

BY-LAWS OF MINGARA AQUATIC SWIMMING CLUB INCORPORATED

1. STATUS OF BY-LAWS

1.1 Power to Make By-Laws

These By-Laws are made by the Mingara Aquatic Swimming Club Incorporated under

Clause 28. They are binding on all Members. In the event of a conflict between these By-Laws and the Constitution, the Constitution will prevail.

1.2 Definitions and Interpretation

The definitions in the Constitution apply to these By-Laws. In addition, the following definitions apply:

“**Clause**” means a clause of the Constitution.

“**Competitions**” means and includes:

- (a) any championship organised or conducted by the Club;
- (b) any championship, competition, series or meeting sponsored by or conducted by or on behalf of the Club.

“**Disciplinary Tribunal**” means the disciplinary tribunal of the Company constituted under By-Law 5.

“**Swimmer**” means an Individual Member who competes at Club or higher level.

2. FEES DUE TO THE CLUB

(a) Fees payable in accordance with Clause 7 will be payable by all Members as defined in By-Law 2(b), provided that fees will not be payable in respect of a Life Member;

(b) The annual registration fees payable to the Club in respect of each Individual Member will consist of a SAL and SNSW component which includes registration and insurance cover and a Club administration fee as determined by the Committee from time to time.

(c) All registration fees are due on the first day of October in each year.

(d) The Committee may refund any fee which, in its opinion is warranted.

3. DISCIPLINARY BY-LAW

3.1 Establishment of Disciplinary Tribunal

The Committee shall establish a Disciplinary Tribunal to deal with all disciplinary actions and matters under Clause 11. A disciplinary action and matter must be solely and exclusively resolved by the Disciplinary Tribunal

3.2 Composition of Disciplinary Tribunal

(a) A Disciplinary Tribunal of three (3) persons shall be appointed by the Committee for the purpose of hearing disciplinary actions and matters under Clause 11.2. The Committee shall also appoint a member of the Disciplinary Tribunal as chair who in the opinion of the Committee is competent in dealing with disciplinary matters.

(b) The Committee may call for applications to the Disciplinary Tribunal.

(c) No Committee member or a family member dealing with a matter relating to a member of that family shall be a member of the Disciplinary Tribunal.

(d) Three (3) members of the Disciplinary Tribunal shall constitute a quorum.

3.3 Notice of Alleged Breach

(a) Where the Committee is advised or considers that a Member has allegedly:

(i) breached, failed, refused or neglected to comply with a provision of the Constitution, the By-Laws, the Policies and the rules or any resolution or determination of the Committee; or

(ii) acted in a manner unbecoming of a Member or prejudicial to the Objects and interests of the Club and/or swimming; or

(iii) brought the Club or swimming into disrepute, the Committee shall notify the chair of the Disciplinary Tribunal.

(b) The chair of the Disciplinary Tribunal shall, as soon as practicable upon receipt of notice in accordance with By-Law 3.3(a), serve on the Member a notice in writing:

(i) setting out the alleged breach of the Member and the grounds on which it is based;

(ii) stating that the Member may address the Disciplinary Tribunal at a hearing to be held not earlier than fourteen (14) and not later than twenty eight (28) days after service of the notice;

(iii) stating the date, place and time of that hearing;

(iv) informing the Member that he do one or more of the following:

(A) attend that hearing;

(B) give the Disciplinary Tribunal, before the date of the hearing a written statement regarding the alleged breach.

3.4 Disciplinary Tribunal Procedures

(a) At a hearing of the Disciplinary Tribunal held in accordance with By-Law 3.3(b)(ii), the Disciplinary Tribunal shall:

(i) give to the Member every opportunity to be heard;

(ii) give due consideration to any written statement submitted by the Member; and

(iii) by resolution determine whether the alleged breach occurred.

(b) The Club and the Member shall not be entitled to legal representation at the hearing of the Disciplinary Tribunal.

(c) The Disciplinary Tribunal shall hear and determine the alleged breach in whatever manner it considers appropriate in the circumstances (including by way of teleconference, video conference or otherwise) provided that it does so in accordance with the principles of natural justice. The purpose of the hearing shall be to determine whether the alleged breach occurred.

(d) If the Disciplinary Tribunal considers that the alleged breach occurred, it may impose any one or more of the penalties set out in By-Law 3.5.

(e) If the Disciplinary Tribunal considers that the alleged breach did not occur, the matter shall be dismissed.

(f) Each party shall be responsible for their own costs associated with the Disciplinary Tribunal hearing. The Disciplinary Tribunal has no power to award costs to a party.

3.5 Penalties

If the Disciplinary Tribunal considers that the alleged breach occurred, the Disciplinary Tribunal may impose any one or more of the following penalties:

(a) impose a warning;

(b) fine the Member;

(c) where there has been damage to property, direct that the Member pay compensation to the relevant organisation which controls or has

- possession of the property;
- (d) cease funding granted or given to them by the Club from a specified date;
- (e) suspend for a specified period and/or terminate any rights, privileges and benefits provided to that Member by the Club;
- (f) reprimand the Member;
- (g) suspend the Member from membership of the Club for a specified period;
- (h) expel the Member from the Club;
- (i) any other such penalty as the Disciplinary Tribunal considers appropriate.

3.6 Appeal from Decision of Disciplinary Tribunal

- (a) Any Member, the subject of an adverse finding in proceedings in accordance with By-Law 3 may appeal to The Association committee in relation to that adverse finding.
- (b) Such appeal shall be dealt with in accordance with the disciplinary procedure set out in Association by-laws, policies or rules.

4. COMPOSITION OF THE COMMITTEE

The composition of the Committee as required by Clause 21 may consist of the following:

- (a) Office Bearers, being;
President, Vice President(s), Secretary, and Treasurer
- (b) Other members; 6 Committee Members

5. ELECTION PROCEDURES FOR COMMITTEE

All voting members must be over the age of 18 as per Constitution Clause 18. Nominations for positions must be moved and seconded by members over the age of 18.

- (a) Where there is more than one nomination for any position, a ballot for that position shall be held. Where there are nominations for the positions of office bearer and Committee, the positions of the office bearers shall be determined first.
- (b) The Annual General Meeting shall appoint at least two tellers for each ballot.
- (c) Members shall record their vote by placing a mark (cross or tick) opposite the name of the candidate(s) of choice for that office.
- (d) On the count of votes in respect of any position, the candidate(s) who has received the highest number of votes shall be declared elected to that position(s).
- (e) In the case of an equality of votes for any position it shall be resolved by lot to eliminate the unsuccessful candidate(s).
- (f) If a ballot paper is not completed in accordance with By-Law 5(c) the ballot paper shall be deemed to be informal.
- (g) The result of the ballot shall be declared at the Annual General Meeting. The declaration of the poll by the chairperson shall include the following information:
 - (i) the number of Members eligible to vote;
 - (ii) the number of votes received; and
 - (iii) the number of votes declared valid.
- (h) All ballot papers for the annual elections are to be destroyed after the declaration of the poll.

6. COMMITTEE MEMBER RESPONSIBILITIES

6.1 Committee Members

Committee members shall:

- (a) guide any standing committees to which they may be assigned on all

matters affecting the Constitution, By-Laws, Policies and rules or any previous decision of the General Meeting or the Committee;

- (b) act honestly, independently and with due diligence in all decision making;
- (c) ensure that the resources of the Club are effectively and efficiently managed to fulfil the Objects;
- (d) contribute to the development of the Clubs strategic and business plans;
- (e) attend any assigned committee and act as the Committee adviser in the formulation of committee work plans;
- (f) present recommendations and reports of any assigned standing committee to the Committee.

6.2 President

The President shall:

- (a) promote the image of the Club at all times and lead the pursuit of the Objects and carry out such duties as requested by a General Meeting and the Committee;
- (b) be responsible for the leadership and overall administration of the Club;
- (c) represent the Club on external bodies as determined by the Committee; and
- (d) coordinate the Committee activities and ensure that the Committee properly undertakes its governance role.

6.3 Vice President

The Vice President shall assist the President in carrying out their duties and shall attend to such matters as the President may, from time to time, request.

6.4 Secretary

- (a) The Secretary of the Club must, as soon as practicable after being appointed as secretary, lodge notice with the Association secretary and SNSW of his address and contact details.
- (b) The Secretary must ensure full and accurate minutes of all members in attendance, questions, matters, resolutions and other proceedings of each Committee meeting and General Meeting are entered in the Club's minute book.

6.5 Treasurer

The Treasurer of the Club must ensure:

- (a) that all money due to the Club is collected and received and that all payments authorised by the Club are made;
- (b) that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club; and
- (c) as soon as practicable after the end of each financial year, a statement containing the following is prepared:
 - (i) the income and expenditure for the financial year just ended, and
 - (ii) the Club's assets and liabilities at the close of the year.

7. OFFICERS

7.1 Appointment of Officers Generally

- (a) The Committee may appoint the following officers:
 - (i) equipment officer;
 - (ii) publicity officer,
 - (iii) delegate to the Association
- (b) Applications shall be invited for the positions specified in By-Law 7.1(a) as determined by the Committee.

(c) Applications for officer positions specified in By-Law 7.1(a) may include a précis submitted by the applicant of their background, experience and qualifications pertinent to the position.

(d) The Committee may at any time terminate the appointment of any person appointed to an officer position and any such person may resign from such position by letter delivered to the Secretary.

7.2 Equipment Officer

The equipment officer shall be responsible for the following:

(a) report disposition or acquisition of the Club equipment to the Secretary for updating of the asset register;

(b) cause the transporting of equipment owned by the Club from any place of safe custody storage as directed by the Committee;

(c) ensure that all equipment owned by the Club is maintained in good order, and periodically report to the Committee on the condition of the equipment and recommend maintenance, repairs or replacement thereof; and

(d) provide a capital expenditure budget item for inclusion in the annual budget.

7.3 Publicity Officer

The publicity officer shall be responsible for the following:

(a) promotion of the objects of the club

(b) submission by way of press releases of club results, club activities and upcoming events to media outlets

(c) compilation and distribution of club newsletters

8. STANDING COMMITTEES

(a) Standing committees specified in By-Law 8(l) shall be elected at the Annual General Meeting for a one year term.

(b) Every person appointed, unless ceasing to hold office in consequence of death, resignation or removal from office, will continue to hold office until the completion of their respective term or the appointment of the new standing committee.

(c) Nominations shall be invited for the positions on standing committees specified in By-Law 8(l) at least thirty (30) days prior to the date of the Annual General Meeting and the closing date for nominations shall be at least thirty (30) days prior to the date of the Annual General Meeting. A list of nominees shall be included on the agenda paper for the Annual General Meeting.

(d) Nominations for positions on standing committees may include a précis submitted by the nominee, of their background, experience and qualifications pertinent to the position.

(e) The Committee may at any time terminate the appointment of any standing committee and any such person may resign from a standing committee by letter delivered to the Secretary.

(f) A member of any standing committee who is absent from three consecutive meetings without explanation acceptable to the Committee shall be declared to have vacated such standing committee membership and the Committee shall appoint another member in his place.

(g) A quorum for a meeting shall be fifty percent plus one (50% + 1) of the voting members on each standing committee.

(h) The President shall be ex-officio member of all standing committees.

(i) Each standing committee shall receive and consider all matters, correspondence and proposals which are referred to it by the Committee and which fall within the scope of the functions of the standing committee

as stated in these By-Laws.

(j) All standing committees shall:

(i) identify and minimise areas of risk within the standing committee's area of responsibility;

(ii) contribute to the administration of all phases of their particular facet of the sport within the rules and policy limits, delegated to the standing committee;

(iii) refer any undecided policy items to the Committee for determination;

(iv) where necessary work in conjunction with other standing committees within the Club;

(v) if so decided by the standing committee invite a person to attend a meeting to speak on a specific matter;

(vi) subject to the approval of the Committee, have the power to coopt additional members as deemed necessary; those members will be entitled to voice without vote;

(k) The standing committee secretary shall:

(i) in consultation with the standing committee chairman issue, through the Secretary, notices convening meetings;

(ii) cause accurate minutes to be kept of all meetings;

(iii) deliver to the Secretary within seven days, in the format approved by the Committee, a copy of all minutes, reports and recommendations arising from standing committee meetings for reference to and consideration by the Committee; and

(iv) cause all standing committee correspondence to be directed through the Secretary.

(l) Subject to the Constitution there shall be a standing committee for the following:

(i) a selection committee;

(ii) a competition committee

(m) The composition of each standing committee and the duties and terms of reference relating to each standing committee are set out in By-Laws 9 to

9. SELECTION COMMITTEE

(a) The selection committee shall comprise of two (2) Individual Members elected at the Annual General Meeting;

(b) On every occasion when a team is to be selected to represent the Club, the Committee shall notify the selection committee of its requirements.

The selection committee shall by a specified time submit to the Committee a list of names of Individual Members totalling the number required by the Committee and graded in such a manner as the selection committee, in the absence of any direction from the Committee, considers appropriate to the type of team or squad required. The selection committee may further, at its discretion, recommend an increase or decrease in the team complement. The Committee shall have the right to adopt the recommendations in whole or part. It may reject any recommended Individual Member but shall not add to the list without a prior recommendation from the selection committee.

10. COMPETITION COMMITTEE

(a) The functions of the competition committee shall be to:

(i) review the competitive swimming programme of the Club at the completion of each year and recommend to the Committee alterations where necessary;

(ii) carry out at the request of the Committee any duty related to the

conduct of Club meets; and

(iii) generally comply with the provisions of By-Law 8.

(b) The membership of the competition committee shall be:

(i) a Committee member appointed by the Committee who shall be the Chairman;

(ii) two (2) suitably qualified Members elected at the Annual General meeting in accordance with By-Law 8

(c) The chair shall have a deliberative as well as a casting vote; each other member shall have one (1) vote.

(d) The operation of the competition committee shall be as agreed by the competition committee members from time to time.

11. LAWS AND RULES GOVERNING MINGARA AQUATIC SWIM CLUB

The technical laws of FINA as set out in the handbook of FINA with regard to swimming shall (where practicable) be applicable and binding on all competitions held in the Club.

12. ELIGIBILITY

(a) A person who is not an Individual Member or Life Member shall not nominate for, nor hold office except the office of patron, vice patron and auditor.

(b) A person elected patron or vice patron who is not an Individual Member or Life Member, shall be deemed to be a Member whilst holding such office.

The holding of office shall not entitle a person to compete in a meet unless such person is otherwise duly eligible to compete.

13. FORFEIT OF FEES AND PRIZES FOLLOWING DISQUALIFICATION

Where a Swimmer is disqualified or suspended in respect of an event, all fees paid and prizes won by such Swimmer shall be forfeited. The Committee will have full power to confiscate any prize and redistribute or deal with the matter at its discretion.

14. PATRONS

Such persons as shall be invited annually by the Committee to grant their patronage and subject to their concurrence, the Committee will submit the names to the Annual General Meeting for endorsement.

15. SERVICE EXCELLENCE AWARD

(a) The Club shall recognise outstanding service to the Club by an Individual Member who shall be eligible to receive the service excellence award provided that the nominated member has given at least ten years outstanding service to swimming.

(b) Candidates for the award may be nominated by any Member.

(c) The criteria is not based on length of service alone but shall also include the scope of the nominee's contribution beyond the norm of ordinary duties of office.

(d) Nominations shall be submitted in writing to the Secretary by 31 March each year on the approved nomination form and shall include swimming specific qualifications.

(e) The Committee will determine from the nominations the recipients of the service excellence award. No more than five service excellence awards will be awarded in any one year.

(f) The service excellence award will be presented to the recipient at an Annual General Meeting.

16. COLOURS & BADGE

(a) The colours and badge of the Club shall be as determined at a General Meeting.

(b) The colours of the Club will be Blue White and Gold

17. AVAILABILITY OF AMENDED PAGES

Where an addition to, amendment or rescission, wholly or in part, is made to the Constitution, By-Laws, Policies or rules, updated copies of the relevant pages shall be available on request to the Members within two calendar months of any such addition to, amendment or rescission of, whether wholly or in part or otherwise shall be posted on the Clubs website.

18. CHAMPIONSHIPS AND OTHER SWIM MEETS

The Committee shall determine the order of events and the duration of the Championships and such other swim meets as it determines from time to time, giving as much notice as possible to Members. The Committee shall also determine annually the format for the conduct of the Championships Meet for the ensuing year. PROVIDED THAT, the format so determined shall be advertised at the time of calling entries for the Meet.

19. CHAMPIONSHIP CONDITIONS OF ENTRY

(a) The Committee may approve qualifying times (if any) for entry to championship events and other conditions of entry as appropriate to the meet.

(b) All entrants in the Club Championship shall abide by and be subject to the By-Laws and the SNSW general rules, swimming rules, by-laws, policies, and published procedures as applicable.

20. CHAMPIONSHIP ENTRY FORM, AGE DETERMINATION

(a) The Club Championship entry and age determination shall require:

(i) an entry for a Championship event shall be made at the direction of the Committee either electronically or on the official Club form or card provided which shall include the entrant's best time for the distance, in accordance with the conditions of entry, showing the meet and date when the time was established, being equal to or better than the qualifying time approved for this event (if any), current registration number, and in the case of an age event, date of birth; and

(ii) an entrant in an Age Championship shall be of the specific age on the first day of the meet series and if the Committee so desires, shall produce a certificate of registration of birth or other satisfactory evidence of date of birth signed by the parent or guardian of the entrant.

21. EMERGENCY POWERS

Under special circumstances the Committee may cancel or suspend all or any Championships as set out in By-Law 18.

22. ENTRY CARDS

(a) Entries are to be submitted the week before a Friday night or on the Thursday night 6pm the night before competition via club email:

pointscorer@mingaraaquatic.com

23. ENTRIES

- (a) For the first swim in any event of the new summer season, swimmers will revert to a no time NT for all events. At the start of the winter season the swimmer must use his/her best time of the previous season for that event.
- (b) New members must swim a TIME TRIAL. The time recorded becomes their BEST TIME.

24. DISTANCES

Swimmers may choose to swim any distance that is on offer on the program. If the distance is unrealistic to the swimmers ability a club representative may speak with the swimmer and the swimmer's parents about changing distances in future club nights.

25. PROGRAM AND EVENTS

- (a) AQUADOTS 15 metres swim and 15 metres kickboard races with or without swimming aids. (Parents decide when to upgrade to 25m, but officials must be told and capitation fees paid.)
- (b) POINTSCORE Any swimmer may swim any distance in both the Freestyle and formstroke events on a Club Night. Please refer to Rule 3 on unrealistic distances for swimmers.
- (c) OPEN These events are OPEN to ALL grades except for 200 and 400 metre swims which are available to A and B grade swimmers only. 25 metres, 50 metres, 100 metres, 200 metres, 400 metres, Handicap and Relay events are spread throughout the programme, the CHOICE of stroke is with the swimmer. If too many slower swimmers are attempting the longer events, the Race Committee will produce a qualifying time.
- (d) SENIOR 25 & 50 metre events for swimmer 15 years and over on a Handicap system (SNSW). A Swimmer can swim any stroke. Swimmer to nominate time for each swim.
- (e) BRACE RELAY Open to all ages. Any two swimmers may swim together. Their submitted entry time is the time required.

26. POINTSCORE

- (a) The Club points will be conducted over one (1) season.
- (b) The season will be used to decide the Trophies.
- (c) Points are calculated on BEST TIME.

- (d) Swimmers scratching from a nominated event on three (3) consecutive nights, without good reason, will automatically forfeit all points gained previously in that event.
- (e) Swimmers on holiday may swim at any affiliated Club. Points will be awarded provided the swimmer shows verification of the times.

- (f) Swimmers attending or en route to Time Trials, Country, State, National or

School swimming events which fall on normal Club night will receive four (4) points for each event on the Club's programme swum that night. Unless it falls on Brace Relay or Handicap nights where 7 points are awarded for that swim.

- (g) Senior Handicap to be recorded by the senior handicapper. Swimmers to nominate times each swim. Points to be awarded as per system used for Brace Relays

- (h) Points awarded are:-

- 1 point - Disqualification or failing to finish.
- 2 points - Time Trial and for more than 1 second slower than best time.
- 3 points - For up to and including 1 second slower than best time.
- 4 points - Upgrading Time Trial and for equalling best time.
- 5 points - Up to and including 1 second faster than best time.
- 6 points - More than 1 second and up to and including 2 seconds faster than best time.
- 7 points - More than 2 seconds faster than best time.

Brace Relay, Senior Handicap and Open Handicap:-

- 13 points - Swimming exact nominated time.
- 12 points - Swimming 0.01-0.20 seconds of the nominated time.
- 11 points - Swimming 0.21-0.40 seconds of the nominated time.
- 10 points - Swimming 0.41-0.60 seconds of the nominated time.
- 9 points - Swimming 0.61-0.80 seconds of the nominated time.
- 8 points - Swimming 0.81-1.00 second of the nominated time.
- 7 points - Swimming 1.01-1.20 seconds of the nominated time.
- 6 points - Swimming 1.21-1.40 seconds of the nominated time.
- 5 points - Swimming 1.41-1.60 seconds of the nominated time.
- 4 points - Swimming 1.61-1.80 seconds of the nominated time.
- 3 points - Swimming 1.81-2.00 seconds of the nominated time.
- 2 points - Swimming greater than 2.00 seconds either way of the nominated time.
- 1 point - Disqualification (DIS) or failing to finish (DNF).

- (i) If a swimmer cannot swim on a Friday night due to a medical or physical condition, they be awarded attendance recognition only, under the following conditions:

- (1) Attend Friday Night Meet.
- (2) Take part in the running of the night.
- (3) Report their attendance to the Programme & Race Secretary.

- (j) Second Claim Members are eligible to participate and receive weekly points towards the Annual Pointscore.

26. CLUB NIGHT

- (a) All events will be conducted on Friday night. Starting time will be 6.30pm. In case of unforeseen circumstances the Race Committee will decide at the Pool at 6.40pm as to the holding the night's event.
- (b) Abandonment of Friday night may happen for various conditions and at any time. The decision is to be made by Race Committee. Points will only be awarded to events completely finished.
- (c) Any Swimmer not in the hands of the Marshall by the third (3rd) call will not be allowed to start.
- (d) Officials and Swimmers must remain SILENT at the start of each event.
- (e) Swimmers must remain in the water in their respective lanes at the finish of a race until ordered out by the Referee.
- (f) The starter will be positioned alongside lane one (1).
- (g) Only Swimmers may approach the Timekeepers to get their times after a race. Any query should be directed to the Referee or Chief Timekeeper. [See Rule 2(d)].
- (h) Any protest or complaint may be lodged verbally with the Club Captain or Swimmer's Rep., but must be confirmed in writing to the Race Secretary within forty-eight (48) hours.

27. CLUB CHAMPIONSHIPS

- (a) All Swimmers must compete in five (5) weekly point scores in Freestyle., Formstroke and Open in the Club Year to be eligible before the Closing Date. The Closing Date (therefore the eligible date) is to be set at a meeting prior to Club Championships. Handicap and brace relays are not considered qualifying events for Open Events in the Club Championships.
- (b) Entries must be on Carnival Cards [one (1) card per entry] with the words "Club Championship" across the top. Entries must be received by the Race Secretary before the Closing Date. Swimmers may only enter in their own age (age at the Closing Date) division and open events.
- (c) Events:-

FREESTYLE

18 years & over	100m
17 years	100m
16 years	100m
15 years	100m
14 years	100m
13 years	100m
12 years	100m
11 years	100m
10 years	50m

FORMSTROKE

18 years & over	100m Bks, Brs, Fly, 200 IM.
17 years	100m Bks, Brs, Fly, 200 IM.
16 years	100m Bks, Brs, Fly, 200 IM.
15 years	100m Bks, Brs, Fly, 200 IM.
14 years	100m Bks, Brs, Fly, 200 IM.
13 years	100m Bks, Brs, Fly, 200 IM.
12 years	100m Bks, Brs, Fly, 200 IM.
11 years	100m Bks, Brs, 50 Fly. 200 IM.
10 years	50m Bks, Brs, Fly.

9 years	50m	9 years	50m Bks, Brs, Fly.
8 years	50m	8 years	50m Bks, Brs, Fly.
7 years	25m	7 years	25m Bks, Brs, Fly.
6 years	25m	6 years & under	25m Bks, Brs, Fly.
5 years & under	25m		

OPEN: Freestyle, 50m, 100m, 200m, 400m.
 Backstroke, 50m, 100m.
 Breaststroke, 50m, 100m.
 Butterfly, 50m, 100m.
 I.M., 200m, 400m. – Minimum 3 swimmers before the event will be run.

Time limit for open events will be set.

- (d) Three (3) Judges to be on duty, two (2) Timekeepers per lane and the Chief Timekeeper, where applicable and available.
- (e) Club Records may only be broken at Club Championships by fully Capitated Members.
- (f) All heats to be taken as Finals, slowest Heats first and with not less than three (3) per heat.
- (g) Open events are open to all ages except 200 metre and 400 metre events which are only open to B and A grade swimmers.
- (h) Club Champions will be determined from Open events. To qualify for this swimmers must also swim in three of their designated age swims. Note that Age points do not affect the determination of Club Champions and Open points do not affect the determination of Age Champions.

28. CARNIVALS

- (a) Entries are to be made through the Carnival Secretary. Fees and Cards (available at cost) to be placed in envelope and handed in by date specified.
- (b) The Team Manager will handle withdrawals and protests at Meets. Swimmers withdrawing must report with written information. Any penalties resulting from the failure to do so will be the responsibility of the Swimmer.

29. REPRESENTATIVE AWARDS

Basic Package

Costumes and Representative Swimming Caps. Or Representative Club Apparel to the same value. Available to those attending their first Representative Carnival in annual season.

Second Level Package

Representative jacket or bag and towel combination. Or Representative Club Apparel to the same value. Available to those attending their second Representative Carnival in an annual season at a level higher than the first representative carnival they attended in the same season.

Third Level Package

Travel and accommodation assistance. Club to assist Representative to finance accommodation and travel according to Club's financial position. Available to those attending National and World Titles.

Criteria to Claim Representative Awards

- (a) To be a capitated member of Mingara Aquatic Swimming Club Inc.
- (b) Attend 75% of the Mingara Aquatic Swimming Club Inc. meets commencing from the first swim of the winter season of that year.
- (c) To be willing to swim in/wear Mingara Aquatic Swimming Club Inc. uniform as provided by Mingara Aquatic Swimming Club Inc. at all meets where the swimmer is representing Mingara Aquatic Swimming Club Inc.
- (d) Representative Carnival is defined as:-

Winter Country	Summer Country
Winter State	Summer State
Australian Age	Australian Open, World Games.
- (e) All awards to be available to Representative as they are available to Mingara Aquatic Swimming Club Inc.
- (f) Any Representative who violates the Constitution, misconducts themselves or acts in a manner inconsistent with the general wishes of the Club, may, if the General Committee sees fit, disqualify their right to claim a Representative package.
- (g) The General Committee can make change to any part of these awards as it sees fit.

30. DISPUTES

- (a) In the event of a dispute arising from these Rules the Committee reserves the right to deal with it at its own discretion. The Committee's decision is final.
- (b) The Committee can recommend any changes or updating to the General Committee to these Rules as it sees fit.

31. SERVICE BADGES

- (a) Service badges are to be awarded to active members of Mingara Aquatic Swimming Club Inc. with a start date of 1992.
- (b) A bronze badge is to be awarded for five years continuous active membership.
- (c) A gold badge and Mingara Aquatic Swimming Club jacket is to be awarded for ten years continuous active membership.
- (d) Services starts when begin as full capitated member.

- (e) Second Claim Members will not receive Service Badges until they become continuous full capitated members.

32. SECOND CLAIM MEMBERS

- (a) Are eligible to participate and receive weekly points towards the Annual Pointscore.
- (b) Cannot swim in Club Championships to achieve times and are eligible not to receive points towards Trophies and claim any Club Records
- (c) Are ineligible to vote and hold any Committee Positions.
- (d) Cannot compete or participate in The Dibben Shield Carnival.
- (e) Second Claim Members will not receive Service Badges until they become continuous full capitated members.