



# **MANDURAH MASTERS SWIMMING INC.**

## **DRAFT BY-LAWS**

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## BL1 CONDUCT

BL1.1 The provisions of these By-Laws shall be strictly adhered to. 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.

## BL2 INTERPRETATION

BL2.1 All terms in these By-Laws have the same meaning as the same terms have in the Constitution, unless expressly defined otherwise or the context requires otherwise.

## BL3 AMENDMENTS TO BY-LAWS

BL3.1 These By-Laws may be amended only in the same way that the Constitution may be amended.

BL3.2 Any alteration of or addition to By-Laws agreed upon by the Club shall become effective immediately unless otherwise determined by the Club.

## BL4 MISSION

BL4.1 To encourage adults, regardless of age or ability, to participate in a regular programme of swimming and to enjoy competition and social activities.

BL4.2 The Club's motto shall be "Fitness, Friendship and Fun."

## BL5 DEVELOPMENT PLAN:

### BL5.1 ORGANISATIONAL GOALS

- a) To encourage adults to swim for Fitness, Friendship and Fun;
- b) To enable members to participate at a swimming level of their own choice whether for competition, personal fitness or social interaction;
- c) To promote a healthy lifestyle by regular swimming; and
- d) To promote Masters swimming in the Peel Region.

### BL5.2 OBJECTIVES

- a) To encourage people to participate in interclub activities.  
Measurement: Increase number of members participating in competitions.
- b) To encourage people to maintain fitness through participation in organised Club activities.  
Measurement: Increase number of members participating in Club Swims and training sessions.
- c) To keep existing members in the Club i.e. renewing their memberships.  
Measurement: To have 70% of existing members renew their membership annually.
- d) To have regular social events throughout the year.  
Measurement: 6 per annum with 20% of members attending.
- e) To support the Mandurah Sport & Recreation Management Plan.

### BL5.3 ACTIONS

- a) Hold regular organised events to raise members' awareness and interest in personal goals and competition;
- b) Have different levels of aerobic swims to suit all members e.g. 400m, 800m;
- c) Publish news of sprints and aerobic swim results ;
- d) Consult with members;
- e) Plan a social calendar at the beginning of each year; and
- f) Lobby Town Council/other clubs;

### BL6 CLUB COLOURS & IDENTITY

BL6.1 The Club colours are Royal Blue, Emerald Green.

BL6.2 The Club's team name shall be "MANDURAH MANNAS"

### BL7 LOGO

BL7.1 The Club's logo shall consist of a stylised graphic representation of the blue water "Manna" crab in Club Colours, wearing swimming goggles and fins.

BL7.2 The text beneath has "Mandurah Masters Swimming Inc." in the Pristina font.

BL7.3 The logo must be used in its entirety, that is, shape and text must be present. Alternatively, the graphic and/or text maybe used separately, but the dimension ratios must be preserved.

### BL8 MEMBERS

BL8.1 Qualification for Membership is as per the Constitution.

BL8.2 Membership subscriptions for the following year, are to be set at a General Meeting called for this purpose (Rule 8 of the Constitution) or by the Committee of Management in August of each year, or earlier if the WA Branch has set its fees.

BL8.3 Members shall abide by the Club's Rules when participating in the Club's activities.

BL8.4 A Club Member may be a member of another Club. The primary Club shall be referred to as the Club Member's First Claim Club. Other Clubs shall be referred to as the Club Member's Second Claim Club.

BL8.4.1 Regulations are as per the National By-laws.

### BL9 LIFE MEMBERSHIP

BL9.1 Honorary Life Membership may be granted from time to time. The criteria and procedures for nominating a Life Member are contained in Appendix A. No more than two Life Members shall be elected in any one year.

### BL10 COMMITTEE of MANAGEMENT

BL10.1 The Committee of Management will be elected as per the Constitution. The Annual General Meeting may determine portfolios for the four or more persons at large and whether or not they shall have a vote at committee meetings. The voting members will hereinafter be referred to as "The Committee".

Portfolios may include:

- a) Club Captain;
- b) Coaching Director;
- c) Public Relations Officer;
- d) Recorder;
- e) Membership liaison & Registrar;
- f) Property Officer;
- g) Social Officer; and
- h) Safety Officer

BL10.2 20% of the voting members present at a Committee meeting will constitute a quorum providing that two are members of the Executive Committee.

BL10.3 Sub-committees may be formed at the Annual General Meeting or as required by the Committee of Management.

BL10.4 The procedures for nomination and appointment of individuals to Committees, together with the term of their appointments, are as per the Constitution.

#### BL11 MEETING PROCEDURE

BL11.1 Any matters of meeting procedure not dealt with in the Constitution or these By-Laws shall be governed by the principles set out in the latest edition of "Guide for Meetings and Organisations" by N E Renton to the extent that they are not inconsistent with the Constitution, By-Laws, Rules or Resolutions passed by Mandurah Masters Swimming Inc.

#### BL12 DUTIES OF THE OFFICE BEARERS

BL12.1 Duties of the President, Vice-President, Secretary and Treasurer are as per the Constitution and they shall be the Executive Committee.

BL12.1.1 The Executive Committee together shall make any urgent decisions, or carry out any action it considers necessary, provided that such decisions shall be submitted for ratification at the next meeting of the Committee.

##### BL12.2 Club Captain

- a) Keep members aware upcoming Masters Swimming events in which they can participate;
- b) Encourage members to enter events and assist with entry procedures;
- c) Select Relay Teams from those entered for pool swims;
- d) Lodge Club entries as a whole where required;
- e) In liaison with the Coach, plan special training activities in addition to or in place of regular squad sessions; and
- f) Inform members of upcoming internal events: be it social or swim training;

##### BL12.3 Coaching Director

- a) Overall management of the swimmers' training sessions;
- b) Maintain a Register of Club Coach qualifications and currency
- c) Have an overall plan for the year for swimmers to improve their skills, fitness and wellbeing in keeping with the competition events available at the time;

- d) Prepare squad session programs for each training night or oversee the preparation of programs set by others;
- e) Supervise, train and nurture coaches and assistant coaches; and
- f) Maintain an attendance register at all squad sessions.

**BL12.4 Public Relations Officer**

- a) Be responsible for the release of news and events pertaining to the Club;
- b) Prepare articles for the Branch publications as required;
- c) Produce and publish Club News; and
- d) Be responsible for the maintenance and currency of the Club's website

**BL12.5 Recorder**

- a) Oversee recording of events conducted by the Club;
- b) Collect swim times swum by members at approved external competitions, Club controlled events and National Endurance swims;
- c) Produce a summary of members' performances at interclub competitions and other approved events;
- d) Update the "Club Records" for publication at the end of the year;
- e) Progressively compile National Endurance points and submit to the Branch Recorder when required; and
- f) Compile non-Branch swim times and submit to the Branch Recorder for the Top Ten when required.

**BL12.6 Membership Liaison & Registrar**

- a) Maintain a register of current members;
- b) Maintain the data on the Clubs-on-line data base;
- c) Observe "guest" swimmers, seeing that they are settling in with others and keep check of the number of squad sessions, then invite them to join after four sessions; and
- d) Seek out members' satisfaction within the Club and report to the Management Committee and relevant feed-back.

**BL12.7 Property Officer**

- a) Maintain an asset register;
- b) See that property owned by the Club is being appropriately used and maintained properly;
- c) Oversee the sales of Club merchandise; and
- d) Recommend to the Management Committee equipment to be acquired and merchandise to be purchased.

**BL12.8 Social Officer**

- a) Establish and chair a Social Sub-committee;
- b) Plan and organise at least six social events for the year; and
- c) Arrange the food and refreshment requirements for after our annual interclub competition

## BL12.9 Safety Officer

### BL12.9.1 The Safety Officer shall

- a) Implement the Club Health & Safety Policy as set out in Appendix C and the Club Open Water Training/Swimming Policy as set out in Appendix E;
- b) Monitor the health and safety policies of the Club;
- c) Ensure Club Health and Safety Policies conform to MSA and MSA policies;
- d) Keep the Management Committee informed of any health and safety issues;
- e) Distribute information on safety aspects of swimming to members as may be provided by the National Safety Committee;
- f) Promote health and safety awareness to members;
- g) Liaise with the Branch Safety Coordinator on relevant safety aspects;
- h) Maintain an up-to-date list of emergency contact details of swimmers;
- i) Inform Club Coaches of any known health and safety issues;
- j) Ensure that Club swim meets have a minimum of Category 1 medical coverage, as per the MSA National Safety Policy;
- k) Keep the Club First Aid Kit fully stocked and ensure all shelf life items are replaced by the due date;
- l) Maintain a register of members with First Aid and CPR certificates;
- m) Arrange First Aid and CPR courses for members as required to ensure a high knowledge base in the Club;
- n) Record all accidents and incidents. Complete an Accident or Incident Report Form immediately after an accident or incident(s) and forward copy(s) to Mandurah Aquatics Manager (for pool based activities) and to the Branch Safety Coordinator;
- o) Where appropriate, report accidents or incidents in the Club News as a caution to other swimmers;
- p) Contribute articles to the Club News; and
- q) Attend Committee meetings.

## BL13 APPOINTMENTS

### BL13.1 PATRON

### BL13.2 PUBLIC OFFICER

BL13.2.1 The Secretary will act as the Public Officer when required.

### BL13.3 AUDITOR

- a) Shall be appointed by the Management Committee when required; and
- b) Shall examine the accounts of the Club at least once a year and shall express their opinion as to the correctness of the Financial Statement and Balance Sheet and shall issue a written statement of opinion to the Annual General Meeting.

## BL14 AWARDS

BL14.1 Annual Awards and Trophies will be presented at the Annual General Meeting. The Committee of Management will review each year, the appropriateness of existing Awards and determine the suitability of new Awards.

### BL14.2 KATHY MCLEOD BEST PERSON AWARD

BL14.2.1 Presented to the Club member who has shown the most improvement in their swimming and is a dedicated role model for our Club. Evaluation is done by the President and Coaching Director. The trophy is donated by and named after Kathy McLeod who was one of the founding members in 1993.

### BL14.3 ENDURANCE 1000 SWIM AWARD

BL14.3.1 Awards are presented to the top two point scorers participating in aerobic swims, as per s the National Endurance scoring sheet,, providing their point score exceeds the minimum points criteria set by the Committee of Management in January for that year.

### BL14.4 CLUB CHALLENGE SWIM AWARD

BL14.4.1 The award will be made to the two swimmers with the highest aggregate of swim points attained at nominated Club Challenge swim events.

### BL14.5 COACHING DIRECTOR'S AWARD

BL14.5.1 This award will be made at the sole discretion of the current Coaching Director.

### BL14.6 OPEN WATER SWIM AWARD

BL14.6.1 The award will be made to the two swimmers with the highest aggregate of swim points attained in MSWA accredited open water swim events.

### BL14.7 FITNESS, FRIENDSHIP AND FUN AWARD

BL14.7.1 The award will be made to the member who most embodies the values of Masters Swimming Australia of Fitness, Friendship and Fun. As determined by a sub-committee of the President and two co-opted members.

### BL14.8 FINA SWIM EXCELLENCE AWARD

BL14.8.1 The award will be made to the member with the highest FINA point score for an individual swim, as per the MSA Result Portal score. This award is intended to recognise the best individual swim of the year across all age groups.



## **Appendix A**

### **SELECTION CRITERIA FOR HONORARY LIFE MEMBERSHIP**

#### **For the Guidance of the Management Committee**

The granting of Honorary Life Membership of Mandurah Masters Swimming Inc. (the Club) is reserved to those who have made an outstanding contribution to the Club. Honorary Life Members shall be exempt from payment of Club subscription fees whilst enjoying all the privileges membership. Honorary Life Membership shall be a meaningful recognition bestowed sparingly.

The criteria for selection of recipients include, but are not limited to:

1. A candidate shall have contributed outstanding service of lasting importance to the Club and have a record of active involvement with the Club. The candidate may also have contributed to Masters Swimming in Western Australia or nationally. Outstanding service is defined as activities that greatly exceed normal expectations or that are generally perceived as significant. If service was as an elected officer, the contribution shall exceed the normal expectations of the office. These contributions shall reflect an extended time commitment to the Club, for example:
  - a) Outstanding service on the Management Committee or a sub-committee or in specific duties, e.g. as Coach/Meet Director/ Masters Swimming Official; and/or
  - b) Achievement of national recognition for contributions to Masters Swimming Australia.
2. The candidate shall be a current or former member of the Club and preferably a current member of Masters Swimming Australia; however, exceptions may be approved by the Management Committee.

#### **Selection and Approval Process**

Members of the Management Committee and the Club membership at large may nominate persons to be considered for Honorary Life Membership. Supporting documentation should be included with the nomination.

The Management Committee shall screen candidates based on the selection criteria.

The Management Committee shall receive nominations for confidential consideration and must approve or reject the award. Endorsement by the Club membership shall be sought at a general meeting (usually the Annual General Meeting).

Following approval by the Management Committee, the Secretary shall contact the recipient and report on acceptance or otherwise of the award.

News of those being granted Honorary Life Membership shall be published and circulated to the Club members.

**Appendix B**  
**SUB COMMITTEES**

1. Social
2. [deleted]
3. Pool Competitions
4. Annual Open Water Swim
5. Coaching Panel

## **Appendix C**

### **HEALTH & SAFETY POLICY**

Mandurah Masters Swimming Inc. (the Club) promotes health to its members and families, and supports the provision of healthy environments. The Health Policy of Mandurah Masters Swimming Inc. applies to all its members, volunteers and participants.

#### **Smoking**

The Club recognises that smoking and passive smoking are hazardous to health. We will ensure a smoke-free environment by ensuring all Club functions are smoke-free.

#### **Alcohol**

The Club will promote the responsible use of alcohol by:

1. Discouraging excessive or rapid consumption of alcohol;
2. Discouraging intoxication and the drinking of alcohol by persons under the age of 18;
3. Not offering alcohol to persons under the age of 18; and
4. Participants and Volunteers known to be intoxicated due to alcohol and/or other drugs will not be permitted to participate or act as a volunteer for the Club.

#### **Other Drugs**

The Club does not permit the use of illicit drugs and performance enhancing drugs by any Club members.

#### **Sun Protection**

The Club will take all reasonable steps to address sun safe practices by:

1. Scheduling activities outside the hours of 10am to 3pm;
2. Ensuring adequate shade is provided;
3. Following The Cancer Council Western Australia guidelines for SunSmart clothing and hats; and
4. Encouraging members and participants at Club hosted outdoor events to apply sun screen.

#### **Sports Safety**

The Club will encourage all members to adopt practices that seek to prevent injury by:

1. Ensuring all Club sporting equipment is in good condition, and up to date;
2. Designing training programs with the full range of swimmer abilities in mind;
3. Providing a safe swimming environment, first aid equipment and an accredited First Aid person at all training sessions and swimming meets; and
4. Ensuring adequate public liability and swimmer insurance for all members.

#### **Healthy Eating**

The Club recognises the importance of good nutrition for sports performance by:

1. Ensuring when food is provided, healthy alternatives in accordance with the Dietary Guidelines for Australian Adults are available; and
2. Promoting good nutrition and healthy eating messages.

## Appendix D

### POOL ETIQUETTE

This is not only for new members, but is a reminder to all of our members that for the comfort and safety of all members training in the pool that there are certain “Rules of Etiquette” to be followed.

It may sound a bit draconian but most are only common sense, some are specific to the way we train so please take the time to read and follow next time you train with the squad.

Generally we have three lanes available at our training sessions. They are divided into: slow – medium – fast lanes. Usually we swim in a clockwise direction but sometimes we may ask alternate lanes to swim anti-clockwise so that each lane is then swimming in the same direction when the swimmers are closest together, so there is less likelihood of swimmers arms clashing together.

There are NO set numbers in each lane, BUT for convenience, and to enable ALL members to gain the maximum benefit from the training session, we would ask that if there is a large number of swimmers in any particular lane then a couple of the top swimmers from that lane should move up to END of the next faster lane OR a couple of the slower swimmers should drop back TO LEAD the slower lane, depending on the numbers in the other two lanes.

Leave a gap of 5 (five) seconds between yourself and the swimmer in front – use the ‘pace clock’. Sometimes you might need to leave a bigger gap. You should be able to judge how much gap you will need to leave so that you do not catch the swimmer in front and at the same time do not hold up those swimming behind you.

If you still find yourself catching the swimmer in front, then please move up a position at the next set. You will gain more benefit yourself and you will not annoy the swimmer in front by consistently touching their feet or by being on *their heels* at the turns.

If you feel the following swimmer consistently touching your feet then, when you next reach the end of the pool **on that lap**, pull well to the **non**-turning side and allow them to swim on through, **do not stop in the middle of a lap**. Then either start immediately behind them IF there is space to do so, BUT if the following swimmers are banked up then wait for the last swimmer and then tag along, rejoining your position at the start of the next set.

When swimming more than one lap, as you approach the end ready for a turn, move over towards the opposite side of the lane so that when you turn and push off you do not run into the swimmer behind if they happen to be close.

If it is only a single lap or at the finish of a set, as soon as you touch the end of the pool move out of the way so that the following swimmer(s) can swim right to the end wall. If you are not swimming (for whatever reason) and others are, always leave the ‘key-way’ clear for them to turn – that is DON’T stand in front of the black “T” at the end of the pool.

We all have different abilities when it comes to different strokes. If you are better at a particular stroke, then when it comes time for a set of that stroke, please move up the order in your lane, do not hold back and then swim over the swimmer in front of you. Similarly if you intend to use fins for a set, then move up in order.

There is no set order in each lane, do not think that just because Joe or Jane were leading when you first joined the training that THEY always have to be the leaders. Sometimes they may be suffering an injury or just feeling a bit lethargic, and would appreciate the ability to drop back a place or two. Similarly if you want to push yourself, even if it is only for a set or two, move up a couple of places.

Remember there is always plenty of room at the front of the lane.

Most of all, remember the Masters Swimming motto: **FITNESS, FRIENDSHIP and FUN.**

We all want to get the most from a training session, we are all adults who set and know our own limits nobody wants to be aggravated or pushed beyond their own limits by an inconsiderate swimmer.

Thank you and enjoy your session.

## Appendix E

### OPEN WATER TRAINING/SWIMMING POLICY

The safety and wellbeing of our members is of utmost importance and this Policy applies to all members participating in Club sanctioned open water training and swimming sessions.

This policy should be read in conjunction with the relevant Masters Swimming Australia and Masters Swimming WA Policies.

#### **Prior to the Training/Swimming Session the Safety Officer will:**

1. Provide:
  - a) Member contact and Emergency contact information;
  - b) Accident and Incident Report Forms;
  - c) First Aid Kit;
  - d) Stingoes;
  - e) Whistle/Air Horn; and
  - f) Contact details of emergency services.
2. Check safety and first aid equipment.
3. Encourage swimmers to:
  - a) Bring water and snack food for after the swim;
  - b) Slip, slop, slap (sun screen, hat and protective clothing);
  - c) Bring a Club swim cap or bright coloured cap; and
  - d) Bring personal medication (if required).

Request swimmers to read the Open Water Training/Swimming Policy.

Approve the designated swim course.

#### **Pre Swim Safety Measures:**

1. Safety is of utmost importance. Only swim if you are comfortable with the conditions and confident in your ability.
2. All swimmers should register by signing in before the swim and signing out after the swim.
3. A "Spotter" should be appointed. The Spotter will carry a whistle/air horn and patrol the beach to watch over the swimming group. If a swimmer is in need of assistance, or in the event of any other danger, the whistle/air horn will be blown and ALL swimmers must stop and exit the water, or if instructed and able, render assistance. All swimmers are expected to take a turn at being the Spotter. If practicable, the Spotter will count the number of swimmers at the start and again at the end of the swim.
4. Keep the Club's First Aid kit, defibrillator and list of member emergency contact details, all housed in a bag, on the beach during the swim.
5. A "Swim Leader" shall be appointed. If practicable, the Swim Leader will count the number of swimmers at the start, at any rest/turning point and again at the end of the swim.
6. All swimmers shall:

- a) Wear a Club swim cap or a brightly coloured cap;
  - b) Team up and swim with a "Buddy" of similar speed. Groups of three may be formed;
  - c) If in need of assistance, raise and wave one arm to attract the attention of the Spotter and your Buddy;
  - d) If arriving late, inform the Spotter and join the main group at the turning point rather than start and follow on their own; and
  - e) Swim within any applicable boating exclusion zone;
7. All swimmers should:
- a) Swim within standing depth of water where possible or within a depth that the swimmer feels safe for their level of fitness and ability;
  - b) Follow the course designated by the Club Safety Officer;
  - c) Be aware of people fishing;
  - d) Look up regularly and be aware of people and obstacles in the water; and
  - e) Be sun smart.

**After the Swim:**

All swimmers should:

- 1. Drink to rehydrate; and
- 2. Be sun smart.

One of the Safety Officer, Spotter, or Swim Leader shall check the register to ensure all swimmers have left the water.

**In the Event of an Emergency:**

Members present should coordinate the following (see also the Emergency Flow Chart):

- 1. Signal emergency (e.g. 3 whistle/air horn blasts);
- 2. Commence first aid;
- 3. Where appropriate, Dial 000 (Ambulance/Police/Fire);
- 4. Clear swimmers from the water;
- 5. Assemble all swimmers to a safe place and conduct a head count;
- 6. Direct emergency services to the casualty;
- 7. Notify Club Safety Officer;
- 8. Club Official to advise the member's emergency contact person;
- 9. Complete an MSA injury/incident report, including a report from witnesses;
- 10. If appropriate, accompany person to hospital and stay until partner/relative arrives;
- 11. Club Safety Officer to notify Club President; and
- 12. Forward the MSA injury/incident report to Masters Swimming WA Safety Coordinator and retain a copy on file.