



ROCKINGHAM SWIMMING CLUB INC.

STATEMENT OF BY-LAWS

Approved August 2019 (updated April 2022)

TABLE OF CONTENTS

<u>No</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
BL1.	STATEMENT OF BY-LAWS.....	1
BL2.	ALTERATION OF BY-LAWS	1
BL3.	MEMBERSHIP DISCOUNTS	1
BL4.	CLUB LOGOS AND COLOURS	1
BL5.	CLUB MOTTO, VISION MISSION AND VALUES	2
BL6.	CLUB POLICIES	2
BL7.	CLUB RECORDS	4
BL8.	INTRA CLUB MEETS	4
BL9.	CLUB AWARDS	5
BL10.	ROLES AND RESPONSIBILITIES OF CLUB COACHES	7
BL11.	ROLE AND RESPONSIBILITIES OF CLUB VOLUNTEERS	8
BL12.	ROLE AND RESPONSIBILITIES OF SWIM MEET OFFICIALS AT CLUB EVENTS	10
BL13.	ROCKINGHAM CARNIVAL	11
BL14.	SWIMMER SUPPORT PROGRAMME	11
BL15.	TRANSPORT AND PROVIDING LIFTS	12
BL16.	TRAVEL SUBSIDIES	12
BL17.	UNIFORMS	12

BL1. STATEMENT OF BY-LAWS

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

BL2. ALTERATION OF BY-LAWS

These By-Laws may be altered at any time by resolution of the Management Committee of the Rockingham Swimming Club Inc.

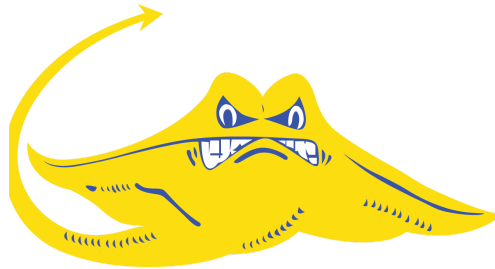
BL3. MEMBERSHIP DISCOUNTS

Families with three or more Swimmer memberships (including Junior Dolphins) are eligible for a 50% discount on the Rockingham Swimming Club portion of the third and fourth membership fees.

BL4. CLUB LOGOS and COLOURS

“STINGRAY”

The following design shall be used to represent the Stingray when used on all Club Trophies, Apparel, Flags, and Banners, Badges or other promotional emblems.



CLUB COMPETITION LOGO – “R”

The following design shall be used to represent the “ROCK” when used in all Club Competitions attended by Club Members, With Competition Apparel, Competition Flags and Banners, or other promotional emblem.



CLUB COLOURS

The colours of the Rockingham Swimming Club are Royal Blue, Gold and White.

BL5. CLUB MOTTO, VISION, MISSION and VALUES

OUR MOTTO

DREAM

BELIEVE

ACHIEVE

OUR VISION

Providing a pathway to high performance that realises the potential of every swimmer

OUR MISSION

- To be recognised as a centre of excellence for the development of swimming at all levels in the Rockingham / Peel and regional South West area,
- To provide a safe, healthy and happy environment, within which swimmers can realise their potential at all levels, and
- To create an environment that is social, inclusive and club orientated. We encourage family participation and a great sense of community.

OUR VALUES

- We work as a **TEAM**, and **BELIEVE** in ourselves
- We **COOPERATE** with each other and treat everyone with **RESPECT**
- We embrace **EQUITY** and **DIVERSITY**
- We value **LEADERSHIP, SPORTSMANSHIP** and **EXCELLENCE**
- We encourage **COHESIVENESS, PATIENCE** and **TOLERANCE**
- We foster **FUN, FAMILY** and **FRIENDSHIP**

BL6. CLUB POLICIES

Rockingham Swimming Club Inc. abides by Swimming Australia Policies, in particular those available by clicking on link below:

- [Swimming Australia's Child Welfare Policy](#)
- [Swimming Australia's Member Welfare Policy](#)
- [Swimming Australia's Safe Sport Framework](#)

Specific Club Policies have been produced, as detailed below:

Alcohol Policy

This policy aims to create a club culture that promotes a safe environment for all participants through the promotion of the responsible consumption and service of alcohol at appropriate Club events.

Full policy available from the Club Secretary

Deck Coat Policy

Available on the Club website: <http://www.rockinghamstingrays.com.au/membership/>

Disciplinary Policy

This policy outlines the roles and responsibilities of the positions involved in the processing of Rockingham Swimming Club grievances and or disciplinary requirements.

Full policy available from the [Club Secretary](#)

Grievance Policy and Procedure

This policy outlines the Rockingham Swimming Club's grievance policy and procedure for our members, swimmers, parents and coaches to assist in promoting an open and supportive club.

Full policy available from the [Club Secretary](#)

Inclusion Policy

The purpose of this policy is based on the Rockingham Swimming Club providing swimming outcomes that reflect fair opportunity regardless of physical ability, race, colour, religion, and gender or community values.

Full policy available from the [Club Secretary](#)

Nationals Funding Policy

Available on the Club website: <http://www.rockinghamstingrays.com.au/membership/>

Smoking Policy

The Rockingham Swimming Club and Aqua Jetty have a smoke free policy at any club event, including when travelling away and when representing the club.

Relay Selection Policy

The purpose of this policy and procedure is to establish the requirements for relay selection at all swim meets entered by swimmers of the Rockingham Swimming Club.

Full policy available from the [Club Secretary](#)

Social Media Policy

Social media is a tool used by many swimmers and their families to socialise and interact.

Swimmer's ability to use social media sites such as Facebook are up to parental discretion.

However, on some occasions, such as club sanctioned meets or trips, the Team Manager and Head Coach reserve the right to prohibit or limit the use of social media when appropriate.

Please be aware that the Code of Conduct for our club also applies to social media. This means that all written social media postings (for example, tweets, Facebook comments, blogs, status updates, etc.) are recognised as "public comment".

The club management takes public comment about the Rockingham Swim Club seriously, as this may damage the reputation and privacy of the Rockingham Swim Club, its parents, swimmers, coaches, committee and various relevant parties such as Aqua Jetty, and club sponsors or media outlets. As such, these parties must not be brought into disrepute by negative, inappropriate or derogatory comment via social media or any other public comment.

Sun Protection Policy

The Club will make available a broad-spectrum sunscreen for swimmers and spectators of the Club at no expense to club members or officials. All swimmers undertaking training should apply broad-spectrum sunscreen prior to commencement of training. Sunscreen needs to be re-applied

regularly during training or non-pool activities to maintain effectiveness.

Club members and supporters are encouraged to make use of shade. At all Club swim meets the Club has available numerous sunshades for officials (i.e.: timekeepers, etc.) protection from the sun and these will be erected as required. When at inter Club meets, where it is known that sun protection is not available, the Club will take sunshades for Club swimmers' and members' use.

Team Travel Policy

This policy details the processes and expectations to be followed by the Club, swimmers and families in regards to team travel.

[Full policy available from the Club Secretary](#)

BL7. CLUB RECORDS

The Club shall keep the club records for all events recognized by FINA:

- (1) Records are kept for all age groups for both Long & Short Course seasons as well as standard Open Water events
- (2) The club will endeavour to update the club records board and register at the end of each season

BL8. INTRA CLUB MEETS

The Rockingham Swimming Club Intra Club competitions will consist of the following meets:

- (a) Club Championships
- (b) Club Nights
- (c) Any other meets as determined by the Head Coach

The Club Championships shall:

- (a) Be held once every year in the Long Course Season.
- (b) Consist of the following events :
 - (i) 100m butterfly, breaststroke, backstroke and freestyle and the 200 IM for all age groups 11 years and over,
 - (ii) 50m butterfly, breaststroke, backstroke and freestyle, and a 100 IM for age groups 9 and 10 years of age, and
 - (iii) 25m or 50m breaststroke, backstroke and freestyle for age groups 8 years and under.
 - (iii) Any other events as selected by the Rockingham Swimming Club Committee.
- (c) Include aggregate points in each age group (8, 7, 6, 5, 4, 3, 2, 1) which are tallied to determine each age group Club Champion, for which trophies/medals will be presented.
- (d) Be open to all Club members, with all swimming members encouraged to enter.

Club Nights shall:

- (a) Fulfill the following objectives:
 - (i) To introduce new swimmers to all aspects of competition so they can gain confidence
 - (ii) To encourage our swimmers to focus on individual self-improvement
 - (iii) To create opportunities for swimmers and parents to meet other families

- (iv) To help parents learn the various aspects of being technical officials
- (b) Be conducted at least 8 times during the year where swimmers try to improve on their personal best times.
- (c) Be open to swim school children who are nominated by their swim teachers, however they must become club members within one term of their first swim at a Club Night if they wish to continue to be involved.

BL9. CLUB AWARDS

Awards are awarded in April or May annually (as determined by the Committee) at the Rockingham swimming Club Presentations. To be eligible for trophies, swimmers must:

- a) Be a member of the Club through to the end of the swimming season for which the trophies are being awarded.
- b) Have no outstanding financial obligation to the Club at the time of awards being determined.

Awards will be awarded in the following categories:

1) Sportsmanship Awards

- a) **George Mohr Trophy** - awarded to a swimmer (male or female) who has overcome adversity or had a significant set back that they have had to overcome. This is decided by the Club Committee
- b) **John Blackburn Dedication Trophy** – awarded to a swimmer, parent or coach who embodies the dedication and contribution to the club delivered by the trophy's namesake. This is decided by the Club Committee
- c) **Coaches Encouragement Awards** – presented to a swimmer in each squad who may not have placed in other categories, but who have put in a solid year of training, are good listeners and have a great work ethic at training and in competition. Recognition in this category may also be awarded to swimmers who may have been injured or sick for periods throughout the season, which may have affected their performance. This is decided by the squad coach.

2) Club Awards

- a) **Junior Improvement Awards** – Winners of these awards are not always the fastest swimmers. Swimmers are awarded points on the basis of PB improvements from first race of the current LC season to the last. Points may be accrued at all Club Targeted Meets and Club Time Trial events but excludes distance events over 400mtrs. Trophies are awarded to a Boy and Girl, Champion and Runner Up for each age division; 9 years, 10 years, 11 years, 12 years, 13 years. Age is taken as of the 1st of January of the year of presentation.
- b) **S&L Marinich Trophy** – Presented to the Junior Male & Female swimmers who score the highest points in the club over the LC season.
- c) **Mike Barnett Trophy** – Presented to the Senior (14 & over) Male & Female swimmers who score the highest points in the club over the LC season.

- d) **K Scutt 100/200M IM Trophy** – Awarded to the most improved male & female swimmer in each Medley Distance for races during club nights and club nominated swim meets.
- e) **Footscray Trophy – 100/ 200m Individual Medley Trophy**
The Footscray Challenge is a handicapped 100/200m Individual Medley which is held during Club Championships.

3) Performance Awards

- a) **Distance Trophies (Age Group specific)** – based on the most improved times achieved in each of the respective age group events throughout the whole LC season (either male or female). Times are taken from both time trials and club nominated swim meets.
 - 1) **Russell Family:** Most Improved 8/U 100M Freestyle
 - 2) **Port Pirie Trophy:** Most Improved 10/U 200m Freestyle
 - 3) **Swetman Trophy:** Most Improved 13/U 400m Freestyle
 - 4) **FT Daw Trophy:** Most Improved 14/O 800m Freestyle
 - 5) **Paul Papalia Trophy:** Most improved 14/O 1500m Freestyle
 - 6) **Mark McGowan Trophy:** Fastest Open Male AND Female 100m Freestyle
- b) **ROTTNEST CHANNEL SOLO SWIM** – Club recognition of Age group swimmers who complete this event.
- c) **ROGER COOK SWIMMERS' SWIMMER** – Presented to a senior swimmer who is considered a role model for others, not because they are the fastest, but because they train hard, take time for others, work well with coaches and Committee and Inspire others to do their best. This award is decided by a 3,2,1 deliberate written vote by all senior swimmers. Votes are added up and the highest score is deemed the Swimmers' Swimmer.
- d) **AGE SWIMMER OF THE YEAR** –Awarded on the basis of the highest level of success in Pool swimming at either a National or International level for an Age Group or MC swimmer (13years – 18years). Team selection, state records etc. may also be considered. Coaches have significant input into this award
- e) **OPEN WATER SWIMMER OF THE YEAR** –Presented to the swimmer in the club who has achieved the highest level of success in Open Water swimming at either a National or International level competition. Coaches have significant input into this award.
- f) **SWIMMER OF THE YEAR** –Based on the highest level of success in all facets of swimming at either a National or International level for all swimmers within the club. Awards are based on comparative rankings at the highest level events that are competed in. National or International team selection are also considerations for this award, as are state/national and international records etc. The committee may change the nature of how this award is selected from year to year based on the club's most outstanding achievements through its swimmers. Coaches have significant input into this award.

4) Service Awards

The Committee may recognise members with a service award as follows:

- a) 10 years' involvement;
- b) Every 5 years after 10 years.

Service awards shall not be automatic but will be considered and awarded by the Committee on a case by case basis, taking into account the type of service and involvement the member has given.

Service awards may also be given to 'friends' of Rockingham Swimming Club who may not be club members.

BL10. ROLES AND RESPONSIBILITIES OF CLUB COACHES

- Will instruct club members in the art of swimming
- Are responsible for implementing training schedules and programmes
- Are responsible for enforcing behavioural standards during all training sessions
- Nominate targeted meets for swimmers to attend
- Shall make their services available to as many members as they can reasonably manage.
- Ensure all current information regarding squads, competitions and training is given to the Club Secretary for inclusion on the Club website and handbooks
- May appoint Club Captains (one (1) female and one (1) male) on an annual basis
- Set a high standard of true sportsmanship so that all other members and swimmers may follow.
- Help Officials and committee members in any way possible during swimming competitions and Club activities.
- Operate within the rules and spirit of the sport and teach swimmers to do the same
- Abide by the Rockingham Swimming Club general behaviour Code of Conduct
- Be reasonable in the demands on swimmers' time, energy and enthusiasm.
- Help each swimmer reach their potential, respect the talent, developmental stage and goals of each person and compliment and encourage with positive support and feedback.
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all swimmers.
- Display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators. Encourage swimmers to do the same.
- Obtain appropriate qualifications, accreditation, Working With Children Checks and police clearances and keep up to date with the latest coaching practices and the principles of growth and development of young swimmers.
- Promote adherence to anti-doping policies.
- Ensure that any physical contact with others is appropriate to the situation and necessary for skill development.
- Have sound knowledge of Swimming Australia policies and rules.

BL11. ROLES AND RESPONSIBILITIES OF CLUB VOLUNTEERS

Club volunteers are sought from the membership and appointed by the management committee as required. Appointments may be for a set period, or ongoing.

Captains

- Club Captains (one (1) female and one (1) male) may be, appointed by the head coach on an annual basis or at his /her discretion, be elected by the swimmers of the Club by deliberate

vote

- Set a high standard of true sportsmanship so that all other members and swimmers may follow.
- Help Officials and Committee Members in any way possible during swimming competitions and Club activities.

Swim Meet Co-ordinator

- organises dates and strokes for Club Nights, Club Championships and Summer Carnival in conjunction with the President, Secretary and Head Coach,
- Is in charge of the set up, running and uploading of results of Club Nights
- Is in charge of the set up, running and results of Club Championships
- Is in charge of the set up, running and results of Summer Carnival
- Uploads results
- Co-ordinates the allocation and presentation of trophies
- In conjunction with coaches, selects and notifies swimmers for relays as required
- Maintains club records

Club Night Co-ordinator

- Books the pool with Aqua Jetty management
- Makes up jobs list from families registered for Club Night
- Co-ordinates set-up, running and packing up of Club Night

Fundraising Co-ordinator

- Is responsible for the submission of grant applications
- Co-ordinates fundraising activities, but is not necessarily responsible for the organisation of all of them.

Property Officer

- Is responsible to the President and/or the Committee for the safekeeping of all equipment belonging to the Club.
- Shall check as to quantity from time to time, reporting to the Management Committee of any missing items or items needing replacing.

Public Relations and Media Officer

- Is the Club's official spokesperson to the Press or other media of news.
- Shall make available only such information, which is in the best interests of the Club.
- Is responsible for ensuring that information on the Club website and social media pages is current and accurate.

Touring Team Manager

- Is in charge of any touring Team/Party and shall carry out any arrangements that may need to be made as advised by the Committee.

Uniform Officer

- Follows the direction of the Committee in the design and sourcing of uniform items required by the Club,

- Co-ordinates the purchase and / or manufacture of Club uniform items for general and special use throughout the year,
- Ensures Club members are aware of deadlines in regards to ordering club uniform item throughout the year.

Social Secretary

- Takes charge of social and catering arrangements at the various Club functions that require these services throughout the year.
- Actively seek involvement from members of the club.

Member Protection Investigation Officer

- Looks after the interests of the swimming members and their families and the greater swimming community, and
- Will liaise at all times with SWA or it's governing Body Swimming Australia and their MPIO delegates for guidance in the event of a complaint being made to or regarding the Club.

SWA Delegates

- Shall at all times vote in accordance with the wishes of the Club, and
- Is responsible for conveying information from SWA to the Club.

Other Delegates

- Are appointed by the Committee from time to time to attend various meetings where representation is required from the Club.

The Awards & Records Officer shall:

- Coordinate all medals and trophies for Club Championships with the Swim Meet Coordinator.
- Coordinate all medals and trophies for the Club Annual Presentation Function.
- Maintain and update all club records recorded on the record boards at Aqua Jetty on a seasonal basis.
- Provide all swimmers who break records with record certificates at the end of the season of their record breaking swim.
- Provide a list of club records broken for publication on the Club Facebook page at the end of each season.

BL12. ROLES & RESPONSIBILITIES OF SWIM MEET OFFICIALS AT CLUB EVENTS

All officials that carry out any duties associated with Club or Inter-Club swim meets shall carry out their duties in accordance with Swimming WA (SWA), Swimming Australia (SAL) and Federation International Nautical Association (FINA) Rules and Guidelines as amended from time to time.

Swim Meet Co-ordinator

- Ensures that the programme of events is started on time and that other Officials have taken up their respective positions,

- Has the power to appoint another qualified person to act for the day, in the event of an official being absent,
- Ensures the smooth running of the event throughout the day,
- Shall report all acts committed by members or competitors that are not conducive to true sportsmanship, and
- In cases of dispute may, when desired, confer with the Swim Meet Referees and/or the two most senior members of the club Committee present to determine outcomes.

Referees

- Ensure that swimmers use the correct method of stroke for the event in which they start.
- Verify infractions by swimmers, brought to their attention by JoS and IoT officials.
- Shall have the necessary experience and be qualified in accordance with SWA, SA and FINA requirements before undertaking the duties of a Referee.

Starter

- Takes charge of the swimmers when they have been allocated their lanes,
- Blows whistle to tell swimmers to get onto their block.
- Says "Take Your Mark" to tell swimmers to get into position to race.
- Sounds the buzzer to start the race.
- Checks that swimmers quickly clear the pool at the appropriate time.
- Has the empowerment with the Referee to disqualify a swimmer for an incorrect start.

Clerk of Course (Marshal)

- Shall assemble swimmers at least two events prior of the event in progress and to hand the swimmers over to the Check Starter.
- Should a swimmer not present himself/herself to the Clerk of Course when called, the Clerk of Course has the empowerment to deem that the swimmer be scratched from that event.
- Should a swimmer withdraw from an event or the Clerk of Course withdraw a swimmer, he/she shall inform the Chief Recorder and notify the Referee so that it may result in the reseeding of an event.

Check Starter

- Walks swimmers out to the starting blocks.
- Checks that swimmers are in the correct lanes for that event and they move forward at the end of the previous heat.
- Signals to Starter that swimmers are ready by standing on side of pool deck with one hand pointing out sideways.
- Has the empowerment to deem that any swimmer who is not present when called is withdrawn from that event.

Judge of Stroke

- Ensures that swimmers use the correct method of stroke for the event in which they start, in accordance with the FINA rules.
- If a swimmer is found to deviate from the correct method of stroke for the event, the JOS must take the infraction to the appointed Referee for approval, prior to writing up the infraction.

Inspector of Turns

- Ensures that swimmers use the correct method of Turns for the stroke in the event in which they start in accordance with the FINA rules.
- If a swimmer is found to deviate from the correct method of turn for the event, the IOT must take the infraction to the appointed Referee for approval, prior to writing up the infraction

Recorder

- The recorder ensures that the correct methods are undertaken when electronic timing is present to record the times of the swimmers in the events.

Time Keepers

- Ensure that the timing equipment is stopped on arrival of the swimmer at the end of the race.

Announcer

- Make announcements at the direction of the Referee and Swim Meet Officer or their authorised representative.

BL13. ROCKINGHAM CARNIVAL

The Club shall conduct a carnival each year depending on the National, State, District and Club calendars.

It shall be:

- a one day meet,
- conducted at a time that will assist swimmer performance and ensure business success,
- open to swimmers who are members of Swimming WA,
- used as a fundraiser for the Club .

BL14. SWIMMER SUPPORT PROGRAM

Each year the Management Committee may allocate money towards a talented swimmer support program for the new season. This programme is at the discretion of the Club management and subject to the financial position of the Club in the given year.

BL15. TRANSPORT AND PROVIDING LIFTS

The Club does not support swimmers aged 17 years and over who have their Driver's Licence providing lifts in vehicles to swimmers aged less than 18 years of age unless the swimmer who is driving has sought the prior consent of the passenger's parent or guardian. The Club strongly encourages any members aged 17 years and over to gain the parental consent of a swimmer aged less than 18 years before allowing them to enter their vehicle. The Club, the Club's employees and volunteers will not be held responsible for underage members travelling in vehicles driven by other members aged 17 years and over. Travel to and from pools and other Club functions are the responsibility of and at the risk of Members.

BL16. TRAVEL SUBSIDIES

Each year, money may be allocated as financial support to selected competitions, squad trips and camps as deemed appropriate for the season.

To be eligible for a Travel Subsidy, swimmers and families must:

- a) Have been a member of the Club for at least 75% of the membership year.
- b) Have no outstanding financial obligation to the Club at the time of the event.
- c) Have participated in nominated fundraising activities as directed by the Club Committee.

To be eligible for a club subsidy to attend an Australian LC or SC Championship, Australian Age, Multi-Class or OWS Championship, the swimmer must have competed for the Club at the most recent West Australian Championships in the events determined by their coach and make themselves available for club relays, if selected. If swimmers cannot compete at any of the meets listed above due to injury, illness, a Swimming Australia swim meet or camp, it is assumed that the swimmer would have competed at the meet;

Travel subsidies are awarded at the discretion of the Club Committee and are subject to the financial position of the Club in the given year.

BL17. UNIFORM

Club members representing the Club at swim meets shall wear Rockingham Swimming Club uniform as nominated by the coaches. If no uniform is nominated, RSC Uniform will consist of: Club polo shirt and Club swim cap.