

East Invicta Amateur Swimming Association

Constitution, Rules and Conditions

Championships and Competitions

East Invicta eXcel Swimming Club

Constitution

By-laws

2014

PRESIDENT

**Mark Walsh
City of Canterbury Swimming Club**

Affiliated to the ASA and to Kent County A.S.A.

<http://www.eastinvicta.co.uk/>

East Invicta Amateur Swimming Association

CONSTITUTION, RULES AND CONDITIONS

(Revised 18th November 2013)

The word 'Club' in the following Rules shall be held to include all bodies affiliated to the Association. Words imparting the masculine gender shall include the feminine. Words of the plural number shall include the singular and words of the singular shall include the plural.

1) NAME

The Association shall be called the East Invicta Amateur Swimming Association and shall cover that part of Kent east of a line from Dungeness Point through Ashford, to Faversham finishing at Herne Bay.

2) COMPOSITION

The Association shall consist of:

- a) Clubs of both sexes based within the area promoting swimming, diving, water polo, life saving, synchronised swimming and masters swimming in all disciplines of the sport.
- b) Associated Members
- c) Hon. Life Members
- d) Life Members

The competing members of any club shall be eligible as defined by A.S.A. Laws and each club shall have a published rule to that effect.

The Association shall adopt the A.S.A. Child Protection Procedures and all affiliated clubs shall comply with the A.S.A. Child Protection Procedures requirement and have a published rule to that effect.

3) MEMBERSHIP

Any club affiliated to ASA South East Region whose headquarters are in the East Invicta Area shall be eligible to join the Association on being proposed and seconded by two clubs already affiliated to the Association.

4) OBJECTS

The objects of the Association shall be those of the A.S.A. and in particular:

- a) Promote the teaching and practice of swimming, diving, water polo, life saving, synchronised swimming, to stimulate masters' swimming in all disciplines of the sport, and to encourage public opinion in favour of providing proper accommodation and facilities for them.
- b) Promote and hold championships and competitions within the association area under A.S.A. Laws and Technical Rules.
- c) Promote the coaching and practice of performance swimming.

- d) Promote uniformity of rules for the control and regulation of swimming, diving, water polo, life saving, synchronised swimming and the management of all competitions thereunder.
- e) Enforce observance of the laws of the A.S.A.

5) SUBSCRIPTIONS

The annual subscription for affiliated clubs and associated members shall become due on the 1st August of the preceding year and must be paid by the following Annual General Meeting. No club or member shall participate in the activities of the Association nor be entitled to any of the privileges of the Association until the subscription for the current year is paid. A notice of renewal shall be sent to each Club following the due date.

- a) Club subscriptions shall be determined by the Executive Committee at the May meeting each year. Details of affiliation shall be notified to Championship Hon. Secretaries by 1st October each year.
- b) Persons elected by the Association Council as associate members shall pay an annual subscription of £4.00 and £2.00 for juniors.
- c) The position of Vice-President is conferred by the Association Council upon invitation to, and acceptance by, the individual.
- d) A subscription of not less than £20.00 entitles the donor to Life Membership.

6) AFFILIATIONS

The Association shall be affiliated to the ASA South East Region and to any other competent body at the discretion of the Executive Committee.

7) ASSOCIATION COUNCIL

- a) The Association Council shall consist of the Association President, Past Presidents, Hon. Life Members, The President Elect, The Officers listed in Rule 10, and up to three duly elected delegates from each affiliated club. Each Association Council member shall be entitled to one vote only at all General Meetings of the Association no matter how many Clubs he may represent.
- b) A meeting of the Association Council shall be held annually, during the month of November each year. **Fifteen** persons to form a quorum.
- c) The President, Past Presidents, Hon. Life Members, the President Elect, Officers and Club Secretaries shall be given in writing, fourteen clear days notice of the Annual Council meeting, together with the Agenda, copies of the Annual Reports, Statement of Accounts, Notices of Motions, and a list of nominations for Officers and members of the Executive Committee for the coming year.
- d) The business of the Annual General Meeting shall be:
 - i) To consider and, if approved, adopt the Annual Report and Statement of Accounts.
 - ii) To consider and, if approved, adopt proposals for the alteration, addition to or deletion from the Rules of the Association.

- iii) To appoint the President, any additional Vice Presidents, Hon. Life Members, Officers and Executive Committee Members for the coming year.
 - iv) To appoint an independent Examiner of the Accounts who shall not be a member of the Executive Committee or a member of the family of a member of the Executive Committee.
 - v) To consider any motions of which due notice has been given.
- e) The President for the subsequent year shall, if approved, be nominated by the Executive on the advice of a meeting of Past Presidents, which shall be held before 1st March each year. The President may serve for a maximum of two continuous years.
- f) Nominations for Officers and elected members of the Executive Committee shall be made in writing on the form provided for the purpose which shall be signed by the proposer and seconder, and counter-signed by the nominee; all of whom shall be members of the Council.

Nomination papers shall be in the hands of the General Hon. Secretary three weeks before the AGM.

- g) The election of the Officers and Members of the Executive Committee shall be by ballot conducted in accordance with the appropriate Rules of ASA South East Region.

In the event of equality of votes between two or more candidates, the Chairman shall have one or more casting votes.

A ballot paper bearing votes for more or less than the number of candidates to be voted for shall be invalid and excluded from the ballot.

Any member of the Council who is unable to attend the meeting shall have the right to vote by post. His ballot paper, in an inner sealed envelope, together with a certificate of authority to attend the meeting and a notice of inability to attend, shall reach the General Hon. Secretary at least two days before the date of the meeting. Postal votes shall be placed into the ballot box unopened.

- h) A special meeting of the Council shall be called:
- i) by resolution of the Executive Committee
 - ii) on receipt by the General Hon. Secretary of a written requisition signed by not less than four delegates representing four different affiliated clubs.
 - iii) The quorum is to be **15** as identified in 7b.

The resolution or requisition shall state the business for which the meeting is to be called and no other business may be transacted at that meeting.

The meeting shall be held within six weeks of the receipt of the date of the resolution or receipt of the requisition. The President, Past Presidents, Vice Presidents, Hon. Life Members, the President Elect, the Officers and Clubs shall be given fourteen clear days notice, in writing, of the date, time and venue, together with an agenda.

8) NOTICES OF MOTION

- a) Notices of motion for changes to, additions to or deletions from the Rules of the Association and of other motions to be considered at the Annual Council Meeting shall be made, in writing, to reach the General Hon. Secretary three weeks before the ACM.
- b) A notice of motion may be made by and in the names of members of the Council, who shall propose and second it; or in the name of the Executive Committee or any of the Standing Committees by the Hon. Secretary of the proposing Committee, in which case it shall be proposed and seconded by members of the Committee.
- c) Voting on Notices of Motion shall be by show of authorised order papers. A proposal to change, add to or delete from the rules of the Association shall require a two thirds majority of those present and voting.

9) ALTERATION TO RULES

- a) The “Rules of the Association” may only be changed, added to or deleted at an Annual General Meeting of the Council or at a Special Meeting of the Council called for the purpose, except that, where these Rules are affected by changes in the Laws of the Amateur Swimming Association, it shall be the duty of the Executive Committee to make them conform to these changes at the earliest possible opportunity.
- b) The Conditions for all Association Championships and Competitions may only be altered by the Executive Committee by a two-thirds majority of those present and voting following receipt by the Executive of a properly minuted and detailed proposal from the relevant technical committee.

The Honorary General Secretary shall maintain an up-to-date copy of all the Championship Conditions and the Technical Secretaries shall maintain an up-to-date copy of the Championship Conditions relevant to their discipline. The Conditions shall be made available upon request by a Club or by a member of a club affiliated to EIASA.

- c) The Rules and Conditions shall be published each year following the Annual Council Meeting and distributed to all members.

10) OFFICERS

The following Officers shall be elected annually from and by the Council of the Association at the Annual General Meeting:-

- a) President,
- b) Honorary Treasurer and Trustee.
- c) Honorary General Secretary.
- d) Swimming Championships Hon. Secretary.
- e) Swimming Officials Hon. Secretary.
- f) Diving Hon. Secretary.
- g) Water Polo Hon. Secretary
- h) Life Saving Hon. Secretary
- i) Synchronised Swimming Hon. Secretary.
- j) Masters Swimming Hon. Secretary

- k) Trophies Hon. Secretary.
- l) East Invicta eXcel Swim Squad Manager

11) EXECUTIVE COMMITTEE

- a) The management of the Association shall be vested in an Executive Committee consisting of the President, Past Presidents, the Officers as set out in Rule 10 and one delegate of each member club elected from and by the Council at the Annual General Meeting each year.
The President, when present shall take the chair, or nominate a chairman, at meetings of the Committee. In his absence, the meeting shall appoint a Chairman. **Five** members shall form a quorum.
- b) The Executive Committee shall meet at least **six** times per year and the General Secretary shall give members at least 7 days notice in writing of the date of the meeting. The dates for the year will be set at the meeting immediately following the AGM
- c) The committee shall, at its meeting immediately following the Annual General Meeting each year, appoint the Standing Committees as defined in Rule 12.
- d) The Executive Committee shall keep minutes of its proceedings and shall furnish to the ASA South East Region such information as it may from time to time require.
- e) The Executive Committee shall exercise control over the funds of the Association. It shall prepare a Report and Statement of Accounts of each year's activities and submit them to the Annual General Meeting of the Council.
- f) The Committee shall have the power to make alterations/amendments to all the Championship Conditions upon receipt of a properly minuted proposal from the relevant Technical Committee provided that the alteration/amendment complies with A.S.A. Law.
- g) The Committee shall enforce the observance of the Laws and Rules of the ASA South East Region and of the Association.
- h) The Committee shall have the power to fill any vacancies that may occur among the Officers and Committee.
- i) The Committee shall oversee the proceedings of the Standing Committees, issuing such directions as it thinks fit and shall approve, reject or amend their proposals.
- j) The Committee may appoint, and subsequently discharge, any sub-committee or working party.
- k) The Committee shall take appropriate action against any Club or individual found guilty of any infringement of the Rules of the Association in accordance with the Guidelines laid down by the A.S.A.
- l) The Committee shall decide any matter not provided for in the Laws of the A.S.A., the rules of the ASA South East Region or the Rules of the Association, subject to confirmation at the next Council Meeting.

12) DISCIPLINE

The Committee may require an individual member or club to resign if, in its opinion, the interests of the Association have been compromised by the member/club. Such action shall only be taken if the member/club has been notified, by registered post, stating the reasons for the action being taken. In the event of such a member/club failing to reply or declining to resign within the stated period, a special meeting of the committee shall be called, of which at least two week's notice shall be given to the member, and the individual concerned shall, at that meeting, have the opportunity of defending their actions. At the meeting, should two thirds of the committee present vote in favour of the member's expulsion, they shall cease to be a member of the Association. Such action shall always be

taken in accordance with the guidelines for clubs with internal disputes and subject to the overriding A.S.A. Appeal Law.

13) STANDING COMMITTEES

Ex-Officio Members

The President, the General Hon. Secretary and the Hon. Treasurer shall be Ex officio members of all Standing Committees.

a) General Purposes Committee

Two members elected from the Executive Committee. The General Hon. Secretary is the secretary of the Committee.

b) Diving Committee

The Diving Secretary and will chair the meeting and two co-opted members,

c) Life Saving Committee

The Life Saving Secretary who will chair the meeting and two co-opted members

d) Swimming Committee

The Swimming Officials Hon. Secretary, the Asst. Swimming Championships Hon. Secretary, East Invicta Excel Swim Squad Manager, the Masters Swimming Hon. Secretary, and one member elected from the Executive Committee

e) Synchronized Swimming Committee

The Synchronized Swimming Secretary and will chair the meeting and two co-opted members

f) Water Polo Committee

The Water Polo Secretary who will chair the meeting and two co-opted members

14) POWERS AND DUTIES OF THE STANDING COMMITTEES

a) General Purposes Committee

- i) To consider matters relative to the finance, policy, organisation and administration of the Association.
- ii) Deal with any matters of discipline against the Rules of the Association on behalf of the Executive Committee, following the procedure laid down in Rule 12 and report to the Executive Committee its recommendations.
- iii) Recommend to the Executive Committee appropriate action against any club or individual found guilty of infringement of the Rules of the Association.
- iv) Deal with any non-technical matters referred to it by the Executive Committee.
- v) Deal with matters that cannot wait until the next scheduled Executive Meeting.

- b) Diving Committee
 - (i) Advise the Executive Committee on all matters relating to diving and submit recommendations for diving facilities and equipment.
 - (ii) Make all arrangements for the holding of Championships, other Competitions and representative matches.
 - (iii) Appoint all officials for the East Invicta Diving Championships, competitions and any representative matches held under the auspices of the Association.
 - (iv) Advise on the selection of competitors to represent the Association, and nominate candidates for the award of Association Colours.
 - (v) Conduct training courses for performers and coaches to arrange educational programmes and conferences.
 - (vi) Deal with any other matter concerning their branch of the sport that may be referred to them by the Executive Committee.

- c) Life Saving Committee
 - i) Advise the Executive Committee on all matters relating to life saving and submit recommendations for life saving facilities and equipment.
 - ii) Make all arrangements for the holding of Championships, other Competitions and representative matches.
 - iii) Appoint all officials for the East Invicta Life Saving Championships, competitions and any representative matches held under the auspices of the Association.
 - iv) Advise on the selection of competitors to represent the Association, and nominate candidates for the award of Association Colours.
 - v) Conduct training courses for performers and coaches and to arrange educational programmes and conferences.
 - vi) Deal with any other matter concerning their branch of the sport that may be referred to them by the Executive Committee.

- d) Swimming Committee
 - i) Advise the Executive Committee on all matters relating to swimming and submit recommendations for swimming facilities and equipment.
 - ii) Make all arrangements for the holding of Swimming Championships, other Competitions and representative matches. Make arrangements for the holding of Masters Swimming Competitions/Championships where necessary.
 - iii) Appoint all officials for the East Invicta Swimming and Masters Swimming Championships, competitions and any representative matches held under the auspices of the Association.
 - iv) Nominate candidates for the award of Association Colours.
 - v) To make recommendations to the Executive Committee concerning the financing of the activities of the East Invicta eXcel Swim Squad
 - vi) Deal with any other matter concerning their branch of the sport that may be referred to them by the Executive Committee.

- e) Synchronised Swimming Committee

- i) Advise the Executive Committee on all matters relating to synchronized swimming and submit recommendations for synchronized swimming facilities and equipment.
 - ii) Make all arrangements for the holding of Championships, other Competitions and representative matches.
 - iii) Appoint all officials for the East Invicta Synchronised Swimming championships, competitions and any representative matches held under the auspices of the Association.
 - iv) Advise on the selection of competitors to represent the Association, and nominate candidates for the award of Association Colours.
 - v) Conduct training courses for performers and coaches and to arrange educational programmes and conferences.
 - vi) Deal with any other matter concerning their branch of the sport that may be referred to them by the Executive Committee.
- f) Water Polo Committee
- i) Advise the Executive Committee on all matters relating to Water Polo and submit recommendations for Water Polo facilities and equipment.
 - ii) Make all arrangements for the holding of Championships, other Competitions and representative matches.
 - iii) Appoint all officials for the East Invicta Water Polo Championships, competitions and any representative matches held under the auspices of the Association.
 - iv) Advise on the selection of competitors to represent the Association, and nominate candidates for the award of Association Colours.
 - v) Conduct training courses for performers and coaches and to arrange educational programmes and conferences.
 - vi) Deal with any other matter concerning their branch of the sport that may be referred to them by the Executive Committee.

15) RULES FOR STANDING COMMITTEES

- a) Each Committee shall from time to time fix its own day and hour of meeting, and hold at least one meeting each year.
- b) Each Committee shall each year elect its own Chairman from among its members. No member of a Committee may be Chairman of more than one Standing Committee in the same year.
- c) The chairman shall be entitled to a vote in the first instance and in the case of an equality of votes, shall give a second or casting vote.
- d) **Three** members of a Committee shall constitute a quorum.
- e) Each Committee shall keep an attendance book, or record attendance electronically in the minutes.
- f) Each Committee shall make minutes of its proceedings and cause the same to be duly recorded. This may be done electronically or entered in a book kept for that purpose. If recorded electronically a hard copy should also be printed and kept on file.
- g) The Minutes of each Committee shall be open for inspection by the Executive at any duly convened meeting of that body.

- h) Every item of proposed expenditure by a committee shall be submitted to the Executive Committee for approval.
- i) Except in cases where special directions are given to the contrary, no decision of a Committee shall be binding upon the Executive until it has been submitted to and approved by the Executive.
- j) The Executive may, at its discretion, discharge a Committee and elect a new Committee in place thereof.

16) ATTENDANCE AT EXECUTIVE MEETINGS

- a) The Executive may declare that an officer or an elected member of the Executive who has been absent from three consecutive Executive Meetings (without grounds considered sufficient by the Executive Committee) has vacated his office or seat provided that the person concerned has been notified that such a proposal is to be put before the Executive. The Executive may then exercise its authority under Rule 11 (h) to fill the vacancy.
- b) Where an officer is also the President or a Past President or a Hon. Life Member, the exercise of this rule will not affect his/her rights to attend Executive Meetings as bestowed by Rule 11 (a).

17) FUNDS OF THE ASSOCIATION

- a) The financial year of the Association shall end on the 31st July of each year, up to which date all accounts and other reports shall be made.
- b) All funds and property of the Association shall be applied to the furtherance of the objects of the Association. In the event of dissolution of the Association, the funds remaining shall be devoted to objects similar to those of the Association.

18) EXAMINER OF ACCOUNTS

An independent examiner, who shall not be a member of the Executive Committee or a member of the family of an Executive Committee member, shall be appointed annually by the Association Council at the Annual General Meeting.

19) ASSOCIATION 'COLOURS'

- a) Nomination of candidates for the award of 'Colours' should be made to the Executive Committee by the responsible Standing Committee by the October meeting each year.
- b) Nominees should have represented the Association in an inter-association contest or other contest approved by the Executive Committee.
- c) A badge will only be awarded on the initial occasion.

20) INTERPRETATION OF RULES

In the event of any question arising as to the correct interpretation of these Rules, or any other question not herein provided for, such question shall be referred to the Executive for decision.

EAST INVICTA CHAMPIONSHIPS AND COMPETITIONS

SECTION A: GENERAL CONDITIONS

These General Conditions shall apply to ALL disciplines and activities.

- 1) a) ALL Championships/Competitions shall be known as East Invicta Championships/Competitions and shall be conducted annually, under A.S.A. Laws, under arrangements approved by the Executive Committee.
- b) ALL competitors shall comply with A.S.A. Laws concerning Eligibility and the Right to Participate.
- c) The management of all Championships/Competitions shall be vested in the appropriate discipline committee who shall have the power to decide any matter not covered by the rules, subject to approval by the Executive Committee.
- d) Without written permission from the EIASA Executive Committee, entries to EIASA events will be restricted to members of affiliated Clubs having at least one active member, excluding Past Presidents (unless they have been nominated by their club as that Club's designated representative), of the Executive Committee

2) QUALIFICATION

- a) Each person entering the Championships/Competitions shall have been a member of a Club affiliated to the Association at the entry closing date of the relevant championship or competition. Any swimmer having competed for one club in the Championships will be ineligible to swim for another club in the Championships during the same year of competition.
- b) Age limits will be those laid down in each discipline conditions.
- c) Each person who is a member of more than one club affiliated to E.I.A.S.A. at the time of entry is eligible to swim under the name of whichever club he or she chooses except for team races when he/she may swim only under the name of the club of which he/she has had in the year of competition the longest unbroken membership.
- d) Entries will only be accepted from existing clubs who have paid their affiliation fees in accordance with the Constitution, Rules and Conditions No. 5. New clubs must have been a member of the Association for three months prior to the entry closing date of the relevant championship or competition.

3) ENTRY QUALIFICATION STANDARDS

Where these are set by E.I.A.S.A. they shall be reviewed each year and be notified to the Clubs three months prior to the entry closing date of the relevant Championship or Competition.

4) ENTRIES

- a) Entries shall be made on the official form of the Association and sent to the Championship Hon. Secretary of the appropriate discipline, accompanied by the correct entry fees, no later than the closing date fixed for the particular Championship/Competition.
- b) Where entries are made electronically or on computer disc a copy of the official form of the Association shall accompany the said entries. All data stored on computer shall only be used by the Association for the purpose of running Championships/Competitions.
- c) Where age limits are specified, the Entry Forms shall state the dates of birth of the competitors. The Hon. Secretary of the Club shall certify, by signature of the forms, that the information given is correct.

5) ENTRY FEES

Entry fees shall be approved by the Executive Committee to take effect for the following year.

6) DISQUALIFICATIONS

Any competitor or team failing to comply with any of the Championship/Competition or Promoters Conditions or with the A.S.A. Laws and Technical rules shall be disqualified and forfeit the Entry Fee.

7) SAFETY

- a) All Championship/Competitions held under the auspices of the E.I.A.S.A. must comply with the A.S.A. Safety Laws.
- b) The Promoter's representative for all Championships/Competitions shall be the relevant discipline Hon. Secretary, who will be responsible on behalf of E.I.A.S.A. for ensuring all safety laws are complied with.

8) AWARDS

- a) Where there is a trophy for a Championship the winner shall hold it for one year only, subject to signing the official receipt and indemnity until required to return it to the Trophies Hon. Secretary. When the winner is under 18 years of age a responsible official of the club concerned shall act as guarantor. It is the responsibility of the club to return all trophies won by their swimmers to the Trophies Hon. Secretary on the agreed date. Trophies should be in a clean and respectable condition.
- b) Prizes, the precise form of which shall be determined by the Executive Committee each year, shall be awarded to finalists who have completed their events without disqualification.
- c) Each discipline may award through the Executive Committee a “Performer of the Year” award to be presented on a date to be decided by the Executive Committee.
- d) There will be a winner for the top swimmer in each age group. This will be determined by Bagpoints or their age group-corrected equivalent.

9) INSURANCE

- a) All participants shall be members of a club affiliated to ASA South East Region.
- b) Members, who belong to more than one affiliated club, must be insured by the club responsible for paying their A.S.A. Registration Fee.

10) VENUES

Venues shall be recommended by the respective Standing Committees and submitted for approval to the Executive Committee each year.

11) OFFICIALS

Standing committees shall be responsible for the appointment of such relevant officials as may be needed to run their Championships and/or Competitions efficiently within A.S.A. Laws and Technical Rules. For the Swimming and Masters Swimming Championships/Competitions the appointment of all such officials will be the responsibility of the Swimming Officials Hon. Secretary.

SECTION B: SWIMMING CHAMPIONSHIPS

1) GENERAL

- a) All swimmers entering swimming championships must comply with

E.I.A.S.A. General Conditions as laid down in Section A.

- b) All Championships/Competitions will be run in accordance with the current Kent County Gala Procedures.
- c) The management of all Swimming Championships/Competitions shall be vested in the E.I.A.S.A. Swimming Committee.
- d) The Swimming Committee shall have power to decide any matter not covered in these rules.

2) AGE LIMITS

- a) There shall be no upper or lower age limits for Men's and Ladies' Championships.
- b) A 'Junior' should be under seventeen years as at the date of the last Championship/Competition.
- c) Competitors in age group Championships/Competitions shall be of the specified ages as at the last championship date.
- d) The year of competition shall be the calendar year.

3) ENTRIES

- a) Entries shall be made on the official form of the Association and sent to the Championship Hon. Secretary, accompanied by the correct entry fees, no later than the closing date fixed for the Championships.
- b) All forms/computer discs shall be completed in the event number order, together with A.S.A. Membership number, date of birth, and submitted entry times for all events.
- c) Entry standards must have been achieved in the year in which the Championship takes place. Documentary evidence shall be made available to the Championship Hon. Secretary upon request.

4) ENTRY PROCEDURES

- a) Each club whose members have entered the Championships and/or Competitions will be sent details of those swimmers accepted for the Championships/Competitions.
- b) A withdrawal system will be in operation. Clubs will be expected to sign a declaration to confirm that all swimmers will take part on the form at the Competitor Steward's desk 30 minutes prior to the advertised start time of the gala. Any swimmers not taking part should be listed underneath the declaration. There will be no penalty for late withdrawals, however all clubs are asked not to abuse the system in the

interests of the smooth running of the competition. Swimmers arriving late will be accepted if there is an empty lane in a heat or if there is sufficient time to alter the heat sheets before the start of the event.

- c) For team events it is the responsibility of the Team Manager to complete the appropriate form for each team listing names, dates of birth and ASA Registration Numbers of the team members. The team may consist of a maximum of 5 nominated swimmers 4 of whom will compete in each event. Teams are fully interchangeable from within these 5 swimmers between heats and finals. Swimmers cannot be listed for more than one team in any one event.

5) EVENTS

- a) The following Swimming Championships will be promoted for Men and Ladies:

Men and Ladies: 4 x 100m Freestyle Team, 4 x 100m Medley Team

Under 17 years Boys and Girls: 4 x 50m Freestyle Team, 4 x 50m Medley Team

- b) The following age group events will be promoted for both Boys and Girls.

9/10, 11/12 years, 13/14 years, 15 years +

INDIVIDUAL EVENTS:

50m Butterfly – Breaststroke – Backstroke & Freestyle.)Finals)
100m Butterfly – Breaststroke – Backstroke & Freestyle. (Finals) (Not 9/10 years)
200m Butterfly – Breaststroke – Backstroke & Freestyle (HDW)
400m Freestyle / Individual Medley (HDW)
100m Individual Medley (Finals) 200m Individual Medley (HDW)
800m Freestyle (HDW) Girls
1500m Freestyle (HDW) Boys

TEAM EVENTS:

4 x 50m Freestyle & Medley Relays.

6) DISTANCES

The distance of events shall be decided by the pool length at the venue allocated, with the condition that, where the pool is non-metric, the nearest distance to the metric distance mentioned above is to be selected.

7) WARM-UP PROCEDURES

- a) Doors will open at the time published on the advance programme. Entry to the pool is prohibited prior to this time.
- b) All Stewards, Life Guards, Warm-up Supervisor and other safety staff required by A.S.A. Law and Technical Rules will be appointed by the Championship Hon. Secretary.
- c) All directions given by the Warm-up Supervisor or his nominee must be complied with.

8) REPORTING PROCEDURES

- a) Competitors must report to the relevant officials at least 2 events prior to their own. Competitors for the first 2 events of each session must report to the relevant officials immediately after the warm-up period.
- b) Finalists must report to the relevant officials during heat 1 of the last event prior to the commencement of the finals otherwise reserves may be substituted,
- c) Individuals and teams failing to report at the specified times are liable, subject to the Referee's agreement, to disqualification.

9) TEAM CONDITIONS

Team Championships/Competitions shall be held under the following additional conditions.

- a) Each team may consist of a maximum five nominated swimmers, four of whom shall compete in each event. The names and **the dates of birth** of the five nominated swimmers in each Team shall be entered on the appropriate form. Swimmers are fully interchangeable within the team. All swimmers in the Team must be present at the venue when the appropriate form is completed. (*see also condition 4c*)
- b) A swimmer may swim in only one team in any one event.
- c) Clubs are limited to two relay teams per event.
- d) Entry times may be set for team events at the discretion of the Executive Committee, and Clubs will be advised on any such times by the Championship Hon. Secretary.

10) HEATS AND FINALS

- a) In events that have a final then the six fastest swimmers will be selected to swim.

- b) In finals, the number of swimmers shall equal the number of lanes, except that, at the discretion of the Referee, a lesser number of finalists may be selected in order to avoid swim-offs between swimmers with equal times in the heats.
- c) Heat Declared Winner Events -All individual events of 200m or longer will be decided on times recorded in the heats. H.D.W. events will be seeded by entry times submitted.

11) DISCIPLINE

Coaching from the poolside is not permitted.

12) CLUB POOLSIDE PERSONNEL REGISTER

- a) All Clubs entering the Championships/Competitions, shall register on the appropriate form sent by the Championships Hon. Secretary, the names of Club Poolside Personnel they expect to use during the current year's Championships/Competitions. This form should be returned to the Championships Hon. Secretary at the same time as the club's Championships entries.
- b) The nominated personnel should be on the ASA database for the Child Protection Act.
- c) Clubs are responsible for ensuring that sufficient personnel are on the poolside to manage their own swimmers. Club Tee shirts must be worn at all times whilst on poolside. Any poolside personnel not wearing club branded clothing will be asked to leave the poolside.
- d) The Association reserves the right to check the Clubs' personnel used on poolside and eject any unauthorised persons from the poolside.
- e) The only exception to this is when a Club is acting as the host Club when additional personnel shall be allowed on poolside whilst carrying out any official duties.

13) FAILED TIMES

- a) No points or awards will be made to swimmers or teams who fail to achieve the entry qualifying times, or are disqualified.
- b) Fines may be levied on Clubs, after completion of the Championships, by the Executive Committee, for all swimmers who fail to reach the entry qualifying time.
- c) Failure to pay fines may result in future entries being refused by the Executive Committee.

14) DISQUALIFICATION

Any individual or team failing to comply with any of the Championships Conditions or A.S.A. Laws and Technical Rules shall be disqualified and forfeit the entry fees.

15) AWARDS AND POINTS

- a) There will be no presentations for HDW events. Awards will be available for collection from the table as soon as the announcement of the result has been made. Awards for events in which finals have been swum will be presented at the end of each session.
- b) Medals will be awarded to all individual finalists who complete the event without disqualification and achieve the entry time. Medals for 1st, 2nd and 3rd places only will be awarded for all Relay Team events and only to the 4 Swimmers who swam in the final.
- c) Points are awarded to clubs for a “Men and Boys” trophy and a “Ladies and Girls” trophy. The points for these trophies shall be awarded for all individual and team events as follows:
- | | |
|----------------------|----------------------|
| 1st place - 6 points | 4th place - 3 points |
| 2nd place - 5 points | 5th place - 2 points |
| 3rd place - 4 points | 6th place - 1 point |
- d) Where finals are swum a disqualified team’s points shall not be allocated.
- e) If a Skins competition is included in the programme, rules and prizes will be as determined by the Swimming Committee and will be published in the Championship Programme. The Skins competition will not form part of either the Club Points Trophies or the Top Swimmer awards.
- f) Trophies for the Points competition will be presented at a date to be decided by the Executive Committee.
- g) **SWIMMER OF THE YEAR CRITERIA.**

These will be determined by the number of BAGCAT points and British Age Group Points with the appropriate age group correction. The points will be calculated as follows:

- Best 50m
- Best 100m
- Best 200m Form stroke (back, breast, fly)
- Best freestyle from 200m, 400m, 800m or 1500m.
- Best Individual Medley from 100m, 200m or 400m.

(9 & 10 year swimmers will count only those for which they are eligible to take part)

The top three will be awarded in each age group. In the event of a tie the Swimming Sub-Committee will make the final decision.

16) DEVELOPMENT GALA

- a) Conditions will be the same as those applicable for the Annual Championships except that swimmers will not be eligible to compete if their times are faster than the limit times published.
- b) The pool shall be chosen by the Championships Hon. Secretary as one of those not used for the main Championships and shall vary from year to year. Each competing Club shall provide a Judge and Timekeeper. The remaining officials shall be appointed by the Swimming Officials Hon. Secretary.
- c) The Programme for both Boys and Girls shall be:

<u>Stroke</u>	<u>Distance</u>	<u>Sex</u>	<u>Ages</u>
Backstroke	50	Boys & Girls	9 10/11 12/13 14/15
Backstroke	200	Boys & Girls	9 10/11 12/13 14/15
Breaststroke	50	Boys & Girls	9 10/11 12/13 14/15
Breaststroke	200	Boys & Girls	9 10/11 12/13 14/15
Butterfly	200	Boys & Girls	9 10/11 12/13 14/15
Butterfly	50	Boys & Girls	9 10/11 12/13 14/15
Freestyle	50	Boys & Girls	9 10/11 12/13 14/15
Freestyle	200	Boys & Girls	9 10/11 12/13 14/15
Medley	200	Boys & Girls	9 10/11 12/13 14/15

SECTION C: MASTERS' SWIMMING COMPETITION /CHAMPIONSHIPS

- 1) a) The Championships will be run in accordance with A.S.A. laws and the E.I.A.S.A. General Conditions as laid down in Section A.
- b) The management of all masters' swimming competitions / championships shall be vested in the E.I.A.S.A. Swimming Committee.
- c) The Swimming Committee shall have power to decide any matter not covered in these rules.

2) The following Masters Swimming Competition / Championships shall be promoted for Men and Women in all age groups.

a) Individual Events:

50m Freestyle; 50m Backstroke; 50m Breaststroke;
50m Butterfly; 100m Freestyle; 100m Individual Medley

b) Team Events:

4 x 50m Freestyle 4 x 50m Medley Team

3) The following age groups shall be promoted for both sexes:
XX 19 to 24 years. Age Group XX must be 19 years to 24 years on date of Championship and only eligible for Individual Events.

A 25-29 years; B 30-34 years; C 35-39 years;
D 40-44 years; E 45-49 years; F 50-54 years;
G 55-59 years; H 60-64 years; J 65-69 years;
K 70-74 years; L 75-79 years; M 80+ years

Competitors in group A must be 25 years or over on the date of the competition, otherwise ages are taken as at 31st December in the year of the Competition / Championships.

4) Team races will be swum in three age groups for both sexes as follows:
No swimmers aged 19 to 24 years are eligible for Relay Events.

120 years; 160 years; 200 years.

Clubs are limited to 2 teams per event.

5) All events shall be decided on heat times. Finals will not be swum.

6) In the individual competition / championships listed in Condition 2(a) above the entries shall be seeded in the programme from best times submitted by entrants on their entry forms by listing them in time order, slowest first, irrespective of age.

7) When the reporting time for an event is reached, those competitors who have reported shall be divided, if necessary into the smallest possible number of heats, of as near equal size as possible.

8) The competitions / championships shall be swum in still water, the length of the course being 25 metres.

9) There will be a "Best Club" Award decided on a points system as follows:-
3 points for 1st place, 2 points for 2nd place, 1 point for 3rd place.

10) Technical officials will be appointed by the Swimming Officials Hon. Secretary.

SECTION D: WATER POLO COMPETITIONS AND CHAMPIONSHIPS

1) GENERAL

- a) All players entering water polo competitions or championships shall comply with the E.I.A.S.A. General Conditions as laid down in Section A.
- b) The management of all competitions / championships shall be vested in the E.I.A.S.A. Water Polo Committee.
- c) All games shall be conducted in accordance with the A.S.A. rules of water polo and the E.I.A.S.A. General Conditions except where varied by these rules.
- d) The Water Polo Committee shall have power to decide any matter not covered in these rules.

2) COMPETITIONS

- a) Winter league – Senior/Junior – 1st November to 30th April.
- b) League cup – Senior/Junior – 1 day tournament competition.

3) ENTRIES

- a) Entries shall be communicated to Water Polo League Secretary to arrive no later than stated in league secretary's invitation notice.
- b) All entries shall be accompanied by the correct entry fee which shall be determined annually by the Water Polo Committee, and, when approved by the Executive Committee all clubs shall be notified.

4) PLAYER REGISTRATION

- a) Each club entering a competition must submit to the Water Polo Hon. Secretary, prior to the club's first league match, a list of all eligible players, together with their A.S.A. registration numbers, and from which their teams will be selected.
- b) Any member of an affiliated club who is registered with the A.S.A., shall be eligible for player registration, but shall not play for more than one competing club in any one year, unless granted dispensation by the Executive Committee.
- c) Subsequent applications for player registration shall be made in writing to the Hon. Secretary, giving all the relevant information and

accompanied by a stamped addressed envelope for reply. They shall be subject to approval by the Committee.

- d) A club playing an unregistered or otherwise ineligible player in any match, shall be liable to such penalty as may be determined by the Committee.

5) AWARDS

- a) The winner of each Competition shall be entitled to hold the appropriate trophy (subject to the signing of the official receipt and indemnity by a responsible club official), until requested to return it by the Water Polo Hon. Secretary.
- b) Clubs failing to return trophies, when so requested, shall be liable to a fine to be determined by the Committee.
- c) Other awards or prizes will be awarded at the Committee's discretion.

6) MATCH RECORD SHEETS

- a) Before all matches the Captain of each team shall give to the Referee, on the appropriate Record Sheet, the names of the players in his team.
- b) At the end of the game the Referee must enter the match result and sign the sheet. This should then be sent, within three days, by the Home Club to the Water Polo Hon. Secretary.
- c) Only players whose names appear on the record Sheet shall be allowed to take part in that game.

7) MATCH EQUIPMENT

- a) The Home Club shall be responsible for providing the proper equipment (goals, balls, flags, timing apparatus etc.) necessary to complete matches in accordance with the rules of the game.
- b) In all games competing clubs shall provide their own caps. The Home Team shall wear Blue Caps and the Away Team shall wear White Caps.

8) MATCH OFFICIALS

- a) It shall be the duty of the Home Club to provide all match officials, with the exception of the Referee.
- b) The Home Club shall be responsible for notifying the appointed Referee, not less than 7 clear days before the date of the match, of the venue and start time of the match.

- c) Should the appointed Referee fail to arrive, then the two clubs concerned may agree upon a suitable person to referee the game in which case the result of the match shall be binding on all parties.
- d) If the clubs cannot agree upon a Referee, then they must re-arrange their match on a mutually convenient date and notify the Water Polo Hon. Secretary.
- e) In all matches arranged by the Water Polo Committee, they will appoint all officials and their expenses will be paid by the Association.

9) FIXTURE ARRANGEMENTS

- a) Any club re-arranging a fixture must agree a new date and time with their opponents and give the Water Polo Hon. Secretary and the Referee at least seven days notice. Failure to do this may result in the club being liable to a penalty determined by the Committee.
- b) A club cancelling a match or failing to carry out a fixture shall forfeit the match to their opponents, and, if cancelled with less than seven days notice to the opposing club, Referee and Secretary, shall be liable to a penalty, together with the expenses of the opponents, Referee and the Association which the Committee may determine.
- c) If, due to late arrival of a complete team there is insufficient time for the match to be completed in accordance with the rules of the game, the match shall be awarded to the team which is complete at the pre-arranged starting time and the club at fault shall be liable to a penalty to be determined by the Committee.

10) THE LEAGUE

There shall be senior and junior leagues which shall be divided by the Committee and subject to the entries received. Divisions may be divided into Sections if necessary.

- 11) Each club shall play each other club in the same Division or Section, on a home and away basis. Two points shall be awarded for a win and one point for a draw.
- 12) Where a division has two sections, the sectional winners shall play-off in a final to decide the Division winners.
- 13)
 - a) If two or more clubs are equal on points at the top of any Division or Section after all the matches have been played, deciding match(es) shall be played to a finish.
 - b) The Committee will make all necessary arrangements and the clubs concerned will pay their own expenses.

- 14) a) Each club entering must provide at least one Referee for each team entered, who shall be registered with the Southern Counties Water Polo Referees' Association. Clubs failing to comply with this condition shall incur a fine, which shall be determined by the Committee. Such a sum will be added to the Referees' pool of expenses.
- b) At the conclusion of the League Competitions the total expenses claimed by the Referees on the Match Record Sheets shall be divided equally on a divisional or sectional basis and paid by the competing clubs to the Hon. Treasurer on demand from The Water Polo Hon. Secretary.
- 15) a) All clubs entering more than one senior team shall register a minimum of 7 players for the highest status team. Those A-team players may play a maximum of 2 games, per person, for a lower status team.
- b) In the event of any of the seven players not playing in at least one of the first two games played by the team for which they are registered, then an additional player MUST be registered in place of each such player, before the third game is played by that team.
- c) All players not registered in the highest status team (as per rule 15 (a)) may play a maximum of four games in their higher status team. As soon as a player plays his fifth match for that higher status team he becomes ineligible for the lower status team and shall be regarded as a registered player of the higher status team.
- d) Two or more teams from one club may be permitted to play in the same division or section with the provision that rules 15(a) and 15(c) must be strictly adhered to.
- e) Junior players, defined as being under eighteen years of age at the start of the competition, may play in Senior League on the same basis as senior players without affecting his status as a junior player. Dates of birth of junior team members must be sent to the Secretary at the time of player registration.
- 16) The Committee shall decide and the Hon. Secretary will advise all participating clubs at the beginning of the competition, the dispensation to A.S.A. Rules (i.e. duration of matches / quarters, 30 second rule etc.)

SECTION E: DIVING CHAMPIONSHIPS

Information available from the Secretary of the Association

SECTION F: LIFE SAVING CHAMPIONSHIPS

Information available from the Secretary of the Association

SECTION G: SYNCHRONISED SWIMMING CHAMPIONSHIPS

Information available from the Secretary of the Association

East Invicta eXcel Swimming Club

CONSTITUTION

(revised November 18th 2013)

1 CLUB NAME

- 1.1 The Club shall be called 'East Invicta eXcel Swimming Club'

2 ASSOCIATE CLUBS

- 2.1 The Associate Clubs are comprised of all clubs who are affiliated to the East Invicta Swimming Association.

3 AFFILIATION

- 3.1 East Invicta eXcel shall at all times be affiliated to ASA South East Region, and to such other bodies as the General Meeting shall decide. The affairs of East Invicta eXcel shall be conducted under ASA Laws and Technical Rules.

4 OBJECTIVES

- 4.1 The teaching, development and practice of swimming for its members. In the furtherance of these objects:
- 4.1.1 The Club is committed to treat everyone equally within the context of their activity. This shall be, for example, regardless of sex, ethnic origin, religion, disability or political persuasion, on any grounds.
- 4.1.2 The Club shall implement the A.S.A. Equal Opportunities policy.
- 4.2 To support the development of high quality competitive swimming.
- 4.3 To ensure that regular and frequent training opportunities are easily accessible to all swimmers of the appropriate standard.
- 4.4 To provide the opportunity for swimmers to achieve their potential at all levels.
- 4.5 To raise funds to further the aims and objectives of East Invicta eXcel.

5 AIMS

- 5.1 To create a performance competitive swimming squad within East Kent that can compete at national level
- 5.2 To provide appropriate training facilities.

- 5.3 To promote an atmosphere of co-operation and mutual respect with all Associate Clubs.
- 5.4 To develop the coaching of swimming and within East Invicta eXcel by establishing an education and support network to facilitate the development of the coaching of swimming.
- 5.5 To establish and facilitate a defined development pathway available to all swimmers who are members of participating clubs.

6 MEMBERSHIP

- 6.1 For all swimmer members membership of the squad shall be by selection using the current selection criteria as determined by Coaches' Panel and set out in the Bylaws.
- 6.2 Membership is restricted to members of clubs affiliated to the East Invicta Swimming Association which have declared their intention to compete as East Invicta eXcel in accordance with clauses 8 and 14.2 of this constitution.
- 6.3 A full member will be aged age 16 years and over. This will include swimmer members as defined in clause 6.1 of this constitution, members of the Executive Committee, the Coaches Panel, and any other person co-opted by the Club as defined in section 9 of this constitution.
- 6.4 A junior member will be aged age 15 years and under
- 6.5 All full members have an equal right to vote at the Annual General Meeting or Special General Meeting.
- 6.6 The competing members of East Invicta eXcel shall be eligible competitors as defined by A.S.A. Laws.
- 6.7 Continued membership of East Invicta eXcel will depend upon the swimmer retaining membership of an Associate Club.
- 6.8 East Invicta eXcel shall adopt the A.S.A. Child Safeguarding Procedures and the A.S.A. Code of Ethics. All members of East Invicta eXcel shall comply with the A.S.A. Child Safeguarding procedures and the A.S.A. Code of Ethics.

7 DISCIPLINE

- 7.1 All members participating in training activities or competing as part of the East Invicta eXcel squad will be required to read and sign a copy of the Code of Conduct as set out in the Byelaws.
- 7.2 Discipline of members who have compromised the interest of East Invicta eXcel shall not be undertaken by East Invicta eXcel but shall be referred to the Club(s) of the member(s) concerned.
- 7.3 Member Clubs, coaches of Member Clubs, or parents associated with Member Clubs, who have compromised the Aims (section 4) or Objectives (section 5), or who have contravened the Byelaws of the East Invicta eXcel

club shall face disciplinary action. This disciplinary action shall be decided by the Executive Committee and may include:

- exclusion from training or competitions for a set period.
- fines up to the value of the annual membership fee for the member club (see section 13.2).
- expulsion of swimmers, coaches or indeed the member club.
- or other such actions deemed appropriate by the eXcel committee.

8 COMPETITIONS

8.1 All competitions promoted by East Invicta eXcel shall be swum under A.S.A. Laws and Technical Rules.

8.2 The areas of competition in which the Club will compete are as follows: -

8.2.1 South East Region Individual and Team Championships including Age Group and Youth Championships.

8.2.2 A.S.A./British Swimming Zonal Championships.

8.2.3 A.S.A./British Swimming Individual and Team Championships.

8.2.4 ASFGB Individual and Team Championships.

8.2.5 Invitation Team Meets

8.3 The Club shall not compete in the following competitions, neither shall Members of the Club be entered in the name of the Club in these events: -

8.3.1 Kent A.S.A. County Championships.

8.3.2 Kent Junior Swimming League.

8.3.3 Kent A.S.A. Team Swimming Leagues.

8.3.4 The Arena Swimming League.

8.3.5 Any Open competition organised by a Club affiliated to the Kent A.S.A.

8.3.6 The club may compete in Open Meets promoted by clubs or Associations who are not members of Kent ASA with the agreement of the Coaches' Forum and the participating clubs.

9 EXECUTIVE COMMITTEE

9.1 The governance of East Invicta eXcel shall be in the hands of the Executive Committee, which shall comprise:

9.1.1 The East Invicta eXcel Swimming Manager, Hon. President, Hon. Secretary, and Treasurer of the East Invicta Swimming Association

9.1.2 One representative from each of the Associate Clubs who have declared their intention to compete as East Invicta eXcel in accordance with clauses 8 and 14.2 of this constitution. Each Associate Club will elect or appoint their representatives to the Executive Committee in accordance with their own Constitution and/or Rules.

- 9.1.3 Two representatives from the Coaches' Panel, who shall be from different Associate Clubs.
- 9.2 The Coaches' Panel shall consist of one Coach from each of the Associate Clubs who have declared their intention to compete as East Invicta eXcel in accordance with clauses 8 and 14.2 of this constitution. Each Associate Club will elect or appoint their representative to the Coaches' Panel in accordance with their own Constitution and/or Rules.
- 9.3 Associate Clubs may send substitutes to any meeting of either the Executive Committee or the Coaches' Panel and the Coaches' Panel may send substitutes to the Executive Committee. The substitute attends with full voting rights as an ordinary member but may not fulfil the responsibilities of an Officer. Additional coaches attending the meetings do not have voting rights.
- 9.4 The Executive Officers of East Invicta eXcel shall be: Hon. Chairman, Hon. Secretary, the eXcel Swimming Manager and Hon. Treasurer who shall be the President, Secretary, eXcel Swimming Manager and Treasurer of the East Invicta Association, these appointments to be confirmed at the AGM. Should any of these positions become vacant either following the AGM or because an Officer is unable to continue in their elected capacity for the full term of their election, the Executive Committee shall have the power to appoint any Member of East Invicta eXcel to the vacant position. The appointment shall take place at a Meeting of the Committee and must have the support of at least 50% of the voting Members of the Committee.
- 9.5 The Chairman of the Executive Committee shall remain in office for a maximum of 2 continuous years. He may serve in another capacity on the committee after this and may be elected Chairman again after a period of 1 year has elapsed.
- 9.6 The Executive Committee shall have the power to invite a representative from ASA South East Region to act in an advisory capacity.
- 9.7 The Executive Committee shall have the power to co-opt up to three members, for a specific period. All co-opted members will have full voting rights. They shall stand down at the next A.G.M
- 9.8 The Executive Committee shall have the power to appoint such sub-committees and to discharge them as it thinks necessary.
- 9.9 A quorum for an Executive Committee Meeting shall be five, at least one of which is an Executive Officer.
- 9.10 Each Committee member present including the Chairman will have one vote. In the event of equality of voting the Chairman of a General or Executive Committee Meeting shall have an additional casting vote.
- 9.11 Decisions of the Executive Committee will be made by a simple majority of those present and eligible to vote at the meeting
- 9.12 The Executive Committee shall have the power to make, amend and revoke regulations and bylaws in accordance with its Constitution and to settle disputed points not otherwise provided for.

- 9.13 Minutes of all Executive Committee Meetings and General Meetings shall be sent to the person nominated by each Associate Club within 28 days following the meeting.
- 9.14 The Executive Committee will meet as required however it will meet not less than three (3) times per year.

10 ANNUAL GENERAL MEETING

- 10.1 The Annual General Meeting of East Invicta eXcel shall take place in November on a date to be fixed by the Committee. A minimum of 14 days notice shall be given of the date. This notification will be given to the Associated Club's agreed persons as detailed in paragraph 9.11 of this constitution. The notification of this meeting shall be in the form of an agenda which shall state the time, date and place of the meeting, list all the nominations for the Committee and set out any proposals for Constitutional changes and other notices. This shall be accompanied by a copy of the examined accounts. Notification and other relevant papers may be sent by electronic means where relevant and appropriate.
- 10.2 The A.G.M. shall approve the examined accounts, confirm appointment of the Executive Officers, amend the Constitution and deal with any other business that has been notified to the Secretary in time to be included in the Agenda.
- 10.3 All correspondence, nominations for the Executive Officers and Committee and notices and reports relating to and to be included in the A.G.M. must be submitted in writing to the Hon. Secretary not later than October 15th.
- 10.4 Any proposed changes to the Constitution must include both the old and new text and be submitted in writing to the Hon. Secretary not later than 15th October. Any such proposal must be proposed and seconded by members of different Associate Clubs.
- 10.5 Any proposals to amend the Constitution must be carried by two thirds of the voting members present at the A.G.M. The quorum for the A.G.M. is 12 individuals made up of members of not less than three (3) Associate Clubs who are entitled to vote either in their own right or on behalf of a member who is under 16.
- 10.6 At this meeting, an independent examiner shall be appointed to examine the books of accounts for the following year.

11 SPECIAL GENERAL MEETING (SGM)

- 11.1 A S.G.M. shall be called within twenty-eight (28) days of receipt of a written request to the Secretary of East Invicta eXcel. The request to call an S.G.M. shall be from not less than twenty-five (25) members of East Invicta eXcel, this number made up of members of not less than three (3) Associate Clubs, or from the Secretaries of any two (2) Associate Clubs. Fourteen (14) days notice of a Special General Meeting shall be given, together with the

Agenda, to the Associate Club's agreed persons as detailed in 9.10. The Executive Committee may also call an S.G.M.

- 11.2 The business of the S.G.M. shall be confined to the business of the Agenda. The quorum for a SGM is 25 individuals made up of members of not less than three (3) Associate Clubs who are entitled to vote and is 16 years of age or older.

12 USE AND DISPOSAL OF ASSETS

- 12.1 East Invicta eXcel's funds and property shall not be distributed among members, save as legitimate out of pocket expenses incurred in running East Invicta eXcel, but shall be applied towards the furtherance of the objectives of East Invicta eXcel or for charitable purposes.
- 12.2 In the event of East Invicta eXcel being dissolved or ceasing to exist, the balance of any surplus payments made to East Invicta eXcel from the Associate Clubs shall be returned in direct proportion to the initial payment having been made. The balance of any grants that East Invicta eXcel may have received shall be returned to the donor. Payments from the East Invicta Association will be treated as if they were grants.
- 12.3 In the event of East Invicta eXcel being dissolved or ceasing to exist and there being a final deficit it shall be born equally by all Clubs who were Associate Clubs at the time that the deficit was incurred.

13 FINANCE

- 13.1 East Invicta eXcel's financial year shall be from 1st August to 31st July inclusive. The first financial year shall run from 14th March, 2011 to 31st July 2011.
- 13.2 Associate Clubs will on joining East Invicta eXcel if the committee has determined that a fee is payable, pay a deposit equal to 25% of the annual fees or such other fee as may be determined at the AGM or initial Formation General Meeting. This money will be held in an interest bearing account held in the name of East Invicta eXcel. Any interest generated by this deposit will be used to the benefit of the swimmers in East Invicta eXcel. This payment is in addition to fee payments.
- 13.3 Any Bank or Building Society accounts must be held in the name of East Invicta eXcel and all accounts shall require two signatories for all withdrawals. There will be four approved signatories namely the East Invicta eXcel team Manager, the President, Hon. Treasurer and Hon Secretary of the East Invicta Association.
- 13.4 The Annual Membership Fee for Associate Clubs, as set by the Executive and agreed at the AGM, will be payable as and when agreed by the Executive.

14 **NOTICE**

- 14.1 The commitment period will be October 1st to August 15th. For the competitive season 2010/2011 the commitment period will start on April 1st.
- 14.2 Associate Clubs will undertake the commitment required from them as detailed in this Constitution and commit to a minimum of twelve (12) months. Notice of non participation must be given to the Executive Committee in writing 30 days prior to the commencement of the commitment period. Associate Clubs giving the required notice shall receive a full refund of any deposit paid excluding any interest which may have been earned during the period the money has been held on deposit.
- 14.3 Clubs may be members of the East Invicta Association whilst choosing not to participate in the activities of East Invicta eXcel.

15 **BY-LAWS**

- 15.1 The Committee shall have power to make, repeal and amend such by-laws as they may from time to time consider necessary for the well being of the Club which by-laws, repeals and amendments shall have effect until set aside by the Committee or at a General Meeting.

This Constitution is ratified by the following on behalf of their Swimming Clubs:

Ashford Town Swimming Club
City Of Canterbury Swimming Club
Dover LifeGuard Club
Faversham Swimming Club
Folkestone Swimming Club
Herne Bay Swimming Club
Hythe Aqua Swimming Club
Kings School, Canterbury
Margate Swimming Club

East Invicta eXcel Swimming Club

By-laws

1. East Invicta eXcel Performance Squad Selection Criteria.

Membership of the East Invicta eXcel performance squad is based on the following criteria

- a) Achievement of SER QTs as published by the SE ASA.
These times must be visible on the ASA ranking lists and be achieved:
 - using an EI eXcel Club as their 'ranking club' on the ASA database,
 - within 4 months of start of the championships or achieved at the preceding Kent County Championships,
 - before the 'closing date' stipulated by the SE ASA.
- b) It has been practice in the last few years that the SER ASA has allowed swimmers who are 'near to automatic qualifying times' to compete at the championships. In years where this occurs, the coaching committee (see point 7) may relax the qualifying time by a set percentage to allow membership of the East Invicta eXcel Performance Squad.
- c) Selection as a member of a relay squad to represent East Invicta ASA. Relay squad membership will involve the fastest four swimmers for each relay as evident on the ASA ranking list. The coaches committee will select relay teams which it considers competitive (normally defined as capable of finishing in the top eight in the SER Championships).
 - i. In the case where a swimmer does not wish to swim in the relay (as they are competing in an individual event for example) the 5th fastest swimmer will be selected. This process will continue with the 6th and 7th fastest etc.
 - ii. In the case where the coaches committee (see point 7) decide to enter multiple relay teams in an event it will be composed of swimmers who can together compose a relay team that can achieve a top 8 position in the SER championships.
 - iii. It is possible that swimmers who are selected for relay teams, would not make individual times allowing for qualification for the SER Championships. In this case, these swimmers will be considered a full member of the eXcel Performance Squad.

**All swimmers from 'Member Clubs' who compete at the
SER Championships will do so as part of the
East Invicta eXcel Team**

2. Competing at National and SER championships.

Swimmers shall enter as East Invicta eXcel.

3. Competing as East Invicta eXcel

In the SER and national swimming championships, and other events which are in accordance with the East Invicta Constitution, all swimmers and coaches will be dressed in East Invicta eXcel club kit (see point 7).

4. East Invicta eXcel Club Kit and Programme Credits

The minimum requirement for Club kit will be the approved East Invicta eXcel t-shirt and swim-cap. The t-shirt will have the East Invicta logo on the t-shirt and the swimmers' home club written in similar sized font. Where possible, event programmes will have swimmers nominated as East Invicta eXcel/Homeclub. Should this not be possible (normally due to computer system limitations) credit will be given elsewhere in the programme to the member clubs of East Invicta eXcel.

5. The East Invicta eXcel Development Squad

The purpose of the East Invicta eXcel Development Squad is to ensure that swimmers currently not on the performance squad are given the opportunity to develop and achieve the selection criteria for performance squad membership. Membership of the East Invicta eXcel Development Squad is based on the achievement of the Kent Country qualification times.

6. Movement of swimmers between members clubs

The East Invicta eXcel initiative does not promote movement of swimmers between member clubs. However, it recognises that this is a personal matter for swimmers and their parents and as such it will continue. In these cases the movement will be handled in the following manner:

- a. The receiving coach will ask the moving swimmer to inform the previous coach of their potential move.
- b. The receiving coach will inform the swimmer that they will be contacting the previous coach to let them know of the situation. Clearly the receiving coach would then contact the previous coach - this to be done face to face or by telephone. If that is not possible then, as a last resort, contact should be made by e-mail.
- c. The previous coach WILL NOT discriminate against the swimmer should the trial at the new club not work out. Likewise any negative comments from other swimmers will be strongly discouraged.
- d. These guidelines will be followed whether or not a swimmer is moving from a club that has chosen not to participate within East Invicta eXcel.
