

CONSTITUTION OF WILTS COUNTY AMATEUR SWIMMING ASSOCIATION

1. The Association shall be called the “Wilts County Amateur Swimming Association” (referred to subsequently as the Association”) and shall consist of affiliated Clubs and associated organisations (referred to subsequently as “Clubs”), within the County. For marketing and promotional purposes, the association may also be known as “Wiltshire Swimming”. Where practical, the Association will adopt the Swim England Affiliated County logo in the format required by Swim England, to demonstrate the close affiliation to the Governing Body.
2. The objectives of the Association shall be to promote the teaching and practice of swimming, diving, water polo, artistic swimming, open water swimming and para swimming.
 - 2.1.1 The Association is committed to treating everyone equally within the context of its activity and with due respect to the differences of individuals. It shall not apply nor endorse unlawful or unjustified discrimination and shall act in compliance with the protections afforded by the Equality Act 2010.
 - 2.1.2 The Association shall implement the Swim England Equality Policy (as may be amended from time to time).
 - 2.2 The Association shall be affiliated to Swim England South West Limited and shall adopt and conform to their rules, and to such other bodies as the Association may determine from time to time.
 - 2.3 The business and affairs of the Association shall always be conducted in accordance with the Articles, Regulations and Technical Rules of Swim England (“Swim England Regulations”) and in particular:
 - 2.3.1 all competing members shall be eligible competitors as defined in Swim England Regulations; and
 - 2.3.2 the Association shall in accordance with Swim England Regulations adopt Swim England’s Child Safeguarding Policy and Procedures (“Wavepower”); and shall recognise that the welfare of children is everyone’s responsibility and that all children and young people have a right to have fun, be safe and be protected from harm and.
 - 2.3.3 members of the Association shall in accordance with Swim England Regulations comply with Wavepower.
 - 2.4 By virtue of the affiliation of the Association to Swim England South West Limited, the Association and its members are subject to the regulations, rules and constitutions of:
 - 2.4.1 Swim England South West Limited (referred to subsequently as the “Region”); and
 - 2.4.2 Swim England (to include the Code of Ethics); and
 - 2.4.3 British Swimming (in particular, its Anti-Doping Rules and Judicial Code); and
 - 2.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together “the Governing Body Rules”).
 - 2.5 In the event that there shall be any conflict between any rule or by-law of the Association and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.

3. Management

The management of the Association shall be held in the hands of the Executive Committee (referred to subsequently as the “Executive”), comprised of Club delegates, together with the Officers, Secretaries of Standing Sub Committees together with such Past Presidents and Life Members that have the right to vote.

4. Annual General Meeting

The Annual General Meeting (referred to subsequently as “AGM”), shall be held at a date agreed by the Executive, normally in November of each year.

Those who may attend with voting rights are Officers of the Association, Secretaries of Standing Sub Committees, Assistant Secretary, two delegates from each Club, one delegate from each affiliated organisation, together with such Past Presidents and Life Members as have a right to vote. The Welfare Officer/s shall be invited to attend without voting rights. Any other member of the Association has the right to attend but does not have the right to speak and does not have the right to vote. Not less than twenty-one days’ notice shall be given, in writing, by the Secretary to those entitled to attend.

The business of the AGM shall consist of the following:

1. To receive an Annual Report (compiled by the Chair from the reports of the subcommittee secretaries)
2. To receive the Treasurer's Report
3. To receive the Annual Accounts
4. To receive a report from the Independent Professional Accountant
5. To elect the following Officers:
 - a) President
 - b) President Elect
 - c) Chairman (elected for a 4-year term)
 - d) Secretary
 - e) Treasurer
6. To elect a Wilts County Welfare Officer(s) as considered appropriate.
7. To nominate a candidate for the Presidency of the Region in accordance with their current rules, and whose travelling expenses to Region Board shall be paid by the Association.
8. To nominate a candidate as Association's representative as a Region Board member in accordance with their current rules.
9. To vote any changes to Rules proposed in accordance with Rule 6.
10. To transact only the business specified on the agenda calling the AGM.

5. Nominations

- a) The Offices of President and President Elect to be held in Club rotation, in accordance with the published list.
- b) The Executive Committee of the Association shall have the right to nominate the President every five years. Such nominations to be in the hands of the Secretary, twenty-one days prior to the last Executive Meeting of the year before the AGM, accompanied by a brief resume, covering the nominees' work for swimming in general and the Association in particular.
- c) Nominations for Officers of the Association shall be in the hands of the Secretary not less than twenty-one days before the Executive Meeting prior to the Annual General Meeting. If no names are submitted for a particular post, then the nominations may be submitted for that post at the AGM or at the first Executive Meeting after.

6. Rule Changes

All proposals for changes to the Association's Rules must reach the Secretary, in writing, duly proposed and seconded, not less than twenty-one days before the Executive prior to the AGM and must be specified in detail on the agenda. To gain approval, any proposal needs to be approved by a majority of two thirds of those present and voting. Unless otherwise agreed at the AGM, any approved Rule changes will come into effect immediately after the AGM.

7. Extraordinary General Meeting (EGM)

Such Meetings shall be called by the Secretary within twenty-one days of receiving a written request from representatives from five different Clubs, stating the object of such Meeting. Twenty-one days' notice shall be given to all listed in 4, specifying the reason for the meeting. No other business shall be dealt with at this Meeting.

8. Executive Meetings

- a) The Secretary shall give twenty-one days' notice in writing for every Executive Meeting. The dates for such Meetings for the following year shall be agreed at an Executive Meeting.
- b) The Executive shall consist of the Officers of the Association, Secretaries of Standing Sub-committees, Assistant Secretary, two delegates from each Club, one delegate from each affiliated organisation, together with Past Presidents, Life Members and Welfare Officer(s) entitled to attend.
- c) A Past President or Life Member failing to attend at least one meeting of the Executive in any one year shall forfeit their qualification. Any absence due to extenuating circumstances may be sent to the Secretary prior to each meeting.

9. Powers of the Executive

- a) To respond to any instructions from Swim England or Region and the Association AGM or EGM and to transact all business and exercise control over the affairs of the Association.
- b) To elect Clubs as members of the Association, subject to approval by a two-thirds majority of those present and voting.
- c) To consider any matter referred to them by an affiliated Club, within the jurisdiction of the Association.
- d) To appoint and maintain control over all Sub Committees and any Working Parties appointed.
- e) To elect an Emergency Committee which shall consist of two elected members, together with the President, Secretary, and Treasurer. The Chairman will act as a reserve member.
- f) To elect and give authority to all standing Sub-Committees. The Standing Sub-Committees shall be as follows – Emergency, Finance Committee, Competition Development and Performance Planning, Diving, Masters, Education and Development, Moonraker Leagues, Swimming Strategy, Swimming Officials, Coaches, Artistic Swimming, Open Water and Water Polo.
- g) To elect, an Assistant Secretary, (if required) with the duties to be defined and agreed by the Executive.
- h) To approve, with or without amendments, the Minutes of all Standing Sub-Committees, which must have been circulated prior to the date of the meeting.
- i) To fill any vacancies that may occur amongst Officers or any other post holder elected at the AGM.
- j) To consider every five years, nominations for the office of President, in accordance with rule 4. If more than one nomination is received, a series of votes shall be carried out whereby the nominee with the least votes is eliminated. The nomination remaining shall be approved by a two-thirds majority of votes cast of those present and voting. If approval is obtained the nomination shall be submitted to the AGM. If no nomination is forthcoming from this procedure, the next Club on the published list shall be asked to make a nomination.
- k) Minutes of all Executive Meetings are to be produced and circulated to The Executive within twenty-eight days of the meeting.
- l) The Executive have the power to appoint working groups as deemed necessary.

10. Membership Fees

Fees due from Clubs and the Association in accordance with the current Swim England Laws and Region rules shall be payable by the due dates.

11. Finance

- a) The Association's financial year shall run from 1st September to 31st August.
- b) All Officers of the Association, Appointed Delegates, Secretaries and members of Standing Sub Committees and other approved Sub-Committees and Working Parties shall be entitled to claim reasonable out of pocket expenses within the limits of Swim England Laws.
- c) Officials appointed to represent the Association shall be entitled to claim reasonable out of pocket expenses. Such claims in each case must be accompanied by all relevant information.
- d) All expense claims shall be on the Association's official form available from the Treasurer and shall be completed and returned, countersigned by an authorised person, to the Treasurer within 30 days. Authorised persons shall include County Officers, published on website, the Welfare Officer and Sub-Committee Secretaries responsible for the relevant event.

12. Constitution, Powers and Duties of Standing Sub Committees

- a) The Officers of the Association shall be full voting members of all Standing Sub Committees.
- b) All committees will annually elect a secretary.
- c) The members shall appoint from their number a Chair at their first meeting after the AGM.
- d) Up to 4 Specialists may be appointed as required by the relevant Sub-Committee.
- e) All Standing Sub Committees shall submit estimates of income and expenditure for the year to 31st August of the following year to the Treasurer by 31st May.
- f) Minutes of all Sub Committees are to be produced and circulated to The Executive within twenty-eight days of the meeting.
- g) Secretaries of Standing Sub-Committees shall give at least fourteen days' notice in writing for every Sub-Committee meeting except in the event of an unforeseen situation.
- h) Two thirds of the voting membership of the Sub-Committee shall form a quorum unless otherwise stated.
- i) To deal with any matter referred to it by the Secretary of the Association.

13 Standing Sub Committees

13.1 Emergency Committee

Shall be empowered to deal with such emergencies as cannot be deferred to the next Executive or Sub-Committee meeting. Meetings of the Emergency Sub-Committee shall be called by the County Secretary and the decision reached, which shall be final, must be notified to the next meeting of the Executive. If the emergency is of a technical nature, two members from the appropriate technical committee, shall be involved in the decision-making process, with full voting rights. The nomination of the technical members will be made by the Chair and Secretary of the appropriate technical committee.

13.2 Finance Committee

Shall comprise of a Minute Secretary, the Officers and four members elected in accordance with rule 12.

Aims: To support the Hon Treasurer in managing the financial affairs of the Association, and to deal with financial day to day operational matters that need to be addressed between Executive meetings.

Objectives:

- a) To advise the Executive on all matters relating to finance and make appropriate recommendations to the Executive.
- b) To consult as appropriate with the Education and Development Committee or the relevant Competition Committee, where decisions or recommendations are required.
- c) At a meeting held before the end of July each year, to consider and consolidate budgets submitted by Sub Committees and make appropriate recommendations to the Executive.
- d) To arrange for the Association's financial and banking records to be independently verified, subject to the approval of the AGM.
- e) To ensure adequate appropriate insurance arrangements are put in place.
- f) To negotiate and agree contracts on behalf of the Association.

13.3 Education and Development Committee

Shall consist of a Secretary, the Officers, a representative from each of the Association's network groups, a representative from Wiltshire and Swindon Sports Partnership (WASP), an Officer representing the Region and two members elected in accordance with rules 12; four to form a quorum.

Aims: Provide Education and Development opportunities for all disciplines of our sport.

Objectives:

- a) Assisting, where possible, with network activity and development within the county.
- b) Provide educational courses, seminars and workshops for Volunteers.
- c) Provide education and training courses for swimmers of all disciplines.
- d) Where appropriate, allocate bursary funding within budget.
- e) Receive and authorize network and development funding claims.
- f) Support initiatives from Swim England and Region.
- g) Promote Swim Mark and Young Volunteers program.
- h) Work in partnership with WASP to promote core training for all involved in the sport, together with seminars and workshops, best delivered on a County-wide basis.
- i) Devise, maintain and deliver a rolling Development Plan to meet the needs of all facets of the county's activities for the five years.
- j) To develop a Parental education program.
- k) Appoint a representative to the Coaches Committee.

13.4 Swimming Strategy Committee

Shall consist of a Secretary, elected by the committee from nominations made in accordance with rule 12. The Officers, Secretaries of CDP, Open Water, Summer and Winter Leagues, Diving Committee, Artistic Swimming Committee, Competition Committee, Masters Committee, Swimming Officials Panel Committee, Awards Coordinator and four elected members elected by the committee accordance with rules 12, four to form a quorum.

Aims: To advise The Executive of all technical matters relating to swimming.

Objectives:

- a) Receive and evaluate development plans and budgets from CDPP, Diving Committee, Masters Committee, Moonraker Leagues, Swimming Officials Committee, Artistic Swimming Committee, Water Polo Committee, and Open Water Committee and to make recommendations to Finance Committees.
- b) To appoint a rule's working party to make recommendations on appropriate rules changes involving the technical swimming committee and their role.
- c) To make arrangements for appropriate awards to be available for all competitions, subject to budget.

13.5 Competition Committee

Shall consist of a secretary (known as the Competition Secretary) who will be appointed at the annual competition meeting, together with two delegates from each Club – with one delegate per Club voting in accordance with rule 12.

Aims: To arrange meetings to ensure an annual review and consultation process.

Objectives:

- a) To inform Clubs of the conditions of county swimming competitions for the forthcoming year and distribute written confirmation in the form of the 'black book'.
- b) Assist and advise on technical matters.
- c) Provide a two-way communication process between the County and Clubs.
- d) Respond as necessary to fulfill the needs of other committees and Swim England competitive swimming related initiatives.

13.6 Competition Development and Performance Planning Committee (CDPP)

Shall consist of a Secretary, the Officers, Competition Secretary, Summer League Secretary, Winter Leagues Secretary, Coaches Secretary, Swimming Strategy Secretary and four elected members in accordance with rule 12.

Aims:

To provide and deliver the Championships and Age Group Competitions to the highest standard in line with Swim England strategies.

Objectives:

- a) To develop all aspects of swimming competition programs.
- b) To co-ordinate a calendar of competition integrating all disciplines.
- c) To produce and monitor standards of competition.
- d) To maintain the list of County Records and Certificates. To be administered by the Competition Secretary.
- e) To organise the Club/Swimmer of the year and all other AGM competition awards. To be administered by the Competition Secretary.
- f) To organise the Association's participation at the Inter County Competition and any additional Inter County events. All bookings and arrangements will be made by the Competition Secretary who shall act as Secretary to the working group and who shall attend the event as a member of the team staff.
- g) To appoint Working Parties as required, including Championship Event Team, Inter County Competitions, Selectors and Conditions Panel and to set, minute and publish objectives for each Working Party.
- h) Appoint a delegate to serve on the Region Swimming Committee.

13.7 Moonraker Leagues Committee

Shall consist of Winter and Summer League Secretaries who will be appointed at the Annual Competition Meeting, the Officers, together with one delegate from each competing team in accordance with rule 12.

Aims: To deal with all aspects of both the Summer and Winter Leagues

Objectives:

- a) To hold a meeting in October of each year to receive Annual Reports from the respective League Secretaries, together with a financial report. The meeting will also deal with any proposals to change the conditions of both Leagues.
- b) To appoint Winter and Summer League Secretaries.
- c) To appoint Management Working Party to deal with the day to day management of the Leagues, this shall consist of Winter and Summer Secretaries and two elected members, elected by the Moonraker Leagues Committee.
- d) Appoint coordinators for each League to arrange dates and venue for each gala.

13.8 Swimming Coaches Committee

Shall consist of a Secretary, the Officers, a representative from the Education & Development Committee, together with Head Coach per Club or another member of the coaching team in accordance with rule 12.

Aims: To meet at least twice per year to provide leadership and support for all aspects of coaching across the county.

Objectives:

- a) Arrange working parties as necessary to fulfill the role of assisting and advising on all technical matters.
- b) Provide direction in the field of coaching.
- c) Identify any educational or development issues needed to progress the sport.
- d) To develop a Parental education program.
- e) Appoint a Working Party to deliver Development/Talent Camps.
- f) Appoint a delegate to Region Coaches meetings.

13.9 Swimming Officials Panel Committee

Shall consist of a Secretary, the Officers, the County Delegate serving on the Region Officials Committee, Secretaries of Summer and Winter Leagues, Officials Organiser, Officials Organiser for master's and four elected members elected in accordance with rules 12.

Aims: To advise on all matters relating to the training, appointment and monitoring of swimming technical officials.

Objectives:

- a) Maintain an up to date register of all National and County Officials, adding and deleting entries as necessary.
- b) Where necessary appoint Officials for Swim England events.
- c) Arrange the necessary working parties and courses needed for licensing.
- d) Maintain and update as necessary the guidance notes for Moonraker League competitions.

13.10 Open Water Committee

Shall consist of a Secretary, the Officers, and four members elected in accordance with rule 12.

Aims: to provide information for all Open Water Competition organised by the Region.

Objectives:

- a) To annually appoint a secretary.
- b) Promote and encourage participation in those Open Water events which will deliver County results and National Competitions.
- c) Nominate a delegate to serve on the Region Open Water Committee.

13.11 Masters Committee

Shall consist of a Secretary, the Officers and four members elected in accordance with rules 12.

Aims: To develop all aspects of Masters swimming within the County.

Objectives:

- a) Arrange and deliver Masters Age Group Competitions within the County.
- b) Appoint an Event Management Team to deliver Masters Competitions.
- c) To promote and where applicable arrange Inter-County Competitions.
- d) To arrange for team selection as appropriate.
- e) Nominate a representative to serve on the Region Masters Committee.
- f) To conduct authorised training courses.
- g) To encourage eligible swimmers to get involved with Masters swimming.

13.12 Diving Committee

Shall consist of a Secretary, the Officers and four members elected in accordance with rule 12.

Aims: To develop all aspects of Diving within the Association.

Objectives:

- a) To deal with all aspects of Diving, including competitions within the Association.
- b) To conduct authorised training courses as required.
- c) To compile a list of Diving officials for the County list and to make nominations as required for the Regional panel.
- d) To deal with all aspects of Inter-County competition, including team selection.
- e) Nominate a delegate to serve on the Region Diving Committee if required.

- f) To appoint an Event Management team to deliver Diving competitions.

13.13 Artistic Swimming Committee

Shall consist of a Secretary, the Officers and four members elected in accordance with rule 12 to form a quorum.

Aims: To develop all aspects of Artistic Swimming within the County.

Objectives:

- a) To deal with all aspects of Artistic Swimming, including competitions, within the County.
- b) To conduct authorised training courses as required.
- c) To compile a list of Technical Officials for the County list and make recommendations to the Executive for inclusion on the Region Artistic Swimming Officials Panel.
- d) To deal with all aspects of Inter-County Competition, including team selection.
- e) Nominate a delegate to serve on the Region Artistic Swimming Committee if required.
- f) To appoint an Event Management team to deliver Artistic Swimming.

13.14 Water Polo Committee

Shall consist of a Secretary, the Officers, and four members elected in accordance with rule 12.

Aims: To develop all aspects of Water Polo within the Association.

Objectives:

- a) To advise the Executive on all Water Polo matters and make recommendations.
- b) To authorise and conduct training courses.
- c) To deal with all technical aspects of Inter-County competition, including team selection, appointment of a team manager and coach, who shall be responsible for team training, for each team selected.
- d) To organise and run County Water Polo Leagues, Knock-Out Competitions, Tournaments, as appropriate.
- e) To appoint a Handicap Committee of three as appropriate.
- f) To compile a list of Technical Officials for the County list and make recommendations to the Executive for inclusion on the Region Water Polo Officials Panel.
- g) To appoint Officials for County Championship matches and substitutes where necessary.
- h) Nominate a delegate to serve on the Region Water Polo Committee.

14. Long Service Awards.

Nominations to mark exceptional service, may be made by either clubs or individuals (duly proposed and seconded) Such nominations to be in the hands of the Secretary 21 days before the Executive Meeting prior to the AGM. If approved by the voting panel made up of the Life Members who retain a seat on the Executive, the nomination will be submitted to the AGM for consideration and acceptance, provided approval is given by a two thirds majority of those present and voting.

1) Wilts County ASA Certificate of Thanks.

Shall be awarded to members who have delivered exceptional service for 10yrs. The voting panel have the authority to award the certificate for less than this time if they consider it appropriate.

2) Honorary Life Membership.

Shall be awarded to members who have delivered exceptional service for 15yrs.

3) The Dorothy K. Rice Award

The income for this award arises out of a gift to the Association by Miss Dorothy K. Rice, herself a recipient of the ASA's Alfred H. Turner award.

The Dolly Rice award takes the form of a framed certificate. Shall be presented at the Association's AGM to the individual considered to have rendered exceptional service to the Association in particular, and swimming in general.

In selecting nominees for this award, consideration shall be given to the following principles.

- i) Outstanding achievement in advancing the sport through competition/coaching/officiating
- ii) Outstanding achievement in the administration of the sport
- iii) Outstanding achievement in advising the sport

Award Presentations

1984: C.R. Tipper

1986: Mrs. S.P. Yeoman

1988: J.N. Anderson

1989: D.R. Yeoman

1992: B.J.L. Hey

1997: I. Martin

2004: Mrs. M. Evans

2014: Mrs. J. Airlie

2018: Mrs. J. Pitfield

15. County Representation.

- (a) Representation of the Association shall take precedence over Club commitments and any swimmer not making themselves available for selection or having been selected refusing to swim without good cause, may be omitted from any future representative team.
- (b) A County badge shall be awarded to any competitor selected to represent the Association, to which shall be added a flash for every five appearances. In addition, awards will be made after 15 and 25 appearances. These awards to be authorised by the Secretary of Committee.
- (c) In addition, the County Executive shall have the power to award a County badge to whom they think fit.

16. Governing Rules.

Anything not provided for in these rules shall be governed by the laws of the Swim England, the Rules of the Region, or resolutions of Region management board who shall have full power over the proceedings of the Association, including its dissolution, if necessary.

17. Dissolution.

It is resolved that in the event of Dissolution, the funds remaining will be devoted to objects similar to those of the Association and to other purposes designated by the HM Revenue & Customs.

STANDING ORDERS

1. The Chairman shall take the chair at all Executive and General meetings of the Association, shall preserve order, and conduct business of the meeting over which he is presiding, as far as is practicable in accordance with the Standing Orders.
2. At every meeting the minutes of the preceding meeting shall, if approved, be signed as a true copy by the Chairman. No discussion shall take place on the minutes prior to being signed except as to their accuracy.
3. No minutes shall be submitted at a Special or Emergency meeting, but all minutes of such meetings shall be presented at the next Executive Meeting.
4. Any motion or amendment shall be duly moved and seconded, and until seconded no debate thereon shall take place. No member shall speak more than once on any such motion or amendment except with the permission of the Chairman. However, the mover of the motion shall have the right to reply after all other members have spoken.
5. Members rising to a point of order must clearly state the point of order raised and limit their remarks to the questions of order.
6. No motion passed at a previous meeting shall be rescinded, or substantially changed, unless full notice of the rescinding resolution has been given and placed on the agenda.
7. Each member of the Executive addressing the chair shall do so standing. If two or more members rise together the Chairman shall call upon one to speak.
8. The Chairman has the right to vote on every motion and in the event of an equal number of votes being recorded shall have a casting vote or right to withhold.
9. The Chairman's ruling on all points of order is final. He shall also be the sole interpreter of the Standing Orders.
10. Where voting is carried out by ballot, delegates shall vote for the full number of vacancies, and this shall be stated before voting takes place. Only delegates and past Presidents presenting official voting cards shall be entitled to vote. The Chairman shall take responsibility to ensure that only those entitled to vote do so.
11. No Standing Order shall be suspended unless two-thirds of the members voting on such a motion are in favour of such suspension.