



**NUNAWADING SWIMMING CLUB INCORPORATED
STATEMENT OF BY-LAWS**

Approved 27/05/2025.

BL1. STATEMENT OF BY-LAWS

- [1] The By-Laws listed below should be read in conjunction with the current constitution of the Nunawading Swimming Club Inc.

BL2. BOARD SUB-COMMITTEES:

- [1] The Board shall create Sub-Committees as deemed necessary to assist in decision-making and the swimming operations of the Club.
- [2] The following Sub-Committees will report to the Board:
- (a) Remuneration and Performance Review Committee
 - (b) Nuna Nunawading Swim Committee.
 - (c) Nuna Cheltenham Swim Committee
 - (d) any other Sub-Committee that is deemed necessary for short term projects or long-term support.

BL3. REMUNERATION AND PERFORMANCE REVIEW COMMITTEE

- [1] The Remuneration and Performance review committee will:
- (a) Be appointed by the Board no later than the April Board meeting each year.
 - (b) Consist of no fewer than 2 Board members, with the President being one of those members
 - (c) Nominate the date of review based on the availability of the audited financial reports.
 - (d) Finalise a decision on remuneration prior to the “new” Board being ratified at the AGM of that same year.

BL4. SWIM COMMITTEE(s):

- [1] The purpose of the Swim Committee is to:
- (a) Provide support for all club and domestic swimming competitions.
 - (b) Provide support for all club social and fundraising activities.
 - (c) Actively seek involvement from parents, swimmers and other members of the club.
 - (d) Ensure effective communication of swimming activities and club functions to parents, swimmers and others.
- [2] Subject to these Rules, each ordinary member of the Swim Committee shall be nominated and/or elected and shall hold office until the Annual General Meeting (AGM) next after the date of election but is eligible for re-election and/or nomination.
- [3] In the event of a casual vacancy occurring in the office of an ordinary member of the Swim Committee, the Swim Chairperson may appoint a member of the Club to fill the vacancy and the member appointed shall hold office, subject to these Rules, until the conclusion of the AGM next following the date of the appointment.

[4] The elected members of the Swim Committee shall be:

- (a) Swim Chairperson
- (b) Competition Officer
- (c) Intra-Club Officer
- (d) Team Manager Coordinator
- (e) District Delegate
- (f) Technical Official Officer
- (g) Fundraising Coordinator
- (h) Social Coordinators x 2

[5] The nominated members to the Swim Committee shall be the Head Coach and/or one coach representative.

[6] The elected and nominated positions can be varied by approval of the Board.

[7] All members of the Swim Committee shall hold a current working with children's check.

BL5. ELECTION OF SWIM COMMITTEE MEMBERS:

[1] Nominations of candidates for election of Swim Committee members must be:

- (a) made in writing, signed by two members of the Club and accompanied by the written consent of the candidate which may be endorsed on the form of nomination [refer appendix BL1]; and
- (b) delivered to the Secretary of the Board or nominated representative not less than 7 days before the date fixed for the holding of the AGM.

[2] If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed elected.

[3] If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.

[4] The ballot for the election of members of the Swim Committee must be conducted at the AGM in such a manner as the Board may direct.

[5] Positions not filled at the AGM through nomination will remain vacant until such time as a suitable candidate is identified. An appointment, once ratified by the Board, will then be made to fill the vacancy.

BL6. VACANCIES:

[1] The office of a member of the Swim Committee becomes vacant if the Swim Committee member.

- (a) ceases to be a member of the club; or
- (b) resigns from office by notice in writing given to the Board Secretary.

BL7. MEETINGS OF THE SWIM COMMITTEE:

[1] The Swim Committee shall meet a minimum four times in each swimming year at such place and such times as the committee determines.

[2] Other meetings of the Swim Committee may be necessary from time to time and will be convened by the Swim Chairperson.

[3] The Swim Chairperson may call for interim reports to share status updates with Committee members between meetings.

BL8. NOTICE OF SWIM COMMITTEE MEETINGS:

- [1] Notice of each Swim Committee meeting must be given to each member of the Swim Committee at least 7 business days before the date of the meeting.
- [2] Items to be discussed under General Business must be notified to the Swim Chairperson at least 4 days prior to the meeting.

BL9. QUORUM FOR SWIM COMMITTEE MEETINGS:

- [1] **Greater than** 50% of members of the Swim Committee constitute a quorum for the conduct of the business of a meeting of the Swim Committee.
- [2] If a quorum is not present the meeting may continue, however, any decisions made by the members present must be ratified by a minimum 75% of Swim Committee members either at the next meeting or by email circulation by the Swim Chairperson.
- [3] Any vacant position on the Swim Committee shall not be used to determine a quorum.

BL10. PRESIDING AT SWIM COMMITTEE MEETINGS:

- [1] At a Swim Committee meeting, if the Chairperson is absent, or unable to preside, the Board may assign a Board member to act as Chairperson for that meeting, or if it is a late withdrawal, the members present must choose one of their members to preside.

BL11. VOTING AT SWIM COMMITTEE MEETINGS:

- [1] Questions arising at a meeting of the Swim Committee shall be determined on a show of hands or, if a member requests, by a poll taken in such a manner as the person presiding at that meeting may determine.
- [2] Each member present at a meeting of the Swim Committee [including the member presiding at the meeting] is entitled to one vote and in the event of an equality of votes on any question the person presiding may exercise a second casting vote.

BL12. REMOVAL OF A MEMBER OF THE SWIM COMMITTEE:

- [1] The Board may by resolution remove any member of the Swim Committee before the expiration of his/her term of office and appoint another member in his/her place to hold office until the expiration of the term of the first mentioned member.
- [2] A member who is the subject of a proposed resolution referred to in sub-rule [1] may make representations in writing to the Secretary or President of the Club and may request that the representations be provided to the members of the Club.
- [3] The Secretary or the President may give a copy of the representations to each member of the Club or, if they are not so sent, the member who is the subject of a proposed resolution referred to in sub rule [1], may require that they be read out in the meeting.

BL13. MINUTES OF MEETINGS:

- [1] The Swim Chairperson, or a member delegated by the Chairperson, must keep minutes of the resolutions and proceedings of each Swim Committee meeting, together with a record of the names of persons present at these meetings.

- [2] The minutes of each meeting must be completed and forwarded to the EGM within 5 days and then be distributed to the Board prior to their next monthly meeting.

BL14. SWIM COMMITTEE POSITION DESCRIPTIONS:

- [1] The members of the Swim Committee shall be guided by the following position descriptions:

- (a) The Swim Chairperson shall.
 - (i) Be the contact person for all Swim Committee members.
 - (ii) Chair the meeting of the Swim Committee.
 - (iii) Liaise with each Swim Committee member to support them in achieving the responsibilities of their roles.
 - (iv) Distribute an agenda to all members of the Swim Committee at least 5 days prior to a Swim Committee meeting.
 - (v) Distribute the minutes of all Swim Committee meetings to all members of the Swim Committee and the Board within 5 days of the meeting.
 - (vi) Shall award the Swim Chairperson's Award to an outstanding Club volunteer at the Annual Presentation Function.
- (b) The Intra-Club Officer in consultation with the Club & Squad Coordinator shall.
 - (i) Co-ordinate club swim meets including:
 - 1. Nuna PB Challenge
 - 2. Any additional IntraClub initiative
 - (ii) Along with the Club Coordinator, confirm the Intra Club dates with the Head Coach at least two terms in advance.
 - (iii) Along with the Club Coordinator, confirm the Nuna PB Challenge program format for approval from the Head Coach.
 - (iv) Provide a report after each intra club meet for inclusion in weekly email newsletter.
 - (v) Ensure results of all Intra Club are provided to Club Coordinator within 48 hours of each meet.
- (c) The Team Manager Coordinator in consultation with the Club & Squad Coordinator shall.
 - (i) Recruit, allocate and train team managers for Victorian Championship level meets.
 - (ii) Recruit, allocate and train team managers for district level meets where required.
 - (iii) Assist with the identification of suitable team managers for camps and/or competitions held in Victoria.
 - (iv) Award the Team Manager's Award to an outstanding Team Manager volunteer at the Annual Presentation Function.
- (d) The District Delegate shall.
 - (i) Attend all District meetings to represent the Nunawading Swimming Club
 - (ii) Vote on all matters raised by the district and or other Clubs, keeping the name, respect and integrity of the Nunawading Swimming Club and its swimmers above all else.
 - (iii) Report to the Swim Chairperson within 5 days of a District meeting on any actions that need to be implemented by the Club (e.g. Host a Metro East meet).
 - (iv) Report to the Swim Committee on outcomes from District meetings.
- (e) The Coach Representative shall.
 - (i) Provide leadership to the Swim Committee and its members to ensure full support of coaching initiatives and competition strategies.
 - (ii) Book required pools for Intra Club meets and Club Championships.
 - (iii) In consultation with the High-Performance Coach, make a recommendation to the EGM for the Team Manager positions attending each Australian Championship events and any interstate competitions or camps. The EGM shall be responsible for approval of the necessary appointments.

- (iv) Complete all other duties described in the Head Coach's Position Description under the direction of the EGM
- (f) The Competition Officer in consultation with the Club & Squad Coordinator shall:
 - (i) Ensure the program of events is available for online entry and promoted on the NSC and SV websites.
 - (ii) Support the Club Coordinator in the preparation and conduct of the Nuna Long Course, Short Course, Club Championships and any other Club meets including entries, programs, pool setup, and management of the event on the day.
 - (iii) Submit appropriate documentation for approval by Swimming Victoria of Nunawading qualifying meets within 24 hours of meet completion.
 - (i) Ensure results are sent through to the Club & Squad Coordinator to be posted on the NSC website within 24 hours of the meet's conclusion.
- (g) The Technical Official Officers shall:
 - (i) Be Swimming Victoria qualified.
 - (ii) Maintain all technical equipment and report any replacement or new equipment required to the Squad and Club Coordinator.
 - (iii) Be responsible for the recruitment and on-going training of Club officials.
 - (iv) Appoint required officials for all Nunawading meets.
 - (v) Ensure the appropriate technical officials are appointed for the Nuna LC, Nuna SC, Club Championships and any other Club meets to ensure each meet is recognised as a Qualifying Meet.
 - (vi) Shall award the Technical Official Officer's Award to an outstanding Club technical official at the Annual Presentation Function.
- (h) The Fundraising Coordinator shall:
 - (i) Convene a Fundraising Sub-Committee
 - (j) Coordinate all fundraising activities.
 - (ii) Aim to achieve the annual fundraising budget as outlined in the adopted budget for that financial year.
 - (iii) Administer and maintain the Australian Sports Foundation fundraising account, including the transfer of funds to NSC when applicable.
 - (iv) Provide an update to Swim Committee members at each meeting on funds raised and activities planned.
- (i) The Social Coordinators shall:
 - (i) Coordinate volunteers and catering for the Nuna LC, Nuna SC, Club Championships, other Nunawading meets, and selected Metro East meets.
 - (ii) Coordinate volunteers and catering for the Club Breakfasts.
 - (iii) Coordinate volunteers and catering for social functions including the annual Christmas Party and Presentation Function.
 - (iv) Actively seek involvement from parents of the club.

BL15. INTRA CLUB MEETS:

- [1] The Nunawading Swimming Club Intra Club competitions will consist of the following meets:
 - (a) Club Championships
 - (b) Nuna PB Challenge
 - (c) Any other meets as determined by the Head Coach

- [2] The Club Championships shall:
- (a) Be held once every season.
 - (b) Consist of the following events
 - (i) 100m butterfly, breaststroke, backstroke and freestyle and the 200 IM for all age groups 11 years and over,
 - (ii) 50m butterfly, breaststroke, backstroke and freestyle, and a 100 freestyle for age groups 10 years and under.
 - (c) Include aggregate points in each age group (9, 7, 6, 5, 4, 3, 2, 1) which are tallied to determine each age group Club Champion, for which trophies/medals will be presented.
 - (d) Be open to all NSC members, with all squad members encouraged to enter.
- [3] The Nuna PB Challenge shall:
- (a) Fulfil the following objectives:
 - (i) To introduce new swimmers to all aspects of competition so they can gain confidence.
 - (ii) To encourage our swimmers to focus on individual self-improvement.
 - (iii) To create opportunities for swimmers and parents to meet other families.
 - (iv) To help parents learn the various aspects of timekeeping.
 - (b) Be conducted once each school term, as a series of two meets where swimmers try to improve on their personal best times.
 - (c) Have points awarded for each swim as follows:
 - 2 points for first swim in an event
 - 2 points if time swum is slower than PB.
 - 3 points if time swum equals PB or up to 1 second faster
 - 5 points if time swum betters PB by 1.00 second or more
 - (d) Award a medal / trophy to 1st, 2nd and 3rd girls and boys in each age group (8/u, 9, 10, 11, 12, 13/over) at the end of the series, based on points earned in that Term.
 - (e) Award the David Cook PB Challenge Trophy at the annual Presentation Function to the boy and girl who accumulate the most points over the allocated 12-month period.
 - (f) Awards may only be won by NSC members.
 - (g) Be open to swim school children who are nominated by their swim teachers; however, they must become club members within one term of their first swim at the Nuna PB Challenge if they wish to continue to be involved.

BL16. NUNAWADING SWIM MEETS:

- [1] The Club shall conduct a number of swim meets each year depending on the National, State, District and Club calendars. These meets may include the:
- (a) Nunawading Short Course Meet
 - (b) Nunawading Long Course Meet
 - (c) Nuna Cheltenham Short Course Meet
 - (d) Nuna Cheltenham Long Course Meet
- [2] The Nunawading Short Course Meet and Nunawading Long Course Meet shall be:
- (a) one day meets with sessions split by age groups.
 - (b) conducted at a time that will assist swimmer performance and ensure business success.
 - (c) open to swimmers who are members of their State Association
 - (d) used as fundraisers for the Club.

BL17. DISTRICT MEETS:

- [1] Swimmers shall be encouraged to participate in District meets so long as they fit into the Competition calendar and squad training program.

BL18. PERPETUAL BEST SWIMMING PERFORMANCE TROPHIES:

- [1] SWIMMING PERFORMANCE TROPHY ELIGIBILITY
 - (a) To be eligible for a Perpetual Best Swimming Performance Trophy, swimmers must be a member of either the Nunawading swimming Club or Nuna Cheltenham Club through to the end of the swimming season for which the trophies are being awarded.
- [2] SUTHERLAND TROPHY
 - (a) The Sutherland Trophy shall be awarded at the annual Presentation Function to the male and female swimmers who achieve the best swimming performance according to the most current FINA international point score.
 - (b) Swimmers must be 17 years or over on 1st July from the previous year to be eligible for this trophy.
 - (c) 'The best swimming performance' shall be awarded for swims done at official FINA sanctioned long course meets in Olympic events only.
- [3] THE GRAEME AND HELEN WOOLESTROPHIES
 - (a) The Graeme and Helen Wooles Trophies shall be awarded at the annual Presentation Function to the male and female swimmers who achieve the best swimming performance according to the most current FINA international point score.
 - (b) Swimmers must be 15 or 16 years on 1st July from the previous year to be eligible for these trophies.
 - (c) 'The best swimming performance' shall be awarded for swims done at official FINA sanctioned long course meets in Olympic events only.
- [4] MEYER - HOUGHTON TROPHIES
 - (a) The Meyer and Houghton trophies shall be awarded at the annual Presentation Function to the male and female swimmers who achieve the best swimming performance according to the FINA international point score.
 - (b) Swimmers must be 14 years or under on 1st July from the previous year to be eligible for these awards.
 - (c) 'The best swimming performance' shall be awarded for swims done at official FINA sanctioned long course meets in Olympic events only.
- [5] THE URSULA RAUTER AND LIZ CLARKETROPHIES
 - (a) The Ursula Rauter trophy for boys shall be awarded at the annual Presentation Function to the male swimmer who achieves the best swimming performance at the Victorian Long Course Championships in 12-year-old events based on gold, silver & bronze medals and final placings if required.
 - (b) The Liz Clarke trophy for girls shall be awarded at the annual Presentation Function to the female swimmer who achieves the best swimming performance at the Victorian Long Course Championships in 12-year-old events based on gold, silver & bronze medals and final placings if required.
 - (c) Where the criteria in BL18(5a) and BL18(5b) has not been met by any swimmer, the trophy shall be awarded to the highest ranked 11/12-year-old at Victorian State Metro swim meet.
- [6] ANNE CURRIE MULTI CLASS 'SWIMMER OF THE YEAR' TROPHY
 - (a) The Anne Currie Multi Class Swimmer of the Year Trophy shall be awarded at the annual Presentation Function to the male or female Multi Class swimmer who achieved the highest ranking at an international meet in the previous season from 1st July.
 - (b) If no Multi Class swimmer attended an international meet, the Multi Class swimmer with the highest ranking at the Australian Championships in that season shall receive the award.
 - (c) If no Multi Class swimmer attended the Australian Championships, the Multi Class swimmer with the highest ranking at the Australian Age Multi Class Championships shall be awarded the trophy.
 - (d) If no Multi Class swimmer attended the Australian Age Multi Class Championships, the Multi Class

swimmer with the highest ranking at the Victorian Championships shall be awarded the trophy, on the condition that the minimum standard achieved is a Victorian Championship finalist.

- (e) There is no age restriction for this award.

- [7] OPEN WATER 'SWIMMER OF THE YEAR' TROPHY
- (a) The Open Water Swimmer of the Year Trophy shall be awarded at the annual Presentation Function to the male or female swimmer who achieved the highest finishing position at an International Open Water swim meet in the previous season from 1st July to 30th June.
 - (b) If no swimmer attended an international meet, the swimmer with the highest finishing position at the Australian Open Water Championships in the 5km or 10km event, in that season, shall receive the award.
 - (c) If no swimmer attended the Australian Open Water Swimming Championships, the swimmer with the highest finishing position at the Australian Age Open Water Swimming Championships, in that season, shall be awarded the trophy.
 - (d) If no swimmer attended the Australian Age Open Water Swimming Championships, the swimmer with the highest finishing position at the Victorian Open Water Championships, or failing that, the Victorian Age Open Water Championships, in that season, shall be awarded the trophy.
 - (e) Swimmers must be 12 years or over on 1st May from the previous year to be eligible for this award.

BL19. MAJOR ANNUAL TROPHIES

- [1] MAJOR ANNUAL TROPHY ELIGIBILITY
- (a) To be eligible for a Major Annual Trophy, swimmers must be a member of the Club through to the end of the swimming season for which the trophies are being awarded.
- [2] CLUB TROPHY SUB-COMMITTEE
- (a) Each year the President shall establish a Club Trophy Sub-committee.
 - (b) The Club Trophy Sub-Committee shall be made up of 5 persons consisting of two (2) coach members, two (2) non-coach members of the Swim Committee and one (1) Board representative (selected by the President and is a non-member of the Swim Committee) The President shall be the non-voting Chairperson for the Sub-Committee.
 - (c) No competitive swimmer who is eligible for the award may sit on the Sub-Committee.
- [3] BUTLER / NUGENT / CAUNE TROPHIES
- (a) The male and female winners of the Butler Trophy shall be aged 16 years and over as of 1st July from the previous year.
 - (b) The male winner of the Nugent Trophy and female winner of the Caune Trophy shall be aged 15 years and under as of 1st July from the previous year.
 - (c) The winners of the Butler, Nugent and Caune trophies shall be decided by secret ballot by members of the Club Trophy Sub-Committee using the following process.
 - (d) Prior to the annual Club Trophy Sub-Committee meeting to determine award winners,
 - (i) the coach members on the Sub-Committee shall meet with the coaching team to gain feedback on suitable swimmers to be nominated for each award.
 - (ii) the Swim Committee representatives on the Sub-Committee shall meet with the Swim Committee, excluding any coaches, to gain feedback on suitable swimmers to be nominated for each award.
 - (e) Once decided upon the Coach and Swim Committee nominations should be sent through to the President.
 - (i) If the combined Swim Committee and Coaches nomination list totals 6 or less nominations for each award the Club Trophy Sub-Committee shall meet and vote to determine the winners.
 - (ii) If the combined Swim Committee and Coach nomination list totals more than 6 nominations for any of the Club trophies, the Head Coach and Swim Chairperson shall meet and determine the 6 most suitable nominations prior to the sub-committee voting.

- (f) Voting shall be based on consideration of the following areas and using the procedure detailed in [e]:
 - (i) Swimming ability
 - (ii) Participation in club activities
 - (iii) Sportsmanship
 - (iv) Leadership qualities
 - (v) Adherence to Club Values
- (g) While each member of the Club Trophy Sub-Committee is eligible to vote, a parent of a swimmer nominated for a specific award shall not vote for that award. Voting shall be completed as 3-2-1 with 3 votes for the person highest ranked. The President shall count the votes. The swimmer with highest number of votes shall win the award. If the winning number of votes is equal, there shall be a re-vote including only the swimmers who equalled in the original vote. Voting for the recount shall be 1 vote each for the highest ranked person. If there are equal votes on the second count, the Head Coach shall have a deciding vote.
- (h) The names of the winners of the Butler Trophy and Nugent and Caune Trophies shall remain confidential to the President, Club & Squad Coordinator and Awards Officer until their presentation.

BL20. ANNUAL TROPHIES

- [1] THE DAVID COOK TROPHIES
 - (a) The David Cook trophies shall be awarded at the annual Presentation Function to the overall top male and female point scorers at the Nuna PB Challenge for the previous 12-month season.
 - (b) Points for all swimmers attending the PB Challenges over the season will be added together.
 - (c) Swimmers must be club members to be eligible to win these trophies.

BL21. SERVICE AWARDS:

- [1] The Board shall recognise members with a service award as follows:
 - (a) 10 years involvement.
 - (b) Every 5 years after 10 years.
- [2] Service awards shall not be automatic but will be considered and awarded by the Board on a case-by-case basis taking into account the type of service and involvement the member has given.
- [3] Service awards may also be given to 'friends' of NSC who may not be club members.

BL22. LIFE MEMEBRSHIP:

- [1] For Life Membership, the emphasis is on outstanding service or contribution to Nunawading Swimming Club and the sport of swimming. Life Membership requires more than the holding of office(s) and the routine performance of that office(s).
- [2] When considering a nomination for Life Membership the emphasis is on outstanding service or contribution to NSC and the sport of swimming. The Board shall have regard to the following:
 - Quality length and level of service.
 - Standard of performance by the nominee of his or her tasks.
 - Whether the nominee has met at least one of the following:
 - served at least 10 years as a Board member or member of a NSC Committee.
 - has competed as a coach, athlete or official successfully at international level as a member of an Australian team or teams for at least 6 years.
 - has won a medal or coached an athlete to win a medal at an Olympic Games.
 - other direct service to NSC for at least 10 years.

BL23. CLUB CAPTAIN SELECTION & ROLE:

- [1] Nominations for Club leaders for the new season shall be called for in May each year.
- [2] Nominees must complete the “Club Leadership Nomination Form” and submit it by the due date.
- [3] A “Leadership Selection Committee” shall shortlist and interview up to five nominees for each position of Boys and Girls Club Captain (one of each for each club) and Boys Girl and Junior Leader (one of each for each club).
- [4] The leadership selection committee shall consist of the EGM, a member of the swim committee (non-staff member) and at least 1 coach.
- [5] The selection of Club Captains and Junior Leaders shall be based on assessment of candidates across areas of leadership, commitment, communication and sportsmanship. Assessment will include each individual’s appreciation of the Club’s values.
- [6] The announcement of the leadership team for the new season will be communicated at a time decided by the Leadership Selection Committee.

BL24. CLUB RECORDS:

- [1] The Club shall keep the following club records:
 - (a) Male Long Course Records.
 - (b) Female Long Course Records.
 - (c) Male Short Course Records.
 - (d) Female Short Course Records
 - (e) Male Nunawading Club Championship Long Course Records
 - (f) Female Nunawading Club Championship Long Course Records
- [2] A swimmer who breaks a Club Record is required to inform the Club Awards & Records Officer of the details of the record broken within 14 days of breaking the record.

BL25. CLUB COMPETITION TRIPS AND TRAINING CAMPS:

- [1] All competition trips or training camps involving NSC members where the team travels and/or stays as a team will follow points [2] to [9] below.
- [2] The ratio of NSC staff (team managers and/or coaches) to swimmers on all NSC competition trips or training camps shall not exceed 1:8.
- [3] If the majority of swimmers attending a NSC organised competition trip or training camp are aged 18 years and over, the Club may, at the discretion of the Board, allow the team to travel with a staff to swimmer ration ratio greater than 1:8.
- [4] For trips, camps and competitions whereby Team Managers and Coaches travel with the team, these people shall have the following responsibilities for the duration of the trip/camp:
 - (a) Team Managers shall:
 - (i) Manage all aspects of the air and/or ground travel, accommodation and meals.
 - (ii) Manage the conduct of all team members and after consulting the Trip Head Coach, discipline or provide feedback to team members as required.
 - (iii) Provide support to the coaching team in areas of team sheets for relays, swimmer withdrawals, medal presentations, swimmer statistics, marshalling and any medical support.
 - (iv) Act as the liaison between the swimmers, coaches and parents as required.
 - (b) Coaches shall:
 - (i) Be present, provide support and advice to swimmers at the pool in all aspects of competition preparation, competition review and athlete management.
 - (ii) Select relays at swim meets where teams have been entered.
 - (iii) Work closely with the Team Manager in regard to relay selection, swimmer withdrawals and any other area required.
- [5] Team members must be 12 years or older on the first day of the trip to travel with Nunawading to Interstate competitions / training camps.
- [6] For overnight trips within the state of Victoria or border city, swimmers 11 years and under on the first day of the trip, may travel as members of the Nunawading team, if selected, but must be accompanied by an adult/guardian.
- [7] For day trips within the state of Victoria, club swimmers and parents may be invited to travel with the team. Team Members aged 11 years and under must be accompanied by a parent or guardian.
- [8] A parent / guardian may also be a guardian for additional children aged 11 years and under provided the children's family have provided the Club with a written letter of consent. A parent may be a guardian for a maximum 4 children, including their own. Guardians shall be organised by the families.
- [9] The parent / guardian shall:
 - (a) become part of the team in regard to all activities, transport, accommodation and meals.
 - (b) follow the directions of the Team Managers and Coaches and ensure the children in their care do the same.
 - (c) assist the Team Managers and Coaches if and when appropriate or asked.
 - (d) pay their share of the travel, accommodation and meals costs.
 - (e) look after all children in their care.
 - (f) share accommodation with the children in their care.
 - (g) hold a current working with children's check.
- [10] All Team Members shall follow the direction of the Team Manager and Trip Head Coach.

- [11] Swimmers who do not meet the selection criteria for a competition trip may still attend the competition but must travel independently of the NSC Team. This includes making their own travel and accommodation arrangements.

BL26. TEAM GUIDELINES:

- [1] A NSC Team shall be made up of Team Members who may be:
- (a) swimmers who are financial members of the Club.
 - (b) parents or guardians who are attending the trip.
 - (c) coaches and Team Managers assigned to the trip.
 - (d) swimmers or coaches who are non-Club members and have been invited by the Head Coach.
- [2] A person is a Team Member from the time the relevant Team is assembled until:
- (a) the Member ceases to be a Member of the Team; or
 - (b) the Team is disbanded on the day determined by the Team Manager/Coach and notified to the Team Member.
 - (c) such earlier time as NSC may agree with that Team Member (such as where a Team Member is released from a Team rather than returning home with the Team).
- [3] The Club must give each Team Member prior written notice of the date the Team will be assembled and the date on which it will be disbanded.
- [4] NSC will provide each Team with:
- (a) coaching support.
 - (b) public relations and media advice as appropriate.
 - (c) Team Managers as appropriate.
 - (d) Physiotherapist support on selected trips.
 - (e) Medical kit for emergency use.
- [5] NSC will support each Team Member where the team is travelling and/or staying as a team with:
- (a) the coordination of travel, accommodation, meals and ground transport.
- [6] Team Notification
- The following policy applies for all NSC organised trips and camps.
- (a) Invited Team Members will be informed of trip details with a trip notification letter delivered via email or in person.
 - (b) Within 7 days of receiving a trip notification letter, all invited Team Members are required to complete the trip confirmation form and pay the required deposit and indicate any alternate travel arrangements required.
- [7] Swimmer withdrawal from the team

The following cancellation policy applies for all camps and trips.

- (a) If a swimmer withdraws from a NSC trip after returning a completed trip confirmation form for any reason, including illness or injury, all costs that cannot be recouped by the Club are payable by the team member. These may include, but not be limited to, flight, accommodation, meal and transport costs. Any amounts payable will be deducted from the deposit received and/or charged to the Team Members account.

- [8] Requested Changes to Trip Details
- (a) In addition to the trip cancellation policy outlined in BL26 [7](a) the following policy applies to all swimmers requesting changes to flights, accommodation and ground transport on overnight NSC trips and camps.
 - (b) If, after returning a trip confirmation form, a swimmer requests to change any details of their trip, including flights, accommodation or ground transport they will be liable for:
 - (i) Any costs involved in cancelling or changing flights.
 - (ii) Any costs in relation to accommodation that is unable to be changed or refunded.
 - (iii) Any transport costs unable to be changed or refunded.
 - (iv) Any other costs unable to be recouped by NSC.
 - (c) Any amounts payable in [8] (b) will be charged to the Team Member's account.

BL27. TEAM RULES:

- [1] Team Members must:
- (a) Fully comply with these By-Laws, the NSC Constitution and the SV Constitution.
 - (b) Comply with all reasonable directions of the Head Coach and Team Manager/s of the Team in relation to the control, management, administration and running of the Team.
 - (c) Remain in good physical condition and be capable of performing the role required by a Team Member.
 - (d) Not be involved in, nor persist with, any conduct or activity that may harm NSC, its names or reputation.
 - (e) Wear NSC Team clothing in the manner directed by the Head Coach or Team Manager/s. Parents/guardians attending are not required to wear uniform.
 - (f) Not be involved in any conduct or activity that may harm the names or reputation of any Sponsor, nor NSC's relationship or contractual obligation with any sponsor.
 - (g) Not be involved in a situation which brings the Team Member into disrepute, contempt, scandal or ridicule; and
 - (h) Not offend public opinion or the sensibilities of any class or group.
- [2] Team Members must follow the Swimming Australia Limited Anti-Doping Policy and Illicit Drugs Policy at all times including:
- (a) Team Members must not take or use drugs or stimulants or participate in other practices prohibited by the International Olympic Committee (IOC), FINA, Swimming Australia and/or the Australian Sports Anti-Doping Act 2006.
 - (b) Team Members must comply with any lawful demand by FINA, ASADA or WADA to undergo a test or provide a sample for the purpose of the determining whether that Team Member has contravened BL27[2](a).
 - (c) Any Team Member who refuses or fails to comply with a demand pursuant to BL27[2](b) is liable to be immediately dismissed from the Team.
 - (d) Any Team Member who becomes aware that a Team Member is in breach of BL27[2](a), must advise the Team Manager.
 - (e) If any Team Member is detected to have breached BL27[2](a) the Team Manager/s must:
 - (i) make full disclosure to the Head Coach; and
 - (ii) make full disclosure to the EGM of Nunawading Swimming Club.
 - (f) Such information is confidential and can only be used for official/disciplinary purposes.

- [3] Team Members shall abide by the Dry Team Policy as follows:
- (a) From the time a Team is assembled until it is disbanded, no Team Member is allowed to drink alcohol or take any recreational drug of any kind. The phrase 'recreational drug' includes any drug which is an illegal drug in any State or Territory in Australia.
 - (b) Any Team Member aged 17 years or under who breaches the Dry Team Policy is liable to have their membership of the Team terminated.
 - (c) Any Team Member aged 18 years and over who breaches the Dry Team Policy without first signing a team release form is liable to have their membership of the Team terminated.
- [4] Team Members Medical Information
- (a) Team Members must conduct themselves in such a manner so as to obtain and maintain their best possible physical fitness and health.
 - (b) Team Members must disclose immediately to Team Management any illness and/or injury that may prejudice their proper participation in the activities of the Team.
 - (c) Team Members aged under 18 years must return to their parent/guardian's care if so, directed by Team Management if, after consultation with a qualified medical practitioner, the Team Member is declared unfit or unable to perform to the best of their ability through illness and/or injury. Any costs involved are the responsibility of the Team Member's parent/guardian.
 - (d) Team Members aged 18 years and over must leave the Team, if so, directed by Team Management if, after consultation with a qualified medical practitioner, the Team Member is declared unfit or unable to perform to the best of their ability through illness and/or injury. Any costs involved are the responsibility of the Team Member.
 - (e) The Team Manager/s or guardian is approved to authorise such emergency medical treatment as deemed necessary, if a Team Member is unable, for any reason, to provide that authorisation themselves. The cost of any such emergency treatment will be paid by the Team Member.
 - (f) Any details disclosed pursuant to this By-Law will be kept absolutely confidential by NSC. The details may only be requested, discussed and disclosed as between the Team Manager/s and the Head Coach and any appointed medical practitioner for the purpose of:
 - (i) any emergency contemplated by BL27 [4](d).
 - (ii) determining the Team member's fitness to perform to the best of their ability; or
 - (iii) official / disciplinary purposes.
- [5] Termination of Team Member
- (a) Team Management may terminate a Team Member's place on a Team by giving written notice to the Team Member if the Team Member:
 - (i) breaches any of these By-Laws.
 - (ii) is convicted of a criminal offence.
 - (iii) is suspended from any event, competition, team or squad.
 - (iv) is found guilty by Swimming Victoria or NSC of a breach or violation of their regulations or other laws.
 - (v) in NSC's opinion, deteriorates in public image; or
 - (vi) in NSC's opinion is involved in any major controversy.
 - (b) Team Management may suspend on such conditions as it considers appropriate in its absolute discretion a Team Member's place on a Team while NSC conducts any investigation into whether a Team member should be dismissed from a Team for any of the reasons set out in By-Law 26[5](a).
 - (c) The Team Member has the right to an immediate appeal if they do not agree with the suspension from the Team. The order of appeal is listed below.
 - (i) Team Management and the Team Member must meet and discuss the matter and, if possible, resolve the dispute as soon as practical after the notification of suspension comes to the attention of both parties.
 - (ii) If the Team Member is still unsatisfied with the outcome, Team Management shall provide the Team Member with the phone number of the Member Protection Officer (or the NSC President if the Member Protection Officer is part of team management) and organise an independent hearing by the Member Protection Officer (or the President) as soon as practical

- (iii) After providing both parties with every opportunity to be heard and due consideration, the Member Protection Officer (or President) shall make their decision and that decision shall be final.

[6] Rights of Termination

- (a) If a Team Member under the age of 18 has their place on a Team terminated, Team Management will organise for the Team Member to be returned into the care of their parent/guardian. The cost of any travel involved will be paid by the Team Member's parent/guardian.
- (b) If a Team Member over the age of 18 has their place on a Team terminated, they will be released from, and be required to leave, the Team. The cost and organisation of any travel involved will be the responsibility of the Team Member.

[7] Liability

- (a) Team Members acknowledge NSC may take injunctive relief in any court of competent jurisdiction to restrain any breach of these By-Laws.

[8] Release and Indemnity

- (a) Team Members release NSC from any liability whatsoever towards the Team Member, except any liability:
 - (i) which cannot be excluded by statute or any other law; or
 - (ii) arising as a result of NSC's gross or wilful negligence.
- (b) Team Members indemnify NSC from all claims, losses, damages, costs or proceedings of any kind which may be against NSC in any way arising out of or in connection with the Team Member's participation in any Team.

[9] Disciplinary Hearing

- (a) Notwithstanding any penalty or sanction that may have been imposed on any team member for the breach of these By-Laws, any breach or alleged breach of these By-Laws, shall be deemed to be misconduct and shall be referred to the Board for a disciplinary hearing.

BL28. UNIFORM:

- [1] Club members representing NSC or Nuna Cheltenham at swim meets shall wear Nunawading Swimming Club uniform as nominated by the coaches.
- [2] If no uniform is nominated, NSC Uniform will consist of:
 - (a) Clubpoloshirt.
 - (b) Clubswim cap.
 - (c) Club tracksuit.

BL29. CLUB TRAVEL SUBSIDIES

- [1] Each year when the Board sets the budget, money shall be allocated as financial support to selected competitions, squad trips and camps as deemed appropriate for the season.
- [2] To be eligible for a club subsidy to attend an Australian LC or SC Championship, Australian Age, Multi-Class or OWS Championship, the swimmer must have competed for NSC at the most recent Victorian Long Course Championships in the events determined by their coach and make themselves available for club relays, if selected.
- [3] If swimmers cannot compete at any of the meets listed in [2] above due to injury, illness, a Swimming Australia swim meet or camp, it is assumed that the swimmer would have competed at the meet.

BL30. SWIMMER SUPPORT PROGRAM:

- [1] Each year when the Board sets the budget, money shall be allocated towards a talented swimmer support program for the new season.

BL31. TRANSPORT & PROVIDING LIFTS

- [1] The Club does not support swimmers aged 18 years and over who have their Driver's Licence providing lifts in vehicles to swimmers aged less than 18 years of age unless the swimmer who is driving has sought the prior consent of the passenger's parent or guardian. The Club strongly encourages any members aged 18 years and over to gain the parental consent of a swimmer aged less than 18 years before allowing them to enter their vehicle. The Club, the Club's employees and volunteers will not be held responsible for underage members travelling in vehicles driven by other members aged 18 years and over. Travel to and from pools and other Club functions are the responsibility of and at the risk of Members.

BL32. ANNUAL SUBSCRIPTION DISCOUNTS

- [1] Annual Subscription Fees are set as per the NSC Constitution.
- [2] All families must pay the Annual Subscription Fees in full when they join the club each year.
- [3] Annual subscription fees will not be refunded if a swimmer withdraws from the Nunawading Swimming Club program during the season.
- [4] Families with three or more 'wet' members will be provided with the following credits to their squad account for the month of October each year:

3 swimmer members - \$20.00 credit to each swimmer

4 or more swimmer members - \$40.00 credit to each swimmer

BL33. Discipline and Termination of Membership

- [1] NSC, including all members, parents and employees will at all times promote and monitor the Swimming Australia Code of Conduct and Discipline Policy to the fullest extent possible.
- [2] In addition to the Swimming Australia Code of Conduct all members, parents and employees must understand and comply with the NSC relevant code of conduct for their membership type.
- [3] Section 6 of the Swimming Australia Code of Conduct and Discipline Policy outlines the complaint procedures that NSC will follow.
- [4] Section 7 of the Swimming Australia Code of Conduct and Discipline Policy outlines Disciplinary Measures that NSC may take. This includes.
 - (a) Subject to contractual and employment laws, if a finding is made that a Respondent who is an individual has breached a provision of the Code of Conduct & Discipline, the Disciplining Body may take any one or more of the following measures:
 - (i) maintain any Provisional Action already taken in relation to the Complaint on the same or amended terms as the Disciplining Body thinks fit.
 - (ii) direct that the Respondent make a verbal or written apology.
 - (iii) provide a written warning.
 - (iv) Direct that the Respondent undertake appropriate training, education or counselling.
 - (v) direct that the Respondent do something, or refrain from doing something, to remedy the breach of this Code of Conduct & Discipline.
 - (vi) withdraw any awards, placings, records, achievements bestowed in any competition, activities or events held or sanctioned by the organisation.
 - (vii) demote or transfer the Respondent to another location, role or activity.

- (viii) suspend the Respondent's membership or participation or engagement in a role or activity.
 - (ix) recommend that another organisation suspend the Respondent's membership, appointment or engagement.
 - (x) in the case of a coach, Athlete or official, direct that the relevant accrediting organisation de-register the accreditation of the coach or official for a period of time or permanently including but not limited to ASCTA or ASA membership.
 - (xi) termination or other disciplinary action in accordance with the Respondent's contract of employment and/or workplace laws; or
 - (xii) any other form of discipline that the Disciplining Body considers appropriate.
- [5] NSC maintains the right to cancel or suspend any person or family from being a member of the club should they determine that a serious breach of either the Swimming Australia Code of Conduct or the NSC code of conduct has occurred.

BL34 Grounds for Termination

- [1] Membership in the NSC may be terminated for any of the following reasons:
- (a) Violation of Club Rules: Breach of the club's rules, policies, or code of conduct.
 - (b) Non-Payment of Fees: Failure to pay membership dues or other financial obligations to the club.
 - (c) Unsportsmanlike Conduct: Actions that are deemed detrimental to the reputation and functioning of the club, including but not limited to, unsportsmanlike behaviour, cheating, or conduct unbecoming of a club member.
 - (d) Legal Violations: Engaging in illegal activities that could harm the club's reputation or members.
 - (e) Failure to Meet Obligations: Inability or failure to meet the participation requirements set forth by the club.
 - (f) Aggressive and/or abusive behaviour towards any NSC staff member, volunteer or club member that is deemed by the board to create an unsafe environment for others.
- [2] Procedure for Termination
- (a) Notice of Infraction:
 - (i) A written notice detailing the alleged infraction(s) shall be sent to the member in question.
 - (ii) The member shall have 14 days from the date of the notice to respond in writing to the allegations.
 - [a] Hearing:
 - (i) If the member disputes the allegations, a hearing before the Disciplinary Committee shall be scheduled.
 - (ii) The member shall have the right to present evidence and witnesses in their defence.
 - (iii) The Disciplinary Committee shall make a decision within 7 days after the hearing.
 - [b] Decision:
 - (i) The decision of the Disciplinary Committee shall be communicated to the member in writing.
 - (ii) If the decision is to terminate the membership, the termination shall take effect immediately upon communication of the decision.
 - [c] Appeal:
 - (i) The member may appeal the decision in writing to the Board of Directors within 14 days.
 - (ii) The Board of Management shall review the appeal and make a final decision within 30 days.
 - (iii) The decision of the Board of Directors shall be final and binding.
- [3] Automatic Termination
- [a] Membership may be automatically terminated without the need for a hearing or appeal in the following circumstances:
 - (i) Non-Payment of Fees: If a member fails to pay their dues within 60 days of the due date.
 - (ii) Criminal Conviction: If a member is convicted of a felony or other serious crime.
- [4] Reinstatement
- [a] Application for Reinstatement:
 - (i) A former member whose membership was terminated may apply for reinstatement after a period of one year from the date of termination.
 - (ii) The application must include a statement of the reasons for seeking reinstatement and any evidence of rehabilitation or changed circumstances.

[b] Review of Application:

(i) The Board of Directors shall review the application and may, at their discretion, interview the applicant.

(ii) A decision on the application shall be made within 60 days.

[c] Decision:

(i) The decision of the Board of Directors regarding reinstatement shall be final and binding.

BL35. ALTERATIONS

[1] These By-Laws may be altered at any time by resolution of the Board of NSC.

BL36. DEFINITIONS

[1] In this agreement:

i. **SV** is Swimming Victoria Incorporated.

ii. **NSC** is Nunawading Swimming Club Incorporated. Including all subsidiary clubs

iii. **Sponsor** means a sponsor of NSC.

NUNAWADING SWIMMING CLUB INC.

Election of Board Members

Nominations are now called for the following NSC Board positions.

President | Vice Presidents x 2 | Secretary | Treasurer

ELECTION of Swim Committee Members

Nominations are now called for the following Swim Committee positions.

**Swim Chairperson | Intra-Club Officer | Team Manager Coordinator | Metro East Delegate
Competition Officer | Technical Official Officer | Fundraising Coordinator | Social Coordinator**

Nunawading Swimming Club Board & Swim Committee Nomination Form	
20__/20__ Swimming Season	
We, the undersigned, wish to nominate the following person	
Name: _____ as _____ (position title)	
_____ (proposer name, please print)	_____ (seconder name, please print)
_____ (Signature of proposer)	_____ (Signature of seconder)
I am willing to be so nominated.	_____ (nominee name)
	_____ (nominee signature)
	_____ (date)