



Leicestershire and Rutland Amateur Swimming Association

Affiliated to Swim England East Midland Region

CONSTITUTION AND GENERAL RULES

DEFINITIONS

Affiliation Fee	The fee set by LASA and paid to LASA as part of an organisations (Club or organisation) affiliation to Swim England, SEEMR and LASA
AGM	Annual General Meeting
Capitation Fee	The fee set by LASA and paid to LASA as part of an individual members membership to Swim England
Club	A club or organisation affiliated to LASA
County	Counties of Leicestershire and Rutland unless the context states otherwise
County Association	A county association other than the County
SGM	Special General Meeting
WA	World Aquatics formerly FINA
LASA	Leicestershire and Rutland Amateur Swimming Association
SEEMR	Swim England East Midland Region
Subscription	The Affiliation Fee and or the Capitation Fee as the context requires
Swim England	Is the trading name of The Amateur Swimming Association (Swim England) Limited
Swim England Regulations	Articles, Regulations and Technical Rules of Swim England
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

1 NAME

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

2 OBJECTS

The objects of The Association shall be:

- 2.1 To promote the practice of all aquatic disciplines.
- 2.2 To select 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 WA are enforced.
- 2.7 To comply with Swim England Regulations regarding Swim England Child Protection Procedures (Wavepower).
- 2.8 To implement the Swim England Equality and Diversity Opportunities policy and Swim England Equity policy.
The County is committed to treating everyone equally within the context of its activity and with due respect to the difference of individuals. It shall not apply or endorse unlawful or unjustifiable discrimination and shall act in compliance with the protections afforded by the Equality Act 2010. The County shall implement the Swim England Equality Policy (as may be amended from time to time).
- 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 all aquatic disciplines.
- 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. 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 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 Subscription will be required.
- 4.12 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.

- 4.13 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 Fee and swimmer Subscription upon acceptance of the application by The Association, following the issue of a club membership code from Swim England.
- 4.14 The total membership of the Association shall not normally be limited. If however the Executive considers that there is a good reason to impose any limit from time to time then the Executive shall put forward appropriate proposals for consideration at AGM. The AGM shall have the right to impose (and remove) from time to time any limits on total membership (or any category of membership) of the Association.

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
- 5.2.1 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.
- 5.3 All Officers, members of the Executive and Standing Committees and roles appointed under rule 10.7 or any other role appointed by the Association shall be 18 years and over, be Swim England members and member of a Club, unless otherwise allowed for in this Constitution and General Rules.
- 5.4 The Officers shall not be related to or in a relationship with any one of the other Officers, to ensure independence of the Officers.

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, the Standing Committee Managers and those appointed in rules 10.7 and 11.10.

8 THE STANDING COMMITTEES

- 8.1 The standing committees of the Association shall be:
- Swimming
 - Development
 - Rules Revision
 - Finance
- 8.2 The Finance Standing committee shall consist of Officers, the Managers of all Standing Committees except for the Rules Revision Manager together with the Masters and Officials Officers all with voting rights on the standing committee.
- 8.3 The Swimming, Development and Rules Revision Standing Committees will consist of the Officers, the Manager, plus minimum of three (3) members all with voting rights on the standing committee.
- 8.4 All members of a Standing Committee shall be nominated and approved by the Executive at the January Executive Meeting.
- 8.5 Allow members to be added throughout year if required. Such additional or replacement members to be nominated and approved by the Executive with voting rights as per 8.4.
- 8.6 Allow specialist advisers at the discretion of the Executive but without voting rights.

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).

- 9.1.1 Only Swim England members of a Club and those defined by these rules may vote.
- 9.1.2 Where a vote is held in a virtual meeting the vote shall be either:
 - a. by a simply show of hands, or
 - b. via a chat message to the meeting Chair, or
 - c. via email to the meeting Chair.
- 9.1.3 Where a vote is held in person the vote shall be either:
 - a. by a simple show of hands, or
 - b. ballot
 - c. Where a ballot is held, the votes accredited to a resolution or nominee shall not be disclosed, only the winning resolution or nominee shall be declared. The ballot papers shall be destroyed as directed by the chair of the meeting. 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.
- 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 Each meeting of the Association shall have a secretary; the secretary of the meeting shall record the names of all members in attendance, which shall be recorded in the minutes of the meeting prepared by the secretary; the secretary shall be the General Secretary for Executive meetings, the Manager for Standing Committee meetings and where these are not in attendance a member nominated and agreed from the attending members. At all other Association meetings, a secretary shall be nominated and agreed from the members present.
- 9.5 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.
- 9.6 All meetings shall be conducted in good order. To this effect the person chairing any meeting shall have the authority to:
 - 9.6.1 Make a final ruling on any matters of procedure.
 - 9.6.2 Order at any time that a vote be taken.
 - 9.6.3 Rule that a matter be concluded and the meeting move on to the next business.
 - 9.6.4 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, or in the absence of a General Secretary, by another Officer or nominated appointee, 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 Officer and Standing Committee Manager nominations shall be at the November Executive meeting and taken to the AGM for confirmation or where there is more than one nomination for an Officer or Standing Committee Manager all nominations will be taken to the AGM for an election to take place.
- 10.5 The Executive shall have full power:
 - 10.5.1 To appoint Special sub-committees as may be deemed necessary and determine their terms of reference.
 - 10.5.2 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.

- 10.5.3 To appoint all relevant delegates to Swim England East Midland Region as and when required.
- 10.5.4 To appoint Team Managers for each county gala as and when required.
- 10.5.5 To make additional appointments as deemed necessary.
- 10.6** 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.
- 10.7** In addition to normal business at the January meeting of the Executive, the Executive shall, where possible, make the following other appointments:
 - Trophy Controller and Awards Manager
 - Records Officer
 - Officials Officer
 - IT Manager
 - Masters Swimming Officer
 - Members of the Standing Committees
- 10.8** In addition, a Welfare Officer: shall be appointed by the Executive all as set out in Wavepower:
 - 10.8.1 The Committee shall appoint a member of the County as Welfare Officer who must be not less than 18 years of age, who should have an appropriate background and who is required to undertake appropriate training in accordance with Wavepower. The Welfare Officer shall not be related to or in a relationship with any one of the 'Executive Officers of the County' or the appointed County Coaches.
 - 10.8.2 The Welfare Officer will have a right to attend Committee meetings without a power to vote. Attendance at meetings will be for the purpose of sharing or addressing matters relating to Welfare.
 - Where the Welfare Officer is also an Executive Officer of the County and in the event of a conflict of interest between these roles the Executive shall appoint a deputy Welfare Officer, or another relevant person as appropriate relative to the circumstances of the conflict of interest.
- 10.9** If for any reason anyone elected at the AGM or at the January Executive Meeting is unable to complete their term of office the Executive shall determine how to proceed.
- 10.10** 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 and each affiliated club and association. Any notice of motion (other than rule changes) with the name of proposer and 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** The AGM shall receive the following reports from;
 - 11.6.1 the Chair,
 - 11.6.2 the Secretary,
 - 11.6.3 the Treasurer/Finance Manager,
 - 11.6.4 the Manager of each of the other Standing Committees,
 - 11.6.5 other reports, as appropriate, as may be submitted to the General Secretary by 31st October.
- 11.7** The AGM will consider and vote on such motions that have been submitted to the General Secretary.
- 11.8** Consider and vote upon any changes to The Association's Constitution.

- 11.9** The AGM shall elect from the nominations received at the November Executive Meeting the following Officers of the Association for the forthcoming year:
- Chair
 - General Secretary
 - Treasurer (who shall also be the Standing Committee Finance Manager)
- 11.10** The AGM shall elect from the nominations received at the November Executive Meeting the Managers of the following Standing Committees:
- Swimming
 - Development
 - Rules Revision
- 11.11** Confirm the Executive's nomination of the Honorary President.
- 11.12** The AGM shall agree the date of the first Executive Meeting.

12 SPECIAL-GENERAL MEETINGS

- 12.1** An Special 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 and association stating the reason for the meeting.
- 12.2** This shall be the only agenda item for such a meeting.
- 12.3** Representation at SGM: 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.

13 NOMINATIONS AND APPOINTMENTS

- 13.1** Nominations for Chair, Treasurer/Finance Manager, General Secretary, and Managers of Standing Committees shall be made at the November Executive meeting or in writing to the General Secretary prior to that meeting.
- 13.2** All nominations for any role on the Executive shall have a proposer and seconder; the nominee shall be a member of Swim England and a Club or association affiliated to the Association and shall consent to their nomination.
- 13.3** The Executive Officers and Managers of meetings of the Association shall have the power to co-opt additional members to those listed below for any special purposes but such members shall not have voting rights.
- 13.4** 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.
- 13.5** Should there be more than one candidate for any nominated position a vote in accordance with rule 9 of these rules will be held.
- 13.6** These rules will not prevent a retiring Honorary President from being nominated / re-elected.

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 SGM 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 All proposed alterations to the Rules will be issued to Swim England East Midland Region prior to the AGM for information or ratification if required,

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 Officers 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 Officers 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 East Midlands Region to which the club(s) or individual(s) is/are affiliated.
- 15.8 Emergency and Disciplinary
- 15.8.1 The Officers of the Association will administer the emergency 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.
- 15.8.2 The Officers of the Association will 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 Swim England Regulations.

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 All monies payable to the Association shall be received by the Treasurer and deposited in a bank account in the name of the Association.
- 16.4 The Executive shall authorise a minimum of two authorised signatories one of which shall be the Treasurer to administer the Associations account(s). No sum shall be drawn from the Associations account(s) except by the method agreed; for online/electronic methods a single authorised signatory and for all other methods two authorised signatories. Any monies not required for immediate use may be invested as the Executive considers appropriate to meet the objectives of the Association all as set out in rule 2 above.
- 16.5 The Association accounts shall be audited or inspected annually by a competent body approved by the Executive.
- 16.6 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.
- 16.7 Other than for normal running costs as are agreed with the Treasurer, finances shall not be spent without the agreement of the Executive.
- 16.8 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 are representing The Association at Regional or other meetings outside the County.

- 16.9** Travelling expenses shall not normally be paid by The Association to those attending meetings of its Executive or other Committees.
- 16.10** All requests to spend funds shall be fully itemised and shall assess any costs that may occur subsequently.
- 16.11** 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 Swim England.

17 DUTIES OF STANDING COMMITTEES

17.1 General

- 17.1.1 Each Committee may designate specific roles to any of its members as it deems appropriate.
- 17.1.2 In the absence of the Manager of the Standing Committee the committee shall elect a chair for the meeting from amongst those present.
- 17.1.3 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.
- 17.1.4 All members of each committee shall have at least fourteen (14) days' notice of each of its meetings.

17.2 Swimming Committee

- 17.2.1 To promote and manage the County aquatic events, except masters.
- 17.2.2 To advise the Executive on all matters relating to Swimming Championships.
- 17.2.3 To select swimming teams or representatives for County Galas via rankings. All swimming teams representing the Association shall be selected by the Swimming Manager, (or nominated County representative) using SE Rankings.
- 17.2.4 To award and/or nominate County Badges to all aquatic athletes (see rule 21.2 and 21.3).
- 17.2.5 To work with the County Performance Club to promote and manage swimming development.
- 17.2.6 To work with the clubs to develop aquatic disciplines within Leicestershire.
- 17.2.7 To liaise with the SE EMR Club Development Officer.

17.3 Development Committee

- 17.3.1 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
- 17.3.2 To liaise with the SE EMR Club Development Officer.

17.4 Rules Revision

- 17.4.1 To administer the constitution and rules of The Association and report to the Executive.

17.5 Finance

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

18 DUTIES OF OTHER ELECTED APPOINTEES

18.1 Welfare Officer

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

- 18.1.1 Advise the Executive (if appropriate to do so) on all matters relating to welfare, and in particular those relating to child protection.
- 18.1.2 Provide guidance to club Welfare Officers on Child Protection and to advise clubs on setting up child protection training.
- 18.1.3 To monitor the Swim England and Regional Child Protection Policies and ensure that any changes are advised to clubs promptly.
- 18.1.4 Deal with any child protection advised to him/her by clubs or individuals.

18.2 Trophy Controller and Awards Manager

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

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

- 18.2.3 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.

18.3 Records Officer

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

- 18.3.1 To receive and verify all records applications.
18.3.2 To compile a list of all new records and present it, as required, to an Executive meeting for ratification.
18.3.3 To advise the Executive on all matters relating to records.

18.4 Officials Officer

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

- 18.4.1 Promote the training of Swimming Officials for qualification within the structure provided by British Swimming.
18.4.2 In conjunction with other officials, if appropriate, appoint swimming officials for county events.
18.4.3 Maintain a record of each official's qualification and license status.
18.4.4 Organise CPD courses for the purpose of maintaining the status of licensed officials.
18.4.5 Deliver presentations of WA rule changes and any reinterpretations of those rules.
18.4.6 Maintain a record of each official's attendance at county Age Group Championships during their license period.
18.4.7 Authorise license renewal costs paid for by the county.
18.4.8 Be a member of the SE East Midland Swimming Officials Group and attend meetings of that group.

18.5 IT Manager

The duties of the IT Manager shall include but not be limited to:

- 18.5.1 Maintain the LASA website as requested by Executive, Standing Committee managers, other Appointed Officers, LASA Clubs, as appropriate.
18.5.2 Periodically review the current website to ascertain if newer technology or software would improve the website both with content and accessibility.
18.5.3 Uploading to our website all LASA related information and documentation supplied and requested by the Executive, Standing Committee managers, other Appointed Officers, LASA Clubs, as appropriate.
18.5.4 The removal of all out of date Information and documentation from the website as requested by the Executive, Standing Committee managers, other Appointed Officers, LASA Clubs, as appropriate.

18.6 Masters Swimming Officer

- 18.6.1 To promote and manage any County masters aquatic events.
18.6.2 To select Masters swimming teams or representatives.
18.6.3 To advise the Executive on all matters relating to Masters swimming.
18.6.4 To work with the clubs to develop Masters swimming within Leicestershire.

19 RULES FOR LEICESTERSHIRE SWIMMING RECORDS

19.1 A swimmer claiming a record must:

- 19.1.1 At the time of the swim be a member of Swim England and a member of a base Club affiliated to the Association. The member shall have been a member of the affiliated base Club for a consecutive period of not less than sixty (60) days immediately prior to the swim.
19.1.2 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 and or Rutland, or a team competing in the International Swimming League (ISL) or any equivalent competition, or their nationalised country.
19.1.3 Completed the relevant portion of the County Records Claim form.
19.1.4 The County Records Claim form (online or otherwise) must be received by the Records Officer within twenty-eight (28) calendar days of the swim taking place.

- 19.2 Records may only be made in Swim England competitions licensed at levels 1-4, the ISL or any equivalent competition, British Swimming and WA sanctioned international competitions in and outside of the United Kingdom.
- 19.3 The first swimmer in a relay event may claim a record over the distance of that leg provided the time is recorded electronically at an event described in rule 19.2 above. Such performance shall be nullified by the disqualification of the team or team members.
- 19.4 All records will be recognised for open/male and female swimmers, 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.
- 19.5 All records shall, if meeting all the above criteria, be ratified during an Executive meeting, the decision of the Executive meeting shall be final.

20 LIFE MEMBERS

- 20.1 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 the Officers. 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.
- 20.2 Life Members shall be granted free access to spectate at all events promoted by The Association.

21 COUNTY BADGES

- 21.1 **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.
- 21.2 **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.
- 21.3 **County Badge for Disability Swimming, Artistic 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 Associations nominated Club or Team in three (3) appropriate events.

22 COMPETITION ELIGIBILITY

- 22.1 All events promoted by The Association shall be competed for under Swim England Regulations and Technical Rules at venues and dates to be arranged by The Association.
- 22.2 They shall be open to eligible swimmers according to Swim England Regulations and Technical Rules
- 22.3 **County only events**, organised by the Association, shall be open to eligible athletes according to Swim England Regulations and Technical Rules providing the athlete:
 - 22.3.1 is a Swim England member, of the required classification of a base Club affiliated to the Association at the closing date of the event.
 - 22.3.2 has not competed in any other County association's County Age Groups and Championships in the same swimming year (September to August).
- 22.4 **County Representation**, shall be open to eligible athletes according to Swim England Regulations and Technical Rules providing the athlete has been a registered Swim England member, of the required classification of a base Club affiliated to the Association prior to the date of selection for the event.
- 22.5 The Association may promote events, open meets and galas which are not limited to athletes who are members of a LASA affiliated Club.

22.6 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.

23 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.