



Traralgon Swimming Club
Constitutional By laws
Revised July 2022.

1.0 MEMBERSHIP

1.1 Membership to the Traralgon Swimming Club (to be called "the club") is through application on an official "application for membership" form as available through the club Registrar and/or on-line registration through SV.

1.2 A person may apply for one of the following membership classes:

- **Competitor Member.** Competitor membership is available to those persons who swims competitively and satisfies the age categories determined by the SV registration process.
- **Non-competitor Member.** Non-competitor membership is available to committee members, technical officials and parents who are not Competitor Swimmers.

1.3. On acceptance as a member to the Club, whether as a Competitor Member or Non-competitor Member; and provided that the member has attained the age of 18 years, he/she will assume the following rights:

- The right to cast one vote only upon any matter that is decided by vote at a General Meeting of members. In casting a vote, the member must be present at the General Meeting and must cast the vote in person.
- The right to nominate for any position on the Committee of the Club.

1.4 Competitive Membership is open to swimmers who fulfill the approved swimming criteria (1.5), and all others who fit SVI registration criteria subject to current Model Rules.

1.5 Swimmers should be able to swim 25m of a pool in backstroke demonstrating acceptable technique and 25m of freestyle demonstrating correct breathing and acceptable technique to be considered for membership to the club.

1.6 Registration for the new season shall coincide with the SVI calendar year.

1.7 Potential members are to be allowed to participate in 3 training sessions over 2 weeks to confirm their interest and commitment before officially registering with the club or whatever is currently in keeping with SVI guidelines for Insurance.

1.8 In the first year of membership swimmers are encouraged, but not compelled to compete for the Club.

1.9 In the second and subsequent years of membership, barring illness or unforeseen difficulties, swimmers are expected to represent The Club in competition at a level in keeping with their level of ability.

1.10 All competitive members shall complete a Medical and Emergency form in prescribed format. Copies of M&E forms will be made available to coaches and Team Managers as necessary.

2.0 Club Management

2.1. Committee of Management (The Committee)

2.1.1. All business and operational affairs of the Club (including, but not be limited to matters associated with finance, business planning, administration, employee management, purchase of equipment and uniform and public relations) shall be managed by a Committee of management (hereinafter referred to as “the Committee”)

2.1.2. The Executive Committee of the Club shall comprise the following:

- (a) a President;
- (b) a Vice President;
- (c) a Secretary;
- (d) a Treasurer.

2.1.3. The Executive Committee together shall make any urgent decisions, or carry out any action or expenditure up to \$250_ as it considers necessary, provided that such decisions shall be submitted for ratification at the next meeting of the Committee.

2.2 Responsibilities of Committee members Appendix E

2.8 9 Committee members may be required to attain e-learning or other qualifications as required by club policies, e.g. Child Safe, Working with Children and Play by the Rules

3.0 MEETINGS

3.1 Meetings shall be held monthly or as deemed necessary by the Executive Committee.

3.2 Meetings will finish within two hours of the scheduled start time except where a motion is passed to extend that time by 15 minutes.

3.3 Meetings can be held face-to-face or on an online platform e.g.ZOOM.

4.0 COACHES

4.1 The Committee will approve the appointment of Club Coaches for the season at its discretion at the Annual General Meeting, subject to the acceptance of the positions by the nominated coaches.

4.2 A Senior Head Coach shall act in an advisory position to the club coaches and committee in establishing procedures and policy as they apply to coaching swimming.

4.3 A contract between the club, the senior head coach and the club coaches will be drawn up to define the expectations and legal obligations of both parties.

4.4 Coaches will be paid an annual salary or an hourly rate as determined by the committee in line with the accepted Award wages and set out in the Coaching Contract. Payments intervals as set out in the Coaching Contract will be made by the Club Treasurer.

4.5 Professional development, travel and other reimbursing funds may be made available to all club coaches as deemed appropriate by the committee.

4.6 The Club shall maintain Group Employer status with the Australian Taxation Office, Workcover and Superannuation as appropriate and applicable. Coaches will receive a group certificate at the end of the financial year.

4.7 Where coaches are subsidised by the Club to attain a higher level Coaching credential, coaches who leave the Club within three years shall reimburse the Club on a pro rata basis.

4.8 Coaches will maintain current Professional qualifications as required such as, membership to ASCTA(V), First Aid, CPR and all governmental requirements for working with children.

4.9 Coaches may be required to attain e-learning or other qualifications as required by club policies, e.g. Child Safe, Working with Children and Play by the Rules

3.0 FEES (Appendix A)

3.1 Registration fees for the swimming season shall be set in line with SV/SAL Registration fees at the Annual General Meeting of the Club prior to the beginning of the season. Additional fees and levies may be charged at the discretion of the committee at the AGM.

3.2 Registration fees must be paid in full before swimmers are allowed to compete.

3.3 A training levy, when appropriate, will be set and reviewed at the Annual General Meeting and shall be compulsory for all swimmers actively training under club coaches.

3.4 Payment of the training levy can be made as a lump sum, or in installments as set out by the committee or determined by the Treasurer and member.

3.5 Financial inability to pay any fee or levy will be dealt with on an individual basis by the Executive Committee with confidentiality.

3.6 Registration fees are non-refundable.

3.7 Members whose training levy payment are not received as per the published schedule or as previously arranged and agreed by the Exec. Committee (2.5) will receive one reminder notice before receiving a personal reminder from the Treasurer and/or President.

3.8 Members who refuse payment of training levy will be excluded from subsidised travel, coaching sessions and club awards until payment is made.

3.9 Pool admission fees charged by swimming and training venues are not included in the clubs Schedule of Fees.

3.10 Missed training sessions will not be refunded.

3.11 Swimmers who are absent due to holiday travel or illness for a prolonged period (4 weeks or more) can make arrangements with the Treasurer (by application) regarding suspension of training levy. (Appendix B)

3.12 The Club may award scholarships to swimmers as determined by the committee and the coaching panel based on need or merit.

4.0 RELAY TEAMS

4.1 Relay teams shall be chosen by the Head Coach in consultation with the coaching team.

5.0 TROPHIES AND AWARDS

5.1 The Club will at all times be encouraging of the efforts of its swimmers and endeavor to recognise improvement and effort.

5.2 Club Points will be awarded to swimmers for individual swims at meets in our Gippsland Winter and Summer fixture, meets which are targeted by the club, Country Championships – LC, SC, Age and Open, All State meets - LC, SC, Age and Open inc. Open Water, All National - LC, SC, Age and Open inc. Open Water and All Junior meets.

5.3 Points for swimming individual events will be awarded on the following scale:

	Local	Gippies	All Junior	Countries	State	State Open	National Age	National Open
1 st	10	30	60	120	285	570	570	1140
2 nd	9	27	54	108	240	480	480	960
3 rd	8	24	48	96	200	400	400	800
4 th	7	21	42	84	165	330	330	660
5 th	6	18	36	72	135	270	270	540
6 th	5	15	30	60	110	220	220	440
7 th	4	12	24	48	90	180	180	360
8 th	3	9	18	36	75	150	150	300
9 th +	2	6	12	24	65	130	130	260
10 th	1	3	6	12	60	120	120	240
11 th				8	55	110	110	220
12 th				6	50	100	100	200
13 th					45	90	90	180
14 th					40	80	80	160
15 th					35	70	70	140
16 th					30	60	60	120
in					20	50	50	100

5.4 Trophies will be awarded at the end of the swimming season for the following achievements:

a. Club Trophy - for swimmers who have participated in three or more recognised meets (including winter meets) swimming on behalf of the club.

b. Age Champion - for the boy and girl swimmer in each age group (per 6.6 below) who, having satisfied the requirements of (a.) or (b.) accumulates the highest aggregate point score as determined by above points table over the entire local season including All Junior, State and National titles, but excluding representational teams (e.g. District teams)

c. Kathleen Froud Memorial Club Champion - for the boy or girl who having satisfied the requirements of (a.) or (b.) accumulates the highest aggregate point score over the entire season including All Junior, State and National swims, but excluding representational teams (e.g. District teams). MC swimming points not included in aggregate calculations for this award. *Kathleen Froud was an exemplary member of our club to 1998. Kathleen is a former Club Champion who died in 1998 of Lymphoma Cancer at the age of 17. We recognise her commitment and sportsmanship through this award.

d. Coach's Award - Each squad coach chooses a swimmer from their squad who has been a role model for a number of reasons as outlined by the coach.

e. 1st Year swimmer with potential - for the swimmer who is judged by the coaches to be someone who exhibits the qualities that make champions. This swimmer is a hard worker who listens during training and tries to follow instructions from the coaches.

f. Most Improved 10 & Under Swimmer - for the swimmer (boy and girl) 10 years and under who, based on last year's times, this year's times and an ability to swim three strokes legally, has improved over 50m and 100m by the most seconds.

g. Most Improved Swimmer 11 years of age and Over - for the swimmer (boy and girl) over 10 years who, based on last year's times, this year's times and an ability to swim all four strokes legally, has improved over 50m and 100m by the most seconds.

h. Encouragement Award - for the swimmer chosen by the coaches in consultation with the recorder, who exhibits ability, improvement and effort.

i. Bruce Cain Outstanding Contribution Award - awarded to a Club member who is deemed by the President to have offered invaluable service to the Club during the swimming season(s).

j. Swimmer with Disability Swimmer of the Year – for the Swimmer competing mainly in Multi-Class events to be awarded at the discretion of the coaching panel.

k. Brian Ford trophy for the Best Relay Performance of the Season – as judged by the Head Coach

l. Meyer Family FINA Trophy – for the swimmer who scores the highest FINA point score for an individual event throughout the season. Includes MCP points.

m. Ikin Family Trophy for the most Successful Swimmer in the Gippsland Fixture based on aggregate points from the regular Gippsland Season not including Gippsland Championships

5.5. Age groups for club trophies will be 7 & Under, 8 years, 9 years, 10 years, 11 years, 12 years, 13 years, 14 years, 15 years, 16 years, 17 & Over.

5.6 A swimmer's age will be defined as the age they swim up to and including December 31 in the current GSI season.

5.7 The Committee shall name trophies as appropriate for Club Sponsors as part of sponsorship agreements.

5.8 Service Award certificates shall be given to swimmers who have swum with the club for 10 years. Years are determined as from first Presentation year (e.g. swam in 16/17 season and first Presentation was in 2017 – Service Award given in 2027. Certificates are awarded at the Annual Presentation Night.

5.9 The Club may grant Life Membership to members who have served the Club in some capacity for a period not less than seven (7) years. A person shall be deemed eligible for Life Membership for service that has had a positive and measurable impact on the development or success of the Club. The Committee Executive, in collaboration with the Head Coach may nominate members for Life Membership.

6.0 SWIMMING CARNIVALS

6.1 The club will apply to the GSI Program Committee to hold one or more swimming carnival in the regular summer season at the Traralgon Outdoor Pool or other facility.

6.2 The club will apply to host the Gippsland Championships at the Gippsland Regional Aquatic Centre or other facility when deemed appropriate by the membership and the Committee.

6.3 The Club may elect to host privately run carnivals throughout the year as deemed appropriate or necessary.

6.4 The Club may enter into partnership with another club or organisation (e.g. SV) to host a swimming carnival.

6.5 Event fees for private meets and pool entry for all Club hosted carnivals (when left to the discretion of the Club) will be established at the Annual General Meeting

7.0 EQUIPMENT

7.1 The Club may purchase and own equipment that will benefit the members of the club.

7.2 At a fee established by the committee, members may borrow equipment owned by the Club for private use.

8.0 TEAM TRIPS/CAMPS

8.1 The Head Coach will work in partnership with the Committee to plan an annual calendar of swimming trips and camps appropriate to swimmer's needs and ability.

8.2 The appointed Team Manager(s) will liaise with the Head Coach to plan travel, accommodation and appropriate activities for participants.

8.3 All Adult supervisors and coaches accompanying swimmers on overnight trips must have a valid Working with Children Certificate or other qualifications or certifications required by law and club policies.

8.4 At all times, the Club will enforce a Dry Team Policy ie. no team member is to consume alcohol or to take recreational drug of any kind at any time during any team activity. The phrase "recreational drug" includes any drug which is an illegal drug in any State or Territory of Australia.

8.5 A budget for camps and trips will be laid out in the planning process to ensure adequate funding is secured through swimmer contribution, fund raising and club contribution. Appendix C and "TSC Safe Trip Away Guidelines" shall be used for the planning of all team trips/camps. Committee approval must be given to funding for team trips/camps

9.0 Miscellaneous

9.1 Club colours

The club colours shall be maroon, silver (grey) and white.

9.2 Uniform

9.2.1 Competitive members of the Club are to wear the Club uniform as determined to all competitions, camps and occasions when swimmers represent the Club and as directed by the Head Coach.

9.2.2 Non Competitive members are encouraged to wear items of the Club uniform as appropriate and when available.

9.2.3 When representing the Club, competitive members are to wear the Traralgon Swimming Cap.