



SOPAC SWIM CLUB

BY-LAWS RULES

Amended 28 December 2006

BY-LAWS SOPAC SWIM CLUB

1. A Committee Meeting may from time to time make such By-Laws as may be necessary for the purposes of attaining the objectives of the Club.
2. A Special General Meeting may from time to time make, amend or repeal any By-Laws made pursuant to this Clause and such action shall take effect immediately or at such a later date as the General Meeting shall determine.
3. A By-Law made pursuant to this Clause shall not be inconsistent with this Constitution nor inconsistent with any rules adopted or recognised by the New South Wales Swimming Association Inc. or such body or corporation as may succeed that Organisation, unless the Association has given its prior written approval to the By-Law.
4. The Committee may adopt wholly or in part any rules relating to the conduct of swimming or swimming competitions as prescribed by the New South Wales Swimming Association Inc.
5. A Club Rule made pursuant to this Clause shall not be inconsistent with this Constitution nor inconsistent with any rules adopted or recognised by the New South Wales Swimming Association Inc. or such other body or corporation as may succeed that Organisation, unless that Association has given its prior written approval to the Club Rule.
6. The Management Committee shall form such Sub-committees as are required for the internal management and well being of the club.
7. Such Sub-committees shall be chaired by a member of the Management Committee or failing which, such person as nominated by the Management Committee or failing such nomination being made then the Committee shall elect their own Chairman who shall advise the management Committee forthwith.
8. In voting of any Sub-Committee of the Club, the Chairman shall have a casting vote.
9. The Management Committee shall set all fees, including levies, payable by all club members.
10. The Management Committee may set levies during the season and may attach such conditions to those levies as the Committee sees fit.
11. The following groups can apply for membership:
 - New South Wales Institute swimmers & coaches

- SOPAC squad swimmers and immediate family members
 - Immediate family members of swimming Club members at the discretion of the Management Committee
 - Sydney Olympic Park Aquatic Centre staff
12. Members who relinquish their position from these groups will have their club membership cancelled.
 - a) A member that has relinquished their position from all of these groups will be sent a letter and given one months notice of termination of their membership.
 - b) Membership shall not be cancelled if within one month of the letter being sent the member states an intention to rejoin one of the qualifying groups.
 - c) The committee shall agree to the wording of each letter.
 13. Membership shall be divided into the following categories:
 - a) Swimming members
 - b) Senior swimmers, minimum age 14 on the first day of July in the present club year.
 - c) Parents and guardians of swimming members
 - d) Immediate family members of swimming Club members at the discretion of the Management Committee
 - e) Life members
 - f) Sydney Olympic Park Aquatic Centre Staff
 - g) NSW Institute Coaches and Staff
 14. Voting members shall comprise parents and guardians of swimming members, senior swimmers, life members, Sydney Olympic Park Aquatic Centre Staff and Institute members.
 15. Non voting members shall comprise swimming members who have not attained or passed the age of 14 years on the first day of July in the present Club year.
 16. All swimmers representing the club at any carnival shall wear the Sydney Olympic Park Swim Team uniforms except when competing for the NSW Institute.
 17. In the event that the club enters a relay team to represent the club then any swimmers selected for such team (including reserves) shall not compete against the team entered from this club.
 18. The Management Committee shall be responsible for developing a set of rules for the conduct of the club races, point scores, championships, club records and eligibility for subsidies and other awards for which members may strive as part of a club incentive scheme.
 19. Members must adhere to the Club's code of conduct or face expulsion.
 20. The Treasurer shall ensure that all money received by the Club is paid into an account in the name of the Club. Payments shall be made through a petty cash system or by cheque signed by two for the management Committee. Major or unusual expenditures (over \$100) shall be authorised in advance by the Committee or a General Meeting.
 21. Club Captains
 - a) Two Club Captains (1 male/1 female) and two Club Vice-Captains (1 male/1 female) shall be elected by the swimming members of the Club at the winter awards night.
 - b) Nominations for the position should be made to the management Committee.
 - c) Captains must be a minimum age of fifteen (15) years and be a first claim member.

d) Only financial first claim members 10 years and over shall be eligible to vote.

22. The roles of the Management Committee shall be

a) Development Coach

i) Organises committee meetings

a) Hosts the Annual General meeting

ii) Attends committee meetings and votes on matters concerning the running of the Club

iii) Chairs the Management Committee and has the casting vote.

iv) Provides a communication channel between S.O.P.A.C management and the Club

v) Provides information regarding race results

vi) Provides information on the support competitive swimmers will require in forthcoming events

b) Aquatics Supervisor (Secretary / Public officer)

i) Attends committee meetings and votes on matters concerning the running of the Club

ii) Provides a communication channel between S.O.P.A.C management and the Club

iii) Provides a report on the financial transactions monthly and annually

iv) Maintains a working level of petty cash

v) Prepares budgets

vi) Communicates all the Club's decisions to the S.O.P.A.C.'s Marketing and Programming Manager

vii) Notifies amendments to the constitution

c) Club President

i) Attends committee meetings and votes on matters concerning the running of the Club

ii) Communicates all decisions to the Club members

iii) Communicates appointments of support staff

iv) Acts as a figure head for the Club

v) Conducts disciplinary action regarding Club members

vi) Updates membership list

vii) Prepares duty rosters

d) Club Secretary

i) Attends committee meetings and votes on matters concerning the running of the Club

ii) Takes the minutes on all committee meetings and at the AGM

iii) Responds to all correspondence

iv) Updates notice board

23. The Committee shall appoint support Staff at the AGM or as required. Applications should be received by the Committee in writing one week prior to or after the Annual General Meeting.
24. Once appointed the position will be held until the next Annual General Meeting.
25. Retiring Committee members are eligible for re-election.
26. A member of the Committee shall cease to hold office upon resignation in writing, or on removal as a member of the Club. The president and the treasurer may also cease to hold office if they are absent from three successive Committee Meetings without providing reasonable justification for those absences to the satisfaction of the Committee.
27. Appointed Support Staff, or appointed Sub-Committees may, and are encouraged to attend and contribute to committee meetings.
28. The roles of the Support Staff shall be:
 - a) Race Registrar (Male & Female)
 - i) Records all NSW recognised times
 - ii) Records and updates all Club records
 - iii) Keep Team Manager updated with times.
 - iv) Enter swimmers in competitions
 - v) Liaises with Treasurer to provide budget and other financial information
 - b) Team Manager (appointed as required for specific events)
 - i) Organises interstate trips
 - ii) Organises accommodation
 - iii) Organises food
 - iv) Organises transport
 - v) Provides a report on all interstate trips
 - vi) Liaises with Treasurer to provide budget and other financial information
 - c) Officials Coordinator
 - i) Encourages parents to become qualified officials
 - ii) Provides officials for the biannual interclub competitions
 - iii) Organises officials for the monthly Club mornings
 - iv) Assists Club Race Morning Coordinator
 - v) Provides training for officials
 - d) Club Race Coordinator
 - i) Organises the monthly Club races
 - ii) Liaises with Development Coach regarding race program
 - iii) Liaises with the Officials Coordinator to supply officials for the monthly Club races
 - iv) Organises race entries for the Club races

- v) Organises the biannual inter Club carnivals
 - vi) Liaises with Chief time keeper to produce guidelines for club race nights.
 - vii) Liaises with Treasurer to provide budget and other financial information
- e) Chief Timekeeper
 - i) Organises & trains time keepers during Club race competitions
 - ii) Liaises with Officials co-ordinator in respect of number of timekeepers needed.
 - iii) Cares for and maintains all stopwatches and peripheral items necessary for timekeeping
 - iv) Ensures all timekeeping equipment is available at each race day
 - v) Liaises with Treasurer to provide budget and other financial information
- f) Fund Raising Coordinator
 - i) Generates income other than that through Club races, interclub competitions and sponsorship.
 - ii) Club raffle prize organiser
 - iii) Establishes and maintains a fundraising committee and provides reports to Management Committee on a bi-monthly basis
 - iv) Liaises with Treasurer to provide budget and other financial information
- g) Publicity Officer
 - i) Informs the local press of race results and achievements of the Club's swimmers.
 - ii) Promotes the Club, and provides information concerning the Club
 - iii) The Publicity Officer must clear all press releases with SO.P.A.C Public Relations Department
- h) Club Captains
 - i) Communicate the wishes and feelings of the swimmers to the committee at meetings
 - ii) Represents the Club swimmers in competition
 - iii) Act as role models to younger swimmers
 - iv) Assist team managers and coaches during competitions
 - v) Assist the social events coordinator
- i) Social Events Coordinator
 - i) Organises all social events.
 - ii) Organises the Club social evening and awards night (twice per year)
 - iii) Assists in organising the two annual inter-club carnivals
 - iv) Liaises with Fundraising Committee
 - v) Liaises with Treasurer to provide budget and other financial information
- j) Refreshments Coordinator
 - i) Provides officials with refreshments during club competitions and social events.
- k) Club Desk Organiser & Registration Officer
 - i) Organises and trains staff to run the club information table
 - ii) Keeps and updates a club register of members.
- l) Information and Technology Adviser and Assistant
 - i) Input race data
 - ii) Operate club computer
 - iii) Advise on soft and hardware issues

- iv) Provide the Publicity Officer with race results
- m) Uniforms Coordinator
 - i) Investigates and collates information regarding uniforms
 - ii) Reports to the Management Committee on uniform sales and orders
 - iii) Orders and sells uniforms and reconciles purchases and sales to stock balance
 - iv) Liaises with Treasurer to provide budget and other financial information
- n) Team Selection Committee
 - i) Publishes selection criteria
 - ii) Selects teams that represent the club
 - iii) Communicate selection to members
- o) District Delegates (4 per club)
 - i) Attend C'Reagh meeting 3rd Tuesday of each month.
 - ii) Participate in the running of the district & report back to club

CLUB RULES

CODE OF CONDUCT, PRACTICE AND BEHAVIOUR

1. A strict code of conduct will be enforced. The Club reserves the right to discontinue the membership of members who by their action bring the Club or the Centre into disrepute.
2. Principles
 - a) The intent of the code of conduct is to establish an acceptable standard of behaviour for the members of the SOPAC Swim Club.
 - b) The code's principles are designed to ensure that Club members represent the Club in a positive manner to both members and non-members of the Club. SOPAC Swim Club members should portray an image of fair play, politeness, good sportsmanship, team spirit and equality.
3. Personal Behaviour
 - a) Members of the Club should abide by all legal, association and venue guidelines. All Club rules should be followed.
 - b) Swimmers must not conduct media interviews or make comments on behalf of the Club or Centre.
 - c) Club members should not disclose information not normally provided to the general public.
 - d) Club members shall maintain security and confidentiality of all official documents that they are responsible for and only release information after approval by the General Manager or his nominated delegate.
 - e) Swimmers must not portray the Centre or Club in a negative manner.
 - f) Members must abide by all the squad's protocols regarding squad training and competitions.
 - g) Members must abide by all NSW and Australian swimming regulations.
4. Dress Uniform Standards
 - a) Club members must wear Club uniform whenever possible when competing under the Club's name (Institute swimmers excluded). Club members will be encouraged to wear the standard Club costumes, tracksuits, swimming caps and shirts whenever representing the Club.
 - b) If a swimmer leaves the Club the uniform should not be worn when it could be perceived that the swimmer is currently representing the Club.
5. Equal Opportunity/Sexual Harassment Statement
 - a) The Club will have a strict Sexual Harassment Policy, whereby it will not be tolerant of

sexual harassment. The Club is also committed to equal opportunity and the assurance that appointment to positions will be based on principles of merit.

6. Use of S.O.P.A.C Facilities and Equipment

- a) Club members when using S.O.P.A.C resources should do so with efficiency and economy. Club members or others should not abuse S.O.P.A.C. property and services. Only when official permission has been obtained may members use the Centre's equipment or facilities for other purposes.

7. Computing Resources & Security

- a) Members are not permitted to install or load software on to a PC or network used by the Club or S.O.P.A.C without the Club's committee's consent. Members with access to computer resources will be issued with a password.

8. Sponsorship

- a) All Club members should be seen to support the Club's sponsors.
- b) The Management Committee must be informed of all individual sponsorship.
- c) The Management Committee must be informed prior to the commencement of any new individual sponsorship.
- d) The Management Committee reserves the right to restrict individual sponsorship that is in conflict with existing Club or Centre sponsors.
- e) The Management Committee reserves the right to restrict individual sponsorship that is perceived as contra to the image of the Club and /or Centre.

9. Corrupt Conduct

- a) Members should immediately report to the Club committee any corrupt practice, theft or unethical act observed by Club members.
- b) Any perceived security or safety issue of risk to a Club member or others should be reported immediately.

10. Health and Safety

- a) The Club will provide healthy and safe venues for its members.
- b) The Club and its members must take all practical actions to identify, evaluate and control those factors where the Club is active which may cause, or have the potential to cause injury or ill health.

11. Fairness and Equity

- i) In dealing with issues or cases members are obliged to treat each matter promptly, consistently and fairly, in accordance with approved procedures and without discrimination on any grounds.

12. Acceptance of Gifts or Benefits

- i) No Club member should accept a gift or benefit which could be acknowledged as an inducement to the member to deviate from the proper course of duty.

13. Conflicts of Interest

- i) Members should avoid any financial or any other undertaking that could directly or indirectly compromise the performance of their duties.
- ii) The responsibility is on each member to notify a committee member if a potential or actual conflict of interest arises.

14. Disciplinary Procedure

- i) The procedure for disciplining members as stated in the constitution by suspension, disqualification or expulsion shall be the Committee's responsibility.

15. Grievances

- i) All grievances should be made in writing to the committee.
- ii) A suitable time for the grievance to be heard will be arranged by the committee.
- iii) Appeals may be taken to NSW Swimming.

16. Club Races

- i) Race entries should be given to the Club Race organiser at least two days prior to the race day.
- ii) Late entries will be accepted at the discretion of the Club Race Organiser and will incur an additional fee of 50cents and will be seeded in the slowest heat. .
- iii) Swimmers and parents must abide by all decisions made by Club officials and support staff.
- iv) Parents of swimmers will not be allowed on pool deck or in the marshalling area during the warm up and the race program. Parents acting as officials and support staff are exempt.
- v) Club uniforms and costumes should be worn during Club races.

17. Point Score rules

a) Grading

- i) All Club races will be scratch events.
- ii) Members are graded according to their ability to swim various distances within the specified times.

b) Point Score Competition

- i) Points are to be awarded per meet for each swim on the following basis:

6 points	For faster than previous best time
4 points	Within .50 seconds of previous best or, where there is no previous best, for a time trial.

2 points	For slower than best time (more than .50 seconds)
1 point	Per entry (including disqualifications)

- ii) The annual points score competition will be conducted each season, trophies to be awarded to the leading female and male in the following age groups u10, u12, u14, u16.
- iii) The member's first swim of the season in each stroke is deemed to be a time trial if the swimmer does not have a recognised entry time. Swimmers are required to enter genuine personal best (P.B.) times when entering club meet races. Failure to do so will result in loss of points. The Race Committee will investigate unsatisfactory times and the swimmer may be given an assessed time.
- iv) The 100% attendance award will be given to those swimmers who attend and swim at every Club meet. Swimmers must compete in every club race day in the season to be eligible. Swimmers who are absent due to competing in approved Club competitions are considered to be present.

18. Club Championships

- a) The Club will organise a Winter and Summer open carnival each year. At this competition swimmers are awarded points for their results in relation to the times of Sydney Olympic Park Swim Team Swimmers. The male and female swimmer to score the most points in the following age groups 9&u, 10, 11, 12, 13, 14, 15, 16, 17 and over is awarded the age champion.
- b) The points are awarded on the following criteria:
 - i) 1st 30 points
 - ii) 2nd 20 points
 - iii) 3rd 10 points
- c) The **Winter** championship acknowledges the following events:
 - i) 50m & 100m Butterfly, Backstroke, Breaststroke, Freestyle and 200m Individual Medley.
- d) The **Summer** championship acknowledges the following events:
 - i) 200m & 100m Butterfly, Backstroke, Breaststroke, Freestyle, 200m Individual Medley & 50m Freestyle.
- e) Stroke champions for each age will be awarded a certificate from the club for both the winter and summer season. The accumulative point score for all the acknowledged distances of that stroke will decide the stroke champion. The points will be awarded as per the age championship awards. Where trophies are donated, swimmers will be awarded a stroke trophy. Stroke champions will be recognised in the Freestyle, Backstroke, Breaststroke, Butterfly and Individual Medley.
- f) The perpetual trophies will be engraved with the swimmer's name and displayed in the centre. The swimmers will receive a smaller trophy. Silver and bronze medals will be awarded to the swimmers placed second and third respectively in the age champion

category.

- g) The Season is defined as:
- i) Winter: 1 April to 30 September (Short course)
 - ii) Summer: 1 October to 31 March (Long course)
- h) The **winter and summer** program will also reward the swimmer, with a medal, who achieves the fastest time during the season in a club, district or NSW approved competition in the following events:

400m Freestyle	u12, u14, u16, open	Male & Female
800m Freestyle	u14, u16, open	Male & Female
1500m Freestyle	u14, u16, open	Male & Female
400m Individual Medley	u14, u16, open	Male & Female

19. Record Definitions

- a) Club Records: Can be claimed by a first claim SOPAC Swim Club registered member competing anywhere in the world.
- b) Schedule: Events that are District, State or Australian approved will be included in the schedule of records.
- c) Standard Times: These will correspond with National Age or Open Qualifying times, or in the absence of the event at National level, State qualifying times.
- d) Long Course: Events swum in 50 metre pools.
- e) Short Course: Events swum in 25 metre pools.
- f) Results from all Australian Championships, New South Wales Championships, meets conducted by New South Wales Swimming and district-approved meets conducted by registered clubs within NSW are checked for Records.
- g) Results from tours by New South Wales teams are checked for Records.
- h) Application for record Forms must be used by swimmers for ALL meets whether in New South Wales, Australia or overseas. This also applies to World Cup Meets and tours by the Australian Institute of Sport.
- i) Forms are available from the SOPAC Swim Club Swimming Office or from the Records Officer when he/she is in attendance at a meet.
- j) If this Form is not available, the following documentation must be submitted:
 - i) Name
 - ii) Date of Birth of Swimmer
 - iii) Venue and date of Meet
 - iv) Distance and stroke
 - v) Name of the Record applied for
 - vi) Heat draw from program
 - vii) Computer or official form
 - viii) Whenever possible, a copy of silver slip from electronic timing OR a slip with three times from manual watches with heat and lane recorded and signed by the Chief Timekeeper.
- k) Applications for recognition shall be made to the Club not more than seven (7) days after the time was swum.
- l) Records are kept for 7, 8, 9, 10, 11, 12, 13 14, 15, 16, 17/18 years and Open.

20. Inter-Club Competitions

- i) All swimmers should wear, whenever possible, Club uniforms.
- ii) In line with NSW swimming regulations, no parents are to be on pool deck during carnivals.
- iii) Entries to all carnivals should be submitted to the race secretaries or Development Coach at least one week prior or at a stated date to the closing date with full payment.

- iv) Late entries will be accepted at the discretion of the race secretaries.

21. Training

- i) Parents are required to not be on pool deck during training. Parents are encouraged to watch sessions from the seating galleries in the Competition and Diving pools. Training pool sessions should be observed from the cafe or from the leisure side of the pool where possible.
- ii) Parents are not to become involved in training sessions.
- iii) Parents who wish to talk to coaches must make an appointment outside training times.
- iv) Swimmers are required to commence training on time whenever possible.
- v) These rules are in line with S.O.P.A.C guidelines.

22. Competitive Swimmer Financial Assistance

- a) The Management Committee will decide how much financial assistance and to whom this assistance is given.
- b) The intention of this rule is that high level swimmers who gain considerably from Club funding should assist in the running and organisation of the Club.
- c) Members who wish to apply to the management committee for special consideration with regard to financial assistance need to apply in writing.
- d) In the case of hardship the Committee will consider written applications.
- e) The swimmers must travel (where possible) and stay with the team.
- f) Swimmers must obey all club rules and follow guidelines.
- g) Decisions made by the Management Committee regarding applications for special financial assistance are final and confidential.
- h) The following conditions apply to all competition funding:
 - (1) All swimmers must apply for all funding on appropriate forms by the stated date.
 - (2) The swimmer must have been a member of the club 90 days prior to the competition.
 - (3) The swimmer must have entered the competition and represent the Sydney Olympic Park Swim Team at the event.
 - (4) The swimmer and/or their parents must have taken part in all fund raising events of the previous year or for the duration of their membership unless an acceptable reason is submitted.
 - (5) Fundraising events: SOPAC Swim Club Open Carnivals, taste testing events, Swimathons and other events as stated
 - (6) Acceptable reasons: Sickness or illness, holidays, emotional distress.
 - (7) Recognition will also be given for contributions to none fund raising events such as Club days, work related to Committee or Support positions.

23. Coaches are to be paid expenses of \$30 per day, \$15 per half day when coaching unpaid at Inter club carnivals.

24. Club coaches NSW Capitation is paid for by the club.

25. The meet director on club days is authorized to grant additional swims if the referee approves the swims. Requests for such swims may be directed to the Development Coach.

26. A Team Selection Committee will be appointed by the Management Committee to select teams and relay teams for all competitions.
- a) All teams will be selected on recent recorded times appropriate to the event.
 - b) Times swam in the same length pool as the event will be given priority.
 - c) Current form can be considered.
 - d) Where possible a provisional will be selected and posted on the club notice board.
 - e) Club members will have a stated time to appeal against any decision.
 - f) Appeals will only be considered based on the following criteria
 - i) An official time that has not been considered by the selection committee
 - ii) A time swam between the selection of the provisional team and the final team