

# NORTHCOTE SWIMMING AND LIFE SAVING CLUB INC.

## BY-LAWS

### 1. Name

The club name shall be 'Northcote Swimming and Life Saving Club Inc.', hereafter referred to as the club or Northcote Swim Club.

### 2. Designation of Financial Year

The financial year will commence on 1st July and conclude on 30 June each year; unless otherwise directed by the Committee in the form of an amendment to this by-law.

#### 2.1 Finance

All monies received by the club shall be banked in the name of NS&LSC Inc. All payments shall have the agreement of one executive committee member for drawing against club funds.

### 3. Interpretation

If a dispute involving the interpretation of the model rules or by-laws arises, it shall be referred to the committee whose decision shall be binding to all club members.

If at any time, an amendment approved by the committee, is in conflict with the by-laws, the amendment will take precedence.

### 4. Registration, Membership, Renewal & Insurance

#### 4.1 The membership year:

- The Northcote Swim Club membership year runs from 1st July to the 30th June each year.
- Each swimmer must pay their renewal no later than 30th June.
- If joining during the season, membership payment must be made in full prior to commencing squad training.

#### 4.2. Frequency of payment:

- Registration fees are payable annually
- Payment is via credit card using Swimming Australia's Swim Central membership system.

#### 4.3. Upon registration you will receive:

- Northcote Swim Club Handbook and relevant information
- Northcote Swim Club news via Team App.
- Continued club support
- Automatic registration with Swimming Victoria Inc.
- YMCA and squad training information

#### 4.4 Registration requirements - Northcote Swim Club

Swimmers must be registered Northcote Swim Club members if they are in Nippers, Development, District, State, State Youth, National Age, National and High Performance squads.

Swimmers who wish to participate in club days each term must be registered Northcote Swim Club members. To be eligible to swim in Swimming Victoria competitions, you must be registered with Swimming Victoria.

#### 4.5 Insurance

Northcote Swim Club swimmers are covered by JLT Sport ([www.jltsport.com.au/swimming](http://www.jltsport.com.au/swimming)).

A major part of the club membership fee is paid to Swimming Victoria as their registration fee and includes insurance cover and travel levies payable to Australian Swimming Inc (Swimming Australia). If you are not a registered member of the club, you are not a financial member and are not covered by the necessary insurance.

### 5. Life Members

The committee, at the Presentation night/Annual General Meeting (AGM) held prior to the presentation night, may recommend any member for Life Membership providing they have satisfied:

- 10 years continuous service and membership with the club.

Persons nominated must be acknowledged by the Secretary with respect to their eligibility and their nomination must be carried by a 2/3 majority of present committee members at the last ordinary meeting prior to the AGM.

Life members enjoy all club privileges but have no voting rights unless a current committee member

Life members are to be awarded their honour at the club's annual presentation night/AGM.

### 6. Service Awards

The club may grant a service award to any member who in their opinion has given meritorious service of at least five years continuous service and membership to the club.

Nominations for service awards are managed as per Life membership requirements.

### 7. Method of Amendment

The Committee shall have the power to vary the by-laws as deemed necessary and convenient by special circumstances.

Amendment, repeal or alteration to any clause of the by-laws, shall be made on the motion passed by a simple majority of those present at a committee meeting.

### 8. Competitive Swimming at Intra-Club/Club Championship events

All club swim meets and club championships shall be conducted under the rules of Swimming Victoria Inc.

- To compete in club meets a member must be registered with the club, with Swimming Victoria and be Financial for the current swimming year.
- Should there be only one competitor in any club event, that competitor must complete the entire distance of each event in the correct stroke to qualify as the winner.
- Club championships shall be run in the sequence as shown on the racing program
- The Committee shall at their discretion run finals of any event if necessary at a later date with all competitors notified.
- The Committee shall alter intra-club/club championship competitions as they deem necessary
- When entering swimmers into club meets Parents/guardians agree to provide assistance as and when necessary including but not limited to timekeeping, marshalling, club barbecue.

Championships are run to current Northcote 'Rules of Competition' as advertised on the Club Championship program. Refer Appendix A.

## 9. Entries

- Entries in all intra-club events shall be made and lodged with the entry fee at times as indicated by the meet notice.
- Entries for inter-club events shall be made and lodged with the entry fee at the time and date as indicated by the program.
- The Committee may grant exemption for sickness, employment, academic studies or exceptional circumstances on application by a member.
- In age events competitor's age is calculated as at the first day of competition, based on the age registered with Swimming Victoria.
- A competitor cannot enter an event specified for an age group other than that competitor's age.
- In the case of error concerning the age of a competitor, said competitor shall be disqualified and any awards returned to the club.
- Entering under a fictitious name, or furnishing false or misleading information will render the competitor liable to disqualification.
- The club accepts no responsibility for the correctness of entries submitted for an event.
- Any registered person (i.e.: from another club) may swim in the Club Championships, by invitation and at the discretion of the Committee, having no claim to awards.

## 10. Awards

Club Age Group Champions shall be determined using fastest LC times recorded at any Australian meet from 1 October to 30 April inclusive of the given season. These times shall be recorded in the national database.

For the purpose of determining club championship age groupings, the age of the member shall be recorded on April 30 of the given season.

The member who records the highest aggregate points in their age section of the Club Championships shall be awarded the appropriate perpetual trophy.

To be eligible for club champion in their respective age groups, the swimmer will be a current club member and must have been a club member from 1 January of the given year.

Points shall be: 1<sup>st</sup> - 10 points, 2<sup>nd</sup> - 6 points, 3<sup>rd</sup> - 4 points, and 4<sup>th</sup> - 1 point for fastest times recorded in the national database.

## 11. Club Trophies

All perpetual trophies shall be returned when requested by the Committee in the same condition as at Presentation, and any cost of repairs will be charged to the holder of such trophy. A list of trophies is provided in Appendix B.

## 12. Sub-Committees

The Committee shall establish sub-committees as they deem necessary. These may consist of Fundraising, Competitions, SafeSport Oversight Committee, etc, each with its own appointed coordinator.

## 13. Records

Club records prior to season 2020-21 have been closed and archived.

From July 1<sup>st</sup>, 2020, club records will be kept for short course and long course events in all age groups. The age groups shall follow the same format as club championships.

Records shall be kept and updated by the Competitions Co-ordinator and/or Competitions Sub-Committee.

Records can only be broken at qualifying meets approved by Swimming Victoria. A split may be used to apply for a club record provided it is the first leg of an event and is officially recorded in the national database.

Swimmers must apply for records using the official NTC record application form and provide relevant documentation within 5 days of the date of the swim. No applications will be accepted beyond this time.

Records shall be updated prior to club-sanctioned meets.

## **14. Protests**

Will be dealt with under current Swimming Victoria Inc by-laws Section 20.

## **15. Grievances**

Any club member or club stakeholder may submit a formal grievance regarding an incident, issue, decision or other. It is expected that issues are first addressed directly with relevant parties with the aim of resolution or agreement. If this cannot be achieved, a grievance can be lodged with the Northcote Swim Club Grievance Officer by email:

[ntc.grievance@gmail.com](mailto:ntc.grievance@gmail.com)

All submissions will be treated with confidentiality and managed outside the auspice of the club committee. Where relevant, anonymised details of investigation and resolution will be advised to the Club President in memo format as a record.

## **16. Illicit Drug Policy**

Members of Northcote Swim Club are expected to comply with the terms of the Illicit Drug Policy, which aligns with the requirements of Swimming Australia.

Refer to Appendix E for the NTC Illicit Drug Policy.

## **17. Social Media Policy**

Northcote Swim Club (NTC) acknowledges social media as a broad and instant form of communication and expects responsible, appropriate use of social media by all staff and members.

Refer to Appendix D for the NTC Social Media Policy.

## **18. Team Managers**

- Team Managers (TMs) shall be appointed by the head coach and/or travelling coaches as required, for camps and activities where swimmers are travelling as a group.
- They shall volunteer their time for the duration of the camp/activity.
- TM duties include but are not limited to, sourcing and booking accommodation and meals, preparing and adhering to a budget as required, communications with families, administering CareMonkey requirements, providing receipts to the Treasurer.
- TM costs shall be met equally by the participating swimmers, including the children of TMs. These costs include but are not limited to travel, accommodation and food.
- TMs will be bound by club, SV and SAL policies.

## APPENDIX A: CLUB CHAMPIONSHIP EVENTS

Event		As at date of meet	Distance	Stroke
1	Female	12 & Under	200m	Individual Medley
2	Male	12 & Under	200m	Individual Medley
3	Female	13 & Over	400m	Individual Medley
4	Male	13 & Over	400m	Individual Medley
5	Mixed	12 & Under	50m	Fly
6	Mixed	12 & Under	50m	Breast
7	Mixed	13 & Over	100m	Fly
8	Mixed	13 & Over	100m	Breast
9	Mixed	12 & Under	50m	Back
10	Mixed	12 & Under	50m	Free
11	Mixed	13 & Over	100m	Back
12	Mixed	13 & Over	100m	Free

## APPENDIX B: PERPETUAL TROPHIES

8 yrs female	8 yrs male
9 yrs female	9 yrs male
10 yrs female	10 yrs male
11 yrs female	11 yrs male
12 yrs female	12 yrs male
13 yrs female	13 yrs male
14 yrs female	14 yrs male
15 yrs female	15 yrs male
16 yrs female	16 yrs male

17 yrs female	17 yrs male
18+ yrs female	18+ yrs male
Junior Club Champion Girls (200IM)	Junior Club Champion Boys (200IM)
Senior Club Champion Girls (400IM)	Senior Club Champion Boys (400IM)

## APPENDIX C: RULES OF COMPETITION

### Junior Club Champion

The fastest 12 & Under female and male swimmers will be awarded the Junior Club Champion Trophy based on the fastest recorded 200m Individual Medley from 1 October to 30 April of the given year.

### Senior Club Champion

The fastest 13 & Over female and male swimmers will be awarded the Senior Club Champion Trophy based on the fastest recorded 400m Individual Medley from 1 October to 30 April of the given year.

### Age Group Champions

#### Swimmers aged 8 years/ under

Age championship points based on 50m Freestyle, 50m Backstroke, 50m Breaststroke  
The 50m Butterfly may be swum with coach's permission but will not accrue extra points

#### Swimmers aged 9 – 12 years

Age championship points based on aggregate points from 50m events swum.

#### Swimmers aged 13/ over

Age championship points based on aggregate points from 100m events swum.

- Records can only be awarded to fully financial members

## APPENDIX D: SOCIAL MEDIA POLICY

This Policy will be reviewed annually by the NTC Committee of Management. Breaches of this policy will be addressed through application of the Swimming Australia Behavioural Guidelines.

### All NTC stakeholders are bound by this policy, including:

- members, including life members of NTC

- persons appointed or elected to the NTC committee
- NTC coaches and assistant coaches
- Family members of NTC members.

### **Principles**

NTC treats all written social media postings, photographs, videos and audio material posted to social media as public comment.

#### **NTC Stakeholders should not:**

- Comment or respond to comments in a way that may be considered negative, derogatory, bullying, offensive or inappropriate.
- Post information, in any format that may harm the reputation of:
  - Any person, including themselves
  - Governing bodies of Swimming in Victoria or Australia
  - Sponsors and other stakeholders associated with the Peak bodies, either state or national; or
  - Any other third party.

#### **When posting information on an NTC social media platform, you**

- will not use false or fake personas
- will not provide any confidential or proprietary information
- will respect copyright and ensure that you have the right to use content before publishing
- will not make reference to external stakeholders of the club; i.e. colleagues, suppliers or sub-contractors without their express prior approval.

#### **Any NTC Stakeholder who chooses to make any form of public comment:**

- Will be solely responsible for those comments and may be held personally liable for any comments deemed to be defamatory, obscene or proprietary
- Needs to be mindful that material posted may be subject to intellectual property rights (i.e. Copyright). All relevant consents and waivers should be obtained before using any such material
- Is reminded that they post public comments at their own risk.

Approval to post material gathered in an NTC or team environment, such as competitions and camps, is granted to NTC through agreement to the terms and conditions of Club Membership.

#### **Public Comment – Positive Posting**

- Be respectful, professional and courteous
- Provide insight, expertise and relevant comment
- Communicate ethically and morally
- Add value to the swimming community
- Remember your comments can be seen by many
- Comment is not easy to erase once you commit to making it public
- Comment can be recorded and kept indefinitely (even if erased from the social media site)
- When you comment treat others as you would like to be treated.

#### **Social Media may include, although is not limited to:**

- Team App
- Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc)

- Video and photo sharing websites or apps (eg YouTube, Vimeo, Instagram, Flickr, Vine, etc)
- Blogs and micro-blogging platforms (eg Tumblr, Wordpress, Blogger, etc)
- Review sites (eg Yelp, Urban Spoon, etc)
- Live broadcasting apps (eg Periscope, Meerkat, Facebook Mentions, etc)
- Podcasting (eg iTunes, Stitcher, Sound cloud, etc)
- Geo-spatial tagging (eg Foursquare, etc)
- Online encyclopaedias (eg Wikipedia, etc)
- Instant messaging (eg SMS, Skype, Snapchat, WhatsApp, Viber, etc)
- Online multiplayer gaming platforms (eg World of Warcraft, Second life, Xbox Live, etc)
- Online voting or polls
- Public and private online forums and discussion boards.

Anyone wishing to discuss any aspect of this policy is invited to contact the NTC President.

## APPENDIX E: ILLICIT DRUG POLICY

- Team Members must not take or use drugs or stimulants or participate in other practices prohibited by the International Olympic Committee (IOC), FINA and/or the Australian Sports Drug Agency Act 1991.
- Team Members must comply with any lawful demand by the Australian Drug Agency or the Team Manager, to undergo a test or provide a sample for the purpose of determining whether that Team Member has contravened BL27[8](a).
- Any Team Member who refuses or fails to comply with a demand pursuant to BL27[8](b) is liable to be immediately dismissed from the Team.
- Any Team Member who becomes aware that a Team Member is in breach of BL27[8](a), must advise the Team Manager.
- If any Team Member is detected to have breached BL27[8](a) the Team Manager/s must:
  - make full disclosure to the Head Coach; and
  - make full disclosure to the President of Northcote Swimming Club.

All related information is confidential and can only be used for official/disciplinary purposes.