

By-Laws of the Swimming Wellington Constitution

(Proposed By-Laws and noted as the Regulation of Swimming Wellington with the adoption of the new Swimming Wellington Regional Constitution provided by Swimming New Zealand)

REG 1. AWARDS COMMITTEE

- 1.1** There shall be an Awards Committee of three elected members, one of whom should be a Life Member, to award Life Membership, Honours and Service Awards.
- 1.2** One Awards Committee Member shall retire by rotation and be eligible for re-election.
- 1.3** If there are no nominations for a vacant position on the Awards Committee, then such a vacancy may be filled by the appointment of a nominee of the Board.
- 1.4** All nominations for Swimming Wellington awards shall be made to the Operations Manager no later than **31 October** in each year.
- 1.5** Nominations may be made to the Board, a Club or a Member and shall set out the background of the nominee in support of such nomination.
- 1.6** The Awards Committee shall:
- (a) Receive and consider all nominations for Swimming Wellington awards;
 - (b) Consider a person for an award on its own nomination;
 - (c) Keep confidential all nominations for awards and any representations in support of those nominations;
 - (b) Strictly guard the status of all awards
- 1.7** **Swimming Wellington will hold, on an annual basis, a Awards recognition event, in November, to recognise the work done by volunteers, acknowledge Service Awards and performance achievements through the each season between 1 July and 30 June.**

REG 2. CRITERIA FOR AWARDS

2.1 LIFE MEMBERSHIP

- (a) Extended outstanding and exceptional service to Swimming Wellington including:
- (i) Length of service;
 - (ii) Consistency of initiative beyond routine service to a club;
 - (iii) Quality of service over and above routine service to a club;
 - (iv) The conferring of benefits on the sport beyond those accrued by normal performance.

- (b) The Board may nominate to Life membership or an award of Swimming Wellington, any person who in the opinion of the Board has rendered conspicuous service over a long period of time.
- (c) Recommendation for an award must be lodged not later than the **31 October** in any year for consideration by the Awards Committee for the next succeeding Annual General Meeting.
- (d) A life member of Swimming Wellington shall not, unless otherwise qualified, have the right to vote on matters before Swimming Wellington, but shall have the right to speak and to move and second motions.

2.2 HONOURS AWARD

- (a) For ten years' service following receipt of a service award, if during that ten years (or such lesser period the Awards Committee thinks fit) the person has continued throughout that period to give outstanding service to the sport.

2.3 SERVICE AWARDS

- (a) President and Secretary after three years in office, whether continuous or interrupted, or any other member of the Board, after three years in office continuously, or five years in office interrupted;
- (b) Delegates, after seven years continuous service or ten years interrupted service;
- (c) Club nominees for outstanding service over a long period;
- (d) Any other person whose special services to Swimming Wellington are considered to merit the award

REG 3. PRIVATE PECUNIARY ADVANTAGE

- 3.1** No Member (or person associated with a Member) of Swimming Wellington, shall derive any income, benefit or advantage from Swimming Wellington where they can materially influence the payment of income, benefit or advantage except where that income, benefit or advantage is derived from professional services to SNZ rendered in the course of business charged at no greater than current market rates or interest on money lent at no greater rates than current market rates.

REG. 4 INTER-CLUB COMPETITIONS

- 4.1** All Club and Inter-club competitions shall be under the control of Swimming Wellington.
- 4.2** Any Club wanting to hold a competition shall apply to the Operation Manager submitting the programme along with their key officials list, with their applications **for prior approval.**

REG. 5 OFFICIALS SUBSIDIES

5.1 As per its Policy Swimming Wellington will consider application for financial assistance from Officials in accordance with its Policy.

5.2 To qualify officials must:

- (a) be Members of Swimming Wellington;
- (b) hold current national qualifications;
- (c) submit travel and accommodation costs to the Board for approval prior to attending the competition; and
- (d) officiate at each session of the competition

REG. 6 SWIMMER RECOGNITION/FINANCIAL ASSISTANCE

This policy covers Swimming Wellington recognition and financial assistance for Wellington Region swimmers who are selected for teams in accordance with its Policy.

6.1 Swimmers may be entitled to a refund, of all or part of travel and accommodation costs when they represent New Zealand or Wellington at competitions.

6.2 Swimmers may be entitled to performance-based payments, both for individual and relay performances, as specified by Swimming Wellington.

6.3 For an individual subsidy the best individual swim of the competition is the only one that counts.

6.4 For relays, the subsidy applies to regional relay teams only and will be evenly divided among the team members. Swimmers may be entitled to more than one relay subsidy.

REG. 7 SELECTION OF SWIMMING WELLINGTON TEAMS

7.1 The Board shall determine the competitions to which it wishes to send swimmers and the level of funding of selected swimmers.

7.2 The Selectors shall recommend criteria for the selection of swimmers.

7.3 The Selectors shall select swimmers on the basis of selection criteria.

7.4 The Board shall select coaches and team managers from applicants.

7.5 Selected swimmers may be required to pay a share of costs prior to departure.

7.6 Upon application, swimmers must complete a Code of Conduct and Swimmers Medical Information Form.

REG. 8 SWIMMING WELLINGTON RECORDS

8.1 An application supported by an official results sheet must be received by Swimming Wellington within 21 days of the performance, or within 21 days of a competitor/ team returning from overseas.

8.2 No performance by a Member shall be recognised as a record until the Board has ratified the records.

[illegible]

- (d) Open records are open to all Members.
- (a) The age of a swimmer shall be his or her age at the date of the swim.
- (b) A records may be taken by a swimmer of a younger age where there is no event listed at that swimmers age and hold a 12 & Under record

REG. 9 TROPHIES

9.1 All trophies shall remain the property of Swimming Wellington.

REG. 10 CLUB COLOURS

10.1 All Clubs shall register their colours with Swimming Wellington.

REG. 11 SCHEDULE OF CLUB COLOURS & ABBREVIATIONS

CLUB	COLOURS	ABBREVIATION
Aquajets Swimming Club	Jade/White/Navy	AQA
Breakers Swim Club	Black, Blue, Silver & White	BRK
Capital Swim Club	Electric Blue & Fluoro Yellow	CAP
Carterton Swimming Club	Maroon / White	CTN
Featherston Swimming Club	Blue/White	FST
Greytown Swimming Club	Black/Red/Yellow	GRT
Hataitai Swimming Club	Blue & White	HAT
Hutt Swimming Club	Red & White	HUT
Kapiti Swimming Club	Jade Green, Navy & White	KAP
Karori Pirates Swimming Club	Black, White & Red	KRI
Maranui Swimming Club	Red, White & Blue	MAR
Masterton Swimming Club	Green/White	MAS
Porirua City Aquatics	Turquoise, Orange & Black	PCA
Raumati Swimming Club	Red, White & Blue	RAU
SwimZone Racing	Blue, Green, Red & White	SZR
Tawa Swimming Club	Red, Blue & Gold	TWA
Tornadoes Swim Club	Orange, Black & Purple	TOD
Upper Hutt Swimming Club	Royal Blue & White	UHT
Wanganui	Blue/ Orange	WSC
Wanganui East	To be advised	WGE

12. NEW CLUBS – ESTABLISHMENT GUIDELINES

(Ref: SW Regional Constitution Points 6 & 7)

1. A swimming club from within the wellington Region seeking membership of Swimming Wellington (SW) must provide the SW:
 - a) Documentation confirming that the Club has satisfied the requirements of the SNZ Constitution in terms of membership of SNZ;
 - b) A copy of the swimming Club's proposed rules or constitution;
 - c) A list of names, addresses and category of the clubs members; and
 - d) A copy of a Certificate of Incorporation as Incorporated Society or proof of Charitable status.

Reviewed annually in June

Updated 01.09.15

Any changes to the By-Laws do not need to be furnished with the Incorporated Society