



# MELTON

---

## SWIMMING CLUB

### Club By-Laws

Effective Date: 18th October 2023

Version 4.0

The Melton Swimming Club Inc. (the Club) is incorporated under the Associations Incorporation Reform Act 2012 and as such is subject to the provisions of that Act.

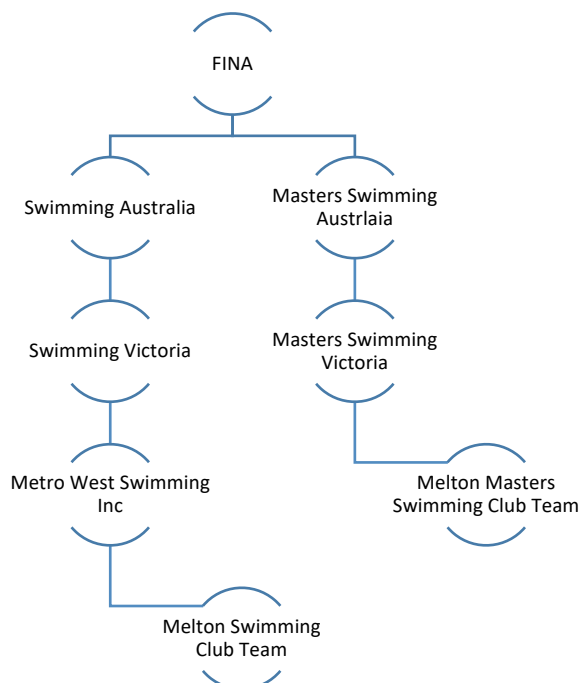
The Club’s statement of purposes is:

1. Promote and encourage the sport of swimming.
2. Promote and conduct competitions, swimming meetings and other forms of entertainment.

The Melton Swimming Club has adopted the model rules provided for in the Act, these rules are referred to as the Club Constitution. The Club Constitution was last updated at the 2020 AGM.

In combination, the Act, the Club Constitution and these By-Laws empower the Committee of Management (General Committee) to "control and manage the business and affairs of the Club".

The Club is registered with both Swimming Victoria and Masters Swimming Victoria and through affiliation their relative regional and national governing bodies. The hierarchy of affiliation is;



Members of the Club may choose to join the Club under either the Swimming Victoria affiliation (SV), Master Swimming Victoria affiliation (Masters) or both.

General operations of the Club are governed by its By-Laws and Constitution, along with those of Metro West Swimming Inc., Swimming Victoria and Swimming Australia. In addition Masters operations will be governed by the rules of Masters Swimming Victoria and Masters Swimming Australia.

The Club will operate on the Swimming Victoria year of 1st July to 30th June. Members will be governed by the constitution of the Club, the rules relevant to their registration (SV or Masters) and the rules of any competition at which they are representing the Club.

These By-Laws are rules to assist the General Committee in the day-to-day running of the Club. Specific By-Laws may be overridden at the discretion of the General Committee when deemed necessary for the smooth and fair operation of the Club.

The By-Laws are organised under the following sections:

<b>1</b>	<b>MEMBERSHIP .....</b>	<b>3</b>
<b>2</b>	<b>GENERAL COMMITTEE .....</b>	<b>5</b>
<b>3</b>	<b>SWIMMERS .....</b>	<b>7</b>
<b>4</b>	<b>CLUB COACHES .....</b>	<b>9</b>
<b>5</b>	<b>FAMILY PARTICIPATION.....</b>	<b>12</b>
<b>6</b>	<b>SAFE SPORT FRAMEWORK.....</b>	<b>14</b>
<b>7</b>	<b>TEAMS.....</b>	<b>15</b>
<b>8</b>	<b>CLUB COMPETITIONS.....</b>	<b>17</b>
<b>9</b>	<b>CHAMPIONSHIPS.....</b>	<b>20</b>
<b>10</b>	<b>CLUB RECORDS .....</b>	<b>22</b>
<b>11</b>	<b>TROPHIES .....</b>	<b>23</b>
<b>12</b>	<b>POINTS SCORE .....</b>	<b>25</b>
<b>13</b>	<b>SUPPORT FOR STATE AND NATIONAL SWIMMERS.....</b>	<b>26</b>
<b>14</b>	<b>LIFE MEMBERSHIP .....</b>	<b>28</b>
<b>15</b>	<b>COMPLAINTS AND GRIEVANCES .....</b>	<b>29</b>

# 1 MEMBERSHIP

## 1.1 Club Membership:

Membership is available to persons of all ages. All Members 18 years and over are entitled to vote at Annual and Special General Meetings. Members with affiliation to Swimming Victoria are entitled to be elected to the General Committee.

## 1.2 Annual Membership fee:

Covers affiliation with district, state and national swimming bodies associated to the Club and Club membership.

The Club Membership component is used to cover Club expenses including

- Annual Club affiliation fees.
- Swimming trophies and awards.
- Club Coaches fees.
- Pool hire for Club night and Club championship entry
- Sundry equipment such as stop watches etc.

Membership fees are payable;

- For new members, immediately on joining the Club
- For renewing Masters Swimming Australia affiliated members, by January 31 each year or before the submission of the first competition entry (whichever comes first)
- For renewing Swimming Australia affiliated members, by July 31 each year or before the submission of the first competition entry (whichever comes first)

## 1.3 Competitive Swimming Members:

Melton Swimming Club offers two options for competitive swimming membership; Swimming Victoria affiliated (Melton Swimming Club Member) and Masters Swimming Victoria affiliated (Melton Masters Swimming Club Member).

### Melton Swimming Club Members

Swimmers joining under this membership class will be affiliated with Metro West, Swimming Victoria and Swimming Australia

Membership is open to swimmers of all ages

Membership runs from July 1 to June 30

Entitles members to compete in Club events and events sanctioned by Swimming Australia, Swimming Victoria and affiliated districts and clubs.

Entitles the member to all Swimming Australia and Swimming Victoria benefits.

### Melton Masters Swimming Club Members

Swimmers joining under this membership class will be affiliated with Masters Swimming Victoria and Masters Swimming Australia

Membership is open to swimmers aged 18 and over

Membership runs from January 1 to December 31

Entitles members to compete in Club Masters events and events sanctioned by Masters Swimming Australia, Masters Swimming Victoria and affiliated clubs.

Entitles the member to all Masters Swimming Australian and Masters Swimming Victoria benefits.

Competitive Swimmers who wish to compete in both Age and Open swimming events and Masters swimming events must register under both Competitive Swimming membership classes. This requirement is governed by the Swimming Victoria and Masters Swimming Victoria bodies as they are not associated.

#### 1.4 Non-Competitive (Dry) Members:

Available to all Non-Competitive members who wish to be covered by Swimming Australia public liability and personal accident insurance.

This category of membership includes all members who are accredited Swimming Australia Technical Officials, Life Members and any person who wishes to be a non-competitive member of the Club.

Inter-Club competition Team Managers, team officials representing the Club at inter-club, district, Swimming Victoria and Swimming Australia sanctioned events are required to be registered as a Non-Competitive member of the Club.

Committee members who are not Competitive Swimming members must be registered as Non-Competitive members.

All Non-Competitive members in the roles of Team Manager, team official or Committee member must provide a copy of a valid Victorian Working with Children's check to a member of the Secretary prior to undertaking these roles.

Swimming Victoria also require at least one parent/guardian from each family to join as a non-competitive member of the Club. Although not a Club requirement this will provide each family with at least one voting right at Annual and Special General meetings of the Club ensuring every family is represented in the major decision-making processes of the Club.

Masters Swimming Non-Competitive membership is not available through Club registration. Anyone wishing to be a Coach (CO), Technical Official (TO) or Volunteer (VO) with Masters Swimming Victoria must register directly with them.

#### 1.5 Refund of Membership Fees

Membership fees are generally non-refundable once processed.

Refunds may be considered in exceptional circumstances upon a written request to the club secretary. The Committee, at its sole discretion, has the right to refuse or grant any request of membership fee refund.

The Committee can only accept a request for refund of the Club component of fees paid.

The granting of a fee refund by Swimming Australia or Swimming Victoria will not bind the Committee to accepting a request for Club component fee refund.

## 2 GENERAL COMMITTEE

### 2.1 Committee Positions

To sit on the General Committee a member must be registered as a Swimming Victoria “Dry” member.

The General Committee (including Office Bearers) will be elected at the Annual General Meeting under the rules of incorporation.

The Office Bearer positions and duties are:

#### **Executive Committee**

In the first instance positions for the Executive Committee can only be filled by a person or persons who have held a committee position for the previous twelve months.

#### **President:**

Chair general meetings of the Club, committee meetings, and presentation night

#### **Vice President:**

Act for the Club President in his/her absence.

#### **Secretary/Public Officer:**

Registered officer of the Club, responsible for lodging annual returns. Keep minutes of resolutions, proceedings and attendees of general and committee meetings.

#### **Treasurer:**

Collect and receive moneys due, make all payments authorised by the Club, keep books of the Club's financial affairs.

#### **General Committee**

#### **Recorder:**

Maintaining records of swimmers' performances and point's accumulations.

This position is appointed by the elected Committee.

#### **District Delegate:**

Represent the Club at Swimming Victoria district level

#### **Member Protection Information Officer:**

Member Protection Information Officers (MPIO) play an important role in sport. They provide information and guidance on complaints procedures - they are the 'go to' person if you want to discuss problems at your club/association, particularly if you are considering making a formal complaint.

Other committee members are expected to assist the office bearers with the general running of the Club, by participating in sub-committees.

### 2.2 Sub-Committees

Standing sub-committees shall be appointed (each year) by the General Committee for:

- Program (to determine the dates and times for all club events)
- Fundraising
- Grants
- Uniforms

- Sponsorships
- Web and Social Media
- Publicity

A General Committee member will be appointed Chairperson of sub Committees which may consist of both General Committee and any other person, Club member or other, deemed appropriate by the General Committee for the role.

Sub-Committee members who are not members of the general committee must be approved by the general Committee prior to them conducting any sub-Committee business.

Other sub-committees shall be appointed as required, such as, running club championships and organising presentation night.

### 2.3 Sub-Committee Authority

Sub-committees may be delegated whatever powers are necessary to perform their functions.

The incorporation rules covering committee meetings shall also apply to sub-committees.

Sub-committees shall have no power to make any decisions which are contrary to the rules of Swimming Victoria, the Act, the Club's Constitution or By-Laws.

Sub-committees shall have no authority to make any financial commitment on behalf of the Club without the prior authority (written or verbal) of at least two Executive Committee members.

The General Committee can override decisions of any sub-committee to resolve any conflicts or where the decision is not in the best interest of the Club in general.

### 2.4 Committee Member Charter and Conduct

The General Committee, and all members of Sub-Committees, are bound by the Committee Members Charter for two years from the date of signing. This charter details the reasonable expectations that members must abide by. Committee members are required to sign acknowledgement of the charter at the commencement of each Club year.

Breaches of the charter will be handled in the first instance at the sole discretion of the Executive Committee who may refer the breach to Swimming Victoria and where required by law by the Victorian Magistrates Court.

Committee members found to have breached the Charter by the Executive Committee will be subject to a minimum two weeks suspension from the General Committee for each breach. Suspensions will be served sequentially.

Additionally, Committee members, or former committee members bound by this By-Law, found to have breached the Charter by the Executive Committee will be required to pay the Club 1 penalty unit, as currently defined by the Victorian State Government Treasury and Finance department or its antecedent bodies.

Should the Executive Committee refer breaches of the Charter to Swimming Victoria or the Victorian Magistrates Court, the penalty will be at the sole discretion of Swimming Victoria or the Victorian Magistrates Court.

Appeals against Executive Committee rulings will be referred to Swimming Victoria for adjudication and may be referred to the Victorian Magistrates Court at the sole discretion of Swimming Victoria.

## 3 SWIMMERS

The Club has no direct affiliation with any swim school, squad training organisation or individual private coaches. As such swimmers who undertake tuition under any training organisation are welcome to apply to join the Club in order to compete at Swimming Australia or Master Swimming Australia governed events regardless of the level of the swimmer's ability (as long as they meet individual event qualifying requirements) or the competition.

### 3.1 Registration Requirements

All members must be registered as either Swimming Australia (SV Members) or Masters Swimming Australia (Masters Members) affiliated members before being eligible to take part in any club activities. ie; Club competitions or Club championships. Potential members may be allowed to have a try-out with the Club for a maximum of Three (3) sessions. After that they will be required to become swimming members to continue participating in Club activities.

### 3.2 Eligibility to Join Melton Swimming Club and/or Melton Masters Swimming Club Teams

Swimmers aged 18 years and over have the option to join as Melton Masters Swimming Club Members and/or Melton Swimming Club Members. Refer to By-Law 1.3 for fee requirements.

Swimmers aged 17 years and younger may only join as Melton Swimming Club Members.

### 3.3 Standard of Behaviour

Members of the Club will at all times set a standard of behaviour and self-discipline befitting the Club.

**Any member refusing reasonable instructions from a club official or reported by the pool management may be subject to a disciplinary meeting of the General Committee.**

### 3.4 Uniform

Official Club uniform (**swimming club cap and t-shirt top**) must be worn at all team competitions other than club nights.

### 3.5 Leadership Teams

The Club will appoint leadership positions for both the MSC and MSC Masters teams each year. These positions will be held for 12 months from July and January for each team respectively.

The leadership teams will be required to uphold a standard of behaviour and self-discipline befitting a leader of the Club. Failure to do so will result in corrective action being taken by the General Committee which may include withdrawing any or all of these appointments, if deemed necessary.

#### **Melton Swimming Club Team**

In May of each year nominations will be sought for leadership positions from those swimming members who will be aged 15 and over at the start of the following season. Applications will be reviewed by the General Committee for suitability based on specified selection criteria.

The General Committee will determine the composition of this leadership team based on the applications received and the needs of the Club.

If more nominations are received than positions vacant, the Swimming Australia Team members will be asked to cast secret ballots in June to select the successful leadership team for the following season, results will be announced at the Annual Presentation and Awards night.

The General committee with the assistance of the coaches may also nominate a junior leadership team from 12 to 13 year old swimming members.



The General Committee reserves the right to withdraw any or all leadership positions from year to year, if deemed no suitable candidates have applied.

### **Melton Masters Swimming Club Team**

In November of each year nominations will be sought for the leadership positions from those swimming members who will be renewing their membership in the following January. Applications will be reviewed by the General Committee for suitability based on specified selection criteria.

The General Committee will determine the composition of this leadership team based on the applications received and the needs of the Club.

If more nominations are received than positions available, the Masters Swimming Team members will be asked to cast secret ballots in December to select the successful leadership team for the following season, results will be announced in January.

### **3.6 Coaching While Representing Melton Swimming Club**

All swimmers are free to be coached at or by the swim school, squad or personal coach of their choice when representing the Club. It is however a requirement of the Club that, on first joining, when renewing membership and at any time coaching arrangements change, all Swimmers regardless of age or team joined are required to advise the Committee of which swim school or training squad they attend or who their personal coach is. The only exception to this By-Law is if the Swimmer trains exclusively with one of the appointed Club Coaches.

This information will be passed on to the Club Coaches so that they are aware of who to contact in the event of need to communicate performance concerns when a swimmer is competing as a Club representative.

Failure to provide this information to the Committee may lead to the Committee suspending Club membership for a period prescribed at the Committee's sole discretion. If Club membership is suspended a Swimmer cannot enter into any competition at any level, from Club night to FINA level, as a Club representative.

The Club takes no responsibility for the actions of Coaches not appointed as Club Coaches, refer to By-Law 4.

## 4 CLUB COACHES

The Executive Committee, in consultation with the General Committee and Club members as necessary, will appoint Head, Senior, Assistant and Junior coaches as required to conduct Club operations.

Coaches may be appointed to lead the Club swimmers associated with MSC and MSC Masters teams as necessary and appropriate.

### 4.1 Minimum Qualifications

All Club Coaches will meet all qualifications to maintain registration with ASTCA. In addition, all Club Coaches will;

- Be registered with Swimming Victoria or Masters Swimming Victoria, as relevant,
- Hold, and annually present a copy to the Secretary, the following;
  - Current Victorian Working with Children certificate (Volunteer or Professional with the cost being met by the coach)
  - Certificate of completion from a Swimming Australia recognised Safe Sport awareness course that is no more than 18 months old.

The Executive Committee, in consultation with the General Committee, may assign additional qualification requirements on an individual basis.

### 4.2 Term of Appointment

Coaches will be appointed on contracts of no less than twelve (12) months duration. All contracts will automatically renew for consecutive twelve (12) months unless;

- otherwise stated on individual contracts.
- a new coach's contract is presented to the coach by the Committee.
- either the Coach or the Club provides written notice to terminate no less than sixty (60) days prior to the contract expiring.

The Club or Club Coach may terminate a contract at any time with sixty (60) days written notice to the other party.

### 4.3 Remuneration

Coaches will be remunerated according to their individual contracts. Remuneration will be re-assessed on contract renewal. For auto-renewing contracts remuneration will be increased by a minimum of the national annually adjusted CPI for the financial quarter ended immediately before the contract renewal or 0.5%, whichever is the greater. All remuneration details will be confidential.

### 4.4 Coach's Scope of Responsibility

Whilst the Club Coaches are not employed by the Club to provide squad or personal training sessions, the Club may from time to time contract the services of registered coaches that provide these services outside the Club as Club Coaches.

In the event that the Club does contract Club Coaches who also provide squad or training services, such Coaches will only be responsible to the Club at club nights and meets organised/sanctioned by Swimming Australia affiliated organisations.

All Club coaches will be required to attend swimming meets nominated by the Club to oversee swimmer development as competitive swimmers and, where appropriate, develop programs that can be shared with squad, swim school or personal training coaches to advance individual swimmer performance. All Club registered swimmers are encouraged to utilise the programs designed by Club Coaches in consultation with their squad or personal training coach.

## 4.5 Club Coach – Squad/Personal Coach Interaction

Squad or Personal coaches are encouraged to discuss individual swimmer training requirements with the Club Coaches at times that are mutually convenient. Bearing in mind that Club Coaches may have non-Club related job commitments.

## 4.6 Parent - Club Coach Interaction

Parents are reminded that the Club Coaches are present at Club Nights or meets organised/sanctioned by the Club for the benefit of all Club registered swimmers, not just those whom they may train at non-Club squad training sessions conducted by the Club Coach for unrelated employers. Accordingly, parents are requested not to approach the Club Coaches during these events to discuss Squad training matters. Parents found to be doing so will be referred to the Executive Committee for discipline.

In the best interest of the swimmers, parents are encouraged to not be directly involved in the coaching of their child(ren) at Squad training or competitions as this may be in conflict with directions given by their Squad or Club Coach respectively.

## 4.7 Competition Pool Deck Access

Many swim meets will have restricted access to the competition and/or warm up pool deck. Only those registered coaches that are approved by the Committee will be permitted to represent the Club as a coach.

Squad or Personal training coaches that are not contracted to the Club will be reported to the event organisers if they are discovered to be claiming to represent the Club without Committee approval.

Where a Squad or Personal training coach requires access to the pool deck of such events, they will be required to apply to the Committee for approval to do so and if denied they will need to enter the swimmer under their own name such that the swimmer competes unrelated to the Club.

## 4.8 Coach Discipline

All Club Coaches will be required to display self-discipline appropriate to their position whenever representing, or being seen to be representing, the Club. This provision includes the requirement to uphold the values and rules of;

- The Club
- Metro West district (if applicable)
- Swimming Victoria or Masters Swimming Victoria (as appropriate)
- Swimming Australian or Masters Swimming Australia (as appropriate)
- FINA

Failure to do so will result in action being referred to the responsible body as appropriate and may result in suspension or termination of Club Coach contracts.

## 4.9 Squad / Personal Training Coaches

By requesting their athletes to join the Club, Squad/Personal Training Coaches are submitting their consent for the Club Coach to solely represent the Squad/Personal Coach in all matters relating to the swimmer at Club organised or sanctioned swim meets including inter-club, inter-district, State and National competitions where the athlete is swimming as a Club representative.

Squad and Personal training coaches are encouraged to attend Club nights and competitions where athletes under their tutelage are competing in order to view their competition abilities, progress and provide moral support.

Squad and personal training coaches will not be sponsored pool deck access as a Club Coach and are not permitted access to the pool deck of such competitions as substitutes of the Club Coaches. They are not to inhibit the Club Coaches in their duties to the Club.

Any ASCTA qualified squad or personal training coach (including parents and Club members who may be so registered) is reminded of their responsibility to adhere to the ASCTA Code of Conduct, "When accepting an athlete for training, a

---

swimming coach should (where practicable) inform any immediate past coach of the athlete's intention to change coach affiliation."

The Club requests that squad and personal training coaches also extend this courtesy to the Club Coaches if they were not the immediate past coach so that training philosophies may be aligned or understood.

In the event that philosophies are sufficiently mis-aligned, or where a swimmer regularly undertakes coaching without the Club Coaches being aware of the swimmers regular coach the Club Coaches may, at their discretion, cease to coach swimmers at meets if the Club Coach deems their involvement would confuse or significantly impact the swimmers progress. Such refusal by the Club Coach will not imply any Club related privileges to the squad/personal training coach.

## 5 FAMILY PARTICIPATION

### 5.1 Purpose

In order for Swimmers under the age of 18 to be eligible for Club Records and Awards, parents/families are required to provide assistance in 50% of Club nights.

### 5.2 Club Championships

Family participation must include 1 Club Championship night. However if any family is unable fulfil this requirement due to the Club having more volunteers than available jobs those volunteer families that are 1 point short of 50% after Club Championships will be deemed to have completed 50% participation.

### 5.3 Number of Points for 50%

The number of participation points required will be equal to 50% of Club Nights including Club Championships.

### 5.4 Points Award

Participation points will be awarded as follows

- 1 point for each Club night including Club Championships
- 1 point for helping at committee nominated events e.g. Bunnings BBQ

Only when there is a requirement for the Committee to ask multiple members of the same family to assist at any of the above events in order to have sufficient numbers of helpers each family member will be counted as 1 point towards the families 50% commitment.

### 5.5 Committee Participation and 50% Rule

Due to the workload undertaken by Committee members, any member who actively contributes to the running of the Club and attends 4 or 50% of ordinary General Committee meetings, whichever is the greater, will be deemed to have completed their 50% family participation requirement.

If a Committee member is granted leave of absence by the Committee prior to leave being taken their meeting attendance requirement will be calculated as 50% of the total number of ordinary Committee meetings less the number of meetings approved by the leave of absence or 4 meetings, whichever is the greater.

Special General Committee meetings and Executive Committee meetings will not count towards the 50% meeting attendance.

### 5.6 Participation in Club Rosters

From time to time the Club may be rostered to fill roles/jobs at Metro West or Swimming Victoria competitions. The Club's liability for these jobs is directly related to the number of entries from the Club. All families with Swimmers under the age of 18 will be required to work these jobs and a roster will be published as early as feasible prior to the competition.

Once rostered it is the family's responsibility to cover the allotted time slot. If the family can't physically fill the slot for any reason it is the Family's responsibility to:

- a) Directly arrange for another family to cover their slot and advise the Committee of who will be covering for them
- b) Advise the Committee no later than 12 hours before they are due to be on roster that they can't fulfil their responsibility.

---

## 5.7 Penalty for Failing to Fulfil Rostered Duties

Failure to fulfil the rostered duty, arrange for someone to fulfil the rostered duty or advise the Committee in advance of inability to fulfil the rostered duty will result in the penalty of 1 family participation point being deducted from the family's participation total.

A family that has been penalised under this By-Law and subsequently fails to reach 50% participation by 1 point due to no jobs being available at Club Championships will not be eligible to be deemed to have reached 50%.

In the event that the Club is financially penalised for failure to fulfil roster responsibilities, such financial penalty will be invoiced to the family responsible for the failure and be due 30 days after invoice. Membership of all members of the family will be suspended immediately until the invoice is paid in full.

## 6 SAFE SPORT FRAMEWORK

### **KEEPING OUR SPORT SAFE**

The safety of children and young people in our sport is paramount. We want swimming to be fun, enjoyable and safe for all. All of us in the Australian swimming community have a role to play in ensuring that we keep our proud sport as safe and enjoyable as possible.

The Safe Sport Framework (SSF) confirms the shared responsibility we all have for keeping each other safe in swimming - children and adults alike. The Safe Sport Framework replaces our previous Swimming Australia child and member welfare policies and procedures from 29 July 2016, as well as our Codes of Conduct.

### **VICTORIAN LEGISLATION**

From 1 January 2017, the Child Safe Standards will apply to sporting organisations that operate and provide sporting services to children within Victoria (including National Sporting Associations). The Standards apply to organisations as a whole, not only the areas that work with children. The Standards apply to all personnel in our organisations.

This includes:

- Committee Members
- Coaches
- Members
- Parents and Guardians of Members

What are the Standards?

1. Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.
2. A child safe policy or statement of commitment to child safety.
3. A code of conduct that established clear expectations for appropriate behaviour with children.
4. Screening, supervision, training and other human resource practices that reduce the risk of child abuse by new and existing personnel.
5. Processes for responding to and reporting suspected child abuse.
6. Strategies to identify and reduce or remove risks of child abuse.
7. Strategies to promote the participation and empowerment of children.

### **CLUB COMMITMENT TO SAFE SPORT**

Melton Swimming Club are committed to the Safe Sport Framework and have published a Child Safe Policy in accordance with requirements from Swimming Australia. This policy can be found on the Club web site under the Governance link.

## 7 TEAMS

From time to time the Club may elect to enter a team in either a Swimming Australia or Masters Swimming Australia affiliated competitions. These teams may be, but are not limited to, relay teams, Winter interclub team, or other similar point score teams.

### 7.1 Nominations

By entering individual events in District or State Championships swimmers will automatically be considered for selection in relay teams and expected to participate unless the swimmer advises of unavailability at least 7 days prior to entries closing.

### 7.2 Selection

The Club Coach may select relay only swimmers (no individual entry in competition) at their discretion to form a team providing qualifying criteria for the competition is achieved.

Where insufficient swimmers are available in an age group or qualifying times are not achieved no team will be entered.

Teams will be selected by the Club Coaches with the aid of the Club Recorders based on qualifying criteria published by the event organiser and individual swimmer availability. Where qualifying criteria includes accumulated times, the best times achieved by swimmers leading up to the time of selection, or coach's discretion, will be utilised to determine entry times. The Executive Committee must clear any other method for team selection.

The number of members of each team will depend on the number of nominations available. Within this limitation and the restrictions applied to the event, the aim will be to have more teams of smaller numbers.

Where possible all swimmers required to represent the Club will be notified seven days prior to the competition.

### 7.3 Non-Entry of Relay Teams

The executive committee may waive selecting teams or reduce the number teams at any individual swim meet if the cost of relay entries may have a financial impact on the Club.

### 7.4 Entry Fees

Notwithstanding By-Law 7.8, the Club will be responsible for the entry fees of all Club teams entered at Metro West, state or national events and others as advised by the committee.

Swimmers may arrange Club teams to be entered in inter-club and inter-district events at the expense of the individual swimmers, the Club will place entries for such relay teams on presentation of the full entry fee.

### 7.5 Uniform

Club uniform, **club cap and t-shirt top**, must be worn at all team competitions outside normal club nights.

Swimmers failing to adhere to this by law will be disciplined under By-Law 3.4.

### 7.6 Medal Presentations

Club t-shirt must be worn at all medal presentations.

### 7.7 Team Managers

The Club will appoint Team Managers to oversee teams representing the Club at inter-club and inter-district competitions where parents are not in attendance at the competition and at State and National competitions as required by the competition organisers.

The swimming teams are the sole responsibility of the Team Managers during the competition. The Team Managers have the authority to adjust the team entry as required without consulting the Committee.



---

The Team Managers may deal with questions of discipline as they arise but will report any action to the General Committee on completion of the competition.

As Team Managers may be required to act on behalf of the Club, Team Managers will be appointed from the Executive Committee, General Committee and financial members who hold Victorian Working with Children certificates, in that order.

The Team Managers will be published prior to the competition and only published Team Managers are permitted to represent the Club at the nominated competition.

### 7.8 Failure to Participate in Team Events

Failure to participate in a team when selected may preclude the swimmer from any financial assistance from the Club for that season.

When the Club forfeits an entry fee as a result of a team member not attending the team event, the team member will be asked to reimburse the Club for the loss unless the Team Manager is advised at least 12 hours prior to the team event commencing. The Committee may waive this penalty under exceptional circumstances.

## 8 CLUB COMPETITIONS

### 8.1 Purpose and Structure

The domestic competitive programme of the Club will be designed to improve the all-round ability of swimmers and to provide the selection sub-committee with the information required to select the teams for inter-club events. The Club Competitions will consist of regular Club Nights and Club Championships.

### 8.2 Marshalling

Competitors shall acknowledge their names when called by the Marshall or team manager.

### 8.3 Event Etiquette

On completion of an event the competitors will remain in the water until instructed to leave by an official.

### 8.4 Team Night Conduct

After each event, all swimmers will return to their own team's area and remain there until the meet is over or until dismissed by the team manager or club official in charge.

### 8.5 Concourse Access

During competitive swim meets only club officials shall be allowed on the concourse of the pool.

### 8.6 Rescheduling of Events

Individual Club competitions will not be re-scheduled because of the non-attendance of a swimmer whether known prior to or at the starting time of the event. Consideration will only be given where club championships coincides with a National/State Event/Compulsory School Event. A formal request for change of program for swimmer/s must be applied for in writing as soon as the conflicting event is announced, however the request must be received at least 2 weeks prior to the commencement of club championships. Any application for rescheduling will be discussed at committee level.

For multi-session events, swimmers impacted by exceptional circumstances may make a written request to the Club Secretary for their heat/s to be swum during another available session of the same event. Such requests will only be considered if they are beyond the control of the applicant's family and will be considered by the Executive Committee. Decisions will be at the sole discretion of the Executive Committee.

### 8.7 Swimmer Participation Point Score

Swimmers will receive 1 point for each night of Club Championships in which they swim plus 1 point for each Club Championship event in which they compete.

### 8.8 Bather Rule

The Swimming Australia bather rule will apply to all swimmers aged 11 and under at Club Competitions in both age and open events.

The bather rule will also apply to all swimmers entering into Club Night and Club Championship combined 11-12 age group events so as not to afford 12-year-old entrants with an unfair advantage over the 11-year-old entrants.

### 8.8.1 11 & UNDER TECHNICAL/PERFORMANCE SUIT POLICY

Swimming Victoria, alongside Swimming Australia, is committed to creating a welcoming and inclusive swimming environment for all competitive members. In 2021, Swimming Australia introduced an [Inclusive Swimming Policy](#) with the aim to ensure:

- All Australians feel welcome safe, valued, and celebrated in swimming.
- All Australians can participate in the role and at the level of their choice in swimming.
- Australia's diversity is reflected in swimming.

Swimming Victoria have adopted this framework for all competitions run under the Swimming Victoria rules.

In addition to this framework, the Swimming Victoria Competitions & Events By-Law states that:

**'Competitors 11 years and under are not permitted (or allowed) to wear a technical/performance suit in SV hosted competitions'.**

This also extends to all competitions run under the Swimming Victoria rules.

Swimming Victoria believe that in order to keep young swimmers in our sport, we need to be providing an environment that encourages them and keeps the level of competition and pressure appropriate for their age. Further rationale for this policy is outlined below.

#### **What is a Technical/Performance Suit?**

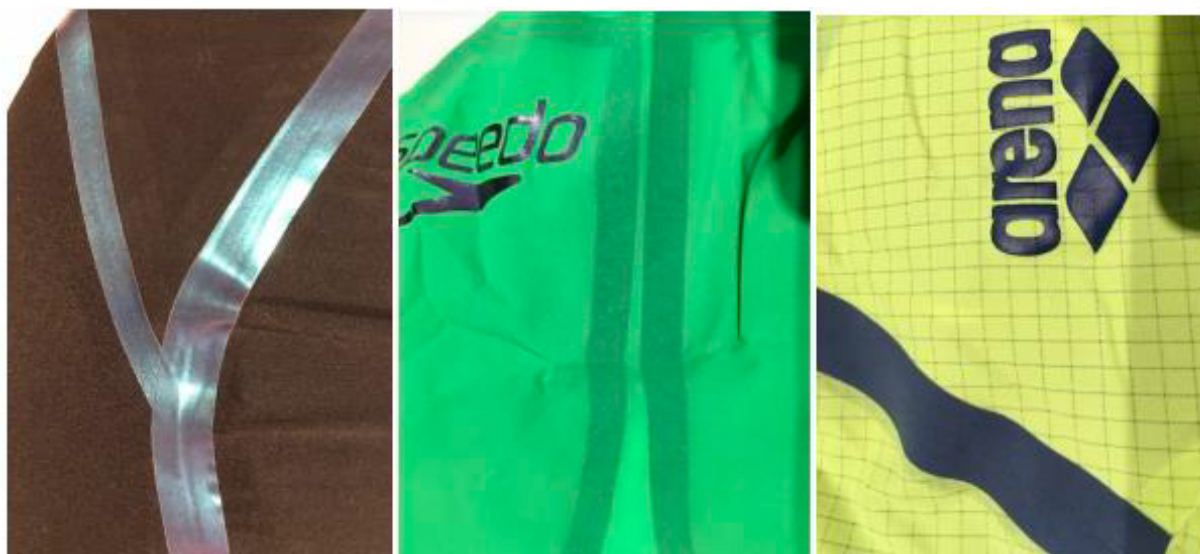
Technical/Performance racing suits are typically manufactured using scientifically advanced materials. Materials of this type are normally comprised of spandex and nylon composite fabrics with features to reduce 'drag' against the water, reduce absorption of water and are highly compressive to increase the athlete's glide through the water.

The design of these suits also typically includes features like special seams and tape to optimise performance. Traditional one-piece race suits for girls as well as briefs and trunks for boys are not technical/performance suits and are permitted under this policy. Knee length suits and 'jammers' (suits that end closer to the knee than the hip) will be permitted provided they do not feature the key components of a technical/performance swimsuit.

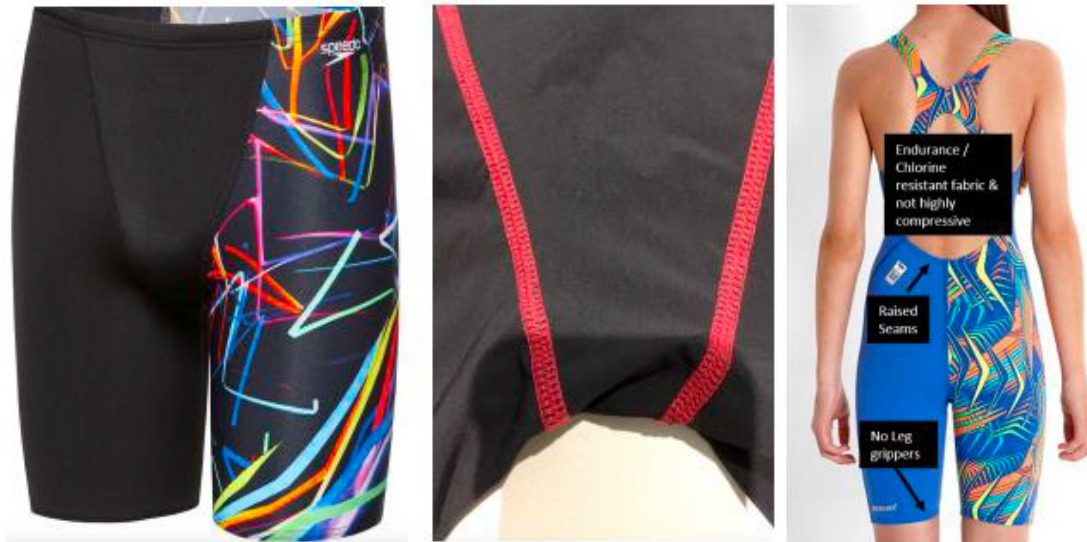
The key, easily- identifiable component/s of a technical/performance suit that should be used when differentiating what is, and is not, permitted are the following:

- Bonded/Sealed seams
- Meshed seams
- Kinetic tape.

The below photographs are examples of swimsuit seaming which is not permitted for swimmers aged 11 and under.



The below images are examples of swimwear which are permitted for athletes aged 11 and under, noting the stitching is raised on the outside of the fabric.



It should be noted that some permitted swimwear is FINA approved and will have a FINA barcode attached to the back of the suit. FINA approved swimwear can be worn permitted it is not classed as a technical/performance suit. The differentiation between these suits is the fabric and stitching, as described above.

The rationale behind this decision by Swimming Victoria is outlined below.

1. There is no documented evidence that supports any benefits of performance/technical suits for athletes 11 years and under.
2. Personal best times should not be the only evaluation or measure of success for younger swimmers. Technique and skill development is essential for long-term swimmer development. It is crucial that as swimmers progress through the sport, they have developed a strong foundation in technique and stroke development to enable them to achieve higher results in the latter years of their career.
3. The cost of technical suits makes them unattainable for many families. Swimming Victoria does not want to add any extra financial pressure on parents with unnecessary purchases. We understand that for various reasons, cost of suits may not be an issue for all swimmers however, in order to effectively police this change, we must restrict all suits of this style.
4. These suits aren't designed for young swimmers. The manufacturers design these suits for older athletes. One of the main benefits of wearing a technical suit is for muscle compression. Swimmers, who are not yet developed, are not impacted by this benefit. Swimmers cannot 'grow into' these suits.
5. A common misconception amongst younger swimmers is that without a technical suit, a swimmer cannot swim fast. An age group swimmer does not need a performance suit to swim fast. Swimmers will improve and attain personal bests regardless of the suit they are wearing due to gradual increases in training and skill development.
6. The aim should be to build mentally strong swimmers, confident in their own ability and training ethic rather than an athlete depending on a technical suit to get an improved result.

For more information on Swimming Australia's Inclusive Swimming Framework and the swimsuits permitted under the Inclusive Swimwear Policy, can be found on the Swimming Australia website under [other policies](#).

## 9 CHAMPIONSHIPS

### 9.1 Championship Format

Club championships shall consist of Short course (25 metre indoor pool) events.

### 9.2 Championship Officer

Control of the Club championships will be the responsibility of the Club Recorder. The Recorder will be the Championship Officer unless otherwise advised by the General Committee prior to entries opening.

### 9.3 Award Eligibility

To be eligible to compete for Club Championship awards, swimmers must be fully financial and registered with Swimming Victoria.

Swimmers must have attended at least 50% of Club Nights during the year, excluding Club Championships and for Swimmers under the age of 18 the conditions of By-Law 5 must have been met prior to the Club presentation and awards night for swimmers to be eligible for Club Championship awards, medals and records.

New members must have been members for at least six months and swimmers must have attended 50% of available sessions since joining the Club, excluding Club Championships.

Ineligible swimmer may swim but not be eligible for club records or championship trophies/medals. 50% club attendance must have been attained to be awarded records.

### 9.4 Entry Requirements

All entries for Club Championships must be submitted to the Championship Officer by the closing date. Entries will only be received in the manner specified on the event flyer announcing the Club Championships. Entries must be made for each individual event. Entries will close 2 weeks prior to commencement of the Championships or at any other date published by the Championship Officer on the event flyer announcing the Club Championships. Late entries will be considered between the published closing date and 7 days prior to the first night of the Championships on payment of a late entry fee.

### 9.5 Entry Fee

When entries are submitted by the closing date, the entry fee for Club Championships is included in the annual swimmer membership fee.

The late entry fee is \$25 per swimmer.

### 9.6 Entrant Age Group

The age group for each swimmer shall be determined as their age as at: 1st day of Club Championships.

Swimmers will be allowed to compete in their own age group or Open age group but not both.

### 9.7 Seeding of Entries

The Championship Officer shall allocate swimmers to heats and lanes. Where the number of entries requires multiple heats, the heats will be seeded with the swimmers allocated to heats based on their fastest times recorded for that event.

### 9.8 Conduct of Club Championship

All events shall be swum in the programmed order as determined by the Club Recorder.

Championships will be run on a Timed Final basis with three time-keepers allocated to each lane. **(subject to protest, see rule 9.11).**

Where there are multiple heats for an event the championship winner and place-getters shall be determined by the fastest times recorded.

Any event for which there is only one entry will be awarded a single championship with the entrant **completing the event without DQ** swimming the distance (in the correct stroke).

### 9.9 Availability of Events at Club Championships

All events swum at all Club Championships which contribute to Championship Points will be available to all Members in all age groups.

### 9.10 Consideration for Participation of Late Entrants

When an entry is not submitted by the closing date, or an entry is not submitted with the late entry fee during the late entry grace period, swimmers will be permitted to swim in Club Championship events under the following conditions:

- Only existing empty lanes in existing heats of the same event will be utilised.
- No additional heats will be created to accommodate the swimmer.
- The swimmer will not be eligible for consideration for Club Championship awards or trophies.

### 9.11 Protest Procedure

Protests shall only be accepted subject to the following conditions:

- If lodged before the event, the referee shall inform all competitors of the protest.
- Any protest arising from the running of the event must be made with the referee immediately after the event.
- Every protest must be confirmed in writing and lodged with the secretary within 24 hours and must be accompanied by a deposit of \$100 which shall be refunded if the protest is upheld.

All protests shall be dealt with promptly by the Executive Committee.

### 9.12 Rescheduling of Club Championships

Club Championships will not be re-scheduled because of the non-attendance of a swimmer in preference for conflicting events, whether known prior to or at the starting time of the event. Except, consideration may be given where Club Championships coincide with a Swimming Australia sanctioned National or State Swimming Event or Compulsory School Event confirmed by a written letter from the swimmer's school principal.

A formal request for change of program for swimmer/s must be submitted in writing as soon as the conflicting event is announced, however the request must be received at least 2 weeks prior to the commencement of Club Championships. All applications for rescheduling will be discussed at committee level.

In exceptional circumstances of unforeseen hardship swimmers may request rescheduling of their heats from one Club Championship session to remaining sessions of the Club Championships. Such request must be made in writing and delivered to the Club Secretary prior to the heat being swum. The request will be considered by the Executive Committee and their decision will be final. Where the heat was scheduled for the final session of Club Championships no rescheduling will be possible.

Where the Committee grants the request to re-schedule an event, only existing scheduled scratch competition Club Nights will be utilised, and the requestor may be scheduled to swim solo.

## 10 CLUB RECORDS

At the end of Season 2016/17 the committee closed and sealed the existing Melton Swimming Club records book due to times set at non-club events having been accepted under previous By-Laws that have been proven impractical over time. All records from the commencement of season 2017/18 will be establishment under this new By-Law and be held in a new Melton Swimming Club records book. This will preserve recognition of the achievement of those who set Club records under the old By-Laws and enable all current and future swimmers to set Club records that are set at Club competitions only.

### 10.1 Scope of Establishing Club Records

Club records will be established for the fastest time for males and females in each stroke, distance and age group for Long Course and Short Course swims, within the current season.

### 10.2 Opportunity to Establish Club Records

Club Short Course records may only be established at Club Championships; Club Nights identified as record attempts nights; Club Nights where a referee, starter and at least two timekeepers per lane are available; or qualifying meets run by Melton Swimming Club.

Club Long Course records may only be established at the Metro West Long Course championships; or qualifying Long Course meets run by Melton Swimming Club.

### 10.3 Seasonal Time Frame for Setting Club Records

Only times set in the current Club Season and set on or before the last night of Club Championships will be used for determining Club Records for the season.

### 10.4 Recognition of Achieving Club Records

Swimmers will only be presented with one Club Record Certificate recognising their fastest time achieved during the current Club Season. The fastest swimmer overall during the Club Season will become the record holder.

### 10.5 Setting records in Mixed Events

Swimmers in mixed events can be recognised for club records. Must be separated by a lane where possible.

### 10.6 Record Ratification

The General Committee must ratify all club event records.

The times must have been recorded by at least two time-keepers.

### 10.7 Holding Challenge Events to Set Club Records

Challenges other than competitions or championships:

- Challenge events will only be held when the General Committee deems there are sufficient numbers of sufficient quality to warrant holding such an event.
- Challenge events will only be held in the pool normally used for Club Championships.
- Challenge events will be run under the normal club rules for holding competitions.

### 10.8 Compilation of Club Records

Compiling of club records will be the duty of the Recorder.

### 10.9 Participation Requirements for Record Recognition

50% Club attendance and 50% parent participation by-law applies to record breakers. As stated in by-law 9.3.

## 11 TROPHIES

### 11.1 AGE CHAMPION:

Male & Female for each age group

Determined from events at Club Championships.

### 11.2 OUTSTANDING SWIMMER:

MALE AND FEMALE:

Based on results from the following events;

DISTRICT

STATES

NATIONALS

50% CLUB ATTENDANCE RULE APPLIES

The recipient will be selected at the discretion of the committee.

Points are awarded in all strokes at both Short and Long course competitions

1 point per swim at Metro West District Championships

5 points per swim at Victorian State Championships

\*\*10 points for each State Final (includes Open Water States)

\*\*15 points for each State Bronze Medal

\*\*20 points for each State Silver Medal

\*\*25 points for each State Gold Medal

30 points for each National Qualifying time (Pool/Open Water)

\*\*35 points for finishing in the Top 20 at National Championships in the pool/Open water top 50%

\*\*40 points for each National Medal

\*\*Qualifying time must be reached in all the above events to receive points.

#All the above points will only be awarded at Districts, Swimming Victoria or Swimming Australia Event.

### 11.3 MOST IMPROVED SWIMMER/S:

MALE AND FEMALE:

As determined by the Club Improvement points system.

### 11.4 ATTENDANCE AWARD:

Awarded to the swimmer/s whom have attended the most club nights



---

### 11.5 SERVICE AWARDS:

Available to all registered Members with continuous service as follows:

5 YEARS continuous service

10 YEARS continuous service

15 YEARS continuous service

Any other significant milestone at the Committee's discretion

### 11.6 ENCOURAGEMENT AWARDS:

MALE AND FEMALE: Determined by the coach.

---

## 12 POINTS SCORE

### 12.1 Point Award

Points are awarded in all strokes

1 point for attendance at club sessions

1 point for club approved meets

9 points for finishing first

7 points for finishing second

6 points for finishing third

5 points for finishing fourth

4 points for finishing fifth

3 points for finishing sixth

2 points for finishing seventh

1 point for finishing eighth

### 12.2 Record Keeping

A record of times and placings will be kept for all club swimmers.

## 13 SUPPORT FOR STATE AND NATIONAL SWIMMERS.

### 13.1 Provision of Funding

Melton Swimming Club is to set aside a proportion of funds each year to provide support to its State and National swimmers. The level of support for swimmers and attending swimming coaches are detailed below.

While this by-law provides guidance on how funds are to be raised and distributed. The committee is to use its discretion in the total amount to be allocated from year to year depending on the financial standing of the Club and location of National Events in any given year. The Club cannot allocate funds it does not possess.

### 13.2 Fees Structure.

The following fee structure is to be reviewed by committee annually.

National Age Qualifier

National Open Age Qualifier

National Open Water Qualifier

National Relay Entrant (Unable to receive Relay grant if qualified for individual grant.)

World Aquatic Trials/Titles

Attending Coach Grant

### 13.3 National Recognition Award

For a swimmer to qualify for allocation of a National Recognition Award, it is essential that they attend and swim in the National championships in an individual event for which they qualify, simply qualifying is not sufficient. To ensure compliance with this requirement, the financial grant will be presented at presentation night.

1st time National Qualifiers – Receive a National Team T-shirt

2nd time National Qualifiers – Receive an embroidered towel

3rd time National Qualifiers – Receive a hooded windcheater

4th time National Qualifiers – Receive a swimming bag

5th time National Qualifiers – Deck jacket

6th and subsequent National Qualifiers – Plaque of acknowledgment

### 13.4 Allocation of Funds

#### State Swimmers

State swimmers' t-shirts will be embroidered at a cost provided by the Club. If swimmers continue to qualify for state championships during successive years, they are then responsible for purchase of new T-shirts.

#### National Swimmers

Swimmers who qualify and attend Nationals (age or open) are to be offered financial assistance to help offset costs associated with travel and competition entry fees. Funds are to be distributed among eligible National swimmers plus the swimming coach. The allocation is to be made on the basis of the National swimming meets that swimmers qualify for, and 50% club attendance. If a swimmer qualifies for Age National, Open Nationals and Open Water Nationals, then this is to be taken into account.

---

### 13.5 National Recognition

The Club is to provide an award for each National swimmer in recognition of their achievements. For a swimmer to qualify for allocation of a recognition award, it is essential that they attend and swim in the National championships in the individual event for which they qualify, simply qualifying is not sufficient. To ensure compliance with this requirement, the financial reward (GRANT) will be awarded at club presentation night.

## 14 LIFE MEMBERSHIP

From time to time a member of the Club may be nominated for Life Membership.

The emphasis in nomination is on outstanding service or contribution to the Club and the sport of swimming which requires more than just competing or the holding of office and the routine performance of that office.

Nominations may be made in writing by:

- Two (2) registered members of the Club countersigned by two members of the committee;
- an Elected Officer of the Committee.

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 outside of Club activities.

### 14.1 Nomination

Nominations in written form, shall be submitted to the Secretary not later than April 30.

### 14.2 Consideration of Nominations

The Committee shall consider the nomination and may recommend the award at the AGM. If the Committee does not approve of the nomination, then the reasons shall be conveyed to the proposer.

In considering service to the Club and the sport, the Committee shall consider the following important factors; quality, length and level of service. In considering a nominee under the standards of performance will be taken into account.

For the Committee to recommend a nomination, the nominee must have met one or more of the following guidelines:

- a) Served at least five (5) years as a member of the Committee or its antecedent bodies.
- b) Served at least ten (10) years as an active member of the Club.
- c) Other service to the Club over a period of time and involvement considered comparable to the above.

### 14.3 Conference of Life Membership

Life membership can only be conferred by Special Resolution at an AGM.

### 14.4 Recognition of Life Membership

The Member so appointed shall be issued with a Club Life Members medallion.

### 14.5 Life Membership Rights

Life Members shall have the same privileges as other Non-Competitive members of Club and the Club will pay the Life Member's annual Club Non-Competitive membership on their behalf.

### 14.6 Term of Life Member

Once conferred the status of Life Member continues for perpetuity unless revoked by a majority vote of members at an AGM or Special General Meeting.

## 15 COMPLAINTS AND GRIEVANCES

### 15.1 Grievances

Grievances are specifically covered by section 55 of the Associations Incorporation Reform Act 2012 and section 25 of the Melton Swimming Club Inc. Constitution 2020.

Any grievances must be in writing and forwarded to Grievance Officer C/- Melton Swimming Club, PO Box 1409, Melton West. 3337 or via email to [grievance@meltonswimmingclub.com.au](mailto:grievance@meltonswimmingclub.com.au).

**All physical correspondence is to be marked “Private and Confidential”,**

**To ensure the passage of natural justice to all parties once a member submits a Grievance, they must ensure that all details are kept private and confidential until any subsequent investigation is complete. Failure to do so may result in failure of justice.**

A grievance brought by one Club member against another that is found to be essentially of a spurious or vexatious nature, will itself be considered a very serious breach and be treated accordingly by the Executive Committee.

### 15.2 Complaints

Any Club member having a complaint against another Club member or the committee is to place the complaint in writing to the Club Secretary forwarded to The Secretary C/- Melton Swimming Club, PO Box 1409, Melton West. 3337 or via email to [secretary@meltonswimmingclub.com.au](mailto:secretary@meltonswimmingclub.com.au).

Complaints will be addressed by the General Committee at the earliest opportunity which may be the next General Committee meeting after the complaint is received.

## MELTON SWIMMING CLUB Inc

We the undersigned do hereby nominate:

Name (Print full name) \_\_\_\_\_

Residential address \_\_\_\_\_

\_\_\_\_\_

For election to the Committee of the Melton Swimming Club

Season /

Nominator: \_\_\_\_\_ Seconder: \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

### CANDIDATE TO COMPLETE

I accept the nomination and I am prepared to serve as a member of the above-named committee.

In the position of \_\_\_\_\_

Signature of Nominee \_\_\_\_\_ Date \_\_\_\_\_