



**Constitution of the Berowra RSL Sub-Branch  
Youth Swimming Club**  
(Amended May 2014)

1. The club shall be called the Berowra RSL Sub-Branch Youth Swimming Club and its membership shall be confined to amateurs and hereinafter be referred to as “the Club”.
2. The aim of the Club is not to turn out potential Olympians, but to give boys and girls confidence in themselves as swimmers. Also to enjoy the water without fear, to learn strokes and participate in friendly competition.
3. The colours of the Club shall be maroon and white and shall be worn by members of the Club selected to represent the Club.
4. The management of the Club shall be vested in a committee consisting of up to twelve (12) members as set out in point 4a. Hereinafter referred to as “the Committee”.
  - a. The following positions shall be elected at the Annual General Meeting. Positions not filled at the Annual General Meeting are to be selected by the Committee.

President	Vice President	Secretary
Treasurer	Handicapper	Assistant Handicapper
Starter	Chief Timekeeper	Chief Judge
Marshall	Clothing Officer	Webmaster

- b. The Executive will consist of the President, Vice President and Secretary.
5. Delegates to Zone 6 are to be appointed by the Committee.
6. Two delegates are to be appointed by the Committee to the Berowra RSL Sub-Branch Youth Club.
7. The Committee shall meet monthly during the swimming season months October to March inclusive and again as required during the remainder of the year, six (6) being a quorum.
8. Extraordinary Committee meetings may be called at any time at the direction of the Executive. Seven (7) days notice of such a meeting is to be given to all committee members.
9. The Annual General Meeting must be held within three (3) calendar months of the close of the swimming season.
10. The President, who shall be chairman of all general and committee meetings, shall have a casting vote.
11. The Committee shall have the power to form any sub or social committee required.

12. Standing orders at all meetings shall be:
  - a. Reading and confirming of prior minutes
  - b. Business arising out of such minutes
  - c. Correspondence
  - d. Finance
  - e. Reports and recommendations of sub committees
  - f. General business
  - g. Closure
  
13. The Club year and membership shall be valid for a period of 12 months from the date of the first swim meet of that calendar year.
  - a. The children and parents / legal guardians as nominated on the Club registration form will constitute the members.
  - b. To be a member of the Club, fees must be paid no more than two club meets from the date of registration. This makes a member financial. A non-financial member will not have voting rights.
  - c. Each registered family will be entitled to one (1) vote at General Meetings.
  - d. Each member of the Committee will receive one (1) vote [at Committee Meetings](#).
  
14. The Club shall commence summer season swimming events on or prior to the second Sunday in October, the Committee is to determine the starting date. Such swimming shall continue up to and including the last Sunday in March, or as determined by the Committee.
  
15. For the purposes of the 200 Medley race in the Club Championships, Juniors are those members 12 years of age and under and seniors are those members 13 years of age and not yet 25 years of age. See point 33a.
  
16. For the purposes of the 100 metre Freestyle race in the Club Championships, Juniors are those members 9 years of age and under, intermediates are those members 10, 11 and 12 years of age and seniors are those members 13 years of age and not yet 25 years of age. See point 33a.
  
17. The New South Wales RSL Council will determine the ages for NSW RSL Youth Club carnivals.
  
18. Any member violating the rules of the Club, or are found to be conducting themselves in a way that is deemed to be contrary to the general wishes, spirit or policies of the Club shall be notified in writing and may be expelled or suspended by a vote of two thirds (2/3) majority of the Committee present at a special meeting convened for the purpose.
  - a. Any member so expelled or suspended shall forfeit all claims to the property and privileges of the Club and shall cease to be a member for the duration of the expulsion or suspension.
  - b. Any member who is expelled or suspended from the Club shall be given the right to appeal the decision to the Committee of the Club at a committee meeting.



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19.
  - a. A tentative race program for each season shall be drawn up by the Committee and published prior to the first club meet of the season.
  - b. A confirmed calendar for the purpose of calculating minimum attendance requirements will be published after the second club meet of the season and prior to the Zone swimming carnival.
20. All monies received must be remitted regularly by the Treasurer of the Club to the Berowra RSL Sub-Branch Youth Club account.
21. Payments of monies are to be approved by the Committee and then communicated by the Treasurer of the Club to the Berowra RSL Sub-Branch Youth Club Treasurer for payment.
22.
  - a. The rules of this Constitution may be altered or amended at a General Meeting. A two thirds (2/3) majority of those present at the meeting is required for an alteration or amendment to be passed.
  - b. For alterations or amendments to be considered at a General Meeting a Notice of Motion must be given to all members with no less than 21 days notice being given.
23. In the event of anything occurring not within the scope of these rules the Committee shall deal with it at its discretion within the interests of the Club.
24. Duties of the various office bearers:
  - a. President:  
Shall preside at all meetings. Shall be responsible for the correct administration of the rules as laid down herein. Shall ensure the proper conduct of all activities of the Club.
  - b. Vice President:  
Shall deputise for the President when necessary. Shall assist the President in the conducting of their duties.
  - c. Secretary:  
Shall attend all meetings of the Club. Shall be responsible for recording the minutes of business there and issue notices of meetings, attend to all correspondence, take charge of all papers and is empowered to receive monies on behalf of the Club. Shall account for all such monies to the Treasurer.
  - d. Treasurer:  
Shall be responsible for the collection of club monies prior to the commencement of club activities as laid down by the Management Committee of the Berowra RSL Sub-Branch Youth Club. Shall be responsible for recording of such payments and any other monies raised. Shall table a financial statement at each committee and general meeting.

- e. Handicapper:  
Shall control handicapping of club events and keep all necessary records, including the points score competitions. Shall co-opt other assistance as considered necessary to perform such duties.
  - f. Assistant Handicapper:  
Shall assist the Handicapper as directed and shall deputise for the Handicapper as necessary.
  - g. Starter:  
Will control and start all events and carry out the starting rules for the championships and handicap control.
  - h. Chief Judge:  
Is responsible for judging the placings at all swim meetings. When required the Chief Judge can call on assistance.
  - i. Chief Timekeeper:  
Will be required to appoint as many other assistant timekeepers as required and issue them with approved stopwatches. Is required to confirm the time of the first place finisher in any given race and ensure times are recorded.
  - j. Marshall:  
Shall be responsible for the marshalling of all races.
  - k. Clothing Officer:  
Shall be responsible for procurement and management of club clothing as approved by the Committee.
  - l. Webmaster:  
Responsible for maintaining and updating the website including content, links and design.
25. Each member desiring to compete will be required to do two (2) time trials, on which their handicap will be based for various distances.
- a. Where a swimmer is moving from 25 metre distances in a stroke to 50 metre distances they will only be required to do one (1) time trial, provided they have already completed two (2) time trials in the 25 metre distance.
  - b. This is with the exception of the 100m Freestyle event and all Medley events in which only one (1) time trial is required.
26. Age for all competition is determined to be the age of the child at the date of the RSL Youth Council's State Carnival, hereinafter referred to as "State Carnival".
27. The rules for qualification in the Club Championships are as follows:
- a. Swimmers must have competed at club meetings, excluding the Zone and State Carnivals or any other carnivals or the Club Championships themselves, for more than 50% of swims from the beginning of the season.
  - b. A swimmer must be a financial member of the Club.
  - c. A member who is not eligible based on not meeting the minimum attendance requirements can request an allowance from the Committee. This request must be

made in writing and will be considered at the next meeting of the Committee and be put to a vote.

- d. An increase in available swims during the season, after the confirmed calendar has been released, will not increase the required number of swims to meet the minimum attendance requirement.

28. A swimmer can no longer compete in a 25 metre event once they have progressed to the 50 metre event.

29. There shall be no disqualifications for incorrect stroke etc. during regular club meetings. Advice may be given to the swimmer with incorrect strokes.

- a. Swimmers may be disqualified during Club Championships, the Zone 6 Carnival and State Carnival.
- b. During the Club Championships disqualification can only be determined by the Chief Judge and the Starter. The Starter acts as the referee.

30. Points for the purpose of the Points Champion and Club Championships shall be tabulated as follows:

Place	Points	Dead Heats – Points
1 <sup>st</sup> Place	5 Points	Half the combined first and second points will be awarded to each swimmer. Second place will receive third place points.
2 <sup>nd</sup> Place	4 Points	Half the combined second and third place points will be awarded to each swimmer. No third place.
3 <sup>rd</sup> Place	3 Points	Half the third place points will be awarded to each swimmer.
Qualifying Swim	2 Points	
Time Trial	2 Points	
Swimming with a Noodle, Companion Swimmer or other swim aid.	2 Points	

31. Record attempts may only be made at Club Championships, the Zone 6 Carnival and State Carnival meetings where at least two (2) times are recorded for the record breaking swimmer.

- a. The time recorded will be the slower of the two times recorded. In the case of a third time being recorded the middle time will be used.
- b. The event must be completed in a 50 metre pool.

32. The Committee shall determine the value of trophies and events for which they are awarded.

33. The following Club Championship events shall be contested each season at the direction of the Committee for the purpose of determining the Age Champion:

7 Years & Under Boys	25 metres	Freestyle, Backstroke, Breaststroke & Butterfly
7 Years & Under Girls	25 metres	Freestyle, Backstroke, Breaststroke & Butterfly
7 Years & Under Boys	50 metres	Freestyle , Backstroke, Breaststroke & Butterfly
7 Years & Under Girls		
8 Years Boys		
8 Years Girls		
9 Years Boys		
9 Years Girls		
10 Years Boys		
10 Years Girls		
11 Years Boys		
11 Years Girls		
12 Years Boys		
12 Years Girls		
13 Years Boys		
13 Years Girls		
14 Years Boys		
14 Years Girls		
15 Years Boys		
15 Years Girls		
16 Years Boys		
16 Years Girls		
17+ Years Boys		
17+ Years Girls		

a. The following events will be held during the Club Championships for the purpose of awarding the perpetual trophies outlined in points 15 and 16.

Junior Boys	100 metres Freestyle
Junior Girls	
Intermediate Boys	
Intermediate Girls	
Senior Boys	
Senior Girls	
Junior Boys	200 metres Medley
Junior Girls	
Senior Boys	
Senior Girls	

34. In the event of there being heats for a Club Championship event there will be no final and points will be awarded based on the fastest recorded times.



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35. Ribbons for Club Championship events will be awarded as follows:

Place	Qualified Swimmer		Non-Qualified Swimmer	
	Ribbon (7 years and under)	Ribbon (8 years +)	Ribbon (7 years and under)	Ribbon (8 years +)
1 <sup>st</sup>	Blue	Blue	Yellow	Yellow
2 <sup>nd</sup>	Red	Red		
3 <sup>rd</sup>	Green	Green		
4 <sup>th</sup>	Yellow	Yellow		
Other	Yellow	None		None

36. Club Championship placing shall not count in the points score competition.

37. All events shall be conducted on the date set down unless circumstances beyond the control of the Committee intervene.

38. Swimmers must contest only Club Championship events set down for their respective age group.

39. The rules for qualification for the Zone 6 Carnival are as follows:

- a. Swimmers must have competed at club meetings for more than 50% of swims from the beginning of the season to the date of the Zone 6 Carnival.
- b. A swimmer must be a financial member of the Club.
- c. Should a member not be eligible based on not meeting the minimum attendance requirement they can request an allowance from the Committee. This request must be made in writing and will be considered at the next meeting of the Committee and be put to a vote.
- d. Age qualifications for the Zone 6 Carnival shall be the age of the swimmer at the date of the RSL State Carnival.

40. The rules for qualification for the State Carnival are as follows:

- a. Swimmers must have competed at club meetings for more than 50% of swims from the beginning of the season to the date of the State Carnival.
- b. A swimmer must be a financial member of the Club.
- c. Should a member not be eligible based on not meeting the minimum attendance requirement they can request an allowance from the Committee. This request must be made in writing and will be considered at the next meeting of the Committee and be put to a vote.
- d. Age qualifications shall be the age of the swimmer at the date of the State Carnival.
- e. The selection of a swimmer to represent Zone 6 at the State Carnival, the strokes and events to be competed rests solely with the Zone 6 Committee.
- f. An increase in available swims during the season after the confirmed calendar has been released will not increase the required number of swims to make the minimum attendance requirement.



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41. The allocation of trophies shall be judged by the Committee present at the first meeting to be held after the Club Championships.
42. Trophies will be presented after the close of the swimming season.
43. The trophy for Most Outstanding Performer is awarded to the member who gains the most individual points during the season across Club Championships, the Zone 6 Carnival and the State Carnival. Points for this purpose are allocated as follows:

1 <sup>st</sup> Place	5 Points
2 <sup>nd</sup> Place	4 Points
3 <sup>rd</sup> Place	3 points
Selected to swim	2 points (this only applies to the State Carnival)
Reserve	1 point (this only applies to the State Carnival)

44. The winner of Age Champion trophies will be awarded according to points earned at Club Championships using the points table in point 30.
45. Perpetual trophies will be awarded as follows:
  - a. 100 metre Freestyle and 200m Medley trophies will be awarded based on the fastest time at Club Championships.
  - b. The Most Improved 50 metre Boy and Girl trophies will be presented to the swimmer who has consistently improved their times for the season over the 50 metre distance, which may take into account improvement over the previous season. An encouragement award will also be presented to the “runner up” Boy and Girl in this category.
  - c. The Most Improved 25/50 metre Boy and Girl trophies will be presented to the swimmer who has consistently improved their times for the season and shown significant improvement in progressing from the 25 metre distance to the 50 metre distance in more than 1 stroke. An encouragement award will be presented to the “runner up” Boy and Girl in this category.
  - d. The Most Improved 25 metre Boy and Girl trophy will be presented to the swimmer who has consistently improved their times for the season over the 25 metres distance, which may take into account improvement over the previous season.