

# DERBYSHIRE AMATEUR SWIMMING ASSOCIATION

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## LAWS OF THE DERBYSHIRE AMATEUR SWIMMING ASSOCIATION

1. **NAME** The Association shall be known as the Derbyshire Amateur Swimming Association, hereinafter referred to as the Association.
2. **COMPOSITION** The association shall consist of clubs and members as defined by the ASA.
3. **OBJECTS** The objects of the Association shall be :-
  - a) to carry out the aims and objects of the ASA.
  - b) to promote and encourage an interest in swimming, diving, water polo and synchronized swimming and any other kindred activities administered by the ASA.
  - c) to promote County swimming and other disciplines and to train, select and organise teams to represent the County in competition.
4. **AFFILIATION BY THE ASSOCIATION** The Association shall be affiliated to the ASA by way of the East Midland Region or by such other means as shall be appropriate to the current laws of the ASA.
5. **MEMBERSHIP** Affiliation to the Association shall be open to:-
  - a) swimming, diving, water polo, synchronized swimming and kindred clubs.
  - b) the swimming section of social, recreational or kindred clubs.
  - c) associations of swimming clubs, school swimming associations, youth organisations etc.

Subject to the following conditions:-

  - i) they shall be affiliated to the ASA and ASA East Midlands Region
  - ii) they shall have their regular swimming activity taking place within the County of Derbyshire.
  - iii) they shall have made written application to the Secretary, supported by such information as the Executive Committee may require.
  - iv) Acceptance by the Executive who shall reserve the right to refuse affiliation and the decision shall be ratified by Council
  - vi) A school swimming club may affiliate subject to the rules of club affiliation.
6. **REPRESENTATION** All competing members of affiliated clubs shall be considered as Derbyshire swimmers for the purpose of representing the Association in competition unless the rules of the competition state to the contrary.
7. **AFFILIATION FEES** The affiliation fees shall be determined by Council in General meeting. The Executive Committee may waive part or the whole of such fees. Affiliation fees shall become due on 1<sup>st</sup> January each year or on acceptance by the Council of an application for affiliation. Fees shall be paid to the ASA by 31<sup>st</sup> March when renewing affiliation, or within 30 days of acceptance when applying for affiliation. Clubs failing to pay by the by 31<sup>st</sup> March will be suspended.
8. **RESIGNATION** A club wishing to resign from the Association shall do so by giving notice in writing to the Secretary.

9. **UNPAID AFFILIATION FEES** A club not having paid its affiliation fee by **31st March** may, along with its members, forfeit the right to compete in County events.

10. **COUNCIL** Council shall consist of the following members:-

**Voting**

The chairman of the meeting shall have an additional casting vote in the case of a tied vote.

Representatives from all Affiliated Clubs, number as defined in rule 12.

Life Members of the Association.

The immediate two Past-Presidents of the Association.

**Non-Voting:**

Any other members of Affiliated Clubs.

A Representative of Derbyshire Sport and Recreation Forum and the ASA Regional Development Officer.

*(Persons holding positions under "Non-Voting" are, nevertheless, entitled to vote if they are **also** holders of a position listed under "Voting").*

11. **MANAGEMENT**

Management of the Association shall be by the Executive Committee elected by Council.

12. **REPRESENTATION OF CLUBS AT COUNCIL**

Representatives from all the Affiliated Clubs as follows:

2 representatives from each club.

(plus 1 additional representative for each 150 members or part thereof in the most recent return made to the ASA to a maximum of 4 additional representatives).

Each Club shall nominate its Delegates for the year which will run from commencement of the Derbyshire ASA Annual General Meeting to the commencement of the following AGM..

Should a delegate be unable to fulfil their duties a replacement may be nominated.

Each Club may also nominate one Coaching Representative and one ASA registered Athlete (14 years or over at the date of nomination), on the same basis.

13. **ENFRANCHISEMENT OF COUNCIL MEMBERS** Shall be by validated voting card.

The Secretary of the Association shall send each Affiliated Club voting cards for the appropriate number of delegates for the AGM. The Club Secretary shall validate each card and by so doing confirm the representative is a bone-fide member and Delegate of that club.

14. **MEETING OF COUNCIL**

- a) **ANNUAL GENERAL MEETING** This shall be held each year on a Saturday between 15<sup>th</sup> May and 30<sup>th</sup> June inclusive. The date, time and venue shall be endorsed by the Executive Committee.

Notices of motion for the meeting and/or proposals for rule changes for the meeting, with name and club of the proposer and of the seconder, and must reach the Secretary of the Association, not later than five full weeks before the next AGM.

Notice of the meeting together with the Agenda, which shall include notices of any

motions together with the name and club of each proposer and seconder, and the appropriate number of voting cards shall be sent to the Secretaries of the affiliated clubs and the members of Council to reach them not less than three weeks before the meeting.

b) **ORDINARY GENERAL MEETINGS** of which there shall be not less than two per year, notice of which together with the Agenda shall be given three weeks before the meeting.

c) **SPECIAL MEETINGS** A Special meeting of Council must be called by the Secretary within five weeks of the receipt by him/her of a written request stating the reasons for such meeting and signed by six club members. The six shall not be members of the same club. Such request shall include notice of any motion it is intended shall be put before the meeting. The proposer and seconder who shall be from amongst the signatories to the request, unless otherwise named with the motion. Not less than two weeks notice of such a meeting shall be given to club secretaries and Members of Council together with the reasons for the meeting, notice of any motion, the names and clubs of the signatories to the request and of each proposer and seconder, If more than one request for a Special Meeting is received, all the matters concerned may be dealt with at the same meeting, provided that the requirements above in respect of times and notices are observed in respect of each request.

No business, other than that given in the request for the meeting, may be conducted at a Special Meeting.

Special Meetings may also be called by the Executive on its own initiative.

d) **GENERAL**

- i) A quorum at a meeting of Council shall be 22 voting members.
- ii) The Chairman of the Association, or in his absence, the Vice-Chairman, shall chair all meetings of Council. In the absence of both, the meeting shall elect a chair person.
- iii) No one may vote at meeting of Council unless present and in possession of a duly validated voting card (as defined in Law 13)
- iv) Except where a ballot is taken, a member of Council shall vote by holding up their voting card. No members shall have more than one vote even though they be a member of Council in more than one capacity. The Chairman shall have a vote and in the event of a tie shall have an additional casting vote.
- v) Elections under Law 16.a) shall be by ballot. It shall not be necessary for any member of Council to vote for the full number of vacancies for Executive Members, but any paper containing more votes than the number of vacancies shall be void.
- vi) Minutes shall be retained recording the business of all Council meetings.

**15. NOMINATIONS FOR OFFICE AT COUNCIL MEETINGS** No one may be nominated for office unless they are a member of an affiliated club. Each person nominated must be present and in possession of a duly validated voting card, or have submitted their apologies to the meeting together with their card and have indicated willingness to serve.

## **16. COUNCIL BUSINESS**

16.1 At the Annual General Meeting the following business will be conducted:-

### **A. Elections**

Elections shall be held where necessary for the following positions:-

- i) The **President**, and **President Elect**. The President and President Elect shall be elected annually, for a term of one year.
- ii) A **Chairman** and **Vice-Chairman**, who shall be elected for a term of three years. They shall, at the end of that term, be eligible for re-election for one further term.
- iii) **Treasurer, Secretary, Competitions Manager, Development Manager, and two further members**. These shall be elected annually for a term of one year. They, together with the Chairman and Vice-Chairman, shall form the Executive Committee of the Association.
- iv) In the event of an Executive member holding two positions Council may appoint an additional delegate/s to bring the Executive up to eight members in total.
- v) Co-ordinators and three members for each Technical Sub-Committee, to be elected from Council Members who are nominated and seconded at the meeting.
- vi) A **Welfare Coordinator** and a **Workforce Development Coordinator**.
- vii) The **Chairman, Treasurer and Secretary** shall form the **Officers** of the Association.

The Technical Sub-Committees are defined in Rules 25 –36 inclusive.

#### **B. Other Business**

- i) The Annual Reports of the County Secretary, Competitions Manager, Development Manager and Technical Sub-Committee Co-ordinators for the past year shall be presented.
- ii) The Treasurer's Report and independently examined accounts for the year ended shall be presented.
- iii) The affiliation fees for the coming year shall be determined.
- iii) Motions for the change of Laws shall be heard and voted upon subject to being properly notified beforehand.

#### **16.2 AT ORDINARY GENERAL MEETINGS**

- a) Consider reports and recommendations from the Executive Committee.
- b) Review the Association's policies relating to:-
  - i) Changes in ASA Laws and Technical Rules
  - ii) Recommendations by the Executive Committee
  - iii) Co-operation with other organisations.
- c) Resolve any matters relating to County Records referred to them by the County Records Secretary.
- d) Motions for change of Laws shall be heard and voted upon subject to being properly notified beforehand.
- e) Consider any other business raised by voting members of Council.

#### **17. COUNTY YEAR**

The County year shall end 31st March for the purposes of all annual reports and / or the preparation of annual accounts.

**18. PRESIDENTIAL DUTIES**

The President shall act as host at all swimming events of the Association, and shall attend, as representative of the Association, such events to which he is invited. Where unable to carry out these duties, the President Elect should deputise or, if unavailable, any other person of the President's choice.

The President, President Elect and Immediate Past President are entitled to attend meetings of the Executive, without the power to vote.

**19. EXECUTIVE COMMITTEE** The Executive Committee shall be the managing body of the Association. It shall transact the business of the Association and shall observe and enforce the laws of the Association and the orders and policies of Council. Meetings of the Executive Committee, of which there shall be not less than five per year, shall be called by the Secretary who shall give members seven days notice.

At meetings of the Executive Committee, the Chairman shall have a vote and in the event of a tie shall have an additional casting vote.

A quorum at a meeting of the Executive Committee shall be sixty per cent of the voting members. Should attendance at an Executive Meeting be less than the number required for a Quorum, a notice of a meeting in one week at the same time will be issued and that meeting is to be deemed quorate with a minimum of four people in attendance, of which one must be an Officer of the Association.

The Executive Committee shall have power:-

- a) to administer all branches of swimming.
- b) to accept subject to ratification the election of club/s to the Association.
- c) to exercise control over the financial affairs of the Association.
- d) to endorse the recommendations the Awards & Honours Committee in respect of County Badges and County Colours.
- e) to co-opt persons (without a vote) to the Committee for special purposes, as required.
- f) to appoint a Working Party to consider and report on any matter that they may refer to it. At least one member of the Working Party must be a member of the Executive Committee.
- g) to mark exceptional service by recommending to Council the election of Life Members. Direct appointment of Life Members may also be made by a majority of the Council present and voting.
- h) To appoint an emergency committee when necessary.
- i) To revoke any appointment previously made by Executive or Council or any committee appointed by the Executive or Council.

The disciplinary powers of the Association are delegated to the Executive Committee.

**20. EXECUTIVE COMMITTEE APPOINTMENTS**

The Executive Committee at its first meeting after the Annual General Meeting of Council in each year may appoint the following: the Association's Delegate to ASA East Midland Regional Management Board from within their number, County Coaches, Trophy Controller, Awards and Honours committee, Records Secretary, Facilities Officer, and other appointments as determined by Council.

**21 A AWARDS & HONOURS COMMITTEE**

- a) This shall consist of the Workforce Development Coordinator, the Competitions Manager and up to three club members appointed by the Executive Committee to represent the Northern, Central and Southern areas of the County. The Workforce Development Coordinator will keep a register of recipients of all County Awards.
- b) Its duties shall be to receive and consider nominations for awards of County Badges and County Colours (in addition to those awarded in Laws 42 a) and b), and to ensure that the Association maintains a suitable mechanism in place to reward and encourage volunteers.
- c) awards shall be made as from Council on behalf of the Association.

d) A quorum at a meeting of the County Awards & Honours Committee shall be three persons.

**21 B RECORDS SECRETARY** Who shall :-

- a) Maintain a full list of all current and past County Records.
- b) Check and ratify all swimming records received or made in County events or made when competing in a County Team or other licensed events.
- c) In addition to the President, shall sign each Record Certificate.
- b) Advise the Executive and Council on all matters relating to records.
- c) Refer to Council any matter which the Record Secretary or Executive Committee are unable to resolve.

**22. RULES FOR TECHNICAL SUB-COMMITTEES**

- a) Each Technical Sub-Committee will consist of up to seven members including the Co-ordinator, of whom, the Co-ordinator and at least three of the Committee are to be elected at the AGM.
- b) The remaining members of each Technical Sub-Committee, who may be Council members, will be selected by that Sub-Committee's Co-ordinator.
- c) No person may belong to more than two Technical Sub- Committees.
- d) A quorum at a meeting of a Technical Sub-Committee shall be three members.
- e) The Co-ordinator of the Technical Sub- Committee shall be responsible for the organisation of meetings, the recording of minutes of those meetings and for making a copy available to the County Secretary for presentation to Technical sub-committee, Executive Committee, Clubs and Council for consideration and endorsement. The Co-ordinator of the Technical Sub-Committee shall be, in accordance with A.S.A. Law, responsible for ensuring Health & Safety issues are addressed. The Technical Sub-Committee Co-ordinator will produce an Annual Report to be submitted to the County Secretary fourteen days prior to the final Executive Meeting of the year.
- f) Each committee shall, at the first meeting, elect an Assistant Co-ordinator for the Association Year and at all meetings appoint a Chairman.
- g) The Chairman shall have the right to vote and in the event of a tie, the Chairman shall have the casting vote.
- h) Council may, at its entire discretion, discharge a Technical Sub-Committee, and elect a new one in its place.
- i) Each Technical Sub-Committee may co-opt up to three specialist members without voting rights.
- j) The County Development and Competitions Managers can attend, as non-voting members, meetings of any of the Technical Sub-Committees, and, together with the Secretary, shall be given due notice of such meetings.

**23 COUNTY DEVELOPMENT MANAGER**

- a) is responsible for the Association's overall Development Plan ensuring inputs from all Technical Committees are included and that they review their sections regularly.
- b) Is responsible for liaison with Derbyshire Sport and for co-ordinating liaison with the ASA and Regional and County Swimming Development Officers and other sporting interests.
- c) Is responsible for ensuring that the Education and Volunteer / Workforce Development activities of the Association are coordinated.

**24 COUNTY COMPETITIONS MANAGER**

- a) Is responsible for the overseeing all matters relating to Swimming, Diving, Water Polo, Open Water, Synchro., Disability, and Masters Competitions within the Association, and coordinating the activities of the respective Technical Committees in order to promote and develop the sport within the County.

- 25. COMPETITIONS COMMITTEE** Its duties shall be :-
- a) the management of County Championships and Swimming Competitions.
  - b) the nomination of a member to the Swimming Officials' Committee.
  - c) The nomination of a member to the Fixtures & Selection Committee
  - d) To suggest changes to the Programme and Events to the Executive.
- 26. DISABILITY SWIMMING COMMITTEE** Its duties shall be:-
- a) to liaise with other DASA committees with regard to the integration of people with disabilities in all disciplines of the ASA. .
  - b) to promote and develop links with bodies other than the ASA and DASA who are also involved with swimming activities for people with disabilities.
  - c) to undertake any disability related work delegated to them by the Executive Committee or the ASA..
- 27. DIVING COMMITTEE** Its duties shall be:-
- a) to manage the County Diving Championships.
  - b) to organise County diving fixtures.
  - c) to select County diving teams, as required.
  - d) to be responsible for all matters concerning diving officials within the County and to and to maintain a list and promote the teaching of officials.
  - e) to maintain a record of each diver's County Representation and advise the Awards & Honours Secretary of those eligible for their County Colours.

**NB** as there are no diving clubs in Derbyshire at present these rules are held in abeyance until such a club is affiliated.

- 28. EDUCATION COMMITTEE** Its duties shall be:-
- a) to maintain a list of tutors within the County.
  - b) To promote and encourage the training of Teachers and Coaches within the County for all Disciplines.
  - c) to deal with educational matters referred to them by the Executive.
- 29. FIXTURES AND SELECTION COMMITTEE** Its duties shall be:-
- a) to organise County Swimming Fixtures.
  - b) select swimming teams.
  - c) advise the Swimming Officials' Secretary of the Officials required at galas.
  - d) to arrange transport and other facilities as required for swimmers and officials attending away fixtures.
  - e) to maintain a record of each swimmer's County Representation and advise the Awards & Honours Secretary of those eligible for their County Colours.
- 30. MASTERS' COMMITTEE:-** whose duties shall be:
- a) to manage and develop Masters' Swimming.
  - b) to organise County Masters' Swimming Fixtures.
  - c) to select County Teams.
  - d) to maintain a record of each swimmer's County Representation and advise the Awards & Honours Secretary of those eligible for their County Colours.
- 31. OPEN WATER COMMITTEE** Its' duties shall be
- a) to manage and develop Open Water Swimming.
  - b) To organise County Open Water Swimming fixtures.



- c) To select County Teams.
- d) To maintain a record of each swimmers County Representation and advise the Awards Secretary of those eligible for their County Colours.

**32 PUBLIC RELATIONS COMMITTEE** Its duties shall be:-

- a) to assist relevant Committees with advertising and press liaison.
- b) to provide information and guidance to members of the swimming public.
- c) to provide at intervals, publications and information news for all disciplines.
- d) to invite, and provide hospitality, to any guests at County events.

**33 SWIMMER DEVELOPMENT COMMITTEE** Its duties shall be:-

- a) to recommend the appointment of a County Coach, if appropriate, to the Executive committee.
- b) to manage and promote County Coaching and County Squad.
- c) The nomination of a member to the Fixtures and Selection Committee.

**34. SWIMMING OFFICIALS' COMMITTEE** It's duties shall be:-

- a) to assist the County Examinations Organiser in the promotion of the teaching of Swimming Officials for the District List. The ASA appointed Swimming Officials Examining Sub-Committee appointed organiser for written and practical examinations within Derbyshire may be an ex-officio member of the committee.
- b) deal with the appointment of Swimming Officials which may be referred to it by the Derbyshire Executive Committee or the Fixtures & Selection Committee, and Competitions Committee.
- c) to maintain a record of each Officials Representation at County Events and to recommend to the Awards & Honours Secretary nominations for the County Badge.
- d) The nomination of a member to the Fixtures & Selection Committee.

**35. SYNCHRONIZED SWIMMING COMMITTEE** It's duties shall be:-

- a) to manage Synchronized Swimming Competitions.
- b) to organise County Synchronized Swimming Fixtures.
- c) to select County Teams.
- d) to maintain a list, and promote the teaching of, Synchronized Swimming Officials.
- e) to maintain a record of each swimmers County Representation and advise the Awards & Honours Secretary of those eligible for their County Colours.

**NB** Currently no County Competitions are held.

**36 WATER POLO COMMITTEE** It's duties shall be:-

- a) to manage County Water Polo Competitions.
- b) to organise County Water Polo fixtures.
- c) to select County Water Polo Teams.
- d) to maintain a list, and promote the teaching of, Water Polo Officials.
- e) to maintain a record of each players County Representation and advise the Awards Secretary of those eligible for their County Colours.

**37** The work of the Facilities Coordinator, Public Relations Coordinator, and Welfare Officer shall be reported to the Executive via the Secretary of the Association.

**38 PROTESTS**

Protests shall be dealt with in accordance with ASA Law(s) applicable at the time.

**The County Association Code of Ethics has been adopted as Rule 39. Compliance is a condition of Affiliation and is mandatory.**

### **39 Code of Ethics and Conduct**

**All persons representing the County Association must:**

- Put the well-being health and safety of members above all considerations including developing performance.
- Comply with the codes, rules and laws within the guidelines set out by the ASA.
- Work without discrimination on the grounds of race, colour, language, religion, birth or social status as set out in the equal opportunities policy.
- Respect the basic human rights, worth and dignity of each member.
- Not encourage swimmers, volunteers, officials or parents to violate the rules of the Association or the sport.
- Observe the authority and the decisions of all officials.
- Encourage all swimmers to obey the spirit of the rules and laws both in and out of the pool.
- Ensure that all teaching and training and competition programmes are appropriate for the age, ability and experience of the individual swimmer.
- Treat other competitors and teams with respect, in victory and defeat.
- Be able to present evidence of qualifications on request.
- Treat all personal information about individual members as confidential except in exceptional circumstances regarding health and safety, medical requirements, disciplinary action or in accordance with ASA Child Protection procedures and guidelines.
- Display the highest standards of personal hygiene.
- Not drink alcohol or smoke either before or during teaching or coaching sessions or competitions.
- Seek ways of and be willing to increase the development of their current qualifications.

**The County Association Equity Policy has been adopted as Rule 40. Compliance is a condition of Affiliation and is mandatory.**

### **40 Derbyshire ASA Equity Policy Statement**

- The Association is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion
- The Association will ensure that equity as stated in the Association's rules is incorporated in all aspects of its activities and also recognises and adopts the Sport England definition of Sports Equity.
- *Sports Equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.*
- The Association is committed to everyone having the right to enjoy sport in an environment free from threat of discrimination, intimidation, harassment and abuse.
- All members of Affiliated Clubs and organisations have a responsibility to challenge discriminatory behaviour and promote equality of opportunity.
- The Association will deal with any incidence of discriminatory behaviour seriously, according to the sport's disciplinary procedures.

**41 The ASA Child Protection Policy has been adopted by the Association as Rule 41. Compliance is a condition of Affiliation and is mandatory.**

*In the ASA we believe that the welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in swimming – administrator, club official, coach, parent, friend, children themselves, everyone – can help.*

*Abuse can occur anywhere there are children – at home, at school, in the park, at the club. Sadly, there are some people who will seek to be where children are, simply in order to abuse them. We believe that everyone in the ASA has a part to play in looking after the children with whom they are working. The Children Act 1989 and Working Together to Safeguard Children (DOH 1999) highlight the shared responsibility of organisations to promote children's well-being and safeguard them from harm. They stress the importance of effective information sharing, collaboration and understanding.*

*As the National Governing Body of Swimming the ASA has a moral and legal obligation to both identify and appropriately deal with concerns raised regarding the well-being of children involved in our sport.*

***These child protection procedures stem from the following principles.***

- *The child's welfare is the first consideration.*
- *All children regardless of age, gender, racial origin, religious belief, sexual identity and any disability have a right to enjoy sport free from all forms of abuse or sexual exploitation.*
- *The ASA and associated clubs have responsibilities for the welfare of children and young people who take part in our sport.*
- *The ASA has a responsibility to maintain confidentiality in all cases involving child protection in line with the current legislation.*
- *The ASA will not tolerate, within its associated clubs, poor practice in dealing with child welfare.*

**Finally please remember the ASA will support anyone who, in good faith reports his or her concerns that a child is at risk of, or may actually be, being abused.**

**The ASA policy on child welfare is mandatory and all affiliated clubs must appoint a Club Welfare Officer to oversee the procedure is followed appropriately at all times. A child is defined as any young person under the age of 18.**

**42 COUNTY AWARDS**

The Association shall have four awards as follows:-

a) **THE COUNTY BADGE**

- i) This is awarded for meritorious service by members of affiliated clubs and/or registered ASA members.

**OR**

- ii) for outstanding performances by Derbyshire swimmers at a level higher than the District Championships.

b) **COUNTY COLOURS**

Are awarded for:-

- Swimming:** A swimmer will be awarded a **County Flash** upon achieving their first swim, and their **County Colours** for their second representation. (retrospective to 2000).
- Masters:** A swimmers will be awarded their County Colours upon achieving three swims for the County.
- Open Water:** A swimmer will be awarded a **County Flash** on winning their first Regional Medal and their **County Colours** for their second at a further competition.
- Water Polo:** A swimmer will be awarded their County Colours upon competing in three games at County level.
- Diving** A swimmer will be awarded their County Colours upon representing the County twice in the Regional Inter-County Competition.
- Synchro Swimming )** A swimmer will be awarded their County Colours upon being placed in the first six in any individual competition at Region level.

**IT SHOULD BE NOTED THAT WHERE POINTS ARE ACHIEVED FOR COMPETING IT IS FOR COMPETING AND NOT ONLY FOR SELECTION**

And any other reasons determined by the County Awards Committee.

c) **INTERNATIONAL AWARD**

this is awarded for:-

Derbyshire ASA swimmers selected to represent and competing for their Country at international level. Swimmers swimming in an ESSA final or representing ESSA at an International Gala are NOT eligible for this award.

d) **COUNTY CERTIFICATE OF RECOGNITION**

This is awarded :-

In recognition of outstanding service to swimming within Derbyshire. All the affiliated clubs will be requested annually by the County Awards Secretary to nominate individuals for this award.

The designs of the Award badges shall be the sole property of the Association and must not be reproduced except by the permission of the Council. Replacement badges may be purchased from, or by way of, the Secretary.

Nominations for awards under a) b) and d) shall be made, in writing, to the County Awards & Honours Secretary. Nominations may also be made by the County Awards Committee or it's members. When special reasons exist for not delaying the presentation of a County Award, such award may be made directly by the Executive Committee. Awards shall normally be presented at County Championships.

A person who has been awarded a County Badge under a) ii), shall not thereby be debarred from a later award under a ) i).

**43 ALTERATION OF LAWS** Alteration of these laws may be made only at a meeting of Council and AGM subject to the rules relating to notices of motion for and calling of meetings

of Council. A proposition for an alteration of law shall only be carried if at least two-thirds of those present and voting vote in favour of the proposition. Changes in laws necessitated by ASA law may be made at meetings of the Executive Committee.

- 44 INTERPRETATION** Where ever in these laws the letters ASA appear they shall mean the Amateur Swimming Association, the word Region shall mean Region of the ASA and the word club shall include all affiliated bodies except where the context indicates otherwise. Words importing the masculine gender shall include the feminine. Words of the plural shall include the singular and words of the singular number shall include the plural. The word swimming shall include Diving, Masters, Open Water, Synchronized Swimming and Water Polo unless the context indicates to the contrary. The word swimmer shall likewise include exponents of the other disciplines.

The Executive Committee shall determine any questions arising as to the correct interpretation of these laws or any other question not herein provided for. Appeals against such decisions by the Executive Committee may be made in accordance with ASA Law.

- 45 WINDING UP** In the event of the Association being wound up, all dues shall be paid and all debts collected (as far as is reasonably possible) and the resultant moneys together with all other assets of the Association shall be transferred to such other body as remains responsible for Amateur Swimming in the County of Derbyshire.

- 46 COPIES OF LAWS** The Secretary of the Association shall ensure that an up to date copy of the laws is maintained at all times. He shall supply a copy of the laws to all clubs applying for affiliation and shall notify all affiliated clubs of alterations to the laws. A copy for the laws shall be available for inspection on request subject to reasonable notice. Additional copies of the laws shall be supplied subject to such charge as may be determined by the Executive Committee.

## **“Rules of Debate” for Council**

- 1 A motion of amendment which has been proposed, seconded and submitted in accordance with DASA Laws shall be discussed. The Chairman may, at his/her discretion, allow amendments from a member of Council at the meeting provided it does not materially affect the substance of the matter under discussion.
- 2 A member when seconding a motion or amendment may, if he then states his/her intention to do, reserve the speech until a later period of the debate.
- 3 A member will stand when speaking at a meeting of Council and will address the Chairman. If two or more members indicate a desire to speak, the Chairman will decide the order in which they shall speak.
- 4 A member may only speak once on any motion or amendment, except in exercise of the right of reply under para 5 below, and any speech shall be limited to a maximum of five minutes.
- 5 The proposer of a motion shall have the right of reply at the close of debate and immediately before the motion is put. If amendments are proposed he/she shall be entitled to reply at the close of the debate on each amendment.
- 6 The Chairman may close the discussion when he/she considers the subject has been sufficiently debated. The Chairman may, at his/her discretion, sum up the debate before putting a motion or amendment.
- 7 The ruling of the Chairman on a point of order, or an amendment, shall be final and not open to discussion.
- 8 Any happening or matter occurring which is not covered by DASA Laws, or by these Rules, shall be decided upon by the Chairman, whose decision shall be binding on Council.

**THE COMPETITION RULES FOLLOWING ARE NOT PART OF THE LAWS OF DERBYSHIRE  
ASA BUT ARE DETERMINED BY THE EXECUTIVE COMMITTEE - THEY ARE PRINTED  
HERE FOR CONVENIENCE.**

### **COMPETITION RULES**

#### **A. GENERAL CHAMPIONSHIP CONDITIONS**

- A.1 Championships shall be competed for annually, the date and venue of each Championship having been approved by Council. All Championships for one year shall be held in the same calendar year.
- A.2 Competitors must be registered members of a club directly affiliated to the Association.
- Suspension of a club for non-payment of its affiliation fees to this Association (as provided for in Law 9) between the closing date for entry to a competition and the date of that competition shall not in itself debar a member of that club from competing in individual events in that competition. This concession shall not apply to clubs competing in team events.
- A.3 Competitors in Junior Championships shall comply with the age requirements of the ASA Championships.
- A.4 A swimmer who has taken part in any Championship of another County, in the same discipline, shall not be eligible to compete, either as an individual or a member of a team, in the same year. The four recognised disciplines are - swimming, diving, synchronised swimming and water polo.
- A.5 Championships shall be held in an enclosed bath. Swimming Championships shall be held in a bath of not less than 25 metres in length. Diving, Synchronised Swimming and Water Polo Championships shall be held in a bath of the required dimensions.
- A.6 Officials for all Championships shall be appointed by the Association from amongst those on the Regional list.
- A.7 All entries shall be made on the appropriate official form, which shall have notice of date, time and venue of each event. The form shall be fully completed and sent, together with the relevant entry fees, to the Organiser by the date required. When so advertised, a large stamped addressed envelope must be sent with the entry.
- A.8 Entry fees will be determined by the Executive. They shall be retained by the Association. When Championships and/or other competitions are combined, and competed for as one event, only one entry form is required and only one fee is payable.
- A.9 Written notice of the date, time and venue shall be sent to all competitors and Officials concerned, at least seven days prior to the event being held.
- A.10 The awards for each Championship shall be determined by the Executive.
- A.11 The winner of each Championship shall be entitled to hold the trophy, if any, until recalled by the Trophy Controller. The winner will be required to sign a receipt for the trophy. The cost of engraving the trophies will be borne by the Association.

- A.12 Any questions arising for which the Association's conditions do not provide shall be determined by the Executive.
- A.13 For the purpose of these competitions a swimmer's age is that attained on the last day of Competition.
- A.14 A Junior is defined as under 17yrs on the last day of competition.
- A.15 **Junior record** from the first of January 2002. For the Junior record the swimmer will not have reached their 17<sup>th</sup> Birthday on the day the time was recorded.

## **B. INDIVIDUAL SWIMMING CHAMPIONSHIP CONDITIONS**

- B.1 Individual Championships will be competed for according to the distances and strokes below:-

<b>FREESTYLE</b>	100m	200m	400m	800m (Ladies & Girls) 1500m (Men & Boys)
<b>BACKSTROKE</b>	100m	200m		
<b>BREAST STROKE</b>	100m	200m		
<b>BUTTERFLY STROKE</b>	100m	200m		
<b>INDIVIDUAL MEDLEY</b>		4 x 50m		4 x 100m

- B.2 The events in B.1 shall be competed for by Men (Open), Ladies (Open), Boys (Junior Men) and Girls (Junior Ladies).
- B.3 Open and Junior Championships and other competitions may be swum as combined events, provided that the Executive has agreed and that the arrangement is so advertised. Titles and other awards will be made for the events as though they were not combined. All swimmers taking part will be considered as competing for all titles for which they are eligible.
- B.4. Provided that the Executive agrees and that it is so published events of 200m and over may be swum as heats only and without a final. Results will be decided on heat times subject, where necessary, to the placing by Judges. Junior awards will be decided by the places achieved in the Open Finals followed by the heat times for those swimmers not making the final. The following conditions must be complied with:-
- a) heats are to be seeded according to submitted times.
  - b) competitors must state on the entry form their fastest certified time achieved in the six months prior to the closing date for entry.
  - c) times must be certified by a responsible official of the competitor's club.
- B.5 The Executive may set qualifying times for any Championship. In such cases the conditions of rules B.4 b) and B.4 c) must be complied with.
- B.6 Events swum other than those covered by rules B.1 and B.2 may not be styled Individual Swimming Championships of the Association.

## **C TEAM SWIMMING CHAMPIONSHIP CONDITIONS**



- C.1 Team Swimming Championships shall be competed for according to the distances and strokes below:-

4 x 100m FREESTYLE RELAY

4 x 100m MEDLEY RELAY

- C.2 The events in rule C.1 shall be competed for in open classes for Men and Ladies.
- C.3 Any club fully affiliated to the Association may enter these Championships, clubs may not group together to enter nor may associations of clubs enter teams.
- C.4 **All members of a club team shall be registered members of the club they represent and Shall have been so for 60days prior to the date of the competition.**
- C.5 Clubs which have taken part in any team swimming championship of another County, during the same year, shall not be eligible to compete.
- C.6 Events other than those covered by rules C.1 and C.2 may not be styled Team Swimming Championships of the Association.

#### **D AGE GROUP SWIMMING COMPETITION CONDITIONS**

- D.1 These competitions shall be held annually, the events, dates and venues having been approved by the Executive. All events for one year shall be held in the same calendar year.
- D.2 General Championship conditions A.2 and A.4 to A.13 inclusive, with the words "Age Group Swimming Competition(s)" replacing the word "Championship(s)" shall apply as far as is relevant.

#### **E INDIVIDUAL AND TEAM SWIMMING COMPETITION CONDITIONS**

- E.1 These rules cover such additional swimming competitions as the Executive may arrange, beyond the Individual and Team Swimming Championships and the Age Group Competitions.
- E.2 The competitions need not be held annually unless the Executive so directs.
- E.3 The rules of the Association's Championships and Age Group Competitions shall be taken as generally applying unless otherwise determined by the Executive. This will particularly apply in respect of eligibility to compete, Junior status, definition of age, pool length, officials, entry and fees.

#### **F. DIVING CHAMPIONSHIP CONDITIONS**

- F.1 The following Diving Championships shall be competed for:-
- a) Junior Boys Open 1 Metre Championship
  - b) Junior Girls Open 1 Metre Championship
  - c) Men's Open 1 Metre Championship
  - d) Ladies' Open 1 Metre Championship
  - e) Men's Open 3 Metre Championship

- f) Ladies' Open 3 Metre Championship
- g) Men's Open 5 Metre Championship
- h) Ladies' Open 5 Metre Championship

At the discretion of the Diving Committee, the following events may be competed for:-

#### **DIVING AGE GROUP COMPETITIONS**

- i) Boys 9 through 12 years 1 Metre
- j) Girls 9 through 12 years 1 Metre

#### **DIVING CHAMPIONSHIPS**

- k) Junior Boys Open 3 Metre Championship
- l) Junior Girls Open 3 Metre Championship

#### **F2 CONDITIONS:-**

- a) The General Conditions of rules A.1 through A.12 shall apply.
- b) Each competitor shall ensure that his list of dives on the official ASA Dive Sheet set (which will be sent to the club secretary with acknowledgement of entry), is either:-
  - i) sent to reach the Diving Secretary no later than seven clear days before the advertised date of the event
  - or
  - ii) is handed to the Diving Secretary, or his nominee, at the venue of the Championship **no later than ONE HOUR** before the advertised starting time of the gala.

Dive lists submitted as i) may be substituted at the venue **up to ONE HOUR** before the advertised before the start.
- c) For Age Group Competitions F1. i) and F.1 j) the event shall consist of 3 voluntary dives from 3 groups. Each dive is to be of a different number from the International Tariff Table and may be performed in any position from the stated springboard.
- d) For Championships F.1 a) b) k) and l) the events shall consist of 6 voluntary dives from a minimum of four groups. Each dive is to be of a different number from the International Tariff Table and may be performed in any position from the stated springboard.
- e) For Championship F.1 c) d) e) and f) the events shall consist of 8 voluntary dives from a minimum of 5 groups. Each dive is to be of a different number from the International Tariff Table and may be performed in any position from the stated springboard.

- f) For Championship F.1 g) and h) the events shall consist of 4 voluntary dives from a minimum of 3 groups. Each dive is to be of a different number from the International Tariff Table and may be performed in any position from the 5 metre firm board.

**G. SYNCHRONIZED SWIMMING COMPETITION CONDITIONS**

- G.1 These competitions shall be held annually, the events, dates and venues having been approved by the Executive. All events for one year shall be held in the same calendar year.
- G.2 General Championship Conditions A.2 and A.4 to A.12 inclusive, with the words “Synchronized Swimming Competitions” replacing the word “Championships” shall apply as far as is relevant.
- G.3 All music for the routines shall be provided by the competitor recorded on standard cassettes. These must be clearly labelled with the competitor’s name and club and the event for which it is intended.  
Competitors are entitled to hear the first few bars of their music just prior to their performance.

**H. WATER POLO**

These conditions to be written as and when required.

**I. ASSOCIATION RECORDS (“COUNTY” RECORDS)**

- I.1 For individual swimmers the following distances will be recognised for both Men and Ladies and for both Open and Junior classes:-

FREESTYLE	50m	100m	200m	400m	800m	1500m
BACKSTROKE	50m	100m	200m			
BREAST STROKE	50m	100m	200m			
BUTTERFLY STROKE	50m	100m	200m			
INDIVIDUAL MEDLEY	4 x 25m	4 x 50m	4 x 100m			

- I.2 For club teams the following distances will be recognised for both Men and Ladies for Open classes only:-

FREESTYLE	4 x 100m
MEDLEY	4 x 100m

- I.3 Pool length must not be less than 25m. Distinction will be made between Long Course and Short Course Records.
- I.4 For a record set in competition, the time accepted shall be the official recorded time for the event concerned.
- I.5 For record purposes, relevant officials must be ASA registered in those roles. The lists of all regions are deemed to be approved. Approval of any other list will be by the Executive.
- I.6 A claimant for a record must be a bona-fide ASA registered member of a club affiliated to the Association and must have swum in the name of that club or of such multi-club team as could have selected the swimmer had the Derbyshire club been his or her only club.

- I.7 No application is required for records set at Championships or Competitions of this County or at events where a County team is taking part. For records set elsewhere, applications must be made on the official form available from the Secretary of the Association. For a record set at an event under the control of the ASA, or any of its Districts or at an International event, the application must be accompanied by a copy of the official results sheet.
- I.8 All records require ratification of the Executive. Such ratification is not automatic but when it is withheld the reason must be recorded and notified to the claimant who has a right of appeal in accordance with ASA Law.

**J KEN MILLER TROPHY TEAM SWIMMING COMPETITION**

- J.1 This competition shall be held annually and the winning team shall hold the KEN MILLER TROPHY.
- J.2 Each team shall consist of two boys and two girls who have not attained their fifteenth birthday on 31st December in the year of competition.
- J.3 Laws C.3 to C.6 inclusive shall apply to this competition.
- J.4 Each member of the team shall swim 50 metres freestyle.
- J.5 Members of the team may swim in any order.
- J.6 The KEN MILLER TROPHY is a perpetual trophy.

**K WRANGLER JEANS TROPHIES**

- K.1 The WRANGLER JEANS Age Group Victor Ludorum Trophies shall be awarded annually.
- K.2 The trophies shall be awarded, one to a boy, one to a girl, who have not attained their seventeenth birthday on 31st December in the year of competition.
- K.3 The trophies shall be awarded on the basis of the results of the individual events in the Association's Age Group Swimming Competitions and Swimming Championships. Individual swimming competitions held under Laws E.1 to E.3 may be treated as Championships for the purpose of this award if the Executive Committee so determines and publishes. Events for distances greater than 400m shall not be included in the qualifying events for this award.
- K.4 Swimmers shall be awarded points for final places (or equivalent under Laws B.3 and B.4) as follows:-  

First:	6	Second:	5	Third:	4	Fourth:	3	Fifth:	2	Sixth:	1
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Tied places shall share points equally.
- K.5 Points awarded to swimmers shall be added together and the highest scoring boy and girl shall be the winners of the trophies.

In the event of two or more boys (or girls) having equal points, their points from Open events shall be doubled to determine the winner. In the event of two or more boys (or girls) still having equal points, their points from Junior events shall be doubled to determine the

winner. In the event of two or more boys (or girls) still having equal points, the trophy shall be awarded jointly to the tied swimmers.

K.6 The WRANGLER JEAN TROPHIES ARE PERPETUAL TROPHIES.

L. **FIONA ENOCH TROPHY**

L.1 The FIONA ENOCH TROPHY shall be awarded annually.

L.2 The trophy shall be awarded to a girl who has not attained her fourteenth birthday on 31st December in the year of competition.

L.3 The trophy shall be awarded on the basis of the results of the 100m Back/Breast/Butterfly and Freestyle and the 200m Individual Medley events in the Association's Age Group Swimming Competitions only.

L.4 Swimmers shall be awarded points for final places as follows:-

First: 6      Second: 5      Third: 4      Fourth: 3      Fifth: 2      Sixth: 1

Tied places shall share points equally.

L.5 Points awarded to swimmers shall be added together and the highest scoring girl shall be the winner of the trophy. In the event of two or more girls having equal highest points, the one having the most first places shall be the winner. In the event of this still resulting in a tie, the Trophy shall be awarded jointly to the tied swimmers.

L.6 The FIONA ENOCH TROPHY is a perpetual trophy.

M. **ANDREA PEGG TROPHY**

M.1 The rules for this trophy are as rules L.1 to L.6 inclusive, but reading "ANDREA PEGG" in place of "FIONA ENOCH" and "boy" in place of "girl".

## **INTER-CLUB RELAY COMPETITION**

**Note: This Competition is currently in abeyance**

### **RULES**

**Revised 1998 (2000)**

1. The competition shall be held annually and the promoter shall be the County Competitions Secretary.
2. The competition shall be open to clubs holding full affiliation to Derbyshire ASA. Clubs holding Associate Member affiliation may not enter this competition. Each club may be represented by only one team *the members of which shall be ASA registered members of the club or have applied for registration in the name of the club.*
3. Events will be swum for five age groups based on age at 31st December of the year of the competition, namely:-

10 years and under)  
12 years and under)  
14 years and under)  
16 years and under)  
Open

**NOTE:** minimum age is  
9 years As per  
A.S.A. Law

4. The events in the competition will be as follows:-

Breast Stroke - Butterfly - Freestyle - Medley

Events 1 to 30 will have four team members

and will be 4 x 2 lengths

Event 31 will be

A Mixed Freestyle Cannon of ten members

10 x 2 lengths

to be swum, in any order, by one boy and one girl from each age group of rule 3.

5. There is no limit to the number of events a swimmer may take part in, provided he or she is a qualified entrant in accordance with Competition Rules 2 and 3, above.
6. In each division, points will be awarded to clubs for each event, as follows:-

First: 6 Second: 5 Third: 4 Fourth: 3 Fifth: 2 Sixth: 1

These will be awarded even when less than six teams take part. Tied places will share points, e.g. Tie for second place give  $(5 + 4) \div 2 = 4.5$  each.

7. In each division points will be totalled and winning clubs announced for each age group and for the whole gala which will include the cannon. If two clubs tie for the overall title, the Cannon Relay points will count double. The winning team in the top division shall be entitled to hold the **Dennis West Trophy** and the winning team in the bottom division the **George Fogg Trophy** (subject to Derbyshire ASA Law A.11). If there is only one division it shall be considered to be the bottom division.
8. **Each team must be accompanied by two managers who will be responsible for ensuring that their swimmers know what to do and that they are at their correct starting places before the end of the previous event. Team managers are also responsible for keeping order among their swimmers both in the pool and in the changing rooms.**
9. The draw for lanes for each division will be made by the promoter and notified with the acceptance of entry.
10. In any circumstances whereby the number of entries exceeds the number to be accepted, clubs that competed in the previous year, other than the two lowest placed clubs in the competition from the previous year, have an automatic right to compete in the current year. In all cases unaccepted clubs shall be notified and their entry fees returned.
11. When more than six clubs are competing the competition may be staged in two or more divisions, the top division to be called Division 1, and so on down. Whenever possible all divisions will compete on the same date and in pools of the same length. Teams that did not compete in the previous year shall be placed in the lowest division.
12. The two lowest placed clubs in each division will be relegated to the next lowest division (where applicable) except for the two clubs in the lowest division, who will be replaced if entries exceed the number of places available. The two highest placed clubs will be similarly promoted to the next higher division. In the event of a tie for second highest and lowest placing. If this fails to resolve the tie, this shall be decided by the number of first places obtained, then second and so on.
13. The date(s), venue(s), entry fees and closing date for entries shall be determined by the promoter and endorsed by the Executive Committee. The promoter shall notify all clubs holding full affiliation of these details **NOT LATER THAN FOUR MONTHS** prior to the date of the first session of the competition.
14. Any matters not covered by these rules shall be at the discretion of the promoter.