



# BYLAWS

*Updated 8/10/2024*

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**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&MDSA) District are defined and conditions of competition are outlined.

**1.5 DIVISIONS**

The O&MDSA 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  
COROWA  
NORTH ALBURY  
WANGARATTA AMATEUR  
WANGARATTA STINGRAYS  
WODONGA AMATEUR  
WODONGA CITY  
YARRAWONGA / MULWALA

**SOUTHERN** BEECHWORTH  
CORRYONG  
MOUNT BEAUTY  
MYRTLEFORD  
RUTHERGLEN  
TALLANGATTA

**FARRER**

## **2 POWERS AND DUTIES OF THE MANAGEMENT COMMITTEE**

### **2.1 Powers of the Management Committee**

The Management Committee 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&MDSA funds
- 2.1.7 To fill all casual vacancies among the Officers of O&MDSA
- 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&MDSA

### **2.2 Management Committee**

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

#### **2.2.1 PRESIDENT**

Chief Executive of O&MDSA.

Chairman of Management Committee and Annual General Meeting

Senior spokesman and representative of O&MDSA.

Ex-officio member of all Committees.

Furthers the total aims of O&MDSA.

#### **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 Management Committee and Annual General Meeting. 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 Management Committee meetings.

Liaise with clubs from within their Division in any matter on behalf of O&MDSA.

#### **2.2.3 SECRETARY**

Responsible for the administration and planning sections of O&MDSA.

Receive and dispatch all correspondence.

Distribute information throughout the O&MDSA to ensure the smooth operation of O&MDSA.

Maintain records in conjunction with other Officers of the O&MDSA.

#### **2.2.4 TREASURER**

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

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

Responsible for development of Annual Budgets for recommendation to the Management

Committee.

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

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

### **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&MDSA competitions. Refer Bylaw 15 & 16 for specific events for which records are maintained.

Maintains a register (Schedules D1 & 2) of trophies of O&MDSA. 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 Management Committee.

### **2.2.6 DISTRICT REFEREE**

Rosters officials for all O&MDSA 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 SWIMMING VICTORIA DELEGATE**

One delegate will represent O&MDSA at Swimming Victorian meetings.

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

### **2.2.8 COMPETITION OFFICER**

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

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

## **3. POWERS AND DUTIES OF THE O&MDSA SUB-COMMITTEE AND CONSULTANTS**

shall comprise of, but are not limited to:

### **3.1 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 Management Committee.

Ensures timing equipment is working properly, ready and available for District Swim Meets as needed by the District and O&M Clubs. Co-ordinates when and where they are needed in consultation with others.

Oversees computers and other electronic devices owned by O&MDSA are working properly and ready for competition. This may involve co-ordinating with others who use them regularly.

#### **3.2.2 Publicity Officer**

Issues publicity releases to local media outlets, Social Media and updates for posting on the O&MDSA Website.



Monitors posts on O&MDSA Social Media, ensuring all posts and comments are appropriate to the values of O&MDSA and the wider swimming community.

Establishes and maintains publicity contacts.

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 Swimming Victoria.

Examines entries to ensure eligibility of entrants for Proficiency Awards.

Notifies results of meets to Swimming Victoria and issues award badges and certificates.

### **3.2.4 Selectors**

Recommend selection guidelines and policy to the Management Committee for approval.

Select teams for competitions approved by the District. Submit selections to the Management Committee for approval.

Report to the Management Committee on actual performances of selected teams.

### **3.2.5 NOT USED**

### **3.2.6 Club Delegate**

Each affiliated organisation shall have one representative who will represent their club's interests to Management Committee.

The nominated representative may serve on sub-committees of O&MDSA.

### **3.2.7 School Meets Officer**

Responsible for the coordination of Officials roster for school meets.

### **3.2.8 Member Protection Information 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&MDSA Website. Manages the website service provider.

## **4. AFFILIATION**

### **4.1 Initial Application**

4.1.1 Any club wishing to affiliate with O&MDSA must affiliate with its home State prior to it being accepted as a member of the O&MDSA.

4.1.2 A club or organisation wishing to affiliate with O&MDSA 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&MDSA competition prior to approval of its application for affiliation.

4.1.6 The dimensions of the Club Headquarters pool must be acceptable to O&MDSA

## **4.2 Ongoing affiliation**

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

## **5 DIVISIONS**

- 5.1 The O&MDSA 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&MDSA 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&MDSA 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&MDSA need not be members of an affiliated Club, and no O&MDSA registration fee is charged.
- 7.3 No person shall be considered registered with O&MDSA until all registration details have been received by O&MDSA.
- 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&MDSA 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 Swimming Victoria OR 30 September with Swimming NSW.
- 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&MDSA is member based rather than club based (i.e. if a swimmer has already paid O&MDSA affiliation through one club, and then moves clubs, the second club does not need to pay an additional affiliation for that financial year).

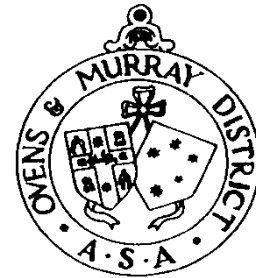
## **9. JURISDICTION OVER MEMBERS**

- 9.1 O&MDSA through the Management Committee 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&MDSA when taking part in any competition under the control of O&MDSA.
  - 9.1.3 Who commits any act contrary to good order and discipline when taking part in an event under the control of O&MDSA or when traveling with, or stationed with any team under the control of O&MDSA.
  - 9.1.4 When acting as an Officer or Team Manager appointed by O&MDSA they are negligent of their defined duties to the reasonable satisfaction of O&MDSA.
  - 9.1.5 Who competes at a swim meet not sanctioned by O&MDSA which infringes the Constitution or By-Laws of O&MDSA, 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 (SA).
- 9.2 The Management Committee 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 Management Committee 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 Management Committee'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&MDSA whilst under sentence of suspension or disqualification imposed by or recognised by O&MDSA. 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 Management Committee may think fit.
- 9.7 All State Associations and Swimming Australia shall be advised of the suspension or disqualification of a member of O&MDSA.

## **10. DELEGATES**

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

## 11. OFFICIAL BADGE LOGO COLOURS AND DRESS



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



- 11.2 The colours of O&MDSA 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 Management Committee.
- 11.4 The following may wear the O&MDSA blazer or jacket with designation approved by the Management Committee:
- Life Members
  - Management Committee Members
  - Members of teams selected to represent O&MDSA
  - Other persons approved by the Management Committee.

## 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 Management Committee shall consider the nomination and may recommend the award at the Annual General Meeting. If the Management Committee 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 Annual General Meeting.
- 12.1.5 The Member so appointed shall be issued with an O&MDSA Life Members medallion.
- 12.1.6 Life Members shall have the same privileges as other members of O&MDSA and are not required to be members of an affiliated club.

## 13. MEETINGS

### 13.1 ANNUAL GENERAL MEETING

The time place and agenda of the ANNUAL GENERAL MEETING shall be determined by the Management Committee, and shall include the following:

Welcome by the President

Apologies

Minutes of previous ANNUAL GENERAL MEETING

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 ANNUAL GENERAL MEETING

### **13.2 Not Used**

### **13.3 Management Committee**

13.3.1 Management Committee meetings shall be conducted regularly (eg; 2nd Tuesday of each month) to conduct business on behalf of the O&MDSA 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 ANNUAL GENERAL MEETING may be fined the specified amount.

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

### **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 Management Committee or ANNUAL GENERAL MEETING 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&MDSA is vested in the Publicity Officer in consultation with the Management Committee.

## **THE OVENS & MURRAY DISTRICT SWIMMING ASSOCIATION COMPETITION RULES**

## **14. COMPETITIONS**

14.1 Members of O&MDSA clubs are permitted to compete at any competition within O&MDSA 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&MDSA are as defined in Schedule B.
- 14.3 The words 'CONDUCTED UNDER THE RULES OF SWIMMING AUSTRALIA AND SWIMMING VICTORIA' must appear on every program for Victorian clubs.  
Note for NSW Clubs – refer to Southern Inland Swimming (SISA) By-Laws.
- 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&MDSA Clubs do not require approval of O&MDSA to compete outside O&MDSA.
- 14.5.2 Members of affiliated O&MDSA clubs may require the permission of their State Association to compete at interstate meets outside O&MDSA.
- 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 Swimming Australia. Refer to Swimming Australia Competition By-Laws (CBL) 24 General Swimsuit Guidelines.
- 14.6.2 Costumes shall comply with Swimming Victoria Competition By-Laws. (SV By-Law 6.2)
- 14.6.3 Not used

#### **14.7 DATES**

- 14.7.1 The Management Committee 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 (Short Course) and March 31 for Summer (Long Course) events.
- 14.7.2a Officiating requirements for Clubs hosting Open Meets  
Applications for Clubs to host Open Meets shall include details of a minimum of two accredited Officials who will officiate at the Meet who are registered with the host club and still have children swimming. Accredited Officials to include minimum of one Referee, one Starter, one Judge of Stroke or Inspector of Turns.  
For Clubs wishing to host Open Meets there is now an application Form outlining requirements and details to be submitted to O&MDSA Calendar Officer at: [pwhi6501@bigpond.net.au](mailto:pwhi6501@bigpond.net.au).
- 14.7.3. Providing that the Management Committee 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 Management Committee 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&MDSA Championship or O&MDSA Pennants.

#### **14.8 MULTI CLASS SWIMMERS**

- 14.8.1 To be eligible to compete in Multi Class competitions at any level in Australia a swimmer must have completed an Athlete Evaluation for their relevant classification group and been allocated an eligible classification. The classification details must also be recorded in the National Swimming Classification Master List.
- 14.8.2 Multi Class swimmers must present their Classification card to the Technical Director/Referee in Charge prior to their first event; the card is then valid for the rest of the meet.
- 14.8.3 Not used

- 14.8.4 Not used
- 14.8.5 Multi Class swimmers are allowed to enter both Multi Class and Age events for Pennants and O&M Championships. However, points will only be allocated for Multi Class Events, whereas the Age events will be swum as Exhibition Swims for the same stroke and distance.
- 14.9 ENTRIES**
- 14.9.1 Applications for entry to an event conducted by O&MDSA shall comply with the conditions of entry published for each competition.
- 14.9.2 Except at Open Meets all competitors in O&MDSA competitions shall be registered members of O&MDSA unless competing by invitation, or the competition rules allow unregistered persons to compete.
- 14.9.3 a) Late or incorrect entries for Pennants may be rejected.  
b) Late or incorrect entries for O&MDSA Championships will be rejected.
- 14.9.4 The Ovens & Murray may set qualifying standards which will be a pre-condition for entry into an Ovens & Murray Competition.  
These will be published on the O&M website and form part of the Competition Information.  
A Competitor wishing to enter such O&M Events must comply with the relevant qualifying standards during the qualifying period indicated in the Competition Information.
- 14.9.5 Where qualifying standards apply, if times are not available on Swim Central 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.
- 14.9.6 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 proceeding 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. Entries under this rule are at the discretion of the Meet Director/Referee.
- 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&MDSA 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&MDSA recorded times and O&MDSA time trials).
- 14.10 OVENS & MURRAY DISTRICT LONG COURSE 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 equaled 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 O&MDSA Long Course Championships. In addition to be eligible to swim in individual Long Course 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 O&MDSA 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.

#### **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&MDSA competition until the fine is paid.

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

#### **14.12 RELAY CHAMPIONSHIPS**

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&MDSA Championship Relay Events and have swum at least one pennant in the current season.

A swimmer not meeting these 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 Ovens & Murray Long Course Age Championships.
4. Unisex events must include at least one swimmer of each gender.
5. Not used
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 2<sup>nd</sup> 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 list of finalist list for that event.

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 Management Committee member plus two (2) other Members unrelated to the protest.

#### **15. AWARDS AND TROPHIES**

15.1 O&MDSA 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 an engraved Medal.

15.5 Before any new perpetual awards can be accepted by O&MDSA, the Management Committee 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 –

- a) Registered member of O&MDSA in the current season and competes for an O&MDSA club at the National event.
- b) Competed at 2 or more pennants (individual swims) within the current season.
- c) Swimmer must nominate for Country Interdistrict Squad in the Season that the award is being paid and swim at Country Interdistrict if selected.
- d) Swimmers meeting requirements will be eligible for a base payment of \$100.00.
- e) In the case of a swimmer competing at more than one National Meet the O&MDSA will make the payment for ONE national event per season.”
- f) Relay only swimmers shall only be eligible for the base payment if they meet the requirements.

## **16 RECORDS**

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

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

**Age Group** - Swum by a competitor of a particular age group at an O&MDSA 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, except Multi Class, 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, except Multi Class, listed in (Schedule B).

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

16.3.6 Individuals or teams creating new records shall be presented with a certificate from O&MDSA inscribed with the details of the record.

16.3.7 A competitor may only be credited with a record in **their own age group / groups**.

## **17. SWIMMING AUSTRALIA SAFE SPORT FRAMEWORK**

In accordance with, the 'Objectives of O&MDSADSA' (Constitution Clause 2) and 'Acknowledgement of Swimming Victoria Inc.' (Constitution Clause 9) the O&MDSA recognises its obligation to adopt all procedure, policies and practices promulgated in the 'Swimming Australia Safe Sport Framework' dated 29 July 2016 as detailed there in. **(Attachment 1)**

### **17.1 Victorian Legislation 'Child Safe Standards'**

Victorian Legislation 'Child Safe Standards' adopted in O&MDSA By-Laws, Clause 18, shall take precedence over By-Laws, Clause 17, in the event of any conflict or contradiction found there in.

## **18 Victorian Legislation 'Child Safe Standards'**

From 1<sup>st</sup> January 2017 'Child Safe Standards' (Attachment 9) will apply to sporting organisations that operate and provide sporting services to children within Victoria. To comply with this legislation the following standards (Policies, practices & procedures) are adopted by the O&MDSA.

### **18.1 Child Safety Standards Review**

The O&MDSA Child Safety Review dated 24 July 2017 was completed including a proposed action plan and submitted to Swimming Victoria. (**Attachment 2**)

### **18.2 Child Safe Policy & Statement of Commitment**

The O&MDSA 'Child Safe Policy' dated February 2018 and the 'Swimming Victoria Statement of Commitment' are detailed in **Attachments 3 and 4**.

### **18.3 Code of Conduct**

The O&MDSA 'Code of Conduct' dated February 2018 is detailed in **Attachment 5**.

### **18.4 Working with Children Policy & Checklist**

The Procedures, practices and checklist to be followed for members working with children also the appointment and/or engaging of personnel working with children, dated February 2018 are detailed in **Attachment 6**.

### **18.5 Child Safety Reporting Process**

The Swimming Australia 'Safe Sport Complaint Procedure' (By-Law Clause 17) shall be followed for the purpose of managing incidents involving child abuse, serious criminal conduct and complaints.

### **18.6 Ongoing Risk Management**

Risk management strategies practiced by the O&MDSA are scheduled below and detailed in **Attachment 7**.

- a) Cyber Bulling
- b) Electronic Communication Etiquette
- c) Photo Etiquette
- d) Social Media Etiquette
- e) Spectator/Parent Behaviour Etiquette
- f) Good Sports – Alcohol Management and Promotion Action Plan
- g) Everproof – Record of WWCC and other qualifications for O&MDSA personnel
- h) Victorian Commission for Children and Young People – Guide for Including Children and Young People in Reportable Conduct Investigations.

## **19 O&MDSA Duties and Responsibilities**

- a. Refer to Team Coach Policy
- b. Refer to Team Manager Policy

## **20 Promotional Strategies 2015**

The Promotional Strategies document was commissioned by O&MDSA to assist clubs to increase membership, participation and ensure long term sustainability of Clubs and Swimming as a sport within the district (**Attachment 8**).

## **SCHEDULE A**

### **LIFE MEMBER GUIDELINES**

For Life Membership the emphasis is on outstanding service or contribution to O&MDSA 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&MDSA and the sport, the Management Committee shall consider the following important factors, quality, length and level of service. If considering a nominee under (the standards of performance should be taken into account.

For the Management Committee 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 Management Committee 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&MDSA.
- (c) Other service to O&MDSA 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 Management Committee;
- 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 B1

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

### CHAMPIONSHIP LONG COURSE PROGRAM

Multiclass	Backstroke	50 metres	14 years	Backstroke	50 metres
Multiclass	Breaststroke	50 metres	14 years	Backstroke	100 metres
Multiclass	Butterfly	50 metres	14 years	Breaststroke	50 metres
Multiclass	Freestyle	50 metres	14 years	Breaststroke	100 metres
8 years & under	Backstroke	50 metres	14 years	Butterfly	50 metres
8 years & under	Breaststroke	50 metres	14 years	Butterfly	100 metres
8 years & under	Butterfly	50 metres	14 years	Freestyle	50 metres
8 years & under	Freestyle	50 metres	14 years	Freestyle	100 metres
9 years	Backstroke	50 metres	14 years/under	Freestyle	400 metres
9 years	Breaststroke	50 metres	15 years	Backstroke	50 metres
9 years	Butterfly	50 metres	15 years	Backstroke	100 metres
9 years	Freestyle	50 metres	15 years	Breaststroke	50 metres
10 years	Backstroke	50 metres	15 years	Breaststroke	100 metres
10 years	Breaststroke	50 metres	15 years	Butterfly	50 metres
10 years	Butterfly	50 metres	15 years	Butterfly	100 metres
10 years	Freestyle	50 metres	15 years	Freestyle	50 metres
10 years/under	Backstroke	100 metres	15 years	Freestyle	100 metres
10 years/under	Breaststroke	100 metres	15 years/over	Freestyle	400 metres
10 years/under	Butterfly	100 metres	15 years/over	Individual Med.	200 metres
10 years/under	Freestyle	100 metres	16 years	Backstroke	50 metres
10 years/under	Individual Med.	200 metres	16 years	Backstroke	100 metres
11 years	Backstroke	50 metres	16 years	Breaststroke	50 metres
11 years	Backstroke	100 metres	16 years	Breaststroke	100 metres
11 years	Breaststroke	50 metres	16 years	Butterfly	50 metres
11 years	Breaststroke	100 metres	16 years	Butterfly	100 metres
11 years	Butterfly	50 metres	16 years	Freestyle	50 metres
11 years	Butterfly	100 metres	16 years	Freestyle	100 metres
11 years	Freestyle	50 metres	17 to 34 years	Backstroke	50 metres
11 years	Freestyle	100 metres	17 to 34 years	Backstroke	100 metres
11/12 years	Individual Med.	200 metres	17 to 34 years	Breaststroke	50 metres
12 years	Backstroke	50 metres	17 to 34 years	Breaststroke	100 metres
12 years	Backstroke	100 metres	17 to 34 years	Butterfly	50 metres
12 years	Breaststroke	50 metres	17 to 34 years	Butterfly	100 metres
12 years	Breaststroke	100 metres	17 to 34 years	Freestyle	50 metres
12 years	Butterfly	50 metres	17 to 34 years	Freestyle	100 metres
12 years	Butterfly	100 metres	35 years/over	Backstroke	50 metres
12 years	Freestyle	50 metres	35 years/over	Backstroke	100 metres
12 years	Freestyle	100 metres	35 years/over	Breaststroke	50 metres
13 years	Backstroke	50 metres	35 years/over	Breaststroke	100 metres
13 years	Backstroke	100 metres	35 years/over	Butterfly	50 metres
13 years	Breaststroke	50 metres	35 years/over	Butterfly	100 metres
13 years	Breaststroke	100 metres	35 years/over	Freestyle	50 metres
13 years	Butterfly	50 metres	35 years/over	Freestyle	100 metres
13 years	Butterfly	100 metres	Open	Backstroke	200 metres
13 years	Freestyle	50 metres	Open	Breaststroke	200 metres

13 years	Freestyle	100 metres	Open	Butterfly	200 metres
13/14 years	Individual Med.	200 metres	Open	Freestyle	200 metres
Open – HEATS	Freestyle	100 metres			
Open – FINALS	Freestyle	100 metres			

### CHAMPIONSHIP Short COURSE PROGRAM

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

Multiclass	Backstroke	50 metres
Multiclass	Breaststroke	50 metres
Multiclass	Butterfly	50 metres
Multiclass	Freestyle	50 metres
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/under	Individual Med.	100 metres
11/under	Individual Med.	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 Med.	100 metres
12/13 years	Individual Med.	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 Med.	100 metres
14/15 years	Individual Med.	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 Med.	100 metres
16 years/over	Individual Med.	200 metres
18 to 24 years	Backstroke	50 metres
18 to 24 years	Breaststroke	50 metres
18 to 24 years	Butterfly	50 metres
18 to 24 years	Freestyle	50 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

### CHAMPIONSHIP RELAY EVENTS

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

8 years/under	Freestyle	4 x 50 metres unisex
8 years/under	Freestyle/Backstroke	4 x 50 metres unisex
10 years/under	Freestyle	4 x 50 metres
10 years/under	Medley	4 x 50 metres
12 years/under	Freestyle	4 x 50 metres
12 years/under	Medley	4 x 50 metres
14 years/under	Freestyle	4 x 50 metres
14years/under	Medley	4 x 50 metres
16 years/under	Freestyle	4 x 50 metres
16 years/under	Medley	4 x 50 metres
17 years/over	Freestyle	4 x 50 metres
17 years/over	Medley	4 x 50 metres
25 years/over	Freestyle	4 x 50 metres unisex
25 years/over	Medley	4 x 50 metres unisex
OPEN	Freestyle	4 x 50 metres
OPEN	Medley	4 x 50 metres
OPEN	Freestyle	10 x 50 metres (Non-Championship Event) 5 boys & 5 girls (1 each of 10/under, 12/under, 14/under, 16/under & Open)

### CHAMPIONSHIP POINTS

Place	Individual	Relay
1 <sup>st</sup>	4	8
2 <sup>nd</sup>	3	6
3 <sup>rd</sup>	2	4
4 <sup>th</sup>	1	2
5 <sup>th</sup>	1	2
6 <sup>th</sup>	1	2
7 <sup>th</sup>	1	2
8 <sup>th</sup>	1	2

## **SCHEDULE B2**

### **INTERCLUB COMPETITIONS**

O&MDSA is divided into three (3) Divisions, with each Division running their own individual PENNANT 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**

#### **Lodgment Of Entries:**

All entries must be entered electronically via Swimming Australia's entry portal. As updated from time to time.

Entries are to be submitted no later than 8.00 pm Thursday night prior to the weekend of the pennant.

#### **How To Enter Electronic Entries:**

1. Swimming Australia Limited has produced tutorials detailing how entries are to be made via their entry portal system – Swim Central.

These tutorials are updated periodically and can be found here:

<https://vic.swimming.org.au/get-swimming-0/swim-central-support-and-resources>

#### **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.

Swimmers may swim a maximum of 4 individual events of their choice. These may be any combination of strokes and distances. For example you may swim 50m free, 100m free, 200m free and 400m free at one Pennant Meet and receive points for each swim.

A mixed All Age Tolerance (ie NO Disqualifications) Event for 50metres Breaststroke and 50 metres Butterfly may be added in Pennant Meet Programs. If swimmers choose to enter these events they are restricted to these events for these strokes (ie they cannot swim the other 50 metre, 100 metre or 200 metre Events for these strokes). If swimmers enter either 50metre Butterfly or 50metre Breaststroke Tolerance Events they cannot enter the All Age Individual Medley (200 or 400 metres).

#### **Relays:**

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

Each club will be allocated a lane in a relay event based on the number of swimmers entered per age group, i.e. if fewer than four (4) swimmers are entered in a 10 and Under individual event than no relay will be allocated for that age group.

Alternatively should a club wish to nominate for a relay event and the swimmers are known, they can enter the team electronically via Swim Central. For details of how to enter a relay electronically, please follow this link:-

<http://www.oandmdistrictswimming.org.au/documents/2020/How To Enter A Relay%2018%20August.pdf>

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.

### **Points Information For 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	4	3	2	1	1	1	1	1
Relay	8	6	4	2	2	2	2	2

### **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 dependent 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.

### **Lodgment of Entries**

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

[entries@omdsa.org.au](mailto:entries@omdsa.org.au)

Entries are to be submitted no later than 8:00 pm Thursday night prior to 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.omdsa.org.au](http://www.omdsa.org.au). Save it to a 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 Event.
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 swimmers name. 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 times 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 – Relays only- 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 to and press Create Report. Print this for your record of entries.
8. 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](mailto:entries@omdsa.org.au)

## **Swimming Conditions**

### **All Age Events.**

Events are conducted over 50m, 100m 200m and 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.

Swimmers may swim a maximum of 4 individual events of their choice. These may be any combination of strokes and distances. For example you may swim 50m free, 100m free and 200m free at one Pennant Meet and receive points for each swim.

For the purpose of club points the following age groups will be adopted:

- 8 Years and Under
- 9-10 Years
- 11-12 Years
- 13-14 Years
- 15-17 Years
- 18-35 Years
- 35 Years +

**RELAYS.** Both freestyle and medley relays are held for all age groups. Competitors are restricted to swimming in a maximum of 2 age relay events only. Open relay swims are open to any age and are not counted in the age relay events.

### **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 (Currently Not Active)**

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 ANNUAL GENERAL MEETING and the Management Committee 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:

##### Individual

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
Benjamin Pascall	Boys 15 Years 50m Freestyle
Joes Service Station	Boys 15 & over 200m Individual Medley
Terrill Trophy	Girls 15 & over 200m Individual Medley
Benjamin W Pascall	Overall Champion
Frank Fenwick	Boy and Girl – nearest to National times 100m Butterfly
Top Pennant Point Score Central Div.	Female
Top Pennant Point Score Central Div.	Male

##### Relays

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)

## 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  
COROWA  
NORTH ALBURY  
WANGARATTA AMATEUR  
WANGARATTA STINGRAYS  
WODONGA AMATEUR  
WODONGA CITY  
YARRAWONGA / MULWALA

**SOUTHERN** BEECHWORTH  
CORRYONG  
MOUNT BEAUTY  
MYRTLEFORD  
RUTHERGLEN  
TALLANGATTA

**FARRER**

### **BORDER AGREEMENT**

The O&MDSA is permitted to have members from both sides of the border under an agreement with Swimming Victoria.

**APPENDIX 1 - FORMS**

- e. Application for affiliation (new club) ..... page 33
- f. Application for affiliation (renewal)..... page 34
- g. Nomination for Life Membership ..... page 35
- h. Nomination form for election to office ..... page 36

# 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.

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

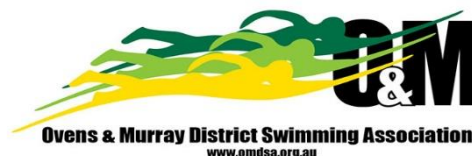
Names of members (minimum of 15)


Signed:

Date:

# Club Affiliation

## 2023 - 2024 Season



Ovens and Murray District Swimming Association  
Postal Address: PO BOX 1152, Wodonga VIC 3690  
Email Address: [secretary.omdsa@gmail.com](mailto:secretary.omdsa@gmail.com)

**Club Name:**

**Club Email Address:**

**ALL Current Club Committee Positions** (Name of the Registered person in this role)

President	
Secretary	
Treasurer	
Member Protection Officer	
Registrar	
O&M Delegate	
General Committee	
General Committee	
General Committee	
Other Positions	

The above information is required by Swimming Clubs to renew their affiliation with Ovens and Murray District Swimming Association Inc. Please type in your information and email to:

[secretary.omdsa@gmail.com](mailto:secretary.omdsa@gmail.com) by **Sunday 19<sup>th</sup> May 2023.**

Contact Information (Email address and Phone number) for the following people for correspondence and Invoicing:

<b>Position</b>	<b>Email</b>	<b>Phone contact</b>
President		
Secretary		
Treasurer		
O&M Delegate		
Member Protection Officer		

Please type the information in the tables above.

When completed this information will be kept in a register by the O&M Secretary then the positions and contact details listed above will be passed on to the Treasurer (for Invoicing) and the Webmaster (to update Club contact details on the O&MDSA Website).



**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 Management Committee 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&MDSA.
- (c) Other service to O&MDSA 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.

<b>Nominator</b>	
Date:	Signed:
<b>Seconder</b>	
Date:	Signed:



P.O. BOX 1152, WODONGA VIC 3690.

POSTAL  
ADDRESS:

**NOMINATION FORM FOR POSITION ON THE BOARD**

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:

## APPENDIX 2 - Attachments

10.	Swimming Australia Safe Sport Framework .....	page 38
11.	Child Safety Standards Organisational Review & Action Plan ....	page 39
12.	Child Safe Policy .....	page 46
13.	Swimming Victoria Statement of Commitment .....	page 49
14.	Child Safe Code of Conduct .....	page 50
15.	Working With Children Check Policy and Check List.....	page 51
16.	Ongoing Risk Management and Risk Management Strategies....	page 54
17.	Promotional Strategy 2015+ .....	page 59
18.	January 2017 Child Safe Standards .....	page 59

## **Attachment 1 Swimming Australia Safe Sport Framework**

The "Swimming Australia Safe Sport Framework" is published and maintained by Swimming Australia. The latest version of this document can be found on the Swimming Australia Website at the following page:

<https://www.swimming.org.au/Home/Swim-Parents/Safe-sport.aspx>

Click [here](#) for the Version updated 29 July 2016



## Attachment 2 – Child Safety Standards Organisational Review & Action Plan

### Ovens & Murray District Swimming Association - ORGANISATION REVIEW



## Child Safe Standards

	Child Safe Item	Yes/No/Partially	How does your organisation do this?	What needs to be done to better meet the standards?	Who, when & review date
<b>STANDARD 1</b> Culture of Child Safety	1.1. A commitment to child safety is modelled by your club/district board, executive or paid staff?	No		Adopt the appropriate policy	To Be Advised
	1.2. Child safety is a core part of public and internal messages. i.e. part of your strategy and vision	Yes	Constitution Clause 2(p)		
	1.3. A culture exists within your club/district that supports the: <ul style="list-style-type: none"> <li>- Cultural safety Aboriginal children</li> <li>- Cultural safety of children from culturally &amp; linguistically diverse backgrounds</li> <li>- Safety of children with a disability</li> </ul>	Yes	Provision for Multiple Disability swimmers subject to category. Other than this all members treated equally.		
	1.4. A culture exists in which paid staff, volunteers, children and families feel comfortable and supported when talking about child safety concerns	Yes	Any answer is subjective but precedence will support this		
	1.5. Policies and practices exist that prioritise child safety and promote a shared responsibility to creating a child safe environment	Yes	Constitution Clause 2(p)		
	1.6. Your club/district raises awareness about child abuse	No		To Be Advised	To Be Advised
	1.7. Your club/district recognises, respects and promotes the belief that cultural identity is fundamental to a child's safety and wellbeing	Yes	Objectives promote health and safety of all members.		
	1.8. Your club/district provides training about Child Safety to paid staff and/or volunteers	No		To Be Advised	To Be Advised

	Child Safe Item	Yes/No/Partially	How does your organisation do this?	What needs to be done to better meet the standards?	Who, when & review date
	4.8 Your club/district aligns with your State and National Sporting Organisations approach to child safety	Yes	Swimming Australia's inclusive swimming framework and safe sport framework.		
<b>STANDARD 2</b> Child Safe Policy	2.1 Your club/district has a child safe policy and/or statement of commitment, which is accessible to the public	Partially		Formally document / adopt SV/SA policies or 'Play by the Rules' template	To Be Advised
	2.2 The policy or statement of commitment includes a commitment to Aboriginal cultural safety, culturally and linguistically diverse cultural safety and the safety of children with a disability?	No		Formally document / adopt SV/SA Policies.	To Be Advised
	2.3 The policy or statement of commitment specifically addresses the child safety risks that have been identified in your club/district risk assessment?	No		Risk assessment yet to be completed	To Be Advised
	2.4 The policy or statement of commitment includes requirements relating to <a href="#">Failure to Disclose</a> and <a href="#">Failure to Protect</a> legislative requirements?	No		As above	To Be Advised
	2.5 Does your club/district undertake regular Child Safety Reviews to inform your policy?	No		As above	To Be Advised
	2.6 Your policy or statement of commitment aligns with your State & National Sporting Organisations	Yes		SA's Inclusive Swimming Framework and Safe Sport Framework	

<b>STANDARD 3</b> Code of Conduct	3.1. Your club/district adopts a Code of Conduct that explains acceptable and unacceptable behaviour of paid staff, volunteers and children	Partially	Representative members only.	Adopt SA's all-inclusive code of conduct	To Be Advised
	3.2. The Code of Conduct is well known by your club/districts paid staff, volunteers, children and families and they are required to comply with it	No		See Above	To Be Advised
	3.3. Your club/district policies clearly explain how concerns regarding the Code of Conduct can be raised and how breaches of the Code of Conduct will be responded to	No		See Above	To Be Advised
	3.4. Your club/district have considered if additional Codes of Conduct are required (such as applying to parents or children)	No		See Above	To Be Advised
	3.5. Your club/district Code of Conduct aligns with your National Sporting Organisations Child Safe Framework	Yes			
<b>STANDARD 4</b> Human Resource Practices	4.1. Your club/district have clear position descriptions for staff and volunteers that includes the organisations commitment to child safety	Partially	Representative members only		To Be Advised
	4.2. All club/district committee members have a satisfactory WWCC?	Partially	Not all	Update register as per SV Guidelines	To Be Advised
	4.3 Does your club/district have any paid staff with direct contact or access to children & young people?	No			
	4.4 Does your club/district have a policy on what, if any circumstances, require an applicant for any paid position to undertake additional background checks?	No			
	4.5 Does your club/district have a policy on what, if any circumstances, require an applicant for any volunteer or short term appointee position to undertake additional background checks?	No		WWCC only	
	4.6 Does your club/district have documented recruitment procedures including interview processes, referee checks, Working with Children Checks and other screening requirements?	No			
	4.7 Paid staff and volunteers are trained in child safety, understand and practice appropriate behaviour, including with Aboriginal children, culturally and/or	Partially	Volunteers only. WWCC	Implement Child Safe Policy	To Be Advised

	linguistically diverse children and children with a disability respectively				
	4.8 Your club/district have robust staff and volunteer performance management strategies in place	Partially	Coach/Manager Memorandum of Understanding only	As Above	To Be Advised
<b>STANDARD 5</b> Responding and Reporting	5.1. Your club/district has a process for reporting and acting on disclosures or concerns about child safety	Partially	Referral to Member Protection officer and/or President	Implement SA's reporting and record keeping template	
	5.2. Your club/district paid staff and volunteers are aware of their responsibility to report concerns of harm	No		As Above	
	5.3. Your club/district have policies and procedures concerning record keeping requirements, confidentiality and privacy	Partially		As Above	
	5.4. Your club/district have a complaints process that is accessible for children and families	NO		As Above	
	5.5. Your club/district have child friendly processes in place to ensure children know who to talk to if they feel unsafe or have a concern	No	Nothing Documented	As Above	
	5.6. Your club/district understands that if an allegation of abuse concerns an Aboriginal child, culturally and/or linguistically diverse child or child with a disability, particular measures should be taken to support the child	Yes		Understood by virtue of Legislation	
<b>STANDARD 6</b> Identify & Remove Risks	6.1. Does your committee of management do a risk assessment of the club /district?	No		Management committee discussion to implement appropriate policies and practices	
	6.2. Does a risk matrix/table exist to capture this information?	No		As Above	
	6.3. Does the risk matrix/table address child safety?	No		As Above	
	6.4. Does you club/district committee of management develop a Risk Management Plan?	No		As Above	
	6.5. Undertaking, monitoring and reviewing the risk management plan is the designated responsibility of a specific member of your club/district	No		As Above	



	6.6. In undertaking your risk assessment, your club/district specifically consider the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds and the safety of children with a disability.	No		As Above	
	6.7. Your club/district has risk management strategies in place which proactively identify, assess and take steps to minimise child abuse risks.	No		As Above	
<b>STANDARD 7</b> Participation of Children	7.1. Reporting procedures at your club/district are accessible for all children	No		As above based on SA's guidelines	
	7.2. Children within your club/district have been given information to understand their rights and how to raise any concerns	No		As Above	
	7.3. Children within your club/district can expect to feel safe, empowered and taken seriously if they raise concerns	Yes	Principles of Child Safe Standards and SA for reporting have been used previously but have yet to be documented formally.		
	7.4. Measures are taken by your club/district to promote the cultural safety of Aboriginal children, the cultural safety of culturally and/or linguistically diverse children and the safety of children with a disability	Yes	As Above		

**Further Information:**

Swimming Victoria [Safe Sport Framework](#) | [Swimming Australia](#)

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*This resource is supported by the Victorian Government.*

*This document was developed utilising and adapting content from:*

*State Government of Victoria, Department of Health & Human Services (2015) An overview of the Victorian child safe standards*

*Commission for Children and Young People (2015), A guide for creating a child safe organisation 2.0 and Swimming Australia's Safe Sport Framework.*

# Child Safe Standards

## Action Plan

Priority	Item	Description	Steps Required	Resources	Who	Timeline
1	A	Grievance/Complaint Policy	Adopt appropriate policies and document them as schedules to the By-Laws in accordance with Victorian legislative requirements and also the requirements of Swimming Victoria and Swimming Australia Limited.			
2	B	Working with Children Policies				
3	C	Child/Member Protection Policies				
4	D	Code of Conduct Policies				

## Attachment 3

# Ovens and Murray District Swimming Association

## Child Safe Policy

**Written By:** *Anthony Foley*  
**Approved By:** *Ovens and Murray District Swimming Association – Management Committee*  
**Endorsed By:** *Meeting February 2018*  
**Date for Review:** *February 2020*

### Purpose

This policy was written to demonstrate the strong commitment of the management, staff and volunteers of the *Ovens and Murray District Swimming Association (the Club)* to child safety and to provide an outline of the policies and practices the Club has developed to keep everyone safe from any harm, including abuse.

### Commitment to Child Safety

All children who are a part of the Club have a right to feel and be safe. The welfare of the children in our care will always be our first priority and the Club has a zero tolerance to child abuse. The Club aims to create a child safe and child friendly environment where children feel safe and have fun and the Club's activities are always carried out in the best interests of the children.

### Application of this Policy

This policy was adopted by the Club as an operational template for the introduction of Child Safe Policies.

This policy applies to all individuals involved in our organisation (paid and volunteer) including, but not limited to:

- Administrators
- Coaches
- Officials
- Participants
- Parents
- Spectators

All of the people to which this policy applies have a role and responsibility in relation to child protection. They must all:

- understand the indicators and risks of child abuse;
- appropriately act on any concerns raised by children; and
- understand and follow all applicable laws in relation to the protection of children and reporting or management of child safety concerns

## **Child Abuse**

Child abuse can take a broad range of forms including physical abuse, sexual abuse, emotional or psychological abuse and neglect. People to whom this policy applies need to be aware that child abuse can occur whenever there is actual or potential harm to a child, and these are circumstances that the Club is committed to reducing the risk of occurrence.

## **Children's Rights to Safety and Participation**

The Club encourages children to express their views about their safety. We listen to their suggestions, especially on matters that directly affect them. We actively encourage all children who use our services to 'have a say' about things that are important to them.

We teach children about what they can do if they feel unsafe. We listen to and act on any concerns children, or their parents, raise with us.

## **Valuing Diversity**

We value diversity and do not tolerate any discriminatory practices. To achieve this we:

- promote the cultural safety, participation and empowerment of Aboriginal children and their families;
- promote the cultural safety, participation and empowerment of children from culturally and/or linguistically diverse backgrounds and their families;
- welcome children with a disability and their families and act to promote their participation; and
- seek appropriate staff from diverse cultural backgrounds

## **Recruiting staff and volunteers**

The Club takes the following steps to ensure best practice standards in the recruitment and screening of staff and volunteers:

- Interview and conduct referee checks on all staff and volunteers
- Require police checks and Working with Children Checks for relevant positions.
- Our commitment to Child Safety and our screening requirements are included in all advertisements and as part of the induction process for new staff or volunteers.

## **Supporting staff and volunteers**

The Club seeks to attract and retain the best staff and volunteers. We provide support and supervision so people feel valued, respected and fairly treated. We have developed a Code of Conduct to provide guidance to our staff and volunteers, all of whom receive training on the requirements of the Code.

## Reporting a child safety concern or complaint

The Club has appointed **Member Protection Officer** as Child Safety Persons with the specific responsibility for responding to any complaints made by staff, volunteers, parents or children. That person can be contacted by phone as detailed on the O&MDSA Website. Our complaints process is outlined in ***The Swimming Australia Safe Sport Framework***.

## **Risk Management**

We recognise the importance of a risk management approach to minimising the potential for child abuse or harm to occur and use this to inform our policy, procedures and activity planning. In addition to general occupational health and safety risks, we proactively manage risks of abuse to our children. To reduce the risk of child abuse occurring, adults to whom this policy applies should avoid direct, unsupervised contact with children. For example, this should be a consideration when:

- using change room facilities;
- using accommodation or overnight stays;
- travel; or
- physical contact when coaching or managing children

## **Reviewing this policy**

This policy will be reviewed every two years and we undertake to seek views, comments and suggestions from children, parents, carers, staff and volunteers involved in the Club.

## **Attachment 4**

The Swimming Victoria "Commitment Statement Code of Conduct" is published and maintained by Swimming Victoria. The latest version of this document can be found on the Swimming Victoria Website at <https://vic.swimming.org.au/page.php?id=261>

Click [here](#) for the Version updated 24 July 2017





# COMMITMENT STATEMENT CODE OF CONDUCT



SWIMMING VICTORIA  
COMMITMENT STATEMENT  
CODE OF CONDUCT  
NOVEMBER 2016

# Ovens and Murray District Swimming Association Child Safe Code of Conduct

This Code of Conduct outlines appropriate standards of behaviour by adults towards children.

The Code of Conduct aims to protect children and reduce any opportunities for abuse or harm to occur. It also helps staff and volunteers by providing them with guidance on how to best support children and how to avoid or better manage difficult situations. This Code of Conduct applies to all people involved in Ovens and Murray District Swimming Association activities, including coaches, officials, volunteers and parents.

All members, staff and volunteers are responsible for promoting the safety and wellbeing of children and young people by:

- Adhering to our Child Safe Policy, this Code of Conduct and other O&MDSA policies
- Taking all reasonable steps to protect children from abuse
- Treating everyone with respect, including listening to and valuing their ideas and opinions
- Welcoming all children and their families and carers and being inclusive
- Respecting cultural, religious and political differences and acting in a culturally sensitive way, particularly when interacting with children who are Aboriginal or otherwise culturally or linguistically diverse and those with a disability
- Modelling appropriate adult behaviour
- Listening to children and responding to them appropriately
- Reporting and acting on any breaches of this Code of Conduct, complaints or concerns appropriately and treat them seriously and with respect.
- Complying with our guidelines on physical contact with children
- Working with children in an open and transparent way – other adults should always know about the work you are doing with children
- Respecting the privacy of children and their families, and only disclosing information to people who have a need to know.

Members' staff and volunteers **MUST NOT**:

- Seek to use children in any way to meet the needs of adults
- Ignore or disregard any concerns, suspicions or disclosures of child abuse
- Use prejudice, oppressive behaviour or language with children
- Engage in rough physical games
- Discriminate on the basis of age, gender, race, culture, vulnerability or sexuality
- Initiate unnecessary physical contact with children or do things of a personal nature that children can do for themselves, such as toileting or changing clothes
- Develop 'special' relationships with specific children or show favouritism through the provision of gifts or inappropriate attention
- Exchange personal contact details such as phone number, social networking site or email addresses with children
- Have unauthorised contact with children and young people online or by phone.

By observing these standards you acknowledge your responsibility to immediately report any breach of this code to O&MDSA Member Protection Officer or committee member which ever you feel comfortable.

This Code of Conduct will be reviewed by O&MDSA annually.  
I have read this Code of Conduct and agree to abide by it at all times.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Role: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment 6

# Ovens and Murray District Swimming Association

## Working with Children Check Policy

### What you can do to help keep our children safe

- Make sure paid and volunteer workers engaged in child-related work\* hold or have applied for a *Working with Children Check* card \*\*
- Take reasonable steps to ensure you do not allow anyone charged with, found guilty or convicted of a serious sexual, physical or drug-related offence to do child-related work unless they can show you their *Working with Children Check* card
- View receipts and cards of all new workers before you engage them in child-related work
- Regularly check the validity of the cards of all workers (and volunteers) to make sure no-one has been given a 'Negative Notice' or had their card revoked or suspended.
- Remind cardholders that they must inform the *Working with Children Check* Unit of any new work details and changes to personal and contact details within 21 days \*\*
- Keep a register of all workers (and volunteers) with a *Working with Children Check* and record expiry dates, card numbers and card type (volunteer or employee)
- Ensure paid workers have an Employee card as it is an offence to use a Volunteer card for paid child-related work\*\*
- Ensure cardholders renew their *Working with Children Check* card by the card's expiry date if they wish to continue in child-related work
- Develop processes to deal with a worker (or volunteer) who is given a Negative Notice. Make sure they do not do any child-related work, even if they are directly supervised or exempt.

Help keep children safe from physical and sexual harm. Meet your obligations under the *Working with Children Act 2005* by taking these steps and using best practice to manage your people.

Source: A Guide for Creating a Child Safe Organisation (p. 37) State of Victoria, Commission for Children and Young People 2015.

\* <http://www.workingwithchildren.vic.gov.au/home/resources/definitions/>

\*\* Failure to meet this obligation is an offence and financial penalties may apply

# Checklist:

## Choosing, supervising and developing suitable staff and volunteers

Choosing safe staff and volunteers	Practical Suggestions	Good outcomes
Develop a duty statement or job description	<p>A duty statement or job description clarifies the role, responsibilities and expectations of the position and outlines reporting lines.</p> <p>Determine if the position requires a <i>Working With Children Check</i></p>	You will recruit the most suitable staff or volunteers.
Develop key selection criteria	Selection criteria to help identify key skills, attributes, experience and qualifications that are required to undertake the duties and tasks outlined in the duty statement.	
Advertise the position	Promote the fact that you are a child safe organisation with a Child Safe Policy	You will encourage the best qualified people to apply.
Interview applicants	<p>Ask about the applicant’s motivation to work with children</p> <p>Discuss the applicants approach to Aboriginal cultural safety and inclusive practices for all children and their families.</p> <p>Ask questions about the applicant’s real-life experience</p> <p>Have three people on the interview panel if possible</p> <p>Have a gender mix if possible</p> <p>Appoint an interview chairperson</p>	You will achieve a fair and transparent interview process that allows reasonable opportunity to assess an applicant’s skills and suitability.

	Conduct a second interview if you aren't sure who you want to appoint.	
Conduct a minimum of two referee checks	<p>At least two reference checks must be undertaken by telephone or in person. Do not just accept a written reference.</p> <p>Insist on references from the applicant's current or most recent employer.</p> <p>The referee needs to have personally observed the applicant's work with children.</p> <p>Useful questions</p> <ul style="list-style-type: none"> <li>• Would you employ the applicant again?</li> <li>• Do you have any concerns about the applicant working directly with children?</li> <li>• Are you comfortable knowing the applicant could sometimes be alone with children?</li> <li>• Can you give us an example of a time when you observed the applicant managing children's behaviour?</li> </ul>	You will collect accurate information, which enables you to make informed decisions about the applicant's suitability.
Conduct identity checks	<p>Ensure you are background checking the right person</p> <p>Evidence of identity must be provided (eg. Driver's licence, passport)</p> <p>Make sure you sight an original birth certificate</p>	You will employ genuine and suitable employees or volunteers

	Make sure you sight original certificates or qualifications	
Conduct a Police check & ensure that applicants have a Working with Children Check (unless they are exempt)	<p>Exclude anyone with a criminal history of violence, abuse of children or serious drug or fraud charges.</p> <p>Ensure you sight the applicant's Working with Children Check Card and verify the card is valid.</p> <p>Photocopy the applicant's Working with Children Check Card and keep this document in secure personnel records.</p>	You will screen out unsuitable people
Provide supervision, support and monitoring of staff and volunteers	<p>Meet regularly with staff and volunteers Support them in their role</p> <p>Provide training and resources</p> <p>Raise performance issues and required improvements</p> <p>Treat staff and volunteers with respect.</p>	You will employ staff and volunteers who enjoy their job and feel valued by your organisation
Monitor and review	As part of your annual performance management cycle, check that the Working with Children Checks of relevant staff and volunteers in your organisation are still valid.	You will reduce the risk of inappropriate people working with children in your organisation.

## **Attachment 7**

# **Ongoing Risk Management And Risk Management Strategies**

- a. Cyber Bullying
- b. Electronic Communication Etiquette
- c. Photo Etiquette
- d. Social Media Etiquette
- e. Spectator/Parent Behaviour Etiquette
- f. Good Sports – Alcohol Management and Promotion Action Plan
- g. Everproof – Record of Working With Children Checks and other qualifications for O&MDSA personnel
- h. Victorian Commission for Children and Young People – Guide for Including Children and Young People in Reportable Conduct Investigations.



## a. Cyber Bullying

Cyber bullying is a form of bullying, which takes place online through email, chat rooms, web pages and other online forums. Cyber bullying can occur 24/7 and children can be targeted while at home which makes it invasive and hard to escape. Cyber bullying can involve distressing and harmful material for children as users aren't always aware of the consequences, which makes them behave in more extreme ways. Under certain circumstances, cyber bullying is a criminal offence that can be reported to the police.

There are several things that you can do as a parent if your child is subject to cyber bullying.

- Discuss the incident and assure your child you are able to help them.
- Encourage your child to disengage from the online forum where the bullying is occurring.
- Report the incident to your child's swimming club committee immediately.
- Educate your child about cyber safety.
- Work with your child to implement strategies to reduce the risk of online harassment or bullying.
- Remember that all members of Swimming Australia are bound by the Child Welfare Policy and that the law is on your side.

ThinkUKnow is an internet safety program endorsed by the Australian Federal Police. You may wish to visit [ThinkUKnow.org.au](https://www.thinkuknow.org.au) for more information.

## b. Electronic Communication Etiquette

We live in an electronic communication world, where information is collected and posted/distributed almost immediately. Social media provides an accessible platform for sporting clubs, athletes and coaches to access to promote our sport and recognise achievements. Here are some guidelines to ensure electronic communication and social media use can provide a positive experience and add value for club members.

### Website

- Your club's website is there to keep you up to date on current information on club/member accomplishments, competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos should be published.
- Photos of children should only be published with the express permission of his or her parent/guardian. Take care not to provide identifying information.

### SMS and email use

SMS and email can be effective ways to provide information about competition, training, club-sanctioned social events and other club business. The following guidelines should be applied:

- SMS messages should be short and about club/team matters
- email communication should be used when more information is required
- communication involving children should be directed through their parents
- inappropriate images or content should not be accepted or forwarded
- Postings (written, photos or videos) should be family-friendly and feature positive club news and events. Always be aware that content posted may potentially be shared with strangers.
- No personal information about members should be disclosed.
- No statements should be made that are misleading, hurtful, false or likely to injure a person's reputation.
- No statements should be made that might bring your club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements are not tolerated.
- Before posting photos or videos of another child or team mate, please be sure that you gain permission from the other child's/team mates' parent/guardian prior to uploading or posting.
- Always be aware that social media is a legal method of communication which is bound by laws and rules like any other written communication

### **Electronic communication:**

- Should be restricted to club matters
- Must not offend, intimidate, humiliate or bully another person
- Must not be misleading, false or injure the reputation of another person
- Should respect and maintain the privacy of members
- Must not bring the club into disrepute.

## **c. Photo Etiquette**

We understand that you want to capture memories of your child participating in the sport they love and we welcome you to do so. Please keep in mind there is some basic etiquette you should adhere to.

- **Location** – Often access to pool deck during meets is off limits to parents. Make sure you are in a location you are permitted to be in (e.g. the stands) before taking photos.

- **Official photographer** – At Swimming NSW’s and Swimming Australia’s meets there will normally be an official photographer\*. Do your best to ensure your photo efforts do not interfere with those of the meet’s official photographer.
- **Privacy** – It’s sometimes very hard to capture only your own swimmer in photos, especially during action shots. Whenever possible please do everything you can to only photograph your child unless you have specific permission to photograph other children from their parent/guardian.
- **Appropriateness** – Cameras do not belong in bathrooms, change rooms, showers, or anywhere else swimmers may be changing.
- **Image use** – If you have captured other swimmers in a photo, be aware that you should not publicly distribute or post the image unless you have the express permission of the parent/guardian of these swimmers.
- **Social media/internet** – Following on from the above, always obtain permission to post pictures of other swimmers on your club’s social media page(s) or website. Check your club’s social media guidelines as well before posting any photos to ensure you are adhering to them. Be aware that photos and videos may be shared with strangers.

## d. Social Media Etiquette

### Social media use

- Postings (written, photos or videos) should be family-friendly and feature positive club news and events. Always be aware that content posted may potentially be shared with strangers.
- No personal information about members should be disclosed.
- No statements should be made that are misleading, hurtful, false or likely to injure a person’s reputation.
- No statements should be made that might bring your club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements are not tolerated.
- Before posting photos or videos of another child or teammate, please be sure that you gain permission from the other child’s/team mates’ parent/guardian prior to uploading or posting.
- Always be aware that social media is a legal method of communication which is bound by laws and rules like any other written communication.

## e. Spectator/Parent Behaviour Etiquette

Our sport is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel will not be tolerated.

Inappropriate behaviours are outlined in [Swimming Australia's Safe Sport Framework](#) and can include:

- Using bad language.
- Harassing or ridiculing swimmers, coaches, officials or other spectators.
- Making racist, religious, sexist or other inappropriate comments to swimmers, coaches, officials or other spectators.
- Threatening behaviour or physical altercation between spectators and swimmers, coaches, officials or other spectators.
- Putting undue pressure on children, berating them or putting down their performance.

**What we ask you to do:**

- Help create a positive atmosphere for swimmers, officials and other spectators by showing respect for swimmers, officials and other spectators.
- Abide by Swimming Australia's Code of Conduct and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a technical official or committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to a club committee member or someone in a position of authority.
- Call the police or a club committee member if you are concerned for your safety or the safety of others.

## **f. Good Sports – Alcohol Management and Promotion Action Plan**

The Alcohol Management and Promotion, Action Plan was prepared through the Good Sports Organisation.

Ovens and Murray District Swimming Association does not incorporate Alcohol in any of its sporting activities. As such the action plan has not been actioned with respect to RSA training.

The Action Plan can be viewed at the following address

[Click here to view the OMDSA Good Sports Action Plan](#)

## **g. Everproof**

## **Record of Working With Children Checks and other qualifications for O&MDSA personnel**

Everproof is a specialised web based application designed to enable individuals and designated administrators to maintain a record of their qualifications and accreditations.

The use of this application is sponsored by Swimming Victoria for all Victorian Clubs and Districts. It provides a point of reference for the verification of Working with Children Check Accreditations and any others as may be required such as police checks and official qualifications.

The web address for this is as follows

<https://app.blueq.com.au/Account/SelectAccount>

## **h. Guide for Including Children and Young People in Reportable Conduct Investigations**

The guide can be viewed at the following address.

<https://ccyp.vic.gov.au/assets/Uploads/Guide-Including-Children-and-Young-People-in-Reportable-Conduct-Investigations.pdf>



## **Attachment 8**

### **Ovens and Murray District Swimming Association**

#### **Promotional Strategy 2015 +**

The O&MDSA Promotional Strategy was produced in 2015 with the following objectives:

- Clubs within the District to be more proactive and promote themselves and in turn membership drives.
- O&MDSA to assist in the provision of marketing ideas and templates to assist the Clubs.

[Click here to view the Promotional Strategy](#)

## **Attachment 9**

### **2017 Child Safe Standards**

This website is produced and maintained by the Victorian Government and contains additional reference information on Child Safe Standards.

<https://vicsport.com.au/child-safe-standards>