



# **BY-LAWS OF**

**METRO WEST SWIMMING VICTORIA INCORPORATED**

**Version 2024.04**

**Approved (14.11.2024)**

*To be read in conjunction with the  
Rules of Metro West Swimming Victoria Incorporated (2022)*

**1) BY-LAWS BINDING**

All By-Laws shall be binding on Metro West Swimming Victoria Incorporated, Member Clubs and Individual Members.

**2) ADDITIONS, ALTERATIONS OR AMENDMENTS TO BY-LAWS**

No additions, alterations or amendments shall be made to these By-Laws unless approved via resolution at a Meeting of the Management Committee.

**3) NOTICES BINDING ON MEMBERS**

Amendments, alterations, interpretations or other changes to By-Laws shall be published by means of notices approved by the Management Committee. Notices are binding upon all Member Clubs and Individual Members.

**4) NAME**

Metro West Swimming Victoria Incorporated shall also be referred to as Metro West District.

**5) LOGO**

The logo for Metro West Swimming Victoria Incorporated is as below.



**6) COMPETITIONS**

6.1 The District shall stage the following competitions within each swimming season:

- Metro West District Championships
- Metro West Annual Short Course Meet

6.2 The District may stage the following competitions within each swimming season:

- Preliminary Heats for Swimming Victoria competitions
- Encouragement Competitions
- Proficiency Meet
- Club Relay Challenges

## 7) DISTRICT CHAMPIONSHIPS

- 7.1 The age groups & event schedule at the District Championships shall be:
- 6/Under, 7 Years, 8 Years: 50m Backstroke, 50m Breaststroke, 50m Butterfly, 50m Freestyle, 200m Individual Medley
  - 9 Years, 10 Years, 11 Years, 12 Years, 13 Years, 14 Years, 15 Years, 16 Years, 17 Years, 18/Over, Multiclass: 100m Backstroke, 100m Breaststroke, 100m Butterfly, 100m Freestyle, 200m Individual Medley
  - Open: 200m Backstroke, 200m Breaststroke, 200m Butterfly, 200m Freestyle, 400m Freestyle, 400m Individual Medley, 800m Freestyle, 1500m Freestyle
  - Relays: Open 4 x 50m Medley Relay, 12/14/16/Open 4 x 50m Freestyle Relay.
- 7.2 The events shall be swum as separate male and female events.
- 7.3 The District Championships shall be swum in a long course pool (where available).
- 7.4 To be eligible to compete at the District Championships in any season, a swimmer must be an active Individual Member of a Member Club, and must have not competed at another District Championships outside of Metro West within that season.
- 7.5 Points will be awarded in all District Championships events to the top eight swimmers (and relay teams) as follows:
- 1<sup>st</sup> – 16 points
  - 2<sup>nd</sup> – 14 points
  - 3<sup>rd</sup> – 12 points
  - 4<sup>th</sup> – 10 points
  - 5<sup>th</sup> – 8 points
  - 6<sup>th</sup> – 6 points
  - 7<sup>th</sup> – 4 points
  - 8<sup>th</sup> – 2 points
- 7.6 Age Group Champions shall be decided by the swimmer with the most points (as per By-Law 7.5) in their age group, in all events for that age group (being all 50m/100m events and the 200m Individual Medley). Age Group Champions will be awarded to the following age groups for both Male & Female swimmers:
- 6/Under, 7 Years, 8 Years, 9 Years, 10 Years, 11 Years, 12 Years, 13 Years, 14 Years, 15 Years, 16 Years, 17 Years, 18/Over, Multiclass.
- District Champions will also be awarded for both Male & Female Open categories based on the swimmer with the most points (as per By-Law 7.5) in the 200m Backstroke, 200m Breaststroke, 200m Butterfly & 200m Freestyle. District Champions will also be awarded to the individual Male & Female winners of the 400m Freestyle, 400m Individual Medley, 800m Freestyle, 1500m Freestyle.
- If there are two or more swimmers that are tied with equal points for any award, a countback shall take place on the basis of the swimmer with the most 1<sup>st</sup> place finishes, most 2<sup>nd</sup> place finishes and so forth.
- 7.7 Champion Club Awards shall be presented to the top three clubs based on overall pointscore, the top three clubs based on male overall pointscore, and the top three clubs based on female overall pointscore.
- 7.8 Perpetual Trophies shall be presented to the winning relay teams as follows:
- Pat Robinson Shield (Female Open Medley Relay Winner)
  - Laurie Robinson Shield (Male Open Medley Relay Winner)
  - Ian Robinson Shields (Female Freestyle Relay & Male Freestyle Relay Winners)
- 7.9 The 4 x 50m Freestyle Relay must be swum in the following swimmers order: 12 & Under, 14 & Under, 16 & Under, Open. Failure to swim in the correct age order will result in team disqualification.
- 7.10 Swimmers must be entered in at least three individual District Championship events to participate in a relay at the District Championships.
- 7.11 A club may enter a maximum of two relay teams in any single Championship relay event. Two teams from one club will be allocated points and/or medals.

- 7.12 Relay team orders must be confirmed with the meet recorders by the commencement of the warm-up session in which the relays are to be swum.
- 7.13 Swimmers entering in long distance Championship events (800m and 1500m freestyle events) must adhere to By Law 9.2 in regards to required volunteers during long distance Championship sessions.

## 8) TROPHIES & AWARDS

8.1 In addition to the Trophies & Awards outlined above, the following additional awards to be presented annually are:

- Lindsay Cloughton Awards (Best Male & Female Performance at Swimming Victoria's Junior District Competition.
- George Clarke Memorial Trophy (Best 12 & Under Male Performance based on the results of the Victorian Age Championships, Victorian Age Short Course Championships, Victorian Sprint Championships & All Junior Competition, with points allocated as per By-Law 8.2).
- Dot Quinton Award (Best 12 & Under Female Performance based on the results of the Victorian Age Championships, Victorian Age Short Course Championships, Victorian Sprint Championships and All Junior Competition, with points allocated as per By-Law 8.2).
- Joe Caruana Memorial Trophy (Best 13 & Over Male Swimmer Performance as per By-Law 8.3)
- Margaret Arnold Award (Best 13 & Over Female Swimmer Performance as per By-Law 8.3)
- Outstanding Contribution to the District Trophy (as determined by the Management Committee).

8.2 The pointscore to be used for the George Clarke Memorial Trophy and Dot Quinton Award is:

- 1<sup>st</sup> – 22 points
- 2<sup>nd</sup> – 18 points
- 3<sup>rd</sup> – 16 points
- 4<sup>th</sup> – 14 points
- 5<sup>th</sup> – 12 points
- 6<sup>th</sup> – 10 points
- 7<sup>th</sup> – 8 points
- 8<sup>th</sup> – 6 points
- 9<sup>th</sup> – 4 points
- 10<sup>th</sup> – 2 points

8.3 The pointscore to be used for the Joe Caruana Memorial Trophy and Margaret Arnold Award is:

### District Championships

- Gold Medal: 5 points per individual medal
- Silver Medal: 3 points per individual medal
- Bronze Medal: 1 point per individual medal

### Victorian Open Championships, Victorian Age Championships, Victorian Open Short Course Championships, Victorian Age Short Course Championships, Victorian Sprint Championships

- 2 points per individual swim (under the qualifying time)
- + 5 points for each individual 'A' final (or equivalent)
- + 10 points for each individual gold medal
- + 7 points for each individual silver medal
- + 5 points for each individual bronze medal
- + 3 points if medal won was also an 'open' medal
- (points accumulate)*

### Australian Swimming Championships, Australian Age Swimming Championships, Australian Short Course Championships

- 4 points per individual swim (under the qualifying time)
- + 5 points for each individual 'A' final (or equivalent)
- + 15 points for each individual gold medal
- + 13 points for each individual silver medal
- + 10 points for each individual bronze medal
- + 5 points if medal won was also an 'open' medal
- (points accumulate)*

Australian Record  
7 points per record

Victorian Record  
5 points per record

- 8.4 Any District Award listed above may not be awarded in any particular season if the District of Swimming Victoria are unable to conduct the necessary competitions or events.

## 9) CLUB VOLUNTEERS

- 9.1 At all competitions organised by Metro West District, each Member Club must provide volunteers based on the total number of swimmers entered per session, as per below:
- |                          |              |
|--------------------------|--------------|
| 1 – 6 swimmers entered   | 1 volunteer  |
| 7 – 11 swimmers entered  | 2 volunteers |
| 12 – 19 swimmers entered | 3 volunteers |
| 20 – 29 swimmers entered | 4 volunteers |
| 30 – 39 swimmers entered | 5 volunteers |
| 40+ swimmers entered     | 6 volunteers |
- 9.2 Volunteers will be required for timekeeping and lap counting during the Metro West District Championships long distance sessions (800m and 1500m freestyle events). Due to a smaller number of attending swimmers and the required officials (refer By Law 9.7) it is essential all attending swimmers and Clubs provide the necessary volunteers. Every swimmer entered in these sessions must provide a volunteer for the entire session. Only swimmers who provide a volunteer will be guaranteed a lap counter and/or a registered time and placing for their event.
- 9.3 Officials that are being remunerated for officiating at the competition are not to contribute to a club's Volunteer allocation.
- 9.4 Metro West District will advise clubs of the Volunteer obligations as soon as practicable prior to each competition.
- 9.5 Volunteers are required to report to the Referee in Charge at least 15 minutes prior to the start of the session, and should ensure their name and club are recorded.
- 9.6 Clubs who fail to provide their allocated number of Club Volunteers will be sanctioned as per By-Law 13.
- 9.7 A Metro West meet advertised as a 'Proposed Qualifying Meet' is subject to approval by Swimming Victoria to receive qualifying status. This is standard practice for all Qualifying Meets. At a minimum, to receive qualifying status, the meet must be officiated by at least 1 x NOP Qualified Referee (R1, R2, R3), 1 x NOP Qualified Starter (S1, S2, S3), and 2 x Other NOP Qualified Referee (as above) or NOP Qualified Judges of Stroke. It is the responsibility of the District Referee to organise individuals to fill these positions. To achieve qualifying status the meet must also have the required number of timekeepers per lane (subject to the timing system in use). Should a club, or clubs, fail to provide their allocated number of Club Volunteers to fill these roles, and no replacements can be found to fill these roles, the District is unable to apply to Swimming Victoria to receive approval as a Qualifying Meet as per *Swimming Victoria's Qualifying Meets Requirements & Guidelines (February 2022)*. If the meet is at risk of not being able to apply for approval as a Qualifying Meet, this will be announced at the competition in order to seek further assistance to fill these roles. The district will not reimburse entry fees for a 'Proposed Qualifying Meet' due to a meet not receiving approval by Swimming Victoria.
- 9.8 Teams of unregistered swimmers competing at the All Junior Competition will also be required to supply volunteers for this meet as per By-Law 9.1. Should a participating team of unregistered swimmers not be willing to fill these roles, the team must advise Metro West District prior to the meet, and these swimmers shall swim as unattached with no team or program affiliation listed in program and/or in the results file sent to Swimming Victoria for the Semi Finals & Finals stage. Should a team of unregistered swimmers not fulfil their required volunteer duties at the heats stage of the competition, swimmers from this team will not be permitted to progress to the Semi Finals & Finals stage of this event. Should a program have both registered and unregistered swimmers competing at the meet, for the purpose of By-Law 9.1 they will be considered separate teams.

## 10) PROTESTS

- 10.1 A protest at a meet staged by Metro West District may be submitted by a swimmer or an authorised representative to the Referee in Charge within 30 minutes of the conclusion of the event in question.
- 10.2 The protest must be in writing, submitted on the Metro West Protest Proforma. The Swimming Victoria Protest Form will not be accepted.
- 10.3 protest fee is \$100 and will be billed to the swimmer (or authorised representative) and is payable within seven days of the event. Should the protest be upheld, this fee will not be payable.
- 10.4 The Referee in Charge, upon receiving a protest, will comply with the principles within Swimming Victoria's Protests and Juries of Appeals Policy to resolve the matter(s) raised in the original Protest.
- 10.5 A swimmer who has raised a protest, either themselves or through an authorised representative, is not permitted to compete in any Metro West District staged events while a protest fee payment is overdue.

## 11) DISTRICT GRANTS

- 11.1 To be eligible to receive a District Grant in any one season, a swimmer:
  - a) Must compete in at least three individual events at the Metro West District Championships in the season the grant is applicable; and
  - b) Must compete in at least three individual events at the Metro West District Championships in the season prior to the season the grant is applicable; and
  - c) Must compete in at least three individual events at the Metro West Annual Short Course Meet in the season the grant is applicable or completed paid entry for 3 events when grant applications close prior to short course competition date and entries are open; and
  - d) Must compete in at least three individual events at the Metro West Annual Short Course Meet in the year prior to the season the grant is applicable; and
  - e) Must be a member of a Metro West Member Club from the commencement of the season prior to the season the grant is applicable. That is, must be a member for two full consecutive seasons; and
  - f) Must not have been a member of another district for any period during the season the grant is applicable and the season prior to the season the grant is applicable.
- 11.2 If a swimmer is unable to attend or compete in any of the competitions listed in 11.1 for medical or other reasons, which may include high performance swimming commitments or compulsory school events, the swimmer may apply for an exemption from that criterion. In this instance the swimmer should send their request for an exemption to the Metro West Competitions Officer via email, with the relevant supporting documents (ie. Medical Certificate or letter from Swimming Victoria, Swimming Australia or School), as close to the date of the meet as possible, and no later than seven days following the date of the meet. Each request will be assessed by the Metro West Management Committee, and the applicant will be advised of the outcome within 30 days of the Competitions Officer receiving the request. Exemptions sought at the conclusion of the season, or during the grant application period, will not be considered.
- 11.3 Criteria requirements may be waived or amended should any of the competitions listed in 11.1 be cancelled or not be staged within the given season.
- 11.4 The value of the District Grants are:

Australian Swim Team	\$570
National Medalist	\$480
Victorian Swim Team	\$440
National Finalist	\$320
State Medalist	\$250
National Qualifier	\$210
State Finalist	\$110
- 11.5 Grants are not cumulative, and swimmers may only apply for the highest award for which they qualify.
- 11.6 All grant payments will be subject and conditional to approval by the Management Committee, and the district's financial position at the conclusion of the season. Grants will not be issued in any one season if sufficient funds are not available and/or payment of grants would jeopardise the district's financial and operating position.

- 11.7 To receive a "Qualifier" grant the swimmer must have competed at the applicable Championships. (ie. to receive a Grant as a National Qualifier the swimmer must attend and compete at the relevant Australian Championships).
- 11.8 To receive a "Finalist" or "Medalists" grant the swimmer must compete in an individual swimming event final or individual swimming event timed final and achieve the applicable qualifying time during the event (ie. to receive a grant as a Victorian Age Championship finalist the swimmer must swim the Victorian Age qualifying time for that event in the heat or final).
- 11.9 A swimmer who qualifies for a "B Final" or equivalent, shall not be considered as a finalist for the purpose of receiving a grant.
- 11.10 To receive an "Australian Team" or "Victorian Team" grant the swimmer must be selected in that team by Swimming Australia or Swimming Victoria. To avoid doubt, teams selected through school-based competitions, including SSA & SSV, are not eligible for this grant. Similarly, if a club takes a travelling team away to a championship competition, the swimmer/s are also not eligible for this grant.
- 11.11 Open Water swimmers will only be awarded a State Medalist grant (where at least 8 competitors contest the event) and Victorian or Australian Team grants.
- 11.12 Swimmers may only apply for grants based on results achieved in the current and applicable season of the grant. A list of all eligible events will be listed on the grant application for that season.
- 11.13 Final determinations of grants, their criteria, and the application process, is subject to an approved resolution from the Management Committee.

## 12) LIFE MEMBERSHIP & SERVICE AWARDS

- 12.1 A Service Award may be presented to an Individual Member for:

- a) Five Years Service (Certificate)
- b) Ten Years Service (Badge)

The standard or level of service required is the routine performance of the function or office(s) over the prescribed period. The service must be continuous (irregular or spasmodic service would not qualify the nominee).

- 12.2 A For a Service Award to be granted, the nominee should have served Metro West District for the corresponding number of years consecutively as a:

- a) Swimmer
- b) Member of the Management Committee or District Administrator
- c) District Competition Official
- d) District Delegate
- e) Coach of a Member Club

Or have provided service in another role that the Management Committee determines to be comparable.

- 12.3 All Service Award nominations are subject to Management Committee ratification for approval.

- 12.4 Meritorious Service Award

For a Meritorious Service Award to be granted, the nominee must have made a difference to the district as an administer of the district over and above the normal district day by day operation.

- a) The nominee must have been a Coach for fifteen consecutive seasons within the district.
- b) The nominee must have been an Official for fifteen consecutive seasons within the district.
- c) The nominee must have been a Management Committee member of the district for fifteen consecutive seasons.
- d) A District swimmer who has been on an Australian National Team being:
  - 1) Olympics
  - 2) Paralympics
  - 3) Commonwealth Games
  - 4) World Championships
- e) The swimmer must be registered to a district member club when they compete.

- 12.5 All Service Meritorious nominations are subject to Management Committee ratification for approval.
- 12.6 Management Committee may overlook the qualifying period, if they deem the nominated member has shown great service to the district.
- 12.7 Life Membership shall be bestowed on Individual Members who provide outstanding service to Metro West District and the sport of swimming. Life Membership requires more than the holding of office, and the routine performance of that office.
- 12.8 To receive Life Membership the recipient should already hold a Meritorious Service Award for at least one year. In considering the service to the district and the sport, the quality, length and level of service, shall all be considered.
- 12.9 In addition, the recipient should have also satisfied one or more of the following guidelines:
- a) Served at least 15 years as a member of the District Management Committee; or
  - b) Served at least 15 years as a Club Administrator, and during this period have been involved directly with the administration of the district (noting that Life Membership requires more than just the holding of office and the routine performance of that office; or
  - c) Other service to the district over at least a 15 year period that is considered comparable to the above.
- 12.10 Nominations for Metro West Life Membership are to be submitted by Member Clubs, or a member of the Management Committee, for acceptance at a Special General Meeting of the District. Acceptance of these nominations shall be determined by a vote of Member Clubs as per the Rules of Metro West Swimming Victoria.
- 12.11 Acceptance of a nomination at a Special General Meeting does not confer Life Membership. Acceptance of a nomination at a Special General Meeting will then progress the nomination to a meeting of the Management Committee who will then consider all accepted nominations, and through resolution ratify any Life Memberships who they deem meets the criteria and requirements listed above.

### **13) BREACH OF THE BY-LAWS & PENALITES**

- 13.1 Breaches of the Rules or By-Laws may result in a penalty to be determined by the Management Committee by resolution.
- 13.2 All penalties shall be in writing to the respective Member Club or Individual Member.
- 13.3 The penalty may be financial or may limit participation in district events and/or competitions.
- 13.4 Significant breaches of the Rules or By-Laws shall be dealt with as per the Rules of Metro West Swimming Victoria and/or relevant authorities as deemed necessary.

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