



DORSET COUNTY ASA

COUNTY POLICY and OPERATING PROCEDURE

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DATE: 6 April 2018 (Rev 1)

GOVERNANCE

POLICY

- | | Reference | Item |
|--|--------------|--------------------|
| i. The County Association shall comprise of the clubs, associations, organisations, leagues and bodies allocated to the County Association by the Swim England South West region. | Constitution | 3 |
| ii. The aims of the County Association shall be to promote and manage the development of swimming and swimming related activities for the aquatic disciplines for which the County Association is responsible. | Constitution | 4 |
| iii. Governance shall be the responsibility of the County Association Executive Council and those eligible to be members of the County Association Executive Council. | Constitution | 12.1.1
15.6.1.1 |
| iv. Management of County Association business shall be in accordance with the rules of the County Association as determined by the published Constitution. | Constitution | 6.1.7 |

PROCEDURE

Management

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| i. The Chairman, County Secretary and Treasurer (together being the Executive Officers) are responsible for the routine management of the County Association. | Constitution | 11 |
| ii. The Treasurer is authorised to make financial decisions for routine management on behalf of the County Association in consultation with, and by agreement of, the Executive Officers. | Constitution | 11 |

Personnel

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| i. Election of post holders and members of committees will be held each year at the Annual General Meeting. | Constitution | 14.2 |
| ii. Nominations for the election of County Association personnel are to be submitted to the County Secretary by 1 st March each year for consideration at the County Association Executive Council meeting prior to the Annual General Meeting. | Constitution | 12.2.12 |
| iii. Volunteers may be co-opted for vacant posts throughout the year with the approval of the County Association Executive Council or the County Association Emergency Committee. | Constitution | 14.4.1 |
| iv. The services of an Administrator will be engaged for the routine management of the County Association provided there is no volunteer for the post of County Secretary. | Mar 2007 | 16/07 |

Meetings

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|---|--------------|---------|
| i. The Annual General Meeting will be held in June. | Constitution | 12.2.1 |
| ii. Meetings of the County Association Executive Council will be held four times each year in January, April, June and October. | Oct 2016 | 22/16 |
| iii. Business not scheduled as an agenda item or reports not submitted for distribution prior to a meeting may not be tabled or reported at that meeting unless time sensitive and without the prior agreement of the Chairman. | Constitution | Annex A |
| iv. Apologies for absence will not be accepted or recorded as attendance <i>in absentia</i> . | Aug 2010 | 15/10.4 |

Committees

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| i. The committees of all disciplines and other sub-committees are required to meet a minimum of twice a year and to submit minutes to the County Secretary within 28 days of the meeting. | Constitution | Annex A |
| ii. The committees of all disciplines and other sub-committees are required to function in the same manner and with the overall control for management and finance being the responsibility of the County Association Executive Council. | Aug 2010 | 18/10.2 |

	iii. Discipline and other sub-committees may recommend changes to, but cannot initiate, amend or discontinue policy and operating procedure applicable to that discipline or sub-committee without the approval of the County Association Executive Council.	Constitution	Annex A
	iv. It is the remit of a discipline committee to organise the Dorset County Championships for that discipline according to the competition rules as determined and approved by the County Association Executive Council.	Historic	
	v. The remit of the Dorset Coaches Panel is to liaise with the County Association with regard to swimmer development via the County Association Swimming Technical Committee.	Apr 2010	62/09.3
	vi. A committee without a secretary or the minimum number required to form a quorum will be defunct and responsibility of that committee allotted to other post holders or committees by the County Association Executive Council.	Apr 2014	50/13(b)
<i>Post holders</i>	i. It is the remit of County post holders and representatives to Regional committees to represent and uphold the policies and procedures of the County Association Executive Council.	Historic	
	ii. County post holders and representatives to Regional committees do not have the remit to make decisions on behalf of the County Association without prior consultation with and the agreement of the County Association Executive Council.	Feb 2011	55/10(a)
	iii. County Representatives to Regional committees will provide a report of regional meetings to the County Association Executive Council within 28 days of the meeting.	Feb 2011	55/10(a)
<i>Rules</i>	i. Proposals for amendment to the Constitution of the County Association are to be submitted to the County Secretary by 1 st March each year for consideration at the County Association Executive Council meeting prior to the Annual General Meeting.	Constitution	15.2.3
	ii. Changes to policy, operating procedure and the rules of aquatic disciplines or other sub-committees that are not incorporated in the Constitution may be agreed at a meeting of the County Association Executive Council and will be duly recorded in this document.	Historic	
	iii. The competition rules of aquatic disciplines will be published on the County Association website.	Jan 2018	31/17.13
<i>Resources & Equipment</i>	i. County resources and equipment shall be available for use by affiliated clubs at the discretion of the County Association Executive Council.	Historic	
	ii. The terms of use of resources and equipment shall be determined by the Executive Officers.	Jan 2018	31/17.13
	iii. The County Association may impose a rental or hire fee for the use of County Association resources or equipment as determined by the Executive Officers.	Jan 2018	31/17.13

FINANCE

POLICY

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| i. | It is the responsibility of the County Association to protect its affiliated clubs and the resources of the County Association and in so doing aim to act in the best interests of both. | Apr 2011 | 61/10(a) |
| ii. | The County Association has no financial responsibility for the affairs of other organisations regardless of affiliation, or activities and events that are not directly organised and operated by the County Association. | Apr 2013 | 52/12(h) |
| iii. | The Financial Year is 1 st April to 31 st March. | Constitution | 7.1.3 |
| iv. | The Accounts of the County Association will be inspected post financial year-end by an independent examiner and an annual financial report presented at the Annual General Meeting. | Constitution | 12.2.2 |
| v. | It is County Association policy to function as a not-for-profit organisation but may accumulate funds for specific projects and to ensure the financial sustainability of the County Association. | Historic | |

PROCEDURE

Management

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| i. | All financial decisions other than for routine management will be referred by the Treasurer to the County Association Executive Council or, if time-sensitive, the County Association Emergency Committee for approval. | Jan 2018 | 31/17.13 |
| ii. | Two signatories of those Officers who have been authorised by the County Association to do so will be required to sign or electronically authorise all payments. | Constitution | 16.7.2.4 |

Affiliation

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| i. | Affiliation fees for the ensuing calendar year will be submitted by the Treasurer to the meeting of the County Association Executive Council in April of each year for approval and ratification at the Annual General Meeting. | April 2014 | 50/13(d) |
| ii. | Affiliation fees will be applied at the same rate across all membership levels. | Apr 2014 | 50/13(d) |
| iii. | Affiliation fees for new members will not be imposed for the period October to December. | Feb 2016 | 32/15.2 |
| iv. | The affiliation fee of Life Presidents and Vice Presidents no longer a member of an affiliated club will be paid by the County Association provided that individual is an active volunteer at County level. | Apr 2009 | 91/08.2 |
| v. | The affiliation fee of volunteers deemed essential to operation of County Association events and who are no longer a member of an affiliated club will be paid by the County Association. | Jan 2018 | 31/17.13 |

Administration

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| i. | Remuneration for the services of an Administrator will be reviewed annually at the meeting of the County Association Executive Council prior to the start Annual General Meeting and duly recorded. | Apr 2012 | 51/11(d) |
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Expenses

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| i. | Travel expenses for mileage for eligible personnel will be paid at a rate determined by the County Association Executive Council. The current rate is 35p per mile based on RAC/AA mileage calculations. | Apr 2013 | 54/12.5 |
| ii. | Travel expenses and/or overnight accommodation will only be reimbursed with prior agreement of the Treasurer, or with the approval of the County Association Executive Council where deemed appropriate by the Treasurer. | Jan 2018 | 31/17.13 |

iii.	A President may claim mileage at the current rate for one visit to each County of the Swim England South West Region plus one visit to a Swim England South West event during the Presidential year.	Aug 2010	15/10.5(a)
iv.	A President may claim mileage at the current rate to attend the Swim England South West Annual Council Meeting during the Presidential year.	Jan 2018	31/17.2
v.	Incoming Presidents may claim for one item of regalia for use during the Presidential year.	Dec 2012	33/12.3
vi.	Executive Officers may claim mileage at the current published rate to attend meetings and activities or provide services necessarily incurred in undertaking the business of the County Association.	Constitution	7.7.1
vii.	County post holders, County representatives and co-opted delegates will be reimbursed for out of pocket expenses where necessarily incurred in undertaking the business of the County Association with prior approval of the Treasurer.	Constitution	7.7.3
viii.	Coaches will be reimbursed for out of pocket expenses only where necessarily incurred in undertaking the business of the County Association and with prior approval of the Treasurer.	Aug 2010	15/10.2
ix.	County representatives with extenuating circumstances will be referred by the Treasurer to the County Association Executive Council on an individual basis to review.	Aug 2010	15/10(d)
x.	Officials licence renewal fees will be paid by the County Association for a qualified and licensed official who is a member of an affiliated club and volunteers to officiate at County Association competitions on a regular basis. The first licence of new officials will not be paid.	Dec 2010	43/10
<i>Competitions</i>			
i.	The annual cost of entry to Dorset County ASA Championships and other competitions will be determined by the sub-committee responsible for that discipline.	Historic	
ii.	All competitions will be self-funding except where a budget has been previously approved by the County Association Executive Council specifically for that event.	Jan 2018	31/17.13
iii.	The services of an Event Manager will be engaged for the organisation and on-the-day operation of County Association competitions provided there is no volunteer for the post.	2005	
iv.	Remuneration for the management of the Dorset County Championships for pool swimming will be a base rate of £1.5k with an additional remuneration of 60p per entry for entries over 3,000 and a supernumerary rate of £150 per day in excess of four days of competition.	Feb 2015	40/14.2
		Jan 2018	28/17.3i
		Jan 2018	28/17.3ii
v.	Remuneration for the management of the Dorset Development Competition will be a base rate of £750 with an additional remuneration of 60p per entry for entries over 1,500.	Feb 2015	40/14.2
		Jan 2018	28/17.3i
vi.	Remuneration for the management of the Dorset Graded Meet will be a base rate of £500 with an additional remuneration of 60p per entry for entries over 750.	Oct 2015	25/15(b)
		Jan 2018	28/17.3i
vii.	Remuneration for the management of the Dorset Club Relay Gala will be a base rate of £300.	Jan 2018	28/173iii
viii.	The services of an Officials Manager will be engaged for the organisation and on-the-day operation of County Association pool swimming competitions provided there is no volunteer for the post.	Apr 2018	42/17.2

	ix.	Remuneration for the role of Officials Manager will be a base rate of £150 per day for licensed events and £50 per gala for non-licensed events.	Apr 2018	42/17.3
	x.	The services of an AOE Manager will be engaged for the organisation and on-the-day operation of licensed County Association pool swimming competitions provided there is no volunteer for the post.	Apr 2018	42/17.2
	xi.	Remuneration for the role of AOE Manager will be a base rate of £150 day for licensed events at Littledown and £100 day for licensed events at Dorchester.	Apr 2018	42/17.3
	xii.	Base rates and additional remuneration will be reviewed annually at the meeting of the County Association Executive Council prior to the start of the new financial year and duly recorded.	Feb 2015	40/14.2
	xiii.	Entry fees for an event in which a Dorset County ASA team or teams are participating are the responsibility of the County Association with the prior approval of the Treasurer.	Aug 2015	10/15.2
	xiv.	Swimmer contribution required to attend a team event in which Dorset County ASA is participating will be determined by the sub-committee responsible for that discipline and in accordance with the budget approved by the County Association Executive Council for that event.	Jan 2018	31/17.13
	xv.	Travel expenses for the Swim England South West Masters Inter-County Championships may be claimed as follows: (a) For competitions held outside of the county of Dorset. (b) On receipt by the County Secretary of a claim form authorised by the Masters Team Manager and payable to drivers only at a rate of £5 per person with a maximum of £20 per car for eligible claimants. (c) Eligible claimants are Masters competitors and Dorset Officials only, verifiable by submission of a team sheet by the Masters Team Manager to the County Secretary. (d) Travel expenses are financed from Masters Development Funding. Payment of such claims will be subject to sufficient funds remaining in the approved annual budget for that discipline.	Dec 2014	34/14(c)
	xvi.	Mileage for licensed officials may be claimed as follows: (a) At the current published County rate by licensed officials volunteering for all sessions scheduled on the day of competition of licensed events that are part of the Dorset County ASA competition programme. (b) At the current published County rate by senior licensed officials appointed by the Dorset County ASA Officials Secretary for a non-licensed event that is part of the Dorset County ASA competition programme. (c) At the current published Regional rate by licensed officials appointed by the Dorset County ASA Officials Secretary for the Masters Inter-County Competition. (d) On receipt of a claim form authorised by the Dorset County ASA Officials Secretary.	Jan 2018	31/17.6
<i>Development</i>	i.	Funding to disciplines will be provided for specific development activities and only on submission and approval of an annual development plan.	Feb 2009	78/08(g)2
	ii.	Development plans must be submitted by discipline secretaries	Oct 2016	21/16.3

to the County Secretary for consideration by the County Association Council at the meeting prior to the start of the new financial year.

	iii. Disciplines that do not submit a development plan in accordance with the specified timescale will be assumed to not require access to funding.	Sept 2007	45/07.1
	iv. In the absence of a Development Committee, development plans will be reviewed by the Executive Officers for relevance, equity and financial viability prior to submission to the County Association Executive Council for approval.	Oct 2010	30/10.3
	v. Funding applications submitted at other times by disciplines or other sub-committees will be considered under exceptional circumstances and where the application is for new rather than an extension of existing activity.	Oct 2015	24/15(b)4
	vi. Development funding is only valid for the financial year in which it is awarded unless there are extenuating circumstances and an exception to the general rules for funding is agreed by the County Association Executive Council on recommendation of the Executive Officers.	Aug 2010	15/10.3
<i>Resources & Equipment</i>	i. The President's chain will be insured all-risks annually by the current holder, the cost of which will be reimbursed by the County Association.	Aug 2013	07/13(b)
	ii. Equipment and stock will be stored in a central unit with keyholders access.	Feb 2016	51/15
	iii. The cost of capital equipment will, where practicable, be recouped by hire to affiliated clubs.	Aug 2015	10/15.1
<i>Other</i>	i. Swimmers and clubs must resolve outstanding debts incurred in participating in any Dorset County competition or organised event before being eligible for and participating in future Dorset County ASA competitions and events.	General Competition Conditions	3

FUNDING POLICY

	i. County Association funding shall be for the benefit of and activities solely accessed by members of clubs affiliated to the County Association.	Aug 2010	18/10.3
	ii. The County Association shall fund development activities not individuals, clubs or other organisations.	Oct 2016	19/16.2
	iii. It is the policy of the County Association to support volunteer and not remunerated activities.	Oct 2016	19/16.2
	iv. The County Association aims to support all applications for funding for teachers and coaches courses when possible.	Jan 2018	31/17.13
	v. It is County Association policy not to double-fund volunteers receiving support from other sources with the exception of funding from the applicant's own club provided that funding does not remit the cost in full.	Jan 2018	31/17.13

PROCEDURE *Achievement*

	i. Funding applications from individuals will be considered on only first selection for and following representation of GB/England. The maximum award is £50 and will be a one-off payment. Application must be made in writing to the County Secretary with full details provided of the event, venue and date before	Oct 2016	19/16.2
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consideration.

<i>Bursaries</i>	i.	Bursaries are available to members of clubs affiliated to the County Association provided the applicant is actively volunteering for that club. Volunteering history will be taken into consideration.	Jan 2018	31/17.13
	ii.	The number of bursary applications from a single club in any one financial year is limited to three.	Apr 2011	61/10(a)
	iii.	The financial year for funding purposes is 1 st April to 31 st March.		
	iv.	Bursaries will be awarded on proof of passing and the applicant continuing to volunteer in-club.	Apr 2011	61/10(b)
	v.	Retrospective applications will only be considered if the relevant course took place in the same financial year as the bursary application is made.	Jan 2018	31/17.13
	vi.	Bursaries for IoS and UKCC Level 1 and Level 2 courses is currently £50 and £100 respectively. Funding levels may be subject to review.	Apr 2011	61/10(a)
	vii.	Bursary applications for IoS and UKCC courses from members of clubs that are affiliated to the County Association and SwimMark accredited during the same financial year will be match-funded by Swim England South West.	Apr 2011	61/10(a)
	viii.	Bursary applications for STA courses from members of clubs that are affiliated to the County Association will be pro rata to bursaries for IoS and UKCC courses of the equivalent standard. STA courses will not be match-funded regardless of the status of the club.	Apr 2011	61/10(d)
	ix.	Bursaries are available for Open Water Officials Level 1 and Level 2 training courses once the applicant has successfully completed the introductory classroom and practical session.	Jan 2018	31/17.13
	x.	Clubs and volunteers found not declaring funding from other sources at the time of application will not be eligible to apply for funding thereafter.	Jan 2018	31/17.13
	xii.	Bursaries are not available for CPD courses.	Apr 2011	61/10(e)
	<i>Other</i>	i.	Development activities not run by the County Association may be considered for funding if open to and accessed by all or most affiliated clubs and could not be supplied by the County Association for the same cost or less.	Oct 2016
ii.		The County Association will not fund development activities where the coaches are paid over and above their normal remuneration received from their clubs.	Oct 2016	19/16.2
iii.		Funding is not available to attend open meets, training camps or for training purposes.	Oct 2016	19/16.2
iv.		Funding is not available for activities that are deemed to be the responsibility of the club to provide.	Historic	
v.		In cases of hardship individuals seeking funding should in the first instance apply to their home club.	Oct 2016	19/16.2

COMPETITIONS POLICY

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| i. | The published Dorset County ASA General Competition Conditions shall apply to entry to all County Association competitions regardless of discipline. | Historic |
| ii. | The County Association shall provide the opportunity to compete within the local area. | Historic |

	iii. The opportunity to compete in the County Association competitions shall be equitable.	Historic	
PROCEDURE			
<i>Coach selection</i>	i. Selection will be in accordance with the current County Team Coach Selection Policy published by the relevant discipline.	Feb 2014	41/13(a)2
<i>Team selection</i>	i. Selection will be in accordance with the current County Team Selection Policy published by the relevant discipline.	Feb 2014	41/13(a)1
<i>Entry conditions</i>	i. Entry conditions for a specific competition will be determined by the discipline committee responsible for that event and in accordance with the published Dorset County ASA General Competition Conditions.	Jan 2018	31/17.13
	ii. The County Association competition programme will be incremental in the standards applied and structured to provide opportunity specifically for and limited to a standard of competitor deemed appropriate for that event by the committee responsible for the relevant aquatic discipline.	Jan 2018	31/17.13
	iii. The County Association competition programme will be published on the County Association website.	Jan 2018	31/17.13
	iv. Individuals and clubs must resolve debts outstanding to the County Association before participation in competitions.	General Competition Conditions	12.5

DEVELOPMENT POLICY

	i. The County Association shall where practicable provide development and training opportunities within the local area.	Historic	
	ii. Development programmes and training courses will be equitable and open to all members of clubs affiliated to the County Association.	Historic	
	iii. Development projects and activities must represent good value for money for the County Association and its members.	Dec 2015	32/15.6
	iv. Development activities, projects and training courses will be non-profit making.	Historic	

PROCEDURE

	i. The cost to participants of development activities recommended by the relevant discipline or sub-committee should be realistically costed and will be agreed with the Treasurer before funding for that activity is approved.	Dec 2015	32/15.6
	ii. The cost to participants of training courses organised and run by the County Association will be agreed with the Treasurer and where practicable be free of charge.	Historic	
	iii. Courses will be combined or run alternately east/west of the County rather than provide courses with low numbers in attendance.	Dec 2015	32/15.6

TROPHIES & AWARDS POLICY

	i. Trophies shall be maintained by all disciplines in recognition of achievement.	Historic	
	ii. The history of trophies for all disciplines shall not be altered.	Feb 2014	43/13
	iii. County records for pool swimming shall be maintained in	Historic	

- recognition of achievement.
- iv. Achievement shall be acknowledged. Historic

PROCEDURE

Achievement

- i. Requests for recognition of achievement must be submitted to the County Secretary in writing by the relevant discipline secretary with full details of the event, date, venue and time achieved before consideration. Oct 2016 17/16(b)
- ii. Eligibility for recognition of achievement for all disciplines and including team events will be in accordance with the published Dorset General Competition Conditions, clause 2.8 and 19.2. Jan 2018 31/17.13
- ii. A certificate will be awarded for Achievement as follows: Jan 2018 31/17.13
- (a) First international selection at Junior level by the Home Nations.
- (b) First international selection by English Schools.
- (c) New British Junior Record.
- (d) English Channel/open water or lake marathon relay swim.
- iii. A certificate will be awarded for Outstanding Achievement as follows: Jan 2018 31/17.13
- (a) First international selection at Senior level by the Home Nations for the following competitions: European Championships, World Championships, Commonwealth Games and Olympic/Paralympic Games.
- (b) New British Senior Record.
- (c) English Channel/open water or lake marathon solo swim.
- iv. A framed certificate will be presented for Exceptional Achievement as follows: Jan 2018 31/17.13
- (a) Medallist or Finalist at Senior level at the following competitions: European Championships, World Championships and Olympic/Paralympic Games.
- (b) Solo open water swim (record-breaking).
- v. A Roll of Honour will be maintained to record eligible Exceptional and Outstanding Achievement. Those entered on the Roll of Honour will receive a County Award which is currently a commemorative glass cube. Feb 2010 53/09.2

County Records

- i. A certificate will be awarded to swimmers achieving a new County Record and eligible to claim that record. Historic
- ii. Eligibility to claim a County Record will be in accordance with the published Dorset County ASA General Competition Conditions. General Competition Conditions 19
- iii. Certificates for County Records will only presented at a County Association event and by a representative of the County Association designated to do so. Aug 2011 15/11.2

County Selection

- i. On representing Dorset County ASA at an inter-county age group team competition for the first time as either swimmers, divers, synchronised swimmers or water polo players, competitors will receive a County crest which is currently an enamelled badge. Jan 2018 31/17.13
- ii. On representing Dorset County ASA at an inter-county age group team competition for the third time as either swimmers, divers, synchronised swimmers or water polo players, competitors will receive a County Award which is currently a commemorative glass cube. Constitution Annex A
- Apr 2016 61/15iii

	iii.	On representing Dorset County ASA in an inter-county Masters team competition for the third time competitors will receive a County Award which is currently a commemorative glass cube.	Jan 2018	31/17.13
	iv.	Awards for representing Dorset County ASA are inclusive and apply across all disciplines. Separate awards will not be made for each individual discipline.	Jan 2018	31/17.13
	v.	There will be no charge for awards made for County selection.	Apr 2016	61/15iii
<i>County Service</i>	i.	The retiring Dorset County ASA President will be presented with a Past Presidents Badge at the Annual General Meeting on completion of a year of office.	Historic	
	ii.	A Long Service Award will be presented to County Association Executive Officers, Committee Secretaries and Committee members at the Annual General Meeting on completion of seven years continuous service.	Oct 2017	18/17.1
	iii.	A Long Service Award will presented to eligible Officials as follows: (a) Officials must be a member of an affiliated club and Swim England or the IoS, hold a current Officials Licence with essential CPD elements completed. (b) Officials must have volunteered regularly at County Association events in each of the preceding seven seasons.	Oct 2016	23/16(i)2
	iv.	A Long Service Award for the provision of service to the County Association in other capacities will be reviewed on an individual basis after completion of seven years continuous service.	Oct 2017	18/17.1
	v.	A Long Service Award which is currently a commemorative glass cube is inclusive of all categories. Separate awards will not be made for each individual category.	Oct 2017	18/17.1
	vi.	Long Service Awards for Executive Officers, Committee Secretaries, Committee members and other service providers will be notified by the Volunteers Co-ordinator to the County Association meeting prior to and for presentation at the Annual General Meeting.	Oct 2017	18/17.1
	vii.	Long Service Awards for pool swimming officials will be notified by the Officials Secretary to the County Association Swimming Technical Committee for ratification each Autumn and presentation at the Dorset County Championships the following year.	Oct 2016	23/16(i)2
	viii.	Long Service Awards for officials of other disciplines will be presented at the Dorset County Championships for that discipline on notification to the County Association by the discipline secretary.	Jan 2018	31/17.13
<i>Club Service</i>	i.	Volunteer Awards will be made each year to members of affiliated clubs who are nominated by their club or recommended by County Association officers according to the published guidelines determined by the County Association Executive Council and in accordance with current Swim England Aquaforce categories.	Apr 2015	54/14
	ii.	Nominations will be submitted to the Swim England South West Aquaforce Awards from nominations received from affiliated clubs or recommended by County Association officers for Volunteer Awards.	Apr 2015	54/14
	iii.	Young Volunteers who successfully complete the Young Volunteer programme will be recognised for their achievement.	Aug 2014	13/14.5

<i>Trophies</i>	i.	The status of the perpetual trophies for each discipline will be reviewed annually by discipline secretaries and reported to the County Association Executive Council.	Oct 2015	28/15.1
	ii.	Perpetual trophies will be recalled annually for re-presentation in accordance with the published Dorset County ASA General Competition Conditions.	General Competition Conditions	12
	iii.	A fine determined annually by the County Association Executive Council and in accordance with the published Dorset County ASA General Competition Conditions will be imposed for the late or non-return of trophies.	General Competition Conditions	12
	iv.	Trophies that are returned without being engraved or in a condition deemed unacceptable by the Dorset County ASA Trophy Administrator or designated Officer shall be engraved and/or cleaned by Dorset County ASA at the expense of the individual or team concerned.	General Competition Conditions	12

RESOURCES, EQUIPMENT & REGALIA

POLICY	i.	Facilities and fixed equipment required for hire and use by the County Association are deemed to be the responsibility of the hirer to provide and maintain.	Feb 2010	46/09
	ii.	It is not the remit of the County Association to fund leisure centres or other organisations to assist in the provision of services, amenities or fixed equipment necessary for the hire of those facilities for competition or training purposes.	Feb 2010	46/09
	iii.	County owned equipment will be made available for the use of affiliated Clubs where practicable and according to terms of use determined by the Executive Officers .	Aug 2015	10/15.2

PROCEDURE

<i>Resources & Equipment</i>	i.	County owned resources and equipment will be loaned free of charge provided it is for the sole use of clubs affiliated to the County Association and the activity is not deemed by the Executive Officers as fund-raising.	Jan 2018	31/17.13
	ii.	County owned resources and equipment required by affiliated clubs for use for a fund-raising purpose or where use will not be solely by clubs affiliated to the County Association will be available for hire at a fee determined by the Executive Officers or the Treasurer.	Jan 2018	31/17.13
<i>Regalia</i>	i.	Replacement Dorset County ASA hats may be purchased by swimmers who have represented the County Association at an event in which a Dorset County ASA team has participated. Cost to be determined annually by the Executive Officers.	Jan 2018	31/17.13
	ii.	Dorset County ASA shirts are acquired for disciplines for use by teams representing the County Association on the principle of a one-off purchase and that losses by the team will not be replaced.	Dec 15 Jan 17	18.17.1 33/16(d)2

Notes: