

BELLINGEN DIGGERS SWIMMING CLUB INC

BY-LAWS

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Preface

These are the By-Laws of the Bellingen Diggers Swimming Club Inc. (BDSC), first compiled after incorporation of the club. During the 2012-2013 season a sub-committee was set up to review past meeting minutes spanning 1997 to 2012 with the aim of formally documenting the by-laws of the club. It is the Club's intention to review and refine these by-laws to suit present needs and write new by-laws to cover areas not previously covered.

The following by-laws were the result of that review. They are by no means seen as an ideal set of rules by which to run a Club. The review is meant to be an ongoing process to reflect the current situation and attitudes within the Club, and as such be amended when necessary.

The sub-committee comprised:

Rob Anderson (Chairman/President)

Leanne Da Costa (Secretary)

The first draft of the By-Laws was reviewed 12/02/2013 by: Paul Sheridan, Rachael Wallace, Rob Anderson and Leanne Da Costa where a number of refinements were identified. The document was then revised and passed on to Jimmy Baird Snr for final review 25/02/2013.

Originally Passed:	12/02/2013
Modified:	26/09/2013 Section 19 Money Event – 1 st and 2 nd Prize Golf Club M'Ship
Modified:	13/12/2013 Section 2 New AIF Web Site, Section 13.6 Members Draw Added new Section 29 Privacy Statement
Modified:	12/08/2014 Section 7.2 Fee increase, 13.6, 19.2 and added sections 7.5 Re Temporary Membership and section 12.4 Fun Events

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1. About By-Laws

1.1. What are By-Laws

- a. In accordance with the BDSC Constitution, the Committee of Management has by affirmative resolution established rules as recorded in the Minutes and then published herein as By-Laws.
- b. These By-Laws also contain commentary, which is endorsed by the committee of management.

1.2. Other Rules

- a. The provisions of these By-Laws shall be strictly adhered to.
- b. The By-Laws must be read in conjunction with and are in addition to, the Club's constitution.
- c. In the event of any inconsistency between the provisions of the Constitution and the provisions of these By-Laws, the provisions of the Constitution shall prevail.
- d. All terms in the By-Laws have the same meaning as the terms have in the Constitution, unless expressly defined otherwise or the context requires otherwise.

1.3. Amendments to By-Laws

- a. These By-Laws may be amended at a General Meeting or a Committee Meeting.
- b. Any alteration of or addition to By-Laws agreed upon by the Association shall become effective 21 days after the decision has been made unless otherwise determined by the Association.

1.4. Interpretations

- a. **Words** in the By-Laws in the masculine gender shall include the feminine gender and vice versa.
- b. **Words** in the By-Laws in the singular shall include the plural and vice versa.
- c. **Club** means Bellingen Diggers Swimming Club Incorporated
- d. **Committee** means the Management Committee of the **Club**.
- e. **Member** means a financial member or life member of the **Club**.
- f. **Life Member** means a member who is exempt from the payment of all subscriptions but shall enjoy all the privileges of a Member.

1.5. Committee Rights

- a. Notwithstanding these rules, the committee has the right to accept or reject membership applications, revoke memberships or alter these rules at its discretion in accordance with the Club's Constitution and By-Laws.

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2. Affiliation

BDSC is affiliated with the AIF Swimming Association of Australia. AIF stands for Australian Imperial Forces. For more information about AIF Swimming, go to <http://www.aifswim.org/>

2.1. BDSC is part of the AIF Far North Coast Zone.

3. Logo

3.1. The Club's logo is "Bellingen Bats"

3.2. The Club's emblem is a black bat on a white moon.

4. Club Committee

4.1. The Club Committee for the 2012-13 season consists of President, Vice-President, Treasurer, Secretary, Captain, Vice-Captain, Handicapper, Uniform Officer and Publicity Officer.

4.2. The Club's Constitution was revised 11/02/2013 which will alter the composition of future committees.

4.3. It is the duty of the treasurer of the association to ensure:

- a. That all money due to the association is collected and received and that all payments authorised by the association are made, and
- b. That correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.

4.4. The roles of individual committee positions are detailed in separate documents and are available for the roles of;

- a. President / Chairperson
- b. Vice-President
- c. Treasurer
- d. Secretary
- e. Captain
- f. Vice-Captain
- g. Handicapper
- h. Publicity Officer
- i. Uniform Officer
- j. Judge

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5. Membership

- 5.1. Life membership is automatically granted to any member 80 years or over.
- 5.2. New members will be provided with a “buddy” for the first few weeks to help make people feel more welcome to the club.
- 5.3. All members must abide by the Club’s constitution and By-Laws.
- 5.4. Membership is open to Service, Ex-service, and non-service personnel over the age of 18.

6. Swimmers Under the Age of 18

- 6.1. The Club’s insurance policy does not cover swimmers under the age of 18. (08/11/2011)

7. Fees

- 7.1. The membership year follows the swim season and commences with the first swim of the season in October.
- 7.2. The annual cost of membership is:
 - a. Non-service personnel \$40
 - b. Service and ex-service personnel \$20
 - c. Non-swimming members \$20
 - d. Members 80 years and over are provided free membership.
 - e. New members joining after Christmas shall pay half the annual membership fee.
- 7.3. Membership fees must be paid by the 3rd swim, otherwise no points are gained and no prize money/voucher can be won.
- 7.4. All members attending the weekly swim meet must pay the normal pool entry fee at the gate and those that are also swimming are required to pay \$2 to the Club.
- 7.5. Casual or visiting swimmers are required to pay \$5 per visit for temporary membership payable to the club, plus the cost of pool entry. They are not required to pay the \$2 swim fee described in by-law 7.4. Should a temporary member take up full membership (in the same swim season) then the temporary fees paid will be deducted from their annual membership fee.

8. Behaviour

- 8.1. All members are expected to abide by the Club’s code of conduct.
 - a. Play by the rules
 - b. Never argue with an official
 - c. Control your temper

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- d. Work equally as hard for yourself and/or your team
- e. Be a good sport. Applaud all good swimming whether it is by your club or the opposition.
- f. Treat all swimmers as you would like to be treated.
- g. Do not interfere with, bully or take unfair advantage of another swimmer
- h. Co-operate with your Club officials, team mates and opponents. Without them there would be no competition
- i. Swim for the fun of it
- j. Be graceful in victory and defeat
- k. Be inclusive of new members

9. Safety

9.1. There will be no pushing people into the pool.

9.2. Members must remain clear of all lanes in which swimmers are racing.

10. Meetings

10.1. All monthly meetings will be held on the second Tuesday of the month at the Bellingen RSL/Golf Club commencing at 7:00pm

10.2. All monthly meetings will be general meetings to encourage greater participation by members.

10.3. If there is any special business required to be dealt with by the committee alone a special committee meeting will be called.

11. Swim Season

11.1. The season commences the first Sunday in October in line with daylight savings and concludes the 3rd Sunday in April.

11.2. The first two swims and last 2 swims of the season are on Sunday mornings commencing at 9:00am for a 9:30am start. The remaining season operates on a Monday night commencing at 6:00pm for a 6:30pm start.

12. Swim Program

12.1. There will be four events each session.

12.2. The money event will be the first event of the program unless a nominated time event is scheduled.

12.3. Strokes and Distances

- a. Freestyle – 25m, 50m, 75m and 100m events.

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- b. Backstroke – 25m and 50m
- c. Breaststroke – 25m and 50m
- d. Butterfly – 25m
- e. Brace Relay – Freestyle event with 2 swimmers. The first swimmer swims 50m and the second swimmer swims 25m.
- f. 4 Person Relay – Freestyle event with 4 swimmers all swimming the same distance. This event is normally swum in 50m lengths but may be changed to 25m should the circumstances on the night warrant it.
- g. Individual Medley – Includes 25m Butterfly, 25m Backstroke, 25m Breaststroke and 25m Freestyle. If you cannot swim butterfly, you may perform dog paddle.

12.4. The club may decide to include Fun Events on the swim program. These will be run as the last event of the night and are not included in the Club Point Score described in by-law 21.

13. Weekly Swim Meet

- 13.1. Members shall assist in completing the Race Sheets for the night under the direction of the Handicapper. Lane 1 will only be used for swimmers swimming time trials or nominated time events. This is to assist the judges visibility of the race finishes.
- 13.2. Members will assist in setting up and removing lane ropes.
- 13.3. Members who are not competing in the race shall assist in Timekeeping.
- 13.4. The Club Judge may request one or two members to assist in Judging 1st, 2nd and 3rd places, otherwise only the Club Judge may judge races.
- 13.5. Members will remain clear of the Judging area if not involved in judging
- 13.6. A member's draw will be conducted at each swim meet after the completion of all races. All financial members (except temporary members) will have their numbers included in the draw. Only members attending that night's meet are eligible to win the draw. One ball is drawn and that number will be the winner of the \$15 cash prize. If the number drawn is a member who was not present on the night then a new number will be drawn. This will repeat until the prize is won by an attending member.
- 13.7. If a non-swimming member wishes to participate in the weekly member's draw then \$1 must be paid to the club on the night.

14. Race Starts

- 14.1. All race starts are staggered based on each swimmer's handicap.
 - a. The Starter asks:
 - Swimmers ready?
 - Timekeepers ready?

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- Judges ready?
- Swimmers take your blocks
- On your mark
- Set
- Go – The Starter starts counting aloud 1, 2, 3, 4, right through to the highest handicap in the race. Swimmers leave the blocks when their handicap is called.
- Swimmers who are swimming Time Trials start on 2.

15. Handicaps

- 15.1. All handicaps are adjusted at the beginning of the new season.
- a. All strokes 25m and 50m - Add 1 second
 - b. All strokes 75m and 100m - Add 2 seconds
- 15.2. All new swimmers must swim Time Trials (TT) to establish their handicap for each stroke and distance combination prior to competing for points. For example say you do a TT for 25m Freestyle and swim a time of 20.37 seconds, then your handicap will be rounded up to become 21 seconds. Providing you swim no faster than 20 seconds for this event your handicap will remain 21 seconds.
- 15.3. Handicaps will get adjusted when a swimmer breaks/busts their handicap by over 1 second for 25m and 50m events or by over 2 seconds for 75m and 100m events. For example if your handicap is 21 seconds and you swim 19.99 seconds then your handicap will get adjusted to 20 seconds or if you swim 18.99 your handicap will become 19.
- 15.4. If you have 3 bad swims in a row for the same stroke and distance combination the Handicapper may at his discretion adjust your handicap to reflect your current times.
- 15.5. If you are carrying an injury you may request the Handicapper to adjust your handicap appropriately. You may be required to swim a new set of TT's.
- 15.6. A four person 50m relay will break/bust when they swim better than their team's handicap by more than 2 seconds.

16. Judging

- 16.1. The Judges will decide each event's 1st, 2nd and 3rd place getters. The actual race times will only be used if a race is too close to call or in the case where a place getter has broken their handicap. For example the 1st place getter busts their handicap, so the handicapper elevates 2nd place to 1st place and 3rd place to 2nd place. The handicapper then awards the next fastest swimmer 3rd place.
- 16.2. The Judges will position themselves in line with the end of the pool.

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17. Disqualification

- 17.1. A swimmer may disqualify themselves from a race by notifying the handicapper. This may occur for example when a swimmer swims the wrong stroke in an event or leaves their blocks early by mistake which would result in an incorrect handicap being assigned and undeserved Dolly Parton points being awarded.
- 17.2. No points are awarded to a disqualified swimmer. It is as if the swimmer did not participate in the event.

18. Swim Results

- 18.1. All swim results to be displayed on the notice board at the end of the session.
- 18.2. Disputes must be lodged after all events have been completed. They will then be addressed by the Handicapper and Captain who will make a calculated decision based on experience.
- 18.3. Asking for times after each race from the individual timekeeper is the appropriate method for checking your time, except for the money race for which times are not to be divulged by the timekeepers.
- 18.4. It is not acceptable for swimmers to flick through the results on the handicappers table. Handicapper decisions are final.
- 18.5. You will not be recorded as a break/bust if anyone ahead of you did not bust. For example if the first placed swimmer swam 20.01 and did not bust, and the second placed swimmer swam 19.99 and technically busted, the second swimmer will not be busted. This makes it fair for swimmers where variation in timekeeping produces inconsistent results.

19. Money Event

- 19.1. The money event will be the first event of the program unless a nominated time event is scheduled.
- 19.2. Winners must be a current financial member of BDSC. Temporary members are not eligible to swim in the final of the money race.
- 19.3. If the winner or second place getter of the Money Event is not a Golf Club Member, the prize will be social club membership to the Bellingen R.S.L Golf Club instead of a money voucher.
- 19.4. Points are available for all heats but not the final.
- 19.5. For 100m money events there will be no final. Places will be decided based on time swum.
- 19.6. Vouchers have a 1 month expiry date.
- 19.7. Vouchers are not to be used at presentation night.

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- 19.8. Timekeepers are not permitted to tell swimmers their individual times as results are held over until all races have been completed. The handicapper will announce the individual places of this event at the conclusion of swimming and prizes presented.
- 19.9. A dead heat shall result in each winning member receiving an individual first prize. Second place shall still receive second prize.
- 19.10. First Prize shall be a voucher to the value of \$15. Should there be insufficient vouchers to cover the season this prize will be awarded in cash.
- 19.11. Second Prize shall a voucher to the value of \$10. Should there be insufficient vouchers to cover the season this prize will be awarded in cash.
- 19.12. No prize is awarded for third place.

20. Nominated Time Events

- 20.1. Nominated time events are not included in the overall point scores.
- 20.2. A number of nominated time events are included in the season's program.
- 20.3. Swimmers indicate what time they intend to swim the event.
- 20.4. Timekeepers are not permitted to tell swimmers what time they swim.
- 20.5. The swimmer who swims closest to their nominated time (over or under) will be recorded as the winner.
- 20.6. Results are held over until the end of season's presentation night where the winner will be announced and trophy/prizes awarded.

21. Points Score

- 21.1. For events involving a Club point score the points shall be as follows:
- 1st Place – 4 points
 - 2nd Place – 3 points
 - 3rd Place – 2 points
 - 1 point for every other event that the member participates in on the night.
- 21.2. All events will have point scores awarded except for Nominated Time, 4 Person Relays and the final of the Money Race.
- 21.3. You must be a member of BDSC to accrue points.
- 21.4. The money race final does not accrue points.

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- 21.5. If you are disqualified no points will be awarded.
- 21.6. If you swim twice in a Brace Relay event (second swim to make up the numbers) only your first swim will be awarded points.
- 21.7. Points for the Dolly Parton Award shall be a total of 1 point for every second that the swimmer breaks in any of the events he or she participates in throughout the season excluding nominated time and relay events.
- 21.8. For new members the first swim (for each stroke and distance combination) following their time trial will not be counted towards the Dolly Parton points system. It is believed that most people break their trial times on their first swim as they tend to swim faster against other swimmers.

22. Inter-Club Carnivals

- 22.1. \$100 deposit for carnivals is non-refundable once members agree to participate.
- 22.2. Carnival/travel costs are non-refundable except in extreme circumstances.
- 22.3. To be eligible to swim at AIF carnivals you must have been an active member for a minimum of 3 months.
- 22.4. Swimmers who are chosen to swim in AIF Championship relays only swim in nominated time relays after all other swimmers have been given the opportunity to swim. In other carnivals, swimmers who have had the least numbers of swims will be given preference for handicap events.
- 22.5. Members 75 years and over are provided free entry to all carnivals inclusive of meal. This does not include the cost of accommodation or transport.
- 22.6. Safety on buses – Anything that can move is a potential projectile and should be stowed underneath. This includes all alcohol.
- 22.7. Regular club swimmers will take precedence for selection at carnivals over those that come along to join us whilst we are in their town.

23. Bat Names

- 23.1. Every swimmer that competes in an AIF carnival will be bestowed a Bat Name.
- 23.2. The Bat Name is determined and voted on by all other swimmers attending the carnival.
- 23.3. The name should be a descriptive representation of how you are viewed by other team members.

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24. Monthly Point Score Award

- 24.1. This is a sponsored event and attracts a \$20 prize for the member with the highest point score for the calendar month.
- 24.2. If multiple members have equal highest points then this prize will be shared. For example if 2 members have equal points they will each receive \$10.

25. Yearly Awards

If swimmers tie for a perpetual trophy then the members shall share equally the time in which they personally hold the trophy during the year.

- 25.1. Bat of the Year Perpetual Trophy – Is nominated by and voted for by members. It is awarded to the member that is considered to have contributed the most to the club throughout the year or has done something special that warrants extra recognition.
- 25.2. Highest Overall Point Score Perpetual Trophy – Awarded to the member with the highest number of points accumulated for the season.
- 25.3. Dolly Parton Perpetual Trophy – Awarded to the most improved swimmer, that is the swimmer with the highest number of Dolly Parton points (i.e the biggest bust).
- 25.4. Dick Head Perpetual Trophy – Awarded to the member who does the most stupid/ridiculous thing during the season.
- 25.5. 25m Freestyle Perpetual Trophy – Awarded to the member with the highest number of points in the 25m Freestyle event for the season.
- 25.6. 50m Freestyle Perpetual Trophy – Awarded to the member with the highest number of points in the 50m Freestyle event for the season.
- 25.7. 75m Freestyle Perpetual Trophy – Awarded to the member with the highest number of points in the 75m Freestyle event for the season.
- 25.8. 100m Freestyle Perpetual Trophy – Awarded to the member with the highest number of points in the 100m Freestyle event for the season.
- 25.9. 25m Breaststroke Perpetual Trophy – Awarded to the member with the highest number of points in the 25m Breaststroke event for the season.
- 25.10. 50m Breaststroke Perpetual Trophy – Awarded to the member with the highest number of points in the 50m Breaststroke event for the season.

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- 25.11. 25m Backstroke Perpetual Trophy – Awarded to the member with the highest number of points in the 25m Backstroke event for the season.
- 25.12. 50m Backstroke Perpetual Trophy – Awarded to the member with the highest number of points in the 50m Backstroke event for the season.
- 25.13. 25m Butterfly Perpetual Trophy – Awarded to the member with the highest number of points in the 25m Butterfly event for the season.
- 25.14. Brace Relay Perpetual Trophy – Awarded to the member with the highest number of points in the Brace Relay event for the season.
- 25.15. 25m Backstroke Perpetual Trophy – Awarded to the member with the highest number of points in the 25m Backstroke event for the season.
- 25.16. NT 50m Freestyle Ladies Award – Awarded to the female member who swims closest to their nominated time in the NT 50m Freestyle event.
- 25.17. NT 50m Freestyle Men’s Award – Awarded to the male member who swims closest to their nominated time in the NT 50m Freestyle event.
- 25.18. NT 4x25m IM Medley Ladies Award – Awarded to the female member who swims closest to their nominated time in the NT 4x25m IM Medley event.
- 25.19. NT 4x25m IM Medley Men’s Award – Awarded to the male member who swims closest to their nominated time in the NT 4x25m IM Medley event.
- 25.20. NT 4 Person Relay Award – Awarded to the relay team which swims closest to their nominated time in the NT 4 Person Relay event.

26. Club Merchandise

- 26.1. Members may purchase Club merchandise from the Uniform Officer. Items available for sale include; Swimwear, Polo Shirts and Dress Shirts.

27. Fundraising

- 27.1. All members involved in fund raising activities will wear their Club shirts to identify them as BDSC members.

28. Complaints

- 28.1. In running a club, it is hard to please everyone all of the time. Whilst the committee do the utmost to maintain complete satisfaction, we also recognise that this does not always occur. If

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you find yourself in such a position, for the sake of maintaining harmony, we would encourage you to discuss any concerns directly with the President or Club Captain and refrain from “talking around” any problems as this only breeds disharmony and dissension.

28.2. If after a discussion with the president or club captain, you are not satisfied, feel free to direct your concerns to the committee via the Club Secretary in writing.

29. Privacy Statement

This Privacy Statement sets out the Bellingen Diggers Swimming Club Inc’s commitment to safeguard your personal information.

Compliance with privacy legislation This Privacy Statement describes the purpose for which we may collect, store, use and disclose your personal information.

This Privacy Statement describes how we will comply with our obligations under the Privacy Act 1988, including the National Privacy Principles.

Collection of personal information Personal information is generally defined as information or an opinion that can identify a person. This information could include information such as your name, home address or email address, phone numbers, military service, golf club membership number and date of birth.

Use and Disclosure of personal information The general purposes for which we may collect, hold and disclose your personal information are:

- to identify you and admit you as a member of BDSC;
- to confirm current membership status with the Bellingen RSL Golf Club;
- to share your relevant information with AIF officials when entering AIF run carnivals;
- to communicate with you about swimming and club related activities;
- to share information with our insurance company should a claim exist.

Sharing information with other organisations We will not sell or provide your personal information to any other organisation unless we have first obtained your consent.