



Leicestershire and Rutland Amateur Swimming Association

Affiliated to Swim England East Midland Region

CONSTITUTION AND GENERAL RULES

DEFINITIONS

AGM	Annual General Meeting
SE	Swim England
Club	A club or organisation affiliated to LASA
County	Counties of Leicestershire and Rutland unless the context states otherwise
EGM	Extraordinary General Meeting
FINA	Federation Internationale de Natation
LASA	Leicestershire and Rutland Amateur Swimming Association
SEEMR	Swim England East Midland Region
Swimmer or Athlete	Shall include swimmer, master swimmer, disabled swimmer, synchronised swimmer, open water swimmer, water polo player or diver unless the context states otherwise
The Association or Association	Leicestershire and Rutland Amateur Swimming Association
Swim England Regulations	Articles, Regulations and Technical Rules of Swim England

1 NAME

The Association shall be called 'Leicestershire and Rutland Amateur Swimming Association' but can be known as Leicestershire ASA (LASA).

2 OBJECTS

The objects of The Association shall be:

- 2.1 To promote the teaching and practice of swimming, open water swimming, swimming amongst the disabled, masters swimming, water polo, synchronised swimming, and diving.
- 2.2 To select and govern individuals to represent the County.
- 2.3 To promote and hold championships and competitions.
- 2.4 To raise public awareness of the sport and to stimulate public opinion in favour of the various disciplines.
- 2.5 To carry out the aims and objectives of Swim England and Swim England East Midland Region.
- 2.6 To ensure the Regulations of Swim England and Swim England East Midland Region and where appropriate FINA are enforced.
- 2.7 To comply with Swim England Regulations regarding Swim England Child Protection Procedures.
- 2.8 To implement the Swim England Equality and Diversity Opportunities policy and Swim England Equity policy.

The Association is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of gender, sexual orientation, ethnic origin, religion, disability or political persuasion, on any grounds.

- 2.9 Will operate as a not for profit organisation whose objectives are identified in this section of the constitution.

3 AFFILIATION

The Association shall be affiliated to Swim England East Midland Region.

4 MEMBERSHIP AND SUBSCRIPTION

- 4.1 Affiliation to The Association shall be eligible automatically to all Swim England/SEEMR affiliated amateur clubs and organisations whose main facilities are situated within the County and who promote swimming, open water swimming, masters swimming, disabled swimming, water polo, synchronised swimming and diving.
- 4.2 Where it is considered to be in the best interests of swimming, a club whose main facilities are not within the County, may be accepted as an Associate Member of The Association subject to approval of the County Association in which their main facilities are based.
- 4.3 Clubs accepted under rule 4.2 above shall be subject to a special rate of payment for affiliation and may send one (1) representative to a meeting of the Executive of The Association at which they may speak but shall not have a vote and shall not be eligible to stand for office.
- 4.4 A Club whose membership has lapsed due to resignation or failure to pay membership/subscription will be required to resubmit a membership application to the Executive.
- 4.5 Affiliation fee and Capitation fee shall be determined annually by the Executive.
- 4.6 The Executive may waive part or the whole of such subscriptions.
- 4.7 Affiliation and Capitation fees shall become due on 1st January each year or on acceptance by the County of an application for Affiliation. Collection of these Affiliation and Capitation fees is subject to rule 4.8.
- 4.8 Fees shall be paid to Swim England by the date published by Swim England for the collection of their annual membership returns when renewing Affiliation, or within thirty (30) days of acceptance when applying for Affiliation. Clubs failing to pay by the published date will be suspended.
- 4.9 A Club wishing to resign from The Association shall give notice in writing to the General Secretary to that effect before 1st January.
Any Club or body not having paid its liabilities to Swim England by the date published by Swim England for the collection of their annual membership returns shall be considered to have resigned from The Association. Should a club wish to re affiliate at any time following the three (3) month period it must apply to do so as though it were a new club but not earlier than the start of The Association year following the assumed resignation. A club applying in the following year shall be held liable for the outstanding fees.
- 4.10 An individual club or school which has not paid its affiliation/subscription to The Association by the date identified in rule 4.8 shall not be allowed to enter athletes for any activities promoted by The Association.
- 4.11 When existing clubs, affiliated to The Association, merge, the merged Club shall submit its application for membership of The Association with the capitation fee as determined in rules 4.5 and 4.8 to Swim England, no further swimmer subscription fee will be required.
Newly merged clubs will not be accepted as affiliated to The Association until such time as the newly formed club has been recognised by Swim England/SEEMR and has been issued with a new club membership code. Until that time the original clubs will remain members of The Association. Where an affiliated club wishes to merge with another club that is not affiliated to The Association, or any other County Association, then such a merged club shall be considered as a new club and shall submit its application and shall pay the capitation and swimmer subscription fees upon acceptance of the application by The Association, following the issue of a club membership code from Swim England.

5 GOVERNANCE

- 5.1 There shall be three levels of governance of The Association
- 5.1.1 The Officers as defined in section 6 below.
 - 5.1.2 The Executive as defined in section 7 below.
 - 5.1.3 The Standing Committees as defined in section 8 below.

- 5.2 The Honorary President
This position has no role in the governance of The Association. This rule shall not preclude the incumbent of that position attending the Executive meetings during their presidency.

6 THE OFFICERS

The Officers shall be the Chair, Treasurer and General Secretary.

7 THE EXECUTIVE

The Executive shall consist of the Officers, one delegate from each affiliated club, Life Members and those appointed in Rule 11.5.

8 THE STANDING COMMITTEES

Swimming
Development
Masters Swimming
Emergency/Disciplinary/Rules Revision
Finance

Each standing committee will consist of the Officers, the Manager, plus minimum of three (3) members, and other persons as required and nominated by the Manager of the Standing Committee and approved by the Executive.

9 VOTING AND PROCEDURES AT ALL MEETINGS

- 9.1 When a vote is required at any meeting of The Association a simple majority shall be sufficient for a decision to be made (except as specified in Rule 14.3).
- 9.2 In the event of a tie on votes the Chair of any meeting shall have a casting vote in addition to their original vote.
- 9.3 Should the Chair of any meeting have a direct interest in any matter under consideration the person shall stand down from the chair for that item and the meeting shall elect a temporary Chair from amongst those present.
- 9.4 The Honorary President shall not have a vote at LASA Executive meetings. This rule shall not preclude the incumbent of that position having a vote when acting in a different capacity.
- 9.5 All meetings shall be conducted in good order. To this effect the person chairing any meeting shall have the authority to:
- 9.5.1 Make a final ruling on any matters of procedure.
 - 9.5.2 Order at any time that a vote be taken.
 - 9.5.3 Rule that a matter be concluded and the meeting move on to the next business.
 - 9.5.4 Require anyone not conducting themselves in good order to leave the meeting.

10 PROCEDURES AND RULES FOR EXECUTIVE MEETINGS

- 10.1 The Executive shall meet at such times as considered necessary, normally each month except August with the AGM being held in December of each year. Seven (7) clear days' final notice of an Executive Meeting shall be given by the General Secretary to each affiliated club and to all other persons who are entitled to attend under these rules.
- 10.2 Executive meetings shall be chaired by the Chair, or such other person as the meeting shall elect from amongst those present. Each member of the Executive is entitled to one vote only, save the Chair of the meeting, who shall have a casting vote (rule 9.2) nine (9 members) to form a quorum.
- 10.3 A Club wishing to raise any matter on the agenda of an Executive meeting shall send details of such matter to the General Secretary prior to the published date of the meeting (see rules 10.1) and this matter shall be published with the notice of meeting.
- 10.4 A formal resolution which any club has given notice that it wishes to propose must be seconded by another club prior to its submission to the General Secretary.
- 10.5 All persons attending shall sign an attendance register.
- 10.6 Only delegates and those defined by these rules may vote and stand for elective office.

- 10.7 On any resolution, the Chair of the meeting may decide whether to take a vote by show of hands or by ballot.
- 10.8 Two (2) or more scrutinisers may be appointed by the meeting to count any votes that may be required.
- 10.9 Votes for Officer nominations shall be taken by ballot where more than one nomination is made for any position.
- 10.10 Where a ballot is held to elect an Officer, the votes accredited to each nominee in a ballot shall not be disclosed, only the nominated Officer declared, and the ballot papers destroyed as directed by the Chair of the meeting.
- 10.11 Any ballot paper having more than the number of votes required shall be declared void but any ballot paper having less than the number required shall remain valid.
- 10.13 The Executive shall have full power:
- 10.13.1 To appoint Special sub-committees as may be deemed necessary and determine their terms of reference.
- 10.13.2 To exercise financial control over the affairs of The Association. In all cases where an agreement calls for the personal liability of the signatory on behalf of The Association, The Association will indemnify such authorised signatory against such liability.
- 10.13.3 To appoint all relevant delegates to Swim England East Midland Region as and when required
- 10.13.4 To appoint Team Managers for each county gala as and when required.
- 10.13.5 To make additional appointments as deemed necessary.
- 10.14 The Executive shall at its first meeting after the AGM decide on the exact dates of Executive meetings for the forthcoming year and shall circulate details of such dates to all clubs.
In addition to normal business the meeting shall, where possible, make the following other appointments:
- Welfare Officer
Webmaster
Trophy Controller and Awards Manager
Records Officer
- 10.15 During, or by, the July meeting the Executive will nominate the LASA representative to the Swim England East Midland Region Board and the LASA representative to Swim England East Midland Region Swimming Committee.
- 10.16 The Executive will have the power to co-opt or elect any Manager or specific appointment, should it be necessary.

11 ANNUAL GENERAL MEETINGS

- 11.1 The AGM shall be held in December. At least fourteen (14) days' final notice shall be given to the Executive members & each affiliated club or Association. Any notice of motion (other than rule changes) with the name of proposer & seconder and any agenda items must be submitted to the General Secretary in writing not later than twenty-eight (28) days prior to the meeting.
- 11.2 The date of the AGM shall be decided upon by the Executive not later than the preceding 31st July.
- 11.3 Annual Reports – reports from the Officers and the Managers of Standing Committees shall be forwarded to the General Secretary by 31st October.
- 11.4 Annual Accounts shall be completed by 30th September and shall be sent to the General Secretary by 31st October.
- 11.5 Representation at AGMs: The Officers, LASA Delegates, Managers of Standing Committees, Life members, and up to two (2) delegates from each affiliated club or association, all with power to vote. The quorum will be nine (9) excluding those unable to vote.
- 11.6 Two (2) or more scrutinisers may be appointed by the meeting to count any votes taken by ballot.
- 11.7 The AGM shall receive the following reports;
- 11.7.1 from the Officers.
- 11.7.2 from the Manager of each Standing Committee.
- 11.7.3 other reports, as appropriate, as may be submitted to the General Secretary by 31st October.
- 11.8 The AGM will consider and vote on such motions that have been submitted to the General Secretary.
- 11.9 Consider and vote upon any correctly submitted changes to The Association's Constitution.

- 11.10 The AGM shall elect the following Officers of the Association for the forthcoming year
Chair
General Secretary
Treasurer
- 11.11 The AGM will appoint/elect the Managers of the following Standing Committees
Swimming
Development
Masters Swimming
Emergency/Disciplinary/Rules Revision
Finance
- 11.12 Confirm the incumbent Honorary President.

12 EXTRAORDINARY GENERAL MEETINGS

- 12.1 An Extraordinary General meeting may be called by the Officers or at the request of five (5) affiliated clubs or associations. This shall be in writing and be hand signed by the Officers or the clubs Secretaries, respectively. Fourteen (14) days' notice of such a meeting shall be given to Executive members and each affiliated club stating the reason for the meeting.
- 12.2 This shall be the only agenda item for such a meeting.
- 12.3 Representation at AGMs: The Officers, LASA Delegates, Managers of Standing Committees, Life Members, and up to two (2) delegates from each affiliated club or association, all with power to vote. The quorum will be nine (9) excluding those unable to vote.
- 12.4 Two (2) or more scrutinisers may be appointed by the meeting to count any votes that may be required.

13 NOMINATIONS AND APPOINTMENTS

- 13.1 Nominations for Chair, Treasurer, General Secretary, and Managers shall be made at the November Executive meeting or in writing to the General Secretary prior to that meeting.
- 13.2 All nominees shall have a proposer & seconder and shall consent to their nomination. Nominations will only proceed with a proposer and a seconder.
- 13.3 Nominations for Honorary President, shall be made to the General Secretary by 1st October each year. Nominations to be open to all clubs with all nominations being accompanied by a written citation and Nominations will be presented and voted on by the Executive present at the October meeting. The acceptance of the nominee must be sought prior to the submission of the nomination/citation.
- 13.4 Should there be more than one candidate for the role of Honorary President a ballot in accordance with rules for a ballot for an **Officer** will be held with the Chair having the casting vote.
- 13.5 These rules will not prevent a retiring Honorary President from being nominated/ re-elected.
- 13.6 If for any reason anyone elected at the AGM is unable to complete their term of office the Executive shall determine how to proceed.

14 ALTERATION OF THE RULES

- 14.1 Any alteration deemed appropriate shall be dealt with by the Rules Revision Committee.
- 14.2 The Rules of the Association shall only be altered at the AGM of the Association or an EGM of The Association called for that purpose.
- 14.3 Any proposed alteration to rules by an AGM must be received in writing by the General Secretary, signed by the proposer & seconder not later than the 30th September, for consideration by the Rules Revision Committee (the Rules Revision Committee shall indicate its support or opposition and may propose amendments which shall be included on the agenda of the meeting) and shall be circulated with the notice of the AGM. Alterations to rules may also be the subject of an EGM called under rule 12.1.
- 14.4 Changes to Rules must be carried by at least two thirds of those present and entitled to vote and shall be operative from the conclusion of the relevant meeting subject to rule 14.5.
- 14.5 No alteration of a Rule shall come into effect until it has been ratified by Swim England East Midland Region.

15 BREACH OF THE RULES

- 15.1 The Association shall comply with Swim England guidelines for handling internal disputes (as appear in the Swim England Handbook) or as may be obtained from the Swim England Legal Affairs Department).
- 15.2 The Disciplinary Committee on behalf of the Executive shall have the power to deal with any alleged misdemeanour, misbehaviour, or breach of Association rules or the Laws of the Sport as provided for under the Regulations of Swim England.
- 15.3 Any club(s) or individual(s) so accused shall be provided with the opportunity to answer any allegation(s) against them before any judgment is made.
- 15.4 Any club or individual deemed to be in breach of these rules by the Disciplinary Committee on behalf of the Executive may be:
 - 15.4.1 suspended from membership of The Association,
 - 15.4.2 disqualified or suspended from activities within the jurisdiction or the rules of competitions run by The Association,
 - 15.4.3 issued with a formal warning with regard to their future conduct.
- 15.5 All involved or affected by such a judgement shall be so informed in writing by the General Secretary.
- 15.6 Any club or individual may appeal against any judgement made against them by following the Swim England complaints procedure.
- 15.7 If the alleged offence is also considered to be an infringement of Swim England Regulations details of the incident(s) shall be reported to the Swim England Region to which the club(s) or individual(s) is/are affiliated.

16 FUNDS AND FINANCES

- 16.1 The financial year of The Association shall end on 30th September.
- 16.2 All funds shall contribute towards the objects of the Association.
- 16.3 The Association accounts shall be audited or inspected annually by a competent body approved by the Executive.
- 16.4 The Officers of The Association and members of Committees acting with the approval of the Treasurer and the Secretary of the Committee concerned shall be entitled to reimbursement out of the assets of The Association for all expenses incurred by them in the management of The Association's affairs.
- 16.5 Other than for normal running costs as are agreed with the Treasurer, shall not be spent without the agreement of the Executive.
- 16.6 Travelling and subsistence expenses shall be paid in accordance with such guidance and at such rates as are approved in the Swim England handbook to those who representing The Association at Regional or other meetings outside the County.
- 16.7 Travelling expenses shall not normally be paid by The Association to those attending meetings of its Executive or other Committees.
- 16.8 All requests to spend funds shall be fully itemised and shall assess any costs that may occur subsequently.
- 16.9 In the event of dissolution of The Association any funds remaining shall be devoted to endeavours similar to those, which are within the aims and objects of the Swim England.

17 TERMS OF REFERENCE FOR ALL THE STANDING COMMITTEES

- 17.1 The Chair, General Secretary and Treasurer shall be ex-officio members of each Committee.
- 17.2 The Manager of each Committee shall be as elected at the AGM of The Association.
- 17.3 Each Committee shall have power to co-opt additional members to those listed below for any special purposes but such members shall not have voting rights.
- 17.4 Each Committee may designate specific roles to any of its members as it deems appropriate.
- 17.5 In the absence of the Manager of the Standing Committee the committee shall elect a Chair for the meeting from amongst those present.
- 17.6 Each committee shall keep minutes of all meetings which shall be sent to the General Secretary within twenty-one (21) days of the meeting for presentation to the Executive.

- 17.7 All members of each committee shall have at least fourteen (14) days' notice of each of its meetings.

18 DUTIES OF STANDING COMMITTEES

18.1 Swimming Committee

- 18.1.1 To promote and manage the County Aquatic Events.
- 18.1.2 To appoint Officials for all County Swimming events and representative matches.
- 18.1.3 To advise the Executive on all matters relating to Swimming Championships.
- 18.1.4 To select swimming teams or representatives for County Galas. All swimming teams representing The Association shall be selected by a Selection Committee consisting of the County Swimming Manager, (or nominated County representative) and one (1) delegate from each affiliated club. A quorum will be three (3) members to proceed with selection.
- 18.1.5 To award and/or nominate County Badges to all aquatic athletes (see rule 22.2 and 22.3).
- 18.1.6 To work with the County Performance Club to promote and manage swimming development.
- 18.1.7 To work with the clubs to develop aquatic disciplines within Leicestershire.
- 18.1.8 To liaise with the Club Development Officer.

18.2 Development Committee

- 18.2.1 To manage the Development Plans for the County to include but not limited to:
- a) Governance
 - b) Membership
 - c) Athletes Pathway
 - d) Workforce
 - e) Finance
 - f) Other projects
- 18.2.2 To liaise with the Club Development Officer.

18.3 Masters Swimming

- 18.3.1 To promote and manage any County Masters swimming events.
- 18.3.2 To select Masters swimming teams or representatives.
- 18.3.3 To advise the Executive on all matters relating to Masters swimming.
- 18.3.4 To work with the clubs to develop Masters swimming within Leicestershire.

18.4 Emergency/Disciplinary/Rules Revision

- 18.4.1 To administer the emergency procedures of The Association and have the power to act on of the Executive and to report to the Executive at the next available meeting.
- 18.4.2 To administer the disciplinary procedures of The Association and have the power to act on behalf of the Executive and to report to the Executive at the next available meeting. The disciplinary process will be conducted in line with ASA policy.
- 18.4.3 To administer the constitution and rules of The Association and report to the Executive.

18.5 Finance

- 18.5.1 To make recommendations to the Executive relating to the financial management of The Association.

19 DUTIES OF OTHER ELECTED APPOINTEES

19.1 Welfare Officer

The duties of the Welfare Officer shall include but not be limited to:

- 19.1.1 Advise the Executive on all matters relating to welfare issues, and in particular those relating to child protection.
- 19.1.2 Provide guidance to club Welfare Officers on Child Protection issues and to advise clubs on setting up child protection training.
- 19.1.3 To monitor the Swim England and Regional Child Protection Policies and ensure that any changes are advised to clubs promptly.
- 19.1.4 Deal with any child protection issues advised to him/her by clubs or individuals.

19.2 Trophy Controller and Awards Manager

- 19.2.1 To provide medals and trophies for all The Associations galas and competitions.
- 19.2.2 To manage provision of all The Associations badges.

19.2.3 To report to the Executive on trophy requirements.

All perpetual trophies shall remain the property of The Association and are returnable by the holder on request. Trophies shall be handed to the winners upon a receipt for the safe custody and due return thereof being given. Trophies shall be returned in good condition when requested by The Association. The engraving shall be the responsibility of the recipient receiving the trophy, in line with The Association's policy.

19.3 **Records Officer**

19.3.1 To receive and verify all records applications.

19.3.2 To compile a list of all new records and present it, as required, to an Executive meeting for ratification.

19.3.3 To advise the Executive on all matters relating to records.

20 **RULES FOR LEICESTERSHIRE SWIMMING RECORDS**

20.1 All records will be recognised for men and women, for long and short course, for open and junior age classification. The open classification will have no age limits; in the junior classification, the swimmer must be under sixteen (16) years of age on the day of the swim.

20.2 Records may only be made in Galas licensed at levels 1-4 and British Swimming/FINA sanctioned international galas.

20.3 A swimmer claiming a record must:

20.3.1 At the time of the swim be a member of Swim England and a member of a club affiliated to the Association. This for a consecutive period of not less than sixty (60) days immediately prior to the swim.

20.3.2 A swimmer is only entitled to claim a record if they have swum in the name of an affiliated club, or a team encompassing the counties of Leicestershire or Rutland, or their nationalised country.

20.3.3 Completed the relevant portion of the County Records Claim form.

20.3.4 The County Records Claim form must be received by the Records Officer within twenty-eight (28) days of swim taking place.

20.4 The first swimmer in a relay event may claim a record over the distance of that leg provided the time is recorded electronically at a licensed Gala. Such performance shall be nullified by the disqualification of the team or team members.

21 **LIFE MEMBERS**

21.1 Written citations of service for Life Membership should be sent to the General Secretary not later than the 30th September. Nominations to be considered by all the Officers of The Association. Any recommendation shall be made at the November Executive meeting, which shall determine the award. Any new Life Membership(s) to be presented at the AGM.

21.2 Life Members shall be granted free access to all events promoted by The Association.

22 **COUNTY BADGES**

22.1 **Service Badges:**

These badges may be awarded to any person who has given outstanding service to The Association. Written citations of service should be sent to the General Secretary. Nominations to be considered and decided on by the Officers of The Association. There is no limit to the number of County Service Badge Holders, and they can be presented at any time.

22.2 **County Swimming Badges (including Masters):**

Each swimmer upon swimming for The Association for the first time shall receive a badge. A further award shall be given to a swimmer who has represented The Association by swimming in The Association's team in three fixtures.

22.3 **County Badge for Disability Swimming, Synchronised Swimming, Water Polo and Diving:**

Each swimmer upon competing for a Club or Team nominated by the Association to represent Leicestershire & Rutland Amateur Swimming Association for the first time at an appropriate event shall receive a badge. A further award shall be given to a swimmer who has represented The Association's nominated Club or Team in three (3) appropriate events.

23 COMPETITION ELIGIBILITY

- 23.1 All events promoted by The Association shall be competed for under Swim England Regulations at venues and dates to be arranged by The Association.
- 23.2 They shall be open to eligible swimmers according to Swim England Regulations.
- 23.3 County only events, including county representation, shall be open to eligible athletes according to Swim England Regulations and Technical Rules providing:
 - 23.3.1 The athlete is a Swim England member, of the required classification of a club affiliated to The Association.
 - 23.3.2 Has not competed in the Age Groups /Championships of, or competed for any other County in the twelve (12) calendar months prior to the closing date for entry to the event.
- 23.4 The Association may promote events and galas which are not limited to athletes who are members of LASA affiliated clubs.
- 23.5 In the interest of the sport, in cases of extenuating circumstances, the Officers shall decide if the swimmer is eligible to compete. The Officers' decision will be final and will be appropriately reported to the Executive.

24 INTERPRETATION OF THESE RULES

In the event of any question arising as to the correct interpretation of any aspect of the Constitution and General Rules of The Association, or of any question not therein provided for, such questions shall be referred to the Rules Revision Committee whose decision shall be final.