



# Swimming Manawatu By-Laws

## **1. COLOURS and LOGOS**

- 1.1 The colours of Swimming Manawatu Incorporated shall be green and white.
- 1.2 All Clubs shall register their colours and logos, where applicable, with Swimming Manawatu Incorporated and a register shall be kept.
- 1.3 The colours and logos of new Clubs must be sufficiently different so as not to be confused with existing Clubs.

## **2. HEADQUARTERS**

- 2.1 The headquarters of the Region shall be at Palmerston North or such other place as shall be determined by a vote of the Clubs affiliated through the Region, provided always that the headquarters of the Region shall be the headquarters of a Club.
- 2.2 The Annual General Meeting shall be held at the Headquarters of the region

## **3. FINANCIAL YEAR**

- 3.1 The financial year of Swimming Manawatu Incorporated shall be from 1 July to 30 June.

## **4. ARREARS OF MONEY**

- 4.1 Any Club which has not paid all money due to Swimming Manawatu Incorporated within one calendar month of the date of the invoice shall be in arrears.
- 4.2 In all instances, where there is no dispute over monies in arrears, Swimming Manawatu Incorporated Rules 6.2 and/or 7.3 and/or 12.1 shall apply.



## 5. OFFICERS

5.1 Upon election the Board shall determine the process for filling the following positions:-

- Administrator
- Financial Controller
- Race Secretary
- Records Officer
- Registrar
- Selectors (two required)
- Any other position determined necessary for the effective administration of the Region.

## 6. SUB COMMITTEES

6.1 The Board shall form sub committees as deemed necessary for the effective administration of the region with the following exceptions:-

### 6.2 Technical Committee

6.2.1 The Technical Committee shall consist of all New Zealand and regionally qualified referees.

6.2.2 All Regionally qualified technical officials may be invited to attend meetings of the committee.

6.2.3 The objects of the Technical Committee shall be:-

1. To distribute information from SNZ.
2. To assist in upgrading refereeing
3. To answer all queries on interpretation or intent of rules.
4. To appoint as and where required members of the panel to Jury of Appeal.

6.2.4 The following technical positions shall be elected at the Annual General Meeting from eligible members

- Referee Convenor
- Inspector of Turns Convenor
- Starter Convenor
- Timekeeper Convenor

6.3 Awards Committee

6.3.1 A committee comprising the Regional Chair, and four elected members, who must be active in the Region, shall be elected at the Annual General Meeting. Of the four elected members one member shall retire annually by rotation. The retiring member shall be eligible for re-election. The operation of the committee shall be strictly confidential but it may approach in confidence any member or Official of the Region.

6.3.2 The duties of the Committee will be:-

- (a) Endorsement of SNZ Service, Honours and Life Membership Award nominations
- (b) Consideration of Regional Service and Honours Award applications
- (c) Consideration of applications for Regional Life Membership

**7. FINANCIAL REVIEW**

7.1 The Boards shall submit the financial records for an independent annual review prior to them being submitted to the Registrar of Companies.

**8. VOTING**

8.1 Voting for Board members at the Annual General Meeting shall be by secret ballot

8.2 In all cases of contested elections voting shall be by secret ballot

**9. AWARDS**

9.1 Representative Badges

9.1.1 Competitors representing the Region at National Competitions sanctioned by Swimming New Zealand, with the exclusion of the New Zealand Junior Championship event, shall be entitled to the award of the Regional Representative Metal Badge, bar award and year bar. In subsequent years competitors representing the Region at the above Championships shall receive a bar award and year bar to be attached to their Regional Representative metal badge.

9.2 Qualification for Service Award

9.2.1 Before nomination, the nominee is required to be affiliated to the Region and, except under exceptional circumstances, must meet the criteria for one of the following:

- (a) President of Region for three years
- (b) Member of the Board for four years
- (c) At least five years conspicuous service at Club and Regional level to the sport of swimming
- (d) At least eight years with conspicuous service at Club level for that period.

9.3 Qualification for Honours Award

9.3.1 Honours may be awarded upon receipt of an application made on behalf of the proposed recipient, or upon the initiative of the Service Award Committee, eight years after a candidate has received a Service Award. The holder of the Service Award must have continued throughout that period to give service of the quality that earned the Award in the first instance. Honours may be awarded, on the initiative of the Service Award Committee only, to holders of the Service Award, for a lesser period of conspicuous service.

9.4 Qualification for Long Service Award

9.4.1 The Service Award Committee may confer a Long Service Award on any member of the Region who in their opinion has rendered consistent service over a prolonged period after receiving their Honours Award. Applications will not be called for.

9.5 Life Membership

9.5.1 The Region may elect to Life Membership of the Region any active member of the Region who in the opinion of the Region has rendered conspicuous service over a period of not less than twenty years. Long service in itself is not a qualification for this award. Any break in the continuity of service shall be deducted from the period of service in computing time served. Absence on War service shall not be considered a break in the continuity of service.

- 9.5.2 Quality of service, involving much more than routine services to the Region, at any or all levels will be considered. The service of a Life Member requires consistency of his own initiative to extend the scope of his/her work beyond the ordinary and normal duties of his office(s) that as a direct result benefits are conferred on the sport beyond those accrued by normal performance.
- 9.5.3 A candidate for life Membership may be nominated by the Region or by a Club which shall nominate a candidate in writing setting out full details of the grounds upon which the nomination is made. Nominations shall be forwarded to the Service Award Committee who shall check nominations for accuracy and the eligibility of the nominee to receive the award. If in the opinion of the Service Award Committee the nominee is a worthy candidate they shall make a favourable recommendation to the next Annual General meeting of the Region who shall vote on the recommendation for acceptance of the nominated candidate. The Service Award Committee shall have the power to make a recommendation on its own initiative. No person shall be elected as a Life Member unless the affirmative votes shall be a minimum of 60% of the total votes cast.
- 9.5.4 A Life Member of the Region shall not, unless he is otherwise qualified, have the right to vote on matters before the Region, but he shall have the right to speak and to move and second motions. He shall be ipso facto a member of the Region.
- 9.5.5 The Region may by Regulation provide for the maximum number of Life Members of the Region who may hold such office at any time.
- 9.6 Nominations for Service Awards and Honours Award shall be forwarded to the Administrator not later than the 30 June in any year for consideration by the Service Award Committee, who shall receive nominations direct from the Administrator. The results of the Service Award Committees deliberations shall be made public at the Annual General Meeting of the Region. The names of successful nominations only shall be announced. The recommendations made by the Service Award Committee are subject to confirmation by the Annual General Meeting.



## 10. COMPETITION

### 10.1 Regional Competition

10.1.1 The Region may conduct such Championships or other events as it shall determine.

10.1.2 In lieu of conducting the Championships itself, the Region may delegate the right to conduct championships to a club or clubs, but shall retain full control over the event.

10.1.3 All swimmers in Regional Championships and other events must be entered by their Clubs, who shall be responsible for their entry fee.

10.1.4 All Manawatu Regional Cups, unless otherwise specified in their individual rules and conditions, shall be won by Manawatu registered swimmers who reside or compete within the Swimming Manawatu swimming region as at the date of the Award.

10.1.5 All prizes shall be in accordance with the Rules laid down by SNZ.

### 10.2 Club Competition

10.2.1 A Club wishing to conduct an inter-club carnival shall make application to the Region for permission to do so, and the Region shall grant such application, or not, as it shall deem fit, and in granting permission may impose such conditions as it shall determine.

## 11. RECORDS

11.1 Within 28 days of a record breaking time being recorded, the Regional application form must be received for processing by the Regional Records Officer.

11.2 No performance by a swimmer shall be recognised as a Regional Record until it has been ratified by the Regional Board. Particulars of each record shall be recorded in the Minute Book of the Region and the Records Officer shall keep both current and archival lists of Regional Records.

11.3 The Region shall only consider record applications where the race results have been accepted into the Swimming New Zealand database.

- 11.4 A swimmer shall receive a Record Certificate for each ratified record.
- 11.5 Visitor's records shall only be recognised where times are recorded by non Manawatu swimmers at Manawatu Championship events over Manawatu Open Championship distances.
- 11.6 Age Group records are not meet records. Swimmers must be the correct age at the time of breaking Age Group records.

## **12. NEW CLUBS**

- 12.1 A swimming club seeking membership of Swimming Manawatu Incorporated must in the first instance:
  - 12.1.1 Submit for approval, the proposed name of the club.
  - 12.1.2 Provide a copy of the Club's inaugural minutes.
  - 12.1.3 Advise the Key Officials in the establishment of the club.
  - 12.1.4 Forward a letter of request, giving the need to establish a Club in the current area, satisfying all minimum criteria set by SNZ and the Region.
  - 12.1.5 Complete and submit an application form.
- 12.2 The application will then go to the Regional Board for consideration. If the Board considers the application worthy of further consideration, the following will be required to be provided to the Board.
  - 12.2.1 A list of 50 financial members with the agreement to participate in the Swimming New Zealand database – a completed SNZ Application for membership form will be required for each member.
  - 12.2.2 A draft constitution for approval which has objects including attracting, developing and retaining members in the Sport.



- 12.2.3 An application for Club colours and logo if applicable, for approval.
  - 12.2.4 Proof of an established bank account in the name of the proposed Club.
  - 12.2.5 Be an Incorporated Society.
- 12.3 All of the information provided will be tabled with the Regional Board and they will make a final decision regarding the application. In the event of a successful application the following will be required:-
- 12.3.1 An acknowledgement of the requirement to observe the rules of Swimming Manawatu Incorporated and Swimming New Zealand.
  - 12.3.2 Payment of the Club membership fee as set by Swimming New Zealand.
  - 12.3.3 An acknowledgement that all criteria in the Swimming NZ and Swimming Manawatu Constitutions and Regulations to be remain a Member Club have been satisfied.