

# GSJ BY-LAWS

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# GS I BY-LAWS

## A ASSOCIATION COUNCIL MEETINGS.

- A1** All previous by-laws of the G.S.I shall be replaced from the date of approval of these by-laws by the Council of the said Association.
- A2** Unless otherwise specified the Association Council shall meet at least once every two (2) months. Dates, times and venues to be decided at the AGM each year.
- A3** The minutes of the Association Council meetings are to be circulated to all Council members no later than three (3) weeks prior to the next Council meeting.
- A4** No further business shall be entered upon at an Association Council meeting after 9:45pm. Any extension requested is at the discretion of the Chairperson.
- A5** Available agenda to be circulated to all Council members at least one (1) weeks prior to the next Council meeting, except as in by-law A11.
- A6** All persons at Council meetings shall sign the attendance book showing Club and position in the Association Council.
- A7** Members of any Sub-Committee have no voting rights at any Council meetings, as a Sub-Committee member
- A8** Only Council members listed in the Associations Constitution have voting rights at Council meetings.
- A9** All Council members must be registered members of a club affiliated with the Association.
- A10** A registered member of an affiliated Club may hold more than one (1) position on the Association Council but may have only one (1) vote.
- A11** Club and Association Secretary must receive twenty-one (21) days written notice of all motions dealing with the Association by-laws and Constitution. Association Secretary will be responsible for informing Council members other than the Delegates.
- A12** A Youth Advisor Committee will be set up as an Association sub-committee to liaise with the Association and SVI regarding issues affecting swimmers.
- a. YAC will consist of five or more members aged 18 - 25yrs, from a range of swimming clubs from across the Gippsland area. Members who turn 25yrs after they have been appointed will be given the opportunity to continue their involvement with the Committee, in the coming years, if they so wish and at the discretion of the Executive.
  - b. Members will be nominated by the GSI Executive and existing YAC members.
  - c. YAC members will receive training and support during and where possible after for their role.
  - d. The committee shall meet bi-monthly and table a report at the Association Meeting
  - e. YAC members will be given the opportunity, if they so wish, to become involved in GSI activities ie Camp 21, Go Club, Target Squad
  - f. The YAC is a year-long program with members being appointed annually by the Executive
  - g. The initial primary aim of YAC is

## **GSI BY-LAWS**

- a. Developing Leadership Skills in young people
- b. Identify and respond to local youth issues
- c. Feedback to Swimming Victoria and Gippsland Swimming Inc

### **A13 YAC Accountability and Responsibility**

- a. The YAC will be accountable to Swimming Victoria and Gippsland Swimming Inc and will regularly report on its activities (A12d)
- b. A Councillor (Swimming Victoria Sport Development Officer) will be nominated to provide a link between Swimming Victoria and the YAC and be able to meet with the group throughout the year as required.

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## **B REGISTRATION AND TRANSFERS.**

- B1** A competitor transferring from another Club shall not be eligible to compete in any competition for their new Club until documented approval of transfer from S.V.I. can be produced.
- B2** Competitors must be registered with SVI through the approved process (e.g. Clubs on line) or have filled out the appropriate SVI Membership application and handed to Club Registrar prior to any swim meet.

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## **C METHOD OF ENTRY**

- C1** Entries shall be submitted as required /directed by the fixture and program approved at the Association AGM.
- C2** Entry fees are listed under by-laws (F) appendix as determined at the AGM.
- C3** Entry closing dates for Gippsland Swimming meets shall be as fixed in the annual Fixture and Program Guide.
- C4** If a club does not intend to compete in a particular swim meet it should inform the GSI Entries Officer as soon as possible.
- C5** All entries shall be done electronically on TM file via the Club Entries Officer unless otherwise stated on the Program
- C6** Nearest to Nominated Time meet and Handicap meet entries must include entry times to be valid entries.
- C7** Any competitor who has entered an Association event that has an entry qualifying time and did not swim to the qualifying time must prove that the time entered has been swum before by:-
- (a) Proof the venue, date and event at an Association swim meet when the time was achieved (TM file, Meet result print out).
  - (c) Written indication of the venue and date of a meet run under qualifying conditions as approved by SVI.(TM file, Meet result print out).
  - (d) If the Association does not receive such written evidence within two (2) weeks of the event, by-law F5 will be enacted.

# GSI BY-LAWS

## **D PROGRAM & TEAM SELECTION COMMITTEE**

- D1** The Program and Team Selection committee shall consist of five (5) equal members elected at the Association AGM
- D2** A Program Secretary and Team Selection Secretary shall be elected at the AGM. The Program Secretary and Team Selection Secretary shall act as administrator and chairperson at meetings but shall have no voting rights within the committee.
- D3** Any affiliated club shall have no more than one (1) representative on the Program and Team Selection committee. If insufficient nominations are received this by-law may be over-ruled.
- D4** The Program and Team Selection committee shall meet at their discretion in line with Appendix H (5 Step Plan), Representative Team selection dates, or when called to do so by the Association.
- D5** All members of the Program and Team Selection committee must be informed of any meeting, its time and place.
- D6** Three (3) out of five (5) elected members of the Program and Team Selection committee plus the Association President or Honorary Secretary shall constitute a quorum at any Program and Team Selection committee meeting.
- D7** In the absence of the Program and Team Selection Secretary, the committee shall elect a chairperson to administer their meetings. Note the chairperson shall have no extra voting powers.

## **Fixture and Program**

- D8** Submissions can be made to the Program and Team Selection committee by any affiliated club in District 21, or any Officer of the Association.
- D9** The GSI, via the Program and Team Selection committee, shall formulate the type of program and fixture during the current season for the next season, and present it to the Association for approval as per Appendix H, at the AGM of the current season.
- D10** All submissions pertaining to the initial development of the GSI swimming program, must be referred to the Program and Team Selection committee for its consideration prior to them submitting it to the Association for approval (refer Appendix H)
- D11** The Program and Selection Committee shall decide the number of relay teams each club may submit in local meets as necessary.
- D12** The Program and Selection Committee shall determine closing dates, in consultation with the GSI Entries Officer, method of entry and advertise Qualifying Times for events.
- D13** The Program and Selection Committee shall produce a Fixture and Program for distribution amongst clubs and Officials.

# GSI BY-LAWS

## Selecting Representative Teams

- D14** The Program and Selection Committee shall work in line within By Laws E1 – E8 to select teams to represent District 21 in competitions where a Representative Team is required (e.g. 7-10 and Inter District).
- D15** The Program and Selection Committee shall select Team Captains (male and female), Team Managers (male and female) and Team coaches for representative teams.
- D16** Swimmers will be chosen for representative teams based on times as per E4 and process E5. The Program and Selection Committee will consider both Long Course and Short Course times for the selection of the 7 –1 0 Country Encouragement Team and Long Course times for the Country Inter District Team. The final decision is at the discretion of the Committee.
- D17** The period of time from which swimmer's times will be taken is to be determined by the Selection Committee and advertised on the GSI website.

## **GSI BY-LAWS**

### **E. Representing Gippsland**

- E1** When transport is supplied for any Association team there can be no reimbursement for other transport supplied if it is within 1/2 an hour of the team member. The maximum reimbursement cannot exceed the cost per head of the transport supplied.
- E2** Swimmers travelling on transport supplied by the Association will be required to submit a Medical Form to the Team Manager (Appendix E)
- E3** A swimmer selected to compete for the Association and does not make himself or herself available may not compete at any other meet conducted by the Association on that day unless given permission to do so by the Association.
- E4** Any swimming team representing the Association shall be selected by the Program and Team Selection committee. Selection shall be based on times achieved by swimmers at Association and other qualifying meets as appropriate. Rankings and times will be posted on the GSI website.
- E5** Swimmers will nominate for positions in Representative GSI Teams through the prescribed process by the closing date. Nominations to be submitted to the GSI Program and Team Selection Secretary.
- E7** No individual has the right to challenge for any position in any team representing the Association.
- E8** Any team representing the Association shall wear garments supplied by the Association in the Association colours, if the Association sees fit.
- E9** Association colours for representative teams shall be red, white and blue.

# GSI BY-LAWS

## F FINANCE

- F1** The affiliation fee shall be as in Appendix A and must be paid before the first day of October each year.
- F2** Any Club unfinancial as in by-law F1 shall be suspended and a fine, as stated in Appendix A, imposed. All Clubs to be reminded by the Honorary Secretary as advised by the Treasurer.
- F3** Each affiliated Club shall send two (2) delegates to all Association Council meetings. Any Club failing to do so may be fined as in Appendix A, unless an apology is received before the end of such meeting.
- F4** a) All Clubs taking part in G.S.I swim meets shall supply officials based on the number of competitors competing on the day as follows: -

Competitors	Officials
1 to 5	0
6	1
7 to 9	2
10 to 14	3
15 to 19	4
20 to 24	5
25 to 29	6
30 to 39	7
40 to 49	8
50 to 59	9
60 & above	10

This table shall apply at all meets except Gippsland Championships and All Junior, where more officials may be required. This will be at the discretion of the Chief Referee.

(b) The Host Club shall not be included in the table F4 (a), but shall be required to supply 2 runners, 1 Marshall and 1 Recorder.

(c) The Chief Time Keeper, in consultation with the Chief Referee, shall have the authority to recommend additional time keepers from Clubs as required.

(d) The Chief Time Keeper, in consultation with the Chief Referee, shall make a list of officials volunteering that day. Clubs not supplying the required number of officials shall be fined as per by-law F4e.

(e) A fine, of the amount as set out in Appendix A item F4e, may be incurred for each official short of the required number, for all clubs, except the host club (F4b).

(f) Failure to supply the required number of officials at three successive swim meets could mean suspension of the club to take part in any further swim meets but shall be a matter of review by the executive and or the Association.

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- F5** Any competitor who has entered in an Association event which has a qualifying time, and who does not swim to the qualifying time will be fined as in Appendix A for each event unless evidence is shown as stated in by-law C7
- F6** Any club holding a swim meet on behalf of the Association is the only club allowed to make an income at that meet.
- F7** The Association may make an income at any Association swim meet if it so wishes.
- F8** The Association shall not spend more than the amount listed in Appendix A without the approval from the Association Council.
- F9** Any club that incurs a loss when holding an Association swim meet other than the Gippsland Championships may apply for compensation to a maximum as listed in Appendix A at the discretion of the Association Council. A statement of account (Appendix E F1) must accompany written application.
- F10** Gippsland Championship Admission fees shall be set at each AGM or Special meeting called for that purpose and listed in Appendix A.
- F11** The cost of programs for any meet held by the Association shall be set at each AGM or Special meeting called for that purpose and listed in Appendix A.
- F12** The cost of event entry fees for all meets that require such shall be set at each AGM or Special meeting called for that purpose and listed in Appendix A.
- F13** Any qualified official who is intending to work as an official at any Association swim meet will be given free entry to the swim meet.
- F14** The Association finance books will close on the last day in April each year. Any matters dealing with finance that may arise after the last day in April may not appear on the finance books until the next financial year.
- F15** Clubs conducting the Gippsland Championships will receive 15% of the gross gate takings.
- F16** Entry fee for the Elementary, Advanced and Proficiency certificates shall be set out in Appendix A.
- F17** The Association may add additional fees to swim meet entries as determined at the AGM that may be required to meet running costs (e.g. MAP levy)
- F 18** The Treasurer will invoice Clubs entry fees and charges based on actual entries processed by the GSI Recorder for all Association meets including the Gippsland Championships.
- F19** A Gippsland Levy, determined by the process outlined in Appendix H, shall be charged to all Clubs and be payable by March 1 of each season. Failure to pay the Gippsland Levy may result in said Club being ineligible to compete in the Gippsland Championships.
- F20** Clubs responsible for the care, transport or safe keeping of GSI equipment, trophies, shields or sundries, may be held financially liable for loss or damage where negligence is determined.

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- F21** Clubs hosting GSI summer meets are responsible for the pack up and retrieval of timing and other equipment required to run the meet.

# GS I BY-LAWS

## **G GIPPSLAND CHAMPIONSHIPS.**

### **G1a** *ELIGIBILITY TO COMPETE*

To be eligible to compete in the Gippsland Championships a swimmer must meet the residential qualification (as defined in by-law G1b) and the competition qualification (as defined in By-Law G1c) prior to the competition, provided that in extenuating circumstances, an application may be made to the Executive for a registered swimmer who does not qualify to swim under the stated conditions. The decision of the Executive shall be final.

### **G1b** *RESIDENTIAL QUALIFICATION*

To meet the residential qualification a swimmer must be a resident of the area of District 21 as defined by S.V.I. Council, and a registered member of an affiliated Club of District 21 for at least thirty (30) days or where a swimmer has maintained continuous membership with an affiliated club of District 21 and maintained their competition qualification (as defined in by-law G1c) and were resident of the area of District 21, for a period of at least five (5) seasons and are no longer resident of the area of District 21 due to educational or employment commitments.

### **G1c** *COMPETITION QUALIFICATION*

In the current competition season to meet the competition qualification a swimmer must have competed in at least three (3) G.S.I swim meets. Competitors in the 25 and over, or 35 and over events, may meet the competition qualification in those events by competing in at least three (3) G.S.I meets or by working as an official in at least three (3) G.S.I. meets, or by some combination of competing and working as an official in a total of at least three (3) G.S.I. meets. The swimmer must qualify before or by a date determined by the Association.

**G1d** When a swimmer is selected in a 7-10 Encouragement or Inter-district team for the G.S.I it will be counted as a qualifying swim for the Gippsland Championships if the selection date occurs before entries close.

**G2** Entries close on a date approved at the AGM with the District Entries Officer.

**G3** The meet will be conducted under the auspices of S.A.L.

**G4** Entry fees shall be set at the A.G.M or special meeting each year.

**G5** Only the fastest 16 entries shall be seeded in the 400M events. Entry times must be verified electronically. The event will be seeded with fastest 8 in the finals session and next 8 in the heats session. Qualifying time will be based on the 16<sup>th</sup> place of the previous year but shall not be reduced.

**G6** The 200M Open events will be seeded with fastest 8 in the finals session and remaining heats in the heats session. Qualifying time will be based on the 16<sup>th</sup> place of the previous year but shall not be reduced.

**G7** All Qualifying times for Open 200m Individual events shall be based on the 16<sup>th</sup> place of the previous year but shall not be reduced.

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### G8 Entries

- (a) Electronic TM entries must be submitted through the GSI Entries Officer by the closing date as per G2.
- (b) Hard copy of Entries must be submitted on official GSI entry sheet or SVI entry sheet to GSI Entries Officer. No entry fee need accompany entries; an invoice will be tendered to Clubs based on actual entries (F20).
- (c) Entries must be submitted via Club Entries Officer and include names of relay-only swimmers..

**G9** A competitor's age will be calculated on the first day of the swim meet.

**G10** Place getters in the final events shall receive a gold medallion for 1st. place, a silver medallion for 2nd. place, and a bronze medallion for 3rd. place.

**G11** All finalists shall receive a flash after they have completed their event.

**G12** The events listed in Appendix "B" shall be competed at the Gippsland Swimming Championships each year

**G13** A visitor is any person who does not qualify under by-law G1 , and is subject to the rules of those swimming under invitation by-law G13-G16.

**G14** An invitation swimmer is a swimmer who is not a registered member of an affiliated Club of District 21.

**G15** All invitation swimmers must be approved and only swim by invitation of G.S.I.

**G16** Any Gippsland swimmer who is displaced by an invitation swimmer in a final is to receive a finalist flash.

**G17** A Gippsland swimmer cannot be displaced by an invitation swimmer for any award or medal. Visitor's medals will be awarded as required in Age and Open events.

**G18** In the Championships the individual swimming and relay events scoring for the "Gippsland Champion Club Swimming" shields shall be: -

- 1st. 9 points 2nd 7 points
- 3rd. 6 points 4th. 5 points
- 5th. 4 points 6th. 3 points
- 7th. 2 points 8th. 1 point.

**G19** The venue for the Gippsland Championships to be decided at the AGM 2 years in advance.

# GSJ BY-LAWS

## H SCORING

### H1 Open Inter-club Meets

**H1a** When this type of meet is swum the scoring shall be in two (2) parts, Open and Inter-club.

**H1b** The Open scoring will be as follows

Points shall be allocated for the number of teams competing in the Association reducing by one (1) for each place.

E.g. for eight (8) teams:-

1st. 8 points	5th. 4 points
2nd. 7 points	6th. 3 points
3rd. 6 points	7th. 2 points
4th. 5 points	8th. 1 point.

**H1c** For Inter-club points, the first swimmer from each club to finish shall gain points.

E.g. 8 clubs in competition.

<u>Club finishing order.</u>	<u>Open points</u>	<u>Inter-club points</u>
Sale	8	8
Warragul	7	7
Warragul	6	0
Traralgon	5	6
Moe	4	5
EGWD	3	4
Morwell	2	3
Traralgon	1	0
Sale	0	0
EGWD	0	0

**H2** All pair's events are to be scored as individual events.

**H3** Handicap, Nearest to Nominated Time and Distance meets are to be scored as in By-law H1b (Open Points), when points are to be awarded.

**H4** Relay meets are to be scored as in by-law H1b (Open Points).

# GSJ BY-LAWS

## I SWIMMING RULES GENERAL

- I1** At any Association swim meet the competitors shall be under the control of a club official, who will be responsible for the behavior and punctuality of their competitors.
- I2** All issues/queries related to the running, scoring or officiating of a swim meet be directed through the Club Team Manager to the Referee in Charge. Club members other than the Club Team Manager who interfere with the running of a meet may be subject to disciplinary measures as deemed appropriate by the Association.
- I3** Any competitor swimming in any Association meet that limits individual entries to a pre set number may not discount any entry in which a disqualification has been given.
- I4** In any Association swim meet other than Championships eight (8) year old team events can be mixed 3x1 or 2x2.
- I5** In any Association swim meet other than Championships eight (8) year old medley team events can be swum in any of the following ways: -  
Bk/s, Br/s, B/fly, Fr/s.  
Bk/s, Br/s, Br/s, Fr/s.  
Bk/s, B/fly, B/fly, Fr/s.
- I6** A swimmer's age will be calculated on the day of the swim meet except as in by-law G8.
- I7** For the Gippsland Championships a swimmer age shall be calculated from the first day of the championships.
- I8** A swimmer shall not swim out of his/her age group other than open events, for open meets, handicap meets, distance meets, inter-district selection meets and Championship meets except where approved by the Chief Referee.
- I9** Open Interclub events.  
Clubs will be divided into 'A' and 'B' Division. Clubs will be promoted and relegated at the end of the season if the top 'B' Division Club receives more points than the bottom 'A' Division Club.
- I10** For Open/interclub competition teams shall be divided into "A" and "B: divisions and scored as if it was one division.
- I11** When a Handicap meet is swum it shall be conducted as outlined in Appendix, "F".
- I12** If in the opinion of the host club executive the weather on the day of an Association meet is too inclement as to endanger the safety of the competitors, spectators or officials, a member of the executive shall contact the President of the Association, Chief Referee or other Association Executive member four (4) hours prior to the starting time and advise of the need to cancel. The Association Officer on advice shall decide if the swim meet is to be cancelled and ensure that all competing clubs and the Chief Referee are advised of the cancellation by phone call three(3) hours prior to the starting time.  
The President of the Association or deputy will inform the Associations Publicity Officer who will advise the media.

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Any official or club member who is in doubt of the cancellation should make contact with their own club first, the host club second and the Association last.

- I13** Team sheets for relays and pairs shall be required at Association meets as directed by the District Recorder.
- I14** Where GSI equipment is required for a local swim meet, the host club will be responsible for securing equipment: packing, towing and setting up.

# GSJ BY-LAWS

## J AWARDS AND TROPHIES.

- J1** Any club or individual who receives an award, trophy or shield that is not to be held permanently by the club or individual shall receive another award, trophy or shield to be held permanently.
- J2** That the first Association swim meet held at Sale be called the "Tom Osborne memorial Meet". A shield will be presented to the winning team on the day, in excess of any other awards for that day.
- J3** Use of each shield/trophy is shown in Appendix: "C".
- J4** The Association Executive may at any time grant a Service award of the Association other than Life Membership. Persons eligible to be nominated for the Service award shall have complied with the guidelines outlined in Appendix: "G". The Association shall consider the nomination and after any investigation that may be required, grant the award. In the event the Association does not approve the nomination the reasons shall be conveyed to the proposers. Award recipients will receive a certificate.
- J5** That a Trophy Selection Committee of three (3) be elected at the A.G.M. to select the winners of all Gippsland Trophies and Shields which are not awarded on points. The Records Officer shall be an automatic member of the three on the Trophy Selection Committee.
- J6** The Trophy Selection Committee shall choose a worthy boy and girl swimmer to receive the Encouragement award for performance during the Gippsland Championships. The recipient cannot have won an individual medal at any past Country or Victorian Championships.
- J7** When an Association award, trophy or shield has exhausted its life span it is to be presented to the club who has won it the most times for safe keeping on behalf of the Association.

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## K RECORDS

- K1** Pool size. - Long course records can only be claimed from a swim in a 50 metre or a 55 yd. pool. Short course records can only be claimed from a swim in a 25 metre pool.
- K2** District 21 Relay Teams may claim records as shown in Appendix "D" (Best out of Gippsland)
- K3** If swimmers wish to use times achieved outside of Gippsland for claiming Gippsland Records, it will be the swimmer or Club representative's responsibility to supply the Records Officer with proof of times achieved by one of the following methods:  
A Manager or Meet Manager file,  
B Links to results on websites or  
C Copy – email or hard copy - of PDF or Word document file results.  
All results must be from qualifying meets and must be verifiable
- K4** Certificates for such records will be presented to the swimmers concerned as soon as possible after the event.
- K5** To attempt a record in an event not offered at an Association swim meet, approval must be given by the Chief Referee on the day. The Chief Timekeeper must be advised if a record attempt is being made.
- K6** Out of District records are to be claimed within one calendar month of achieving record time. District records are to be claimed within fourteen days of achieving record time.
- K7** A swimmer competing in the age group event may claim the age group record and the open record. They may not claim other age group record.
- K8** An age group record may be claimed in an open event.
- K9** In events listed as "something and over" a competitor may claim an age group record in their own age group and open. (This means any swimmer 17 or over can claim a 17 and over record.)
- K10** Definition of age group for claiming a record is age on the day, with the exception of the Gippsland, Country, State and National Championships which shall be defined as per the entry conditions.
- K11** Records shown on programs and official lists should show the following:-  
(a) Swimmers name.  
(b) Club swimmer represented.  
(c) Location swum.  
(d) Year set.  
(e) Type of record. ( See by-law K12 )
- K12** The following classes of records are recognised by the G.S.I.  
(a) Gippsland Championship Event records.  
(b) Residential Gippsland records.(Gippsland Records SC and LC)  
(c) Best out of Gippsland records. (Out of Gippsland SC and LC)

## GSJ BY-LAWS

### **K12.1. Gippsland Championship Event records.**

This record can only be broken when swum at the Gippsland Championships, and only the named event swum can be claimed by a swimmer under the auspices of Swimming Victoria Inc, currently registered with SVI and a member of a club affiliated with the Gippsland Swimming Inc.

### **K12.2 Residential Gippsland Records.**

Best time swum anywhere in Gippsland under the auspices of S.V.I. by a swimmer currently registered with S.V.I. and a member of a club affiliated with the G.S.I.

### **K12.3 Best Out of Gippsland records.**

Best time swum by a swimmer, swimming outside of Gippsland, currently registered with S.V.I. and a member of a club affiliated with the G.S.I. at a meet under the auspices of S.V.I.

### **K13 Records can be claimed for:-**

Gippsland Championship Event records as per schedule K1 in Appendix "D".

Residential Gippsland records as per schedule K2 in Appendix "D".

Best Out of Gippsland records as per schedule K3 in Appendix "D".

# GSI BY-LAWS

## L Protests and Grievances

### L1 Protests

**L1A.** Protests are possible:

- a) if the rules and regulations of the competition are not observed
- b) if other conditions endanger the competitors and/or spectators
- c) against decisions of the referee however, no protests shall be allowed against decisions of fact

**L1B.** Protests must be submitted:

- a) to the referee
- b) in writing
- c) by the swimmer(s) or authorised representative of the swimmer (s)
- d) together with the prescribed deposit
- e) within thirty (30) minutes following the conclusion of the respective event.

**L1C.** If the conditions causing the protest are noted prior to the competition, the protest must be lodged before the starters signal is given.

**L1D.** All protests must be considered by the Referee in Charge. If the Referee rejects the Protest, the Referee must state reasons. The protestor may appeal against the rejection to a Jury of Appeal whose decision is final.

**L1E** If the protest is rejected the deposit will be forfeited. If the protest is upheld the deposit will be returned.

**L1F** A Jury of Appeal where possible, shall consist of a Director plus two (2) other members.

### L2 Grievances

**L2A** All Grievances which cannot be satisfactorily adjudicated through the Association Executive should be submitted to the Association Appointed Grievance Officer as prescribed in the GSI Constitution Item 25 "Grievance".

## GSI BY-LAWS

### APPENDIX "A" FINANCE.

<b>F1</b>	Affiliation fee	\$.....
<b>F2</b>	Club Un-financial fine	\$.....
<b>F3</b>	Fine per delegate	\$.....
<b>F4e</b>	Fine per official	\$.....
<b>F5</b>	Fine per event at Gippsland Championships	\$.....
	Fine per event at other Association meet	\$.....
<b>F9</b>	Association Spending w/o approval	\$.....
<b>F10</b>	Admission to :-	
	Gippsland Championships	
	Per day will be.	
	For adults.	\$.....
	For children.	\$.....
	For competitors.	\$.....
	Three day concession will be.	
	For adults.	\$.....
	For children.	\$.....
	For competitors.	\$.....
<b>F11</b>	Cost of programs	
	Gippsland Championship heats Program	\$.....
	Gippsland Championship finals Program	\$.....
	Gippsland Championship results Program	\$.....
<b>F13</b>	Cost of entry per events at :	
	Association meets	\$.....
	Relays	\$.....
	Pairs	\$.....
	Gippsland Championship individual.	\$.....
	Gippsland Championship relays.	\$.....
<b>F15</b>	Amount of reimbursement for loss	\$.....
<b>F18</b>	Amount per certificate.	\$.....
<b>F19</b>	Additional entry fee to cover costs	\$.....
<b>L1Bd</b>	Protest sum	\$.....

# GSI BY-LAWS

* Sponsorship for the Gippsland Championships will be,	
Individual events	\$.....
Relay events	\$.....
* Advertising in Gippsland Championship Program	
Whole page	\$.....
Half page	\$.....
Quarter page	\$.....

\* Note these are not by-laws.

# GSI BY-LAWS

## APPENDIX “B” GIPPSLAND CHAMPIONSHIP EVENTS.

STROKE	DISTANCE	OPEN	MD	17 & OVER	25 & OVER	35 & OVER	16 YRS	14 YRS	12 YRS	10 YRS	8 YRS
Fr/s	50m		X	X	X	X				X	X
	100m	X					X	X	X		
	200m	X					X	X	X		
	400m	X									
	4x50m			X			X	X	X	X	X
	4x100m	X									
Bk/s	50m		X	X						X	X
	100m	X					X	X	X		
	200m	X									
Br/s	50m		X	X						X	X
	100m	X					X	X	X		
	200m	X									
B/fly	50m		X	X						X	X
	100m	X					X	X	X		
	200m	X									
Medley	200m	X		X			X	X	X	X	
	4x50m			X			X	X	X	X	
	4x100m	X									

Note:- The same program of events will be conducted for both male and female competitors.

# GSJ BY-LAWS

## APPENDIX "C" AWARDS & TROPHIES.

### NAME OF TROPHY OR SHIELD USE

Andy Barnes shield	Inter-club swimming Div A.	
Coaches Shield	Inter-club swimming Div B	
Faye Staughton shield	Open swimming Div A.	
Swimmer's Shield	Open swimming Div B.	
Gippsland Relay meet shield	Relays.	
Edison Mission trophy	Most outstanding swimmer in Gippsland.	
Ken & Pat Hewatt shield	Gippsland Champion club swimming.	
Ashleigh Delaney Trophy	14 & Under Team Trophy Gippsland Championships	
Alan Harlow trophy	14 & under Boy & Girl Gippsland Champion swimmer.	
Charles Ford Memorial trophy	Gippsland Champion Boy.	
Jewell Family trophy	Gippsland Champion Girl.	
Otto Ford &		
Kathleen Froud Memorial trophy	Boy Encouragement.	
Ann Bree Memorial trophy	Girls Encouragement.	
Jeremy Saunders Trophy	Most outstanding performance outside Gippsland by a swimmer 15 years and over	
Noelle Brajkovic Trophy	Most outstanding performance outside Gippsland by a swimmer 14 years and under	
Tom Osborne Memorial trophy	First Association Meet at Sale.	
Col Ramsay shield	Pairs.	(awarded as required)
S. Brown Memorial shield	Handicap	(awarded as required)

### TROPHIES OR SHIELDS NO LONGER USED (by-law J7)

Shield Name		Location.
Nyalinga.	Div. 1 Nyalinga.	
Nyalinga.	Div. 2 Nyalinga.	
Frank Hall Shield		Maffra
Greg Welsford shield		Yallourn North
1st. Otto Ford trophy		Warragul
L. Jensen trophy		Sale
Alf Comley Memorial shield		Bairnsdale
Ken Arbrecht shield		Churchill
Nyalinga shield Div. 1		Traralgon
Norman Stanley Nyalinga Div. 1		Moe
Godridge shield		Morwell
C.V. Cook shield		Yallourn North
Foard trophy		Warragul
Copland shield		Traralgon
Bill Bethume shield		Traralgon
Hugh Graham shield Pairs		Moe
Arthur Hately shield Div. 1 Nyalinga.		Sale

## GSJ BY-LAWS

Moe Nyalinga shield	Div. 2 Nyalinga.	
Alf Comley Memorial shield	Inter-club and pennant swimming.	Bairnsdale
Lil Campbell shield	Relays.	Churchill
Arthur Brogan shield	Inter-club diving.	Traralgon
Barbara Sambell shield	Open diving.	Churchill
Roy Hutchison Shield	Gippsland Champion club diving.	Warragull
Ron Masters Memorial trophy	Most improved Boy diver.	
Ron Masters Memorial trophy	Most improved Girl diver.	
Otto Ford trophy	Boy Encouragement.	Morwell
J.E. Howarth trophy	Girls Encouragement.	Traralgon

### TROPHIES AND SHIELDS UNACCOUNTED FOR.

Ken Dolphin Memorial shield.

# GSI BY-LAWS

## APPENDIX “D” RECORDS.

### *Schedule M1 GIPPSLAND CHAMPIONSHIP EVENTS*

STROKE	DISTANCE	OPEN	MD	17 & OVER	25 & OVER	35 & OVER	16 YRS	14 YRS	12 YRS	10 YRS	8 YRS
Fr/s	50m		X	X	X	X				X	X
	100m	X					X	X	X		
	200m	X					X	X	X		
	400m	X									
	4x50m			X			X	X	X	X	X
	4x100m	X									
Bk/s	50m		X	X						X	X
	100m	X					X	X	X		
	200m	X									
Br/s	50m		X	X						X	X
	100m	X					X	X	X		
	200m	X									
B/fly	50m		X	X						X	X
	100m	X					X	X	X		
	200m	X									
Medley											
	400m	X									
	200m			X			X	X	X	X	
	4x50m			X			X	X	X	X	
	4x100m	X									

Note:- The same program of events will be conducted for both male and female competitors.

# GSJ BY-LAWS

## APPENDIX "D" RECORDS.

### Schedule M2 RESIDENTIAL GIPPSLAND EVENTS

STROKE	DISTANCE	OPEN	17 & OVER	25 & OVER	35 & OVER	16 YRS	14 YRS	12 YRS	10 YRS	8 YRS	
Fr/s	50m	X	X	X	X	X	X	X	X	X	
	100m	X				X	X	X	X		
	200m	X				X	X	X			
	400m	X									
	800m	X									
	1500m	X									
	4x50m	X	X			X	X	X	X		
	4x100m	X				X	X	X			
			X								
	Bk/s	50m	X	X			X	X	X	X	X
100m		X				X	X	X	X		
200m		X				X	X	X			
Br/s	50m	X	X			X	X	X	X	X	
	100m	X				X	X	X	X		
	200m	X				X	X	X			
B/fly	50m	X	X			X	X	X	X	X	
	100m	X				X	X	X	X		
	200m	X				X	X	X			
Medley	100m*	X	X	X	X	X	X	X	X	X	
	200m	X	X			X	X	X	X		
	400m	X				X	X	X			
	4x50m		X			X	X	X	X		
	4x100m	X				X	X	X			

Note:- The same program of events will be conducted for both male and female competitors.  
Records are claimable for short and long course swimming.

\* Short course record only.

# GSi BY-LAWS

## APPENDIX "D" RECORDS.

### Schedule M3 OUT OF GIPPSLAND EVENTS

STROKE	DISTANCE	OPEN	17 & OVER	16 YRS	14 YRS	12 YRS	10 YRS	8 YRS
Fr/s	50m	X	X	X	X	X	X	X
	100m	X	X	X	X	X	X	
	200m	X		X	X	X	X	
	400m	X		X	X	X	X	
	800m	X						
	1500m	X						
	4x50m	X		X	X	X	X	
	4x100m	X		X	X	X		
	4x200m	X						
Bk/s	50m	X	X	X	X	X	X	X
	100m	X	X	X	X	X	X	
	200m	X		X	X	X	X	
Br/s	50m	X	X	X	X	X	X	X
	100m	X	X	X	X	X	X	
	200m	X		X	X	X	X	
B/fly	50m	X	X	X	X	X	X	X
	100m	X	X	X	X	X	X	
	200m	X		X	X	X	X	
Medley	100m*	X	X	X	X	X	X	X
	200m	X	X	X	X	X	X	
	400m	X		X	X	X		
	4x50m	X		X	X	X	X	
	4x100m	X		X	X	X		

Note:- The same program of events will be conducted for both male and female competitors.

Records are claimable for short and long course swimming.

\* Short course record only.

# GSI BY-LAWS

**APPENDIX "E" FORMS.**

**FORM # F1 FINANCE STATEMENT OF INCOME AND EXPENDITURE FOR CLUBS INCURRING A LOSS WHEN RUNNING AN ASSOCIATION MEET**

From \_\_\_\_\_ Swimming Club.

FOR SWIM MEET HELD ON THE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

AT THE \_\_\_\_\_ POOL.

TYPE OF MEET \_\_\_\_\_

EXPENDITURE		INCOME	
Pool Hire	\$	Gate	\$
Catering	\$	Catering	\$
Raffle	\$	Raffle	\$
First aid	\$	Programs	\$
Lane Ropes	\$	Event Entry Fee	\$
Advertising	\$	Advertising	\$
Ribbons	\$	Donations	\$
	\$	Sponsorship	\$
	\$		\$
	\$		\$
	\$		\$
Total	\$	Total	

HON. TREASURER \_\_\_\_\_ (DATE) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

SEND TO THE ASSOCIATION TREASURER.

# GSi BY-LAWS

## APPENDIX "E" FORMS.

### ***GSi MEMBERSHIP APPLICATION***

I \_\_\_\_\_  
(full name of applicant)

of \_\_\_\_\_  
(address)

e-mail address (required) \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

being the duly appointed representative of \_\_\_\_\_ Swimming Club

desire to become a member of GIPPSLAND SWIMMING INCORPORATED.

In the event of my admission as; a member, I agree to be bound by the Rules of the GSI for the time being in force.

\_\_\_\_\_  
Signature of applicant

Date / /

# GSI BY-LAWS

## APPENDIX "E" FORMS.

### *GSI FORM OF APPOINTMENT OF PROXY*

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address)

being a member of \_\_\_\_\_ Swimming Club  
(Name of Incorporated Association)

hereby appoint \_\_\_\_\_  
(Name of Proxy)

of \_\_\_\_\_  
(Address)

being a member of the Incorporated Association, as my proxy vote for me on my behalf at general meeting of GSI (annual general meeting or special meeting, as the case may be to be) held on the

\_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_ and at any adjournment of that meeting.

My proxy is authorised to vote in favour for/against (delete as appropriate) the resolution (insert details).

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Signed \_\_\_\_\_

The \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_

# GSI BY-LAWS

## APPENDIX "E" FORMS.

### ***G S I . NOMINATION OF OFFICE BEARERS (S.V. SCHEDULE 9)***

In accordance with the constitutional rules of the GSI we hereby

Nominate \_\_\_\_\_ for the office of \_\_\_\_\_

for season \_\_\_\_\_

Proposer \_\_\_\_\_ Secondar \_\_\_\_\_

Club \_\_\_\_\_ Club \_\_\_\_\_

I hereby accept nomination as above and if elected undertake to discharge the duties attached to

the office of \_\_\_\_\_

Nominee \_\_\_\_\_ Club \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ postcode \_\_\_\_\_ phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email address (required) \_\_\_\_\_

# GSI BY-LAWS

## APPENDIX "E" FORMS.

Gippsland Swimming  
Inter District Team Medical Form  
*(To be handed to the Team Manager on the Bus)*

Name \_\_\_\_\_ Age \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_ Number \_\_\_\_\_

Family Doctor

Name.....

Address ..... Phone .....

Medicare Number .....Member number.....Expires.....

Ambulance Subscription YES/NO

Medical Condition	Circle	Further information or instruction (please attach additional information if space here is insufficient)
Travel Sickness	Yes/no	
Asthma	Yes/no	
Fainting/dizzy spells	Yes/no	
Ear Disorder	Yes/no	
Allergies	Yes/no	
Food Intolerance or dietary needs	Yes/no	
Other		

In the event of illness or accident I authorize the obtaining on my behalf of such medical assistance as my child may require. I accept all operations, blood transfusions and or aesthetic risks involved and the responsibility for payment of my expenses including ambulance costs.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(Signature of Parent) (Date)

Medications normally dispensed by parents for the above conditions should be given to an adult team manager before boarding the bus with detailed instructions for use.

\*\*If you wish the team manager to give pain relief medication to your child if needed in the event of headache, please sign below.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Date)

# GSJ BY-LAWS

## APPENDIX "F" SWIMMING RULES GENERAL.

### 111 RULES OF HANDICAP SWIM MEETS.

The check starter places each competitor on their block in the correct order, telling them their "GO TIME". The slower swimmer is placed in lane one (1), second swimmer in lane two (2), etc, for heats and finals. When the referee considers that the swimmers and officials are ready the race shall start. The starter then gives a command "GET READY", pauses, then calls "GO" and starts to count the seconds loudly from a stop watch. Each competitor must then remain flat footed and perfectly still on their block until their number is called, i.e. their whole foot in contact with the block. any swimmer who is not "flat-footed" when their number is called shall be disqualified, unless they return to the end of the pool, touch and then proceed with the race.

#### STROKING

In handicap freestyle events a swimmer nominating to swim a stroke other than overarm crawl must swim the nominated stroke for the entire race. In butterfly, backstroke and breaststroke events, they must swim the nominated stroke for the entire race and may be disqualified for incorrect stroking.

#### RECORDS

Cannot be set in handicap events.

#### FINALISTS

Competitors placed in the finals shall be those declared in the program. For a six lane pool finalists will be as follows:-

2 Heats - First 3 qualifiers in each heat. 3 Heats - First 2 qualifiers in each heat.

4 Heats - First qualifier in each heat.

5 Heats - First qualifier in each heat.

6 Heats - First qualifier in each heat.

Over 6 heats semi finals would have to be held.

#### HANDICAPS.

The handicap time submitted by the competitor must be used in heats and finals.

#### ZERO TIME.

In handicap events competitors may better their submitted time by the following margins:-

Up to and including 100 metres - 2 seconds      200 metres - 5 seconds

400 metres - 10 seconds      800 metres - 20 seconds

1500 metres - 45 seconds.

ANY SWIMMER WHO COMPLETES THE COURSE BEFORE "ZERO" IS CALLED  
SHALL BE DISQUALIFIED

# GSI BY-LAWS

## APPENDIX "G" SERVICE AWARD GUIDE LINES.

For the Association to grant an award the person must have served the GSI for a period not less than seven (7) years.

- 1 Office Bearer GSI.
- 2 Racing Official GSI.
- 3 Any other service that the Association may consider.

Normally service just to a club would not qualify for the award, however, details of service to club should be included with the nomination.

Nominations may be made by :-

- 1 A Club. Nomination to be signed by the President and Secretary. OR
- 2 A member of the GSI Executive. OR
- 3 Two registered members from different clubs.

The above guidelines have been written such that the award is essentially automatic after meeting the criteria. The standard or level of the service required is only routine performance of the function of the Office over the required period. E.G. service as racing official requires reasonably regular attendance at race meets. Irregular or spasmodic attendance would not qualify a person.

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### SERVICE AWARD NOMINATION FORM

Nomination made by:-

NAME	CLUB	POSITION
_____	_____	_____
_____	_____	_____

List the positions held and the period positions held for below:--

POSITION	FROM	TO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Send nomination form to the Secretary and a copy to the President of the Association.

# GSI BY-LAWS

## Appendix H

### FORMULA FOR DETERMINING THE GIPPSLAND LEVY (F21)

Each Club is invoiced a "Gippsland Levy" annually based on the number of entries submitted for the Gippsland Championships in the previous two seasons. The formula appears below.

The Total levy is based on a budgeted amount (AGM) designed to ensure adequate funding for development and Association Programs and Equipment benefitting all members.

	<b>Entries 2008</b>	<b>Entries 2009</b>	<b>Total Entries</b>	<b>% of Total Entries</b>	<b>2010 Levy</b>
CLUB A	600	650	1,250	21.93%	1,250.00
CLUB B	400	450	850	14.91%	850.00
CLUB C	300	350	650	11.40%	650.00
CLUB D	500	550	1,050	18.42%	1,050.00
CLUB E	800	850	1,650	28.95%	1,650.00
CLUB F	100	150	250	4.39%	250.00
	<u>2,700</u>	<u>3,000</u>	<u>5,700</u>	<u>100.00%</u>	<u>\$5,700.00</u>

# GSI BY-LAWS

## APPENDIX I

### **GSI Programme/Fixture Guide 5-Step Process**

1. All Clubs have the opportunity to submit details of preferred dates, venues, Meet formats etc to the GSI Programme Secretary by the end of November each year.
2. Programme Committee considers all submissions and compiles a Draft Fixture, circulated to all Clubs and GSI at least two weeks prior to the February GSI Meeting
3. Based on feedback and comments at the February GSI Meeting, the Programme Committee updates the Draft and issues version 2 to all Clubs and GSI during March
4. A Special GSI Meeting will be convened in April to discuss the Draft Fixture only.
5. The Programme Committee will then finalise their recommended Fixture Guide for the next season and circulate to Clubs at least two weeks prior to the AGM. The recommendation will be presented at the AGM for Clubs to accept.

Any Club's failure to participate in steps 1 through 4 in this 5-step process will be considered as acceptance of the Programme Committees recommendation at each of those stages.

# GSI BY-LAWS