



## **Leicestershire and Rutland Amateur Swimming Association**

### **Affiliated to Swim England East Midland Region**

#### **ByLaws**

#### **1. General**

- 1.1. The Associations ByLaws as set out herein shall be reviewed and amended by the Association as required and approved at its Executive meetings.

#### **2. DUTIES OF STANDING COMMITTEES**

##### **2.1. General**

- 2.1.1. Each Committee may designate specific roles to any of its members as it deems appropriate.
- 2.1.2. In the absence of the Manager of the Standing Committee the committee shall elect a chair for the meeting from amongst those present.
- 2.1.3. 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.
- 2.1.4. Where possible member of the Standing Committee shall receive a period of notice of each of its meetings.

##### **2.2. Rules Revision**

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

##### **2.3. Finance**

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

#### **3. DUTIES OF OTHER APPOINTEES**

The following roles, which can be amended as required by the Executive, shall be appointed following approval at an Association Executive meeting, see Rule 9.10 of the Associations Constitution and General Rules.

##### **3.1. Welfare Officer**

The duties of the Welfare Officer, see also Rule 9.11 of the Associations Constitution and General Rules, shall include but not be limited to:

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

##### **3.2. Aquatic Events Manager**

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

- 3.2.1. To promote and manage the County aquatic events, except masters.
- 3.2.2. To advise the Executive on all matters relating to Swimming Championships.
- 3.2.3. When required
  - 3.2.3.1. Appoint coach(es) for swimming teams or representatives for County Galas; and
  - 3.2.3.2. assist with the selection of swimming teams or representatives for County Galas via rankings.

- 3.2.4. Recruit volunteers Committee as required, to form an Event Team. The team may include LASA Secretary, Risk Assessor, Technical Officials Officer, AOE Officer, Trophy Manager, Communications Officer, Volunteer co-ordinator, Merchandise Officer
- 3.2.5. Recruit and oversees members of the Events Team
- 3.2.6. Prepare budgets for competitions for presentation to and approval of the Finance Meeting held in August each year.
- 3.2.7. Prepare a report to be presented at the monthly Executive meeting as and when required.

### **3.3. Aquatic Project(s) Manager**

The duties of an Aquatic Project Manager shall include but not be limited to:

- 3.3.1. Should the LASA Officers determine a specific project is needed that requires dedicated resource they will identify the scope of the Project, anticipated timescales and any budget required to deliver the required outcome.
- 3.3.2. The LASA Executive Committee having been presented with details of the Project will, appoint a Project Manager either from the committee or from any of the clubs affiliated to Leicestershire & Rutland Amateur Swimming Association to undertake the specific project.
- 3.3.3. The Project Manager appointed must be a member of Swim England and the County Association.
- 3.3.4. The appointed Project Manager will report to the LASA Officers or to a member of the LASA Executive nominated by the Officers.
- 3.3.5. A report will be sent to the LASA Officers on a monthly basis, in time to be presented at the Executive meeting, providing a full update on progress. There is no expectation of the Aquatic Project Manager to attend Executive meetings unless requested by the LASA officers.
- 3.3.6. The Project Manager can co-opt members from any club within the county to assist in the project, as required, provided they are a member of Swim England and the County Association.
- 3.3.7. The Project Manager will ensure any meetings held will be recorded and the minutes circulated to those involved in the project and the LASA Officers.

### **3.4. Trophy Controller and Awards Manager**

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

- 3.4.1. To provide medals and trophies for all the Associations galas and competitions.
- 3.4.2. To manage provision of all the Associations badges.
- 3.4.3. To report to the Executive on trophy requirements.
- 3.4.4. All perpetual trophies shall remain the property of the Association and are returnable by the holder on request.

### **3.5. Officials Officer**

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

- 3.5.1. Promote the training of Swimming Officials for qualification within the structure provided by Aquatics GB.
- 3.5.2. In conjunction with other officials, if appropriate, appoint swimming officials for County events.
- 3.5.3. Maintain a record of each official's qualification and license status.
- 3.5.4. Organise CPD courses for the purpose of maintaining the status of licensed officials.
- 3.5.5. Deliver presentations of WA rule changes and any reinterpretations of those rules.
- 3.5.6. Maintain a record of each official's attendance at County Age Group Championships during their license period.
- 3.5.7. Authorise license renewal costs paid for by the Association.

### **3.6. Records Officer**

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

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

### **3.7. IT Manager**

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

- 3.7.1. Maintain the LASA website as requested by Executive, Standing Committee managers, other Appointed Officers, LASA Clubs, as appropriate.
- 3.7.2. Periodically review the current website to ascertain if newer technology or software would improve the website both with content and accessibility.
- 3.7.3. 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.
- 3.7.4. 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.

### **3.8. Masters Swimming Officer**

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

- 3.8.1. To promote and manage any County masters aquatic events.
- 3.8.2. To select Masters swimming teams or representatives.
- 3.8.3. To advise the Executive on all matters relating to Masters swimming.
- 3.8.4. To work with the clubs to develop Masters swimming within Leicestershire.

## **4. Honorary President**

### **4.1. The Honorary President shall:**

- 4.1.1. Attend, where invited, all Club and County Swimming Events
- 4.1.2. Represent the County, where invited, at all Regional and National Swimming Events.
- 4.1.3. Select a nominee for the Presidents Trophy during their term of office to be presented at the following Age Group & Championships
- 4.1.4. The Hon President shall be invited to attend LASA Executive meetings during their term of office and where possible give reports on visits to clubs, Regional and National Swimming Events.
- 4.1.5. In the absence of the President a previous Past President may be asked to attend events.

## **5. RULES FOR LEICESTERSHIRE SWIMMING RECORDS**

5.1. A swimmer claiming a record must:

- 5.1.1. 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.
- 5.1.2. 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.
- 5.1.3. Completed the relevant portion of the County Records Claim form.
- 5.1.4. 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.

- 5.2. Records may only be made in Swim England competitions licensed at levels 1-4, the ISL or any equivalent competition, Aquatics GB and WA sanctioned international competitions in and outside of the United Kingdom.
- 5.3. 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 4.2 above. Such performance shall be nullified by the disqualification of the team or team members.
- 5.4. 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.
- 5.5. All records shall, if meeting all the above criteria, be ratified during an Executive meeting, the decision of the Executive meeting shall be final.

## **6. COUNTY BADGES**

### 6.1. 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.

### 6.2. 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.

### 6.3. 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.

## **7. COMPETITION ELIGIBILITY**

- 7.1. 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.
- 7.2. They shall be open to eligible swimmers according to Swim England Regulations and Technical Rules
- 7.3. County only events, organised by the Association, shall be open to eligible athletes according to Swim England Regulations and Technical Rules providing the athlete:
  - 7.3.1. is a Swim England member, of the required classification of a base Club affiliated to the Association at the closing date of the event.
  - 7.3.2. has not competed in any other county association's county age groups and championships in
  - 7.3.3. the same swimming year (September to August).
- 7.4. 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.
- 7.5. The Association may promote events, open meets and galas which are not limited to athletes who are members of a LASA affiliated Club.
- 7.6. 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.