

## **Kilmore Swimming Club Inc.**

P.O. Box 345, Kilmore, Victoria 3764

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A0019609H ABN 33 126 679 264

# **Kilmore Swimming Club**



## **By-Law 1**

### **Preamble**

These By-Laws are made by the Committee of the Kilmore Swimming Club under rule 9.8 of the Kilmore Swimming Club Constitution. They are binding on the Kilmore Swimming Club and all Members of Kilmore Swimming Club. They are to be interpreted in accordance with the Kilmore Swimming Club Constitution, in particular Rule 2 (Interpretations) and Rule 9.8 (By-Laws). In the event of a conflict between these By-Laws and the Kilmore Swimming Club Constitution the Kilmore Swimming Club Constitution will prevail.

## **By-Law 2**

### **Affiliation**

The Kilmore Swimming Club will affiliate with the Hume Upper Goulburn District Amateur Swimming Association (also known as District 22) at the beginning of each Swimming Victoria Season.

## **By-Law 3**

### **Code of Behaviour**

All swimming, non-swimming members and non-members associated with the Kilmore Swimming Club are bound by the below documents;

- 3.1 Swimming Australia Behavioural Guidelines
- 3.2 Swimming Australia Child Welfare Policy
- 3.3 Swimming Australia Member Welfare Policy

## **By-Law 4**

### **General Meeting Procedure (Monthly)**

- 4.1 Open meeting
  - 4.1.1 Present
  - 4.1.2 Apologies
- 4.2 Confirmation of previous meetings minutes
- 4.3 Business Arising from Minutes
- 4.4 Correspondence
  - 4.4.1 In
  - 4.4.2 Out
- 4.5 Reports from:
  - 4.5.1 President
  - 4.5.2 Secretary
  - 4.5.3 Treasurer
  - 4.5.4 Coach
  - 4.5.5 Committee Members
- 4.6 General Business
- 4.7 Grievance Officer
  - 4.7.1 To be appointed by the Committee on first (1<sup>st</sup>) General meeting each season. The identity of the Club Grievance Officer will be communicated to all Club members in writing.

## **By-Law 5**

### **Committee Member Responsibilities**

- 5.1 Each office or committee member of the Association shall:
  - 5.1.1 Be responsible for the portfolio and subject to the direction of the committee at all times
  - 5.1.2 Present when required reports in writing (preferable) on their area of responsibility to the committee for its approval at its regular meetings
  - 5.1.3 Submit an end of year written report covering portfolio for inclusion in the Association's Annual Report.
- 5.2 Refer to By-Law 6 for duties and obligations for every committee member

## By-Law 6

### Committee Position Duties and Obligations

#### 6.1 President

##### Duties

- 6.1.1 To guide with leadership to ensure the smooth running of the Association.
- 6.1.2 To chair all General Meetings and to develop the agenda for these meetings in conjunction with the Secretary.
  - 6.1.2.1 If the President is unable to attend a meeting, the Vice President will stand in.
  - 6.1.2.2 If both the President and the Vice President cannot attend the committee shall appoint a Chairperson.
- 6.1.3 Uphold the Rules of the Association, the regulations and the Act.
- 6.1.4 Represent the Association at official functions.
- 6.1.5 To assign duties to the Vice President and other committee members as the need arises.
- 6.1.6 To be one of three persons (the other being the Treasurer & Secretary) designated to co-sign cheques authorised by the committee on behalf of the Association. If the President, Treasurer or Secretary are related in any way, this duty will be delegated to the Vice President.
- 6.1.7 Approve all Association correspondence both in & out.
- 6.1.8 To reassign any duties of any committee position not filled.
- 6.1.9 To forward any articles for the monthly newsletter to the Media Officer.
- 6.1.10 To attend and help facilitate all Association run meets (Annual meet, Kilmore Pennant etc).

##### Reports

- 6.1.11 The President is required to provide a written report to the committee at least once every three months.
- 6.1.12 The President is to approve all monthly reports handed in from committee members.
- 6.1.13 The President is required to submit an end of year written report covering their portfolio, for inclusion in the Association's Annual report.
- 6.1.14 The President in conjunction with the Secretary is to collect, approve and collate all committee annual reports prior to being handed out at the AGM.

## 6.2 Vice President

### Duties

- 6.2.1 To chair all General, Special General & Annual General Meetings (AGM) in event that the President is unable to attend.
- 6.2.2 To undertake the Presidents duties when the president is unavailable.
- 6.2.3 To step up into the President's position in the event that the President steps down.
- 6.2.4 Assist the President in their duties as required.
- 6.2.5 Assist the Meet Director with the running of Association run meets (Annual meet, Kilmore Pennant etc).
- 6.2.6 Liaise with the Head Coach in conjunction with President on any issues that may arise.
- 6.2.7 To forward any articles for the monthly newsletter to the Media Officer.
- 6.2.8 To attend and help facilitate all Association run meets (Annual meet, Kilmore Pennant etc).

### Reports

- 6.2.9 The Vice President is not required to submit any reports.

### **6.3 Secretary** (in addition to Rule 12 of the Kilmore Swimming Club Constitution)

#### **Duties**

- 6.3.1 Be responsible for the management and administration of the Association
- 6.3.2 To create an agenda for all meetings in conjunction with the President and advise committee members of date, time and place.
- 6.3.3 Shall take charge of distributing all meeting minutes to committee members within 14 days of the meeting.
- 6.3.4 Shall handle all incoming and outgoing correspondence, with the approval of the President and Committee.
- 6.3.5 Conduct the correspondence of the Association except when this is made the responsibility of the other officers.
- 6.3.6 Make copies of correspondence available to committee members.
- 6.3.7 To maintain the Associations mail box, both physical and electronic.
- 6.3.8 Create Association calendars, distribute to all members and post on the Association's notice board.
- 6.3.9 To be one of three persons (the other being the President & Treasurer) designated to co-sign cheques authorised by the committee on behalf of the Association.
- 6.3.10 Undertake any pool booking that is required by the Association with the Kilmore Leisure Centre (KLC).
- 6.3.11 To maintain files pertaining to the Association.
- 6.3.12 To forward any articles for the monthly newsletter to the media officer.
- 6.3.13 To attend and help facilitate all Association run meets (Annual meet, Kilmore Pennant etc).

#### **Reports**

- 6.3.14 The Secretary is not required to submit a monthly report.
- 6.3.15 The Secretary in conjunction with the President is to collect, approve and collate all committee annual reports prior to being handed out at the AGM.

## **6.4 Treasurer** (in addition to Rule 13 of the Kilmore Swimming Club Constitution)

### **Duties**

- 6.4.1 Shall collect all fees from members of the Association (excluding online payments) and forward invoices to members for all outstanding fees on a monthly basis.
- 6.4.2 Maintain an accurate and up to date account of the Associations financial intake and expenditure with full details of receipts, as well as the current balance in the Associations bank account(s).
- 6.4.3 Bank monies received promptly.
- 6.4.4 To be one of three persons (the other being the President & Secretary) designated to co-sign cheques authorised by the committee on behalf of the Association.
- 6.4.5 Shall periodically create and distribute invoices to members with outstanding fees.
- 6.4.6 To be responsible for providing a cash float at Association meets for admission and raffle
- 6.4.7 To maintain all financial documents pertaining to the Association.
- 6.4.8 Not be liable for any default on the part of any Officer of the Association, Committee Member or Sub Committee Member.
- 6.4.9 To forward any articles for the monthly newsletter to the Media Officer.
- 6.4.10 Provide books to an accredited accountant for annual auditing.

### **Reports**

- 6.4.11 Provide a written monthly report including, Association income and expenditure, current bank balance and outstanding fees.
- 6.4.12 Provide separate reports for all Association meets (Annual, Kilmore Pennant etc).
- 6.4.13 Prepare and present a duly audited account of the Associations cash flow during the financial year, and balance sheets as at the end of the financial year for inclusion in the Annual Report.

## 6.5 Head Coach

### Duties

- 6.5.1 For fill duties as per contract with Association.
- 6.5.2 Regularly distribute information to coaches.
- 6.5.3 Represent coaches at committee meetings.
- 6.5.4 Select District Pennant teams in conjunction with other coaches.
- 6.5.5 To select in conjunction with other coaches recipients of trophies including, Most Improved Girl/Boy, Cartwright, Bruce, Murphy, Dolphin and Bartlett.
- 6.5.6 To forward any articles for the monthly newsletter to the Media Officer.

### Reports

- 6.5.7 Provide a monthly report including upcoming meets/events
- 6.5.8 The Head Coach is required to submit an end of year written report covering their portfolio, for inclusion in the Association's Annual report.

## 6.6 Meet Director

### Duties

- 6.6.1 To take charge of and facilitate all club meets.
- 6.6.2 Undertake and delegate all tasks associated with the meet.
- 6.6.3 To be the club point of contact for all meet related enquiries.
- 6.6.4 Prepare competition program in co-operation with key officials.
- 6.6.5 Liaise with pool staff and all other officials.
- 6.6.6 To be the club point of contact on the day of the meet for all general enquiries.
- 6.6.7 Responsible for forwarding all documentation to Swimming Victoria to certify meet as a qualifying meet.
- 6.6.8 Responsible for providing meet results to the Media Officer for publication.
- 6.6.9 Have a hard copy and be familiar with FINA, SAL & Swimming Victoria rules.
- 6.6.10 To forward any articles for the monthly newsletter to the Media Officer.
- 6.6.11 Attend all club meets.

### Reports

- 6.6.12 The Meet Director is to provide a report on the running of the meet to the committee at the next meeting following the meet.

## 6.7 Competition Coordinator

### Duties

- 6.7.1 Be responsible for the administration of swim meets other than Association run meets.
- 6.7.2 "Club Meets" (swim meets promoted through the Association for all competing members to attend) must be sanctioned and passed firstly by the coaches and secondly by the Committee. All anticipated purchases and expenses in relation to the Club Meet are to be passed by the committee prior to entering the meet.
- 6.7.3 Inform members of all forthcoming swim meets, e.g. Club Meets, 7-10 Encouragement, All Juniors, District Championships, Country, State & National Championships, etc.
- 6.7.4 Issue entry forms and ensure that entries to be returned for bulk entry are completed correctly.
- 6.7.5 Ensure all monies collected for bulk entry is handed to the Treasurer to obtain a club cheque. Forward entries and cheque to appropriate body.
- 6.7.6 Forward flyer for the Kilmore Annual Swim Meet to other District 22 clubs.
- 6.7.7 Ensure that close consultation is kept with club coaches.
- 6.7.8 To attend and help facilitate all club run meets (Annual meet, Kilmore Pennant etc).

### Reports

- 6.7.9 The Competition Coordinator is not required to submit any reports.



## 6.8 Property Officer

### Duties

- 6.8.1 Research and provide quotes for all uniform in accordance with club colours and requirements.
- 6.8.2 To purchase all committee approved club uniform and major assets.
- 6.8.3 Promote club uniform within the Association via the Association's notice board, newsletter and website.
- 6.8.4 Administer and manage uniform and the sale thereof.
- 6.8.5 Process all orders for 'in stock' uniform items within 7 days unless extenuating circumstances occur.
- 6.8.6 Provide a receipt to recipient for all uniform sold.
- 6.8.7 Be in attendance at regular intervals to conduct the sale of uniform.
- 6.8.8 Forward all financial documentation relating to club uniform to the Treasurer.
- 6.8.9 Forward all monies from club uniform sales to the Treasurer at each monthly committee meeting.
- 6.8.10 Keep accurate records for all sales of club uniform.
- 6.8.11 To forward any articles for the monthly newsletter to the media officer.
- 6.8.12 To attend and help facilitate all club run meets (Annual meet, Kilmore Pennant etc).

### Reports

- 6.8.13 The Property Officer is to provide a report on all uniform sold in a period at each monthly committee meeting.
- 6.8.14 The Property Officer is required to submit an end of year written report covering their portfolio, for inclusion in the Association's Annual report.

## 6.9 Social Officer

### Duties

- 6.9.1 Present proposed social activities to the committee for consideration.
- 6.9.2 Cost out social activities and present to committee.
- 6.9.3 Organise and implement committee approved social activities.
- 6.9.4 Organise at least one social activity per term.
- 6.9.5 To forward any articles for the monthly newsletter to the Media Officer.
- 6.9.6 To attend and help facilitate all club run meets (Annual meet, Kilmore Pennant etc).

### Reports

- 6.9.7 The Social Officer is to provide a report on social activities at each monthly committee meeting.

## 6.10 Recorder

### Duties

- 6.10.1 Maintain Records for Club Championships, Pennants, District Championships, Winter Competition & Kilmore Annual Swim Meet.
- 6.10.2 Prepare Recording sheets for Club Championships.
- 6.10.3 Keep club records up to date.
- 6.10.4 Produce lists of:
  - 6.10.4.1 Records set and broken new/old
  - 6.10.4.2 Club Championship trophy awards (Most Improved Girl/Boy, Cartwright, Bruce, Murphy, Dolphin, Bartlett etc.)
  - 6.10.4.3 Age group winners – points and placing's
  - 6.10.4.4 Club Champion's – points and placing's
  - 6.10.4.5 Times from Club Championships
  - 6.10.4.6 Winners and placegetters (1<sup>st</sup> to 4<sup>th</sup>) in all strokes and age groups for ribbon presentation.
  - 6.10.4.7 Trophies required for presentation
- 6.10.5 Produce certificates for:
  - 6.10.5.1 Records broken
  - 6.10.5.2 Life Membership
  - 6.10.5.3 Service Recognitions Award

### Reports

- 6.10.6 The Recorder is required to submit a report on the above and the meeting following club championships.

## 6.11 Media Officer

### Duties

- 6.11.1 Develop and publish monthly club newsletter within 14 days of monthly committee meeting (information to be provided by committee).
- 6.11.2 Maintain an up-to-date website with current club information regarding club activities (information to be provided by committee).
- 6.11.3 Periodically compose media releases relating to major events and achievements within the club for local newspapers.
- 6.11.4 When required, ensure that the club receives maximum promotional exposure.
- 6.11.5 Act as a liaison for all media at club run meets.
- 6.11.6 To attend and help facilitate all club run meets (Annual meet, Kilmore Pennant etc).

### Reports

- 6.11.7 The Media Officer is not required to provide any reports.

## **6.12 Fundraising Officer**

### **Duties**

- 6.12.1 Present fundraising proposals to the committee for consideration.
- 6.12.2 Cost out fundraising activities and present estimated profits to committee.
- 6.12.3 Organise and implement committee approved fundraising activities.
- 6.12.4 Organise at least one fundraising activity per term.
- 6.12.5 Maintain records of all fundraising activities and forward all financial documentation and monies raised to the Treasurer.
- 6.12.6 To forward any articles for the monthly newsletter to the media officer.
- 6.12.7 To attend and help facilitate all club run meets (Annual meet, Kilmore Pennant etc).

### **Reports**

- 6.12.8 The Fundraising Officer is to provide a report on fundraising activities at each monthly committee meeting.

## **6.13 District 22 and Swimming Victoria (Swimming Victoria) Delegate**

### **Duties**

- 6.13.1 Attend and represent the Association at the District 22 and Swimming Victoria general meetings
- 6.13.2 Vote at the District 22 and Swimming Victoria general meetings in accordance with the Associations policies or views
- 6.13.3 When in debate at District 22 or Swimming Victoria meetings support the Associations policies and views

### **Reports**

- 6.13.4 The District 22 and Swimming Victoria Delegate is to provide a report on the District 22 or Swimming Victoria general meetings to the committee at the next following meeting.

## By-Law 7

### Club Championships

- 7.1 The Kilmore Swimming Club Committee will nominate a date for Club Championship once a full Swimming Victoria and District 22 program has been announced.
- 7.2 Age as at the day of the meet
- 7.3 Senior grouping is 15 and over. Junior grouping is 14 and under. Senior and Junior Champion decided on total points gained including 100m and 200m IM events. Points given as per rule (5) Club Championship program.
- 7.4 Age group champion calculated separately from Senior and Junior Champions.
- 7.5 11 years and under swim 50m events in all strokes, and 100m IM; 12 years and over swim 100m events in all strokes and 200m IM.
- 7.6 Trophies and ribbons are awarded to all swimmers, either at Club Championships or Club Presentation night.
- 7.7 Points allocation: 1st – 7, 2nd – 5, 3rd – 4, 4th -3, 5th – 2, 6th – 1, 7th+ - 0.
- 7.8 All Club Members are permitted to swim in the Club Championships, but will not be eligible for Age Champion, Junior or Senior Champion if they have not;
  - 7.8.1 Competed in 4 or more pennants, plus either the District Individual Championship or District Relay Championships, or
  - 7.8.2 Competed in all 6 Pennants.
- 7.9 Pending extreme circumstances where a swimmer is unable to for fill one of the above criteria the committee may grant an exemption. An application for exemption must be forwarded in writing to the clubs secretary a minimum of one (1) month prior to club championships; the secretary will present the application at the following committee meeting for consideration. Once a decision has been made the decision is final and cannot be appealed.

## By-Law 8

### Kilmore Swimming Club Logo and Mascot

- 8.1 The Kilmore Swimming Clubs mascot is the Kouta. The Kouta is our primary logo and is used in the below format:



- 8.2 Approval to use the logo must be sort from the Committee and will be consequential on acceptance that if it is to be used in colour the strict colour coding will be used and that the ratio of height to width shall be maintained. It may also be used in black and white.
- 8.3 The colours of the Kilmore Swimming Club shall be primarily Navy with Royal Blue and White.
- 8.4 The below logos may also be used for uniform purposes and are bound by rule 8.2



## **By-Law 9**

### **Club Captains and Vice Captains**

- 9.1 A Male and Female Captain from within the club's swimming ranks will be appointed for each current swimming year. This appointment will be decided by the Kilmore Swimming Club coaches, and approved by the committee. The announcement for these positions will be made at club presentation night.
- 9.2 In the event where there are no suitable applicants the positions may be filled at a later date or not at all.

### **Criteria for Club Captain**

- 9.3 To be eligible for Club Captain the swimmer must be aged 15 years and over and have been a member of the Club for a minimum of two (2) consecutive years.
- 9.4 Potential captains should display a positive attitude to both their own swimming and to that of their team mates, as well as showing respect and encouragement where ever necessary to all members of the Club.
- 9.5 They should be available for and assist where necessary with District based competitions and various other Club meets where required.
- 9.6 They should be prepared to liaise with and where necessary take directions from coaching staff.
- 9.7 They should have an ability to communicate with swimmers across all age groups especially with those swimmers in the junior years.
- 9.8 Club Captains are bound by the SAL Code of Conduct and are expected to abide by those rules at all times.
- 9.9 Where a Captain has breached the SAL Code of Conduct the Captain may be removed from their position by the committee.

## By-Law 10

### Membership

#### 10.1 Swimming Membership

To ensure a minimum standard has been achieved, all potential members must be assessed by Kilmore Swimming Club Coaches according to the below criteria. Upon successful entry into the Kilmore Swimming Club, payment of a Swimming Victoria registration fee and Kilmore Swimming Club fees must be made before the applicant is considered a member of the Kilmore Swimming Club.

#### 10.2 New Competing Members

10 years and under – Correct Technique of;

- 50m Freestyle
- 50m Backstroke
- 50m Breaststroke
- Have potential for 50m Butterfly

11 to 13 years - Correct Technique of;

- 100m Freestyle
- 100m Backstroke
- 100m Breaststroke
- Have potential for 100m Butterfly

14 years and over - Correct Technique & Times;

- 100m Freestyle      F: 1:40:00    M: 1:30:00
- 100m Backstroke    F: 1:50:00    M: 1:40:00
- 100m Breaststroke   F: 2:00:00    M: 1:50:00
- 50m Butterfly        F: 1:10:00    M: 1:00:00

#### 10.3 New Non Competing Members

10 years and under – Correct Technique of;

- 50m Freestyle
- 50m Backstroke
- 25m Breaststroke

11 years and over - Correct Technique of;

- 100m Freestyle
- 50m Backstroke
- 50m Breaststroke
- Have potential for 50m Butterfly

#### 10.4 General Membership

General or non-swimming membership to the club is also available.

## By-Law 11

### Life Membership

Life Membership may be conferred upon a registered member of the Association as follows:

- 11.1 A nominee should have served a minimum of ten (10) continuous years as a committee member of the Association or its antecedent committees
- 11.2 A nomination for Life Membership shall come from two or more registered members and list the history of the member's service, achievements and contributions to the furtherance of the objective of the Association
- 11.3 The nomination shall be submitted to the Secretary
- 11.4 The Secretary shall present the nomination at the next committee meeting after the receipt of the nomination
- 11.5 The committee may endorse or reject the nomination
- 11.6 If the committee endorses it, the President shall present it to the registered members for their endorsement as the last agenda item at the Association's Annual General Meeting
- 11.7 The Life Member certificate is to be presented to the recipient at the Annual General Meeting
- 11.8 If the registered members so endorse the nomination, the Association shall for then on waive the Life Member's Association registration fees and pay his/her Swimming Victoria registration fees for life.



## By-Law 12

### Service Recognition Award

- 12.1 A Service Recognition Award may be conferred upon a registered member of the Association as follows:
- 12.2 A nominee should have been an outstanding and dedicated swimmer for a minimum of seven (7) continuous years
- 12.3 A nomination for a Service Recognition Award shall come from two or more registered members and list the history of service of the member
- 12.4 The nomination shall be submitted to the Secretary
- 12.5 The Secretary shall present the nomination at the next committee meeting after the receipt of the nomination
- 12.6 The committee may endorse or reject the nomination
- 12.7 If the committee endorses it, the President shall present it to the registered members for their endorsement as the last agenda item at the Association's Annual General Meeting
- 12.8 The Service Recognition Award Certificate is to be presented to the recipient at the Annual General Meeting
- 12.9 If the registered members so endorse the nomination, the Association shall for then on waive the Service Recognition Award recipient's Association registration fees but not their Swimming Victoria registration fees.