

Pinjarra Swimming Club Inc.

By Laws as per existing constitution rule 22.

BYLAW 1

GENERAL

- A. ByLaws are extensions of the Constitution and never conflict with it. If a bylaw is adopted which is contrary to the Constitution, it becomes null.
- B. Club by laws run parallel to the Code of Conduct of Swimming WA.
- C. A by law can be amended by an ordinary resolution at a general meeting.
- D. A newsletter can be distributed to members on a regular basis or as necessary.

BY LAW 2

Swimming WA (SWA)

- A. The Club is to request SWA to supply qualified Referees for the official interclub swims that are organised by Pinjarra Swimming Club.
- B. Club affiliation with SWA will be from May in any one year, to April the following year.
- C. All official correspondence seeking SWA determination will be through official channels.
- D. All transfers of swimmers to go before the Committee for ratification/information only.

BY LAW 3

CLUB MEMBERSHIP

- A. All new swimmers must have a trial, viewed by coach/es, and must satisfactorily swim 25 metres (including breast stroke) or have attained Level 6 Swim Class Certificate, before being eligible for club membership. Refer to Code of Conduct.
- B. The parents/guardian of a member are to be notified by the Club Committee for poor behaviour. There will be one male and one female Captain. Ask each child if they want to be Captain and give them a week to think about it.

BY LAW 4

FEES

- A. Membership Fees shall be determined at the last committee meeting before the Annual General Meeting.
- B. Visitors to the Club may be un-financial swimmers for a two-week trial session only, but in that time, they are not eligible to establish records, represent the Club in inter club swims, or claim trophies or hold membership.
- C. The membership of the Club is to be in line with the summer and winter seasons of SWA. SWA insurance is for yearly and due from 1st October.

- D. A Training and Club Membership Fee is invoiced annually but can be charged on a pro-rata basis. The training fee is seasonal.
- E. Members may request club payment plans for fees, which will have to be agreed to by the Committee prior to implementation.
- F. If members do not pay their fees including SWA insurance or a prepared club payment plan in the specified time required, the Club may ask the swimmer to refrain from training until payment is made.
- G. An elective fundraising levy will be applied to each members' invoice to an amount agreed by the committee per season. If members do not agree to participate in fundraising, they can opt out and pay the levy.

BY LAW 5

MONIES

The Club shall open an account/s at such branch/es of a bank as it so decides. All monies received shall have an official receipt issued and shall be paid into the Club's respective bank accounts prior to each Committee meeting. All approved payments are to be made by cheque or direct debit and approved by any two (2) of the five (5) following officers of the Club:

- a. President
- b. Secretary
- c. Treasurer
- d. Vice President
- e. Registrar

BY LAW 6

CLUB EQUIPMENT

- A. Club equipment is to be stored at the Murray Leisure Centre in the club's lockable storeroom.

BY LAW 7

AQUATIC CENTRE

- A. Where given exclusive use of the pool, the Club recognises its responsibility to help enforce the Leisure Centre Rules.
- B. All accidents are to be reported to the Leisure Centre Staff.

BY LAW 8

CLUB COMPETITION SWIM ORGANISATION

- A. No swimmer under the age of 12 years will be permitted to enter a 1500 metre event without approval of coach and committee. In exceptional circumstances, contact the President and the head coach and get a qualified timekeeper to try them out in a lane.

For other distances, swimmers must progress through 100 to 200 metres, 200 to 400 metres, 400 to 800 metres and 800 to 1500 metres.

B. Race Programming

With the exception of specific age races, races will be programmed according to the ranking of swimmers employing previously recorded Club times.

Races will be programmed according to swimmers ages in the specific age races.

C. Nominations

Nominations for the Club competition time trials nights are to be accepted no later than 24 hours prior to the event. Donation amount payable as set by the Committee.

BY LAW 9

SWIMMERS' WRITTEN RECORDS

- A. Swimmers' official Club times are those recorded resultant from competition time trials or any official swim meet held by the Club under the rules of the SWA swim meet.
- B. Official times recorded at recognised SWA swims may be used for team selection and any nomination swim.
- C. All swimmers' times and records are to be kept on record via electronic and/or hand written record book and made available to swimmers on request.
- D. Whenever a special time trial is required, coaches are to arrange this through the President or Vice President and Head Coach.

BY LAW 10

CLUB RECORD HOLDERS

- A. A listing of all male and female record holders in each stroke and for each annual age group is to be maintained.
- B. Recognition of record holders and record breakers will be given where possible, by announcement through the Public Address system and in the press releases.
- C. A swimmer can establish records for his/her current age and Open Records only
- D. The Club Recorder will record and continually update Club Records for all strokes, for all ages, and distances, consistent with requirements of BY LAW 9.
- E. All swimmers best times at official SWA meets to be recognised as a Club Record.

BY LAW 11

CLUB CHAMPIONSHIPS (Summer Only)

- A. Club Championships shall be 50 metres for Under 12 years of age and 100 metres for 12 years and over.

- B. Trophies are to be presented at the end of year function to the boy and girl champion and first and second place, from seven (7) years through to sixteen (16) as well as seventeen (17) and over.
- C. To qualify for a trophy, the swimmer must compete in at least three (3) different strokes as per the following:

8 Years and Under

Must compete in any three (3) events

50m Freestyle

50m Backstroke

50m Breaststroke

50m Butterfly

9-11 Years

Must compete in a minimum of three (3) of the following events

50m Freestyle

50m Backstroke

50m Breaststroke

50m Butterfly

100m Individual Medley

12 Years and Over

Must compete in a minimum of three (3) of the following events

100m Freestyle

100m Backstroke

100m Breaststroke

100m Butterfly

200m Individual Medley

Maximum points can be gained by competing in ALL events

- D. Swimmers MUST have a recorded time in the nominated distance and stroke prior to the Championships.
- E. Club Championships will be held on the closest available date possible to the end of the Summer Season. A swimmer's age will be as of the first day of the Championships. All records attained will stand.
- F. Championships to be swum at a date and time determined by the Committee.
- G. All swimmers must swim a minimum of 3 time trial nights and/or inter-club swim meets throughout the season to be eligible for Club Championship Trophy or Runner-up Trophy.

- H. Swimmers may swim in only one age group.
 - I. Points awarded for each will be:

1st place	=	8 points	2nd place	=	5 points
3rd place	=	3 points	4th place	=	1 point
- Ties in any one race will afford equally shared points of totalled places.
- J. Tied total points over all races will produce equal champions, and trophies will be presented to each member.
 - K. Any swimmer not meeting the requirements of Regulation 11 due to unforeseen circumstances can appeal to the General Committee to have their position determined.
 - L. Championship to be on a separate night to the AGM

BY LAW 12

SWIMMER SELECTION

- A. Selection is to be made on the basis that the Club is to be represented by the best available swimmer/s in a given age group.
- B. Where an event affords no points or trophies, participants may be chosen from the swimmers who have not been otherwise selected.
- C. The selectors will give a swimmer his/her age group before recruiting from below, unless the swimmer's time is not competitive.
- D. Entry times for the Country Pennant Championships will be up to the last official Club Swim prior to the end of January.
- E. Selectors are to use Club Records to obtain times for any selection.
- F. The Selection Committee will carry out selection of teams for Club Swims. Club Committee and Head Coach to be appointed at the first committee meeting following the AGM.
- G. Attitude and dedication to be taken into consideration.

BY LAW 13

SWIM SQUADS

Members will be recommended into Squads by the Head Coach and the Committee are to be informed.

Squad groups are to be based on age and ability

10 and under Squads 1 & 2

- 1) First time season members
- 2) 10y/old and under - Advanced Swimmers

11 and over Squads 3 & 4

- 1) 11y/old and over - Developing Squad
- 2) 11y/old and over - Advanced Training squad

Training times of squads can be changed each season to adjust to changing squad numbers, coaches availability and lane space. The Committee is to receive a written recommendation from the Coach of squads in the last 2 weeks of each season for the following season. The Committee are to be informed of approved training times, swimmer squads, lanes and coaches in the first two weeks of the season.

In exceptional circumstances, members may be placed outside these guidelines on agreement between the coach and committee.

BY LAW 14

CHAMPION TROPHIES

- A. In 2018, Champion Trophies for male and female swimmers were introduced for members actively representing the Pinjarra Swimming Club at Swimming WA competitive meets throughout the year.
- B. The trophies will be awarded to individual male and individual female (junior and senior) with the highest recorded Swimming WA points throughout the previous 12-month period.
- C. Should there be duplicate points awarded for members, a decision will be made by the Committee on who the trophy is to be awarded to, following consultation with the Head Coach. There will also be a Coaches Award/Trophy and an Encouragement Award/Trophy.

Coach's Award/Trophy

This award is at the discretion of our coaches – a swimmer who they believe is deserving of the recognition, adheres to the ethos of the club, maintains a good attitude and work ethic.

Encouragement Award/Trophy

This is awarded to a swimmer who trains hard, follows all directions and consistently displays a good attitude towards the sport and their peers.

- D. The trophies will be issued on an annual basis at Summer Championships or AGM with the main trophy being retained at the Club for display.

BY LAW 15

COUNTRY PENNANTS

- A. Swim entries for Country Pennants will be chosen at the discretion of the appointed Club Coaches.
- B. Selection consideration will include recorded swim times, current performance, behaviour and attitude and fitness of entrants.
- C. Expressions of interest will be sought from families at the beginning of Summer Season for participation in Country Pennants. When the event takes place some distance away requiring early booking for accommodation etc., a non-refundable deposit, determined by the committee, will be sought from entrants.

BY LAW 16

TRAVEL

- A. Where members compete in individual events, e.g. States, Junior Novice, the cost will be met by the individual member.
- B. Where a bus is hired by the Club to transport competitors to a meet, any subsidised fare is at the discretion of the Committee.
- C. Individuals wishing to use their own private car can do so at their own expense and risk.

BY LAW 17

OFFICES: RE SUB COMMITTEE

- A. Any group being affiliated with Pinjarra Swimming Club may have a representative of that body attend Committee Meetings. Must have final agreement from the committee.

Pinjarra Swimming Club

CODE OF CONDUCT

CODE OF CONDUCT – ADMINISTRATOR

- I will provide opportunities for members to be involved in planning, leadership, evaluation and decision-making related to their activity
- I will create pathways for members to participate not just as a swimmer but also as a coach, referee, administrator etc.
- I will ensure that rules, equipment, length of sessions and training schedules are modified to suit the age, ability and maturity level of swimmers
- I will ensure quality supervision and instruction for swimmers
- I will remember that swimmers participate for their enjoyment and benefit. I will not over emphasise awards
- I will help coaches and officials highlight appropriate behaviour and skill development, and help to improve the standards of coaching and officiating
- I will ensure that everyone involved in sport emphasises fair play, and not winning at all costs
- I will distribute a code of conduct to swimmers, coaches, officials and parents and encourage them to follow it
- I will not arrive at the venue intoxicated or drink alcohol at swimming events
- I will not allow the unlawful supply of alcohol at training, swimming events or club functions
- I will not use bad language, nor will I harass swimmers, coaches, officials or spectators
- I will respect the rights, dignity and worth of all people involved in the sport, regardless of their gender, ability or cultural background
- I will promote adherence to anti-doping policies.

CODE OF CONDUCT - COACH

- I will remember that swimmers participate for enjoyment and winning is only part of the fun
- I will never ridicule or yell at swimmers for making a mistake or not winning
- I will be reasonable in my demands on swimmers' time, energy and enthusiasm
- I will operate within the rules and spirit of the sport and teach my swimmers to do the same
- I will ensure that the time swimmers spend with me is a positive experience. All swimmers are deserving of equal attention and opportunities
- I will avoid overplaying the talented swimmers and understand that the average swimmers need and deserve equal time
- I will not use bad language nor will I harass swimmers, officials, spectators or other coaches

- I will ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all swimmers
- I will display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators. I will encourage my swimmers to do the same.
- I will show concern and caution towards sick and injured swimmers and follow the advice of a physician when determining whether an injured swimmer is ready to recommence training or competition
- I will obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young swimmers
- I will not arrive at the venue intoxicated or drink alcohol at swimming events
- I will not allow the unlawful supply of alcohol at training, swimming events or club functions
- I will respect the rights, dignity and worth of all people involved in the sport, regardless of their gender, ability or cultural background
- I will promote adherence to anti-doping policies.

CODE OF CONDUCT – PARENT

- I won't pressure my child in any way – I know that this is their sport not mine
- I will not use bad language, nor will I harass swimmers, coaches, officials or other spectators
- I will encourage my child to play within the rules and respect officials' and coaches' decisions – no matter what
- I will teach my child to respect the efforts of their opponents
- I will remember that children learn best by example so I will applaud good plays/performances by both my child's team and their opponents
- I will give positive comments that motivate and encourage continued effort
- I will focus on my child's efforts and performance – not the result
- I will thank the coaches, officials and other volunteers who give their time to conduct the event for my child
- I will help when asked by a coach or official
- I won't criticise or ridicule my child's performance after the event
- I will not arrive at the venue intoxicated or drink alcohol at swimming events
- I will respect the rights, dignity and worth of all people involved in the sport, regardless of their gender, ability or cultural

CODE OF CONDUCT - SWIMMER

- I will never argue with an official. If I disagree with a decision I will inform the captain, coach or manager during a break or after the competition
- I will control my temper. I understand that verbal abuse of officials and sledging other swimmers and deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport
- I will work equally hard for myself and/or my team
- I will be a good sport and applaud all good efforts whether they are made by my team or the opposition
- I will treat all participants in my sport as I like to be treated. I will not bully or take unfair advantage of another competitor
- I will cooperate with my coach, team mates and opponents
- I will display modesty in victory and graciousness in defeat
- I will participate for my own enjoyment and benefit, not just to please parents and coaches
- I will not arrive at the venue intoxicated or drink alcohol at junior matches
- I will respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion
- I will thank the opposition and officials at the end of the event
- I will comply with anti-doping policies.

Enforcement of code

In relation to breach of any above code of conduct the persons will receive two written notices of breach, on third breach the dispute/ concern and mediation clauses of the constitution can be enforced.