DIVISION

The Interclub Series is conducted over six (6) meets at different pools with a set program to cater for each age group over the series. All swimming strokes are swum over varying distances dependant upon the age group.

The competition is held in 25 metre and 33 metre pools and event distances are adjusted accordingly at each meet.

A points system is awarded to swimmers for each event. 7.6.5.4.3.2.

Points awarded per club are 14.12.10.8.6.4.

Swimming Conditions

Each club is allocated a lane and one swimmer is chosen from each club to compete in an individual event.

Age shall be taken as at October 1 preceding the season of competition.

AGE EVENTS. Swimmers may compete in their own age group and/or an older age group, but are limited to competing in only two individual age events (Note one additional individual swim is allowable - refer to events 1 - 4). A swimmer cannot swim in an age group below their own age group. Girls are permitted to swim in boys events, but boys cannot swim in girls events.

NOTE: Events 1-4 - competitors may swim in one of these events only, in addition to the restriction of competing in only two individual events.

OPEN AGE EVENTS. There is no limit to the number of open individual or relay events in which a competitor may compete.

RELAYS. Both freestyle and medley relays are held for all age groups. Competitors are restricted to swimming in a maximum of 3 age relay events only. Open relay swims are open to any age and are not counted in the age relay events.

OVER 30's. There is no limit to the number of swims in this age group category, and the competitor may compete in this category in addition to the Open Age events and Open Relay events, under the same conditions for those categories.

Cancellation of Pennant

Pennants will be cancelled based on CFA recommendations. If the area in which the pennant is to be held has been put on/received either Code Red or Extreme weather warnings.

FARRER DIVISION

The Interclub Series is conducted over four (4) meets at different pools with a set program of all strokes in all age groups, one lap for junior swimmers, two laps for intermediate swimmers and three laps for senior swimmers. Freestyle and Medley Relays are also conducted.

The competition is held in 25 metre and 33 metre pools and event distances are adjusted accordingly at each meet.

Swimming Conditions

Age is taken as at the 1st October

A points system is awarded to swimmers for each event - 8, 6, 4 points for 1st, 2nd, and 3rd placing and 1 point for all other participants. These points are doubled for the relays – a club can enter more than one relay team in each relay but only one team per club can gain a place. All other teams from that club are awarded participation points for that race.

Swimmers are permitted to swim in one medley relay and one freestyle relay. Swimmers may compete in a higher age division in relay teams.

SCHEDULE C

RULES FOR DEBATE AND MEETING PROCEDURE

C.1 Rules for Debate

- C.1 .1 Preference of speaking shall be given to the first member to attract the attention of the Chair.
- C.1 .2 Members must address their remarks to the Chair.
- C.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.
- C.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.
- C.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.
- C.1 .6 At any time during a debate a member 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.
- C.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.
- C.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.
- C.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.
- C.1.10 Ex-officio members of committees shall not have voting rights.
- C.1 .11 A motion of adjournment may be proposed at any time, without discussion, if seconded and carried it will be acted upon.

C.2 Authority of the Chair

- C.2.1 Subject only to a motion of dissent from the ruling, the Chairman shall have unlimited authority over any proposal before the Chair, and shall be the sole interpreter of the Rules of Debate
- C.2.2 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.

C.3 The Chair

- C.3.1 At meetings of the AGM and the MC the President shall occupy the Chair. In their absence the Vice President shall occupy the Chair.
- C.3.2 In the absence of both Officers the meeting shall elect its own Chairman.

C.4 **Motions Permissible Without Notice**

C.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 D1

AWARDS AND TROPHIES

Long Course Perpetual Trophies:

Dr Worch Trophy	Boys Open 100m Freestyle
Gordon Dowling	Girls Open 100m Freestyle
Gwen Howard	Boys 12 years 100m Freestyle
Gwen Howard	Girls 12 years 100m Freestyle
Heather Jorgensen	Boys 12 years 100m Butterfly
Helen Batey	Girls 12 years 100m Butterfly
Barry Martens	Boys 12 years 100m Backstroke
Barry Martens	Girls 12 years 100m Backstroke
Gwen Miller	Girls 14 years 100 Breast
Joes Service Station	Boys 15 & over 200m Individual Medley
Terrill Trophy	Girls 15 & over 200m Individual Medley
Ken Connell	Boys 16 & under 4 x 50m Freestyle Relay
Brian Wood	Girls 16 & under 4 x 50m Freestyle Relay
J H Strong	Girls Open 4 x 50m Freestyle Relay
R Arthur Roy	Boys Open 4 x 50m Freestyle Relay
Merle Mason	Boys Open 4 x 50m Medley Relay
Pat Watson	Girls Open 4 x 50m Medley Relay
Rita Scholz	Mixed 10 x 50m Freestyle Relay (non championship event)
Frank Fenwick	Boy and Girl – nearest to National times 100m Butterfly
Top Pennant Point Score Central Division	Male
Top Pennant Point Score Central Division	Female

SCHEDULE D2

AWARDS AND TROPHIES

Short Course Perpetual Trophies:

Alchin Family Trophy	Male Swimmer of the Meet
Jackie Clemson Memorial Trophy	Female Swimmer of the Meet

Schedule E

DIVISIONS will be formed with clubs as listed.

CENTRAL ALBURY
ALBURY-NORTH-LAVINGTON
COROWA
EDGE AQUATICS
GT AQUATICS
WANGARATTA
WODONGA
WODONGA CITY
YARRAWONGA / MULWALA

SOUTHERN BEECHWORTH
CHILTERN
CORRYONG
MOUNT BEAUTY
MYRTLEFORD
RUTHERGLEN
TALLANGATTA

FARRER

BORDER AGREEMENT

The O&M is permitted to have members from both sides of the border under an agreement with SV.

APPENDIX 1 - FORMS

- a. Application for affiliation (new club) page 28
- b. Application for affiliation (renewal)..... page 29
- c. Nomination for Life Membership page 30
- d. Nomination form for election to office page 31

OVENS & MURRAY DISTRICT SWIMMING ASSOCIATION

POSTAL ADDRESS: P.O. BOX 1152, WODONGA VIC 3690.

APPLICATION FOR AFFILIATION

This form is for NEW clubs only. This application must be accompanied by a copy of your Articles of Association or Constitution together with the prescribed fee of \$30.

CLUB NAME:	
Address for Correspondence:	
Email:	
Location of Pool:	
Pool Length & No. of Lanes:	
PRESIDENT:	
Postal Address:	
Phone Number:	
Email:	
SECRETARY:	
Postal Address:	
Phone Number:	
Email:	

Names of members (minimum of 20)

Signed:

Date:

OVENS & MURRAY DISTRICT SWIMMING ASSOCIATION

POSTAL ADDRESS: P.O. BOX 1152, WODONGA VIC 3690.

APPLICATION FOR AFFILIATION/RENEWAL FOR CLUBS *insert date*

Please note - this application will not be accepted if the names and addresses requested below are not supplied. Also this application must be accompanied by the required fee of \$30 and be returned to the District Secretary prior to the Annual General Meeting.

CLUB NAME:	
Address for Correspondence:	
Email:	
PRESIDENT:	
Postal Address:	
Phone Number:	
Email:	
SECRETARY:	
Postal Address:	
Phone Number:	
Email:	
O&M DELEGATE:	
Postal Address:	
Phone Number:	
Email:	

Signed:

Date:

OVENS & MURRAY DISTRICT SWIMMING ASSOCIATION

POSTAL ADDRESS: P.O. BOX 1152, WODONGA VIC 3690.

NOMINATION FOR LIFE MEMBERSHIP

We the undersigned do hereby nominate
from club for consideration for life membership
of the Association.

NOTE: The nominee should have met one or more of the following criteria

- (a) Served at least eight (8) years as a member of the MC or its antecedent bodies.
- (b) Served at least twelve (12) years as a District Administrator and during this period have been involved directly with the administration of O&M.
- (c) Other service to O&M over a period of time and involvement considered comparable to the above.

The Nomination must be accompanied by a resume of the activities of the nominee and any further details of any specific contribution to the sport.

Nominator	
Date:	Signed:
Seconder	
Date:	Signed:

OVENS & MURRAY DISTRICT SWIMMING ASSOCIATION

POSTAL ADDRESS: P.O. BOX 1152, WODONGA VIC 3690.

NOMINATION FORM

I the undersigned do hereby **nominate**:

Name:	
Club:	
For the position of:	

Name:	
Dated:	Signed:

I the undersigned do hereby **accept** the nomination:

Position	
Name:	
Dated:	Signed: