



# **DORSET COUNTY ASA**

## **POLICY and OPERATING PROCEDURE**

**By-Laws of Dorset County ASA**



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## DEFINITIONS

|   |  |
|---|--|
| <b>The Dorset County ASA:</b><br>The County Association   | hereinafter referred to as “the Association” |
| <b>The County Association Council:</b><br>The governing body of the Association   | hereinafter referred to as “the Council”     |
| <b>The County Association Executive:</b><br>The management body of the Association  | hereinafter referred to as “the Executive”   |
| <b>The Swim England South West Region:</b><br>The regional governing body   | Hereinafter referred to as “the Region”      |
| <b>Annual Council Meeting:</b><br>The annual general meeting of the Association   | Hereinafter referred to as “ACM”             |
| <b>General Competition Competitions</b><br>The abiding competition rules applicable to all disciplines of the Association | Hereinafter referred to as “GCC”             |

## GOVERNANCE

### POLICY

|   | Reference    | Item   |
|---|--------------|--------|
| i. The Association shall comprise the clubs, associations, organisations, leagues, and bodies that have affiliated with Swim England and the Region by virtue of and approval by the Association.                               | Constitution | 3.2.1  |
| ii. The Association shall not recommend a request for affiliation that is not deemed to be in the best interests of the Association, its' membership, and the disciplines under its jurisdiction.                               | Constitution | 3.2.3  |
| iii. The aims of the Association shall be to promote and manage the development of swimming and swimming related activities for the aquatic disciplines for which the Association is responsible.                               | Constitution | 4.1    |
| iv. The Association shall promote, protect, and act in the best interests of its' members and ensure equity to constituent clubs in applying the regulations of the Association.  | Constitution | 5.3    |
| v. Governance of the Association shall be the responsibility of the Council and those eligible to be members of the Council.  | Constitution | 8.2    |
| vi. Management of Association business shall be the responsibility of the Executive in accordance with the rules of the Association as determined by the published Constitution.  | Constitution | 9.2    |
| vii. The role of all Regional Representatives is advisory; Regional Representatives do not have the authority to make, agree to or implement decisions on behalf of the Association without prior agreement of the Association. | Constitution | A1.3.2 |
| viii. The role of all Elected Committees is advisory; Elected Committees do not have the authority to make, agree to or implement decisions on behalf of the Association without prior agreement of the Association.            | Constitution | A2.1.3 |

### PROCEDURE

#### *Management*

|  |              |        |
|--|--------------|--------|
| i. The Chairman, County Secretary and Treasurer (together "the Executive Officers") are responsible for the routine management of the Association.                                 | Constitution | 9.2.1  |
| ii. The Treasurer is authorised to make financial decisions for routine management on behalf of the Association in consultation with, and by agreement of, the Executive Officers. | Constitution | 10.1.4 |

#### *Personnel*

|   |              |         |
|---|--------------|---------|
| i. Election of post holders and members of committees will be held each year at the Annual General Meeting ("the ACM").   | Constitution | 8.5.2.4 |
| ii. Nominations for the election of Association personnel are to be submitted to the County Secretary by 1 <sup>st</sup> April each year for consideration at the Executive Meeting prior to the ACM. | Constitution | 8.9.1   |
| iii. Volunteers may be appointed or co-opted for vacant posts throughout the year with the approval of the Executive or the Emergency Committee.  | Constitution | 9.1.4   |
| iv. The services of an Administrator will be engaged for the routine management of the Association provided there is no volunteer for the post of County Secretary.                                   | Mar 2007     | 16/07   |

#### *Meetings*

|   |              |       |
|---|--------------|-------|
| i. The ACM will be held in June.  | Constitution | 8.5.1 |
| ii. Meetings of the Executive 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  | Constitution | 8.8.1 |

|                                  |   |              |  |
|----------------------------------|---|--------------|--|
|                                  | submitted for distribution prior to any Meeting may not be tabled or reported at that Meeting unless time sensitive and without the prior agreement of the Chairman.  |              | 9.5.2  |
|                                  | iv. Apologies for absence will not be accepted or recorded as attendance <i>in absentia</i> .   | Aug 2010     | 15/10.4                                      |
|                                  | v. Proxy voting is not permitted at any Meeting of the Council or the Executive.  | Constitution | 8.7.5<br>9.5.8                               |
| <b>Committees</b>                | 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 | A2.1.1<br>A2.1.4                             |
|                                  | 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 Executive.                                 | 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 Executive.            | Constitution | A2.1.3                                       |
|                                  | iv. It is the remit of a discipline committee to organise the Championships of the Association for that discipline according to the competition rules as determined and approved by the Executive.  | Constitution | A2.4.3.1<br>A2.6.3.1<br>A2.7.3.1<br>A2.8.3.1 |
|                                  | v. The remit of the Dorset Coaches Panel is to liaise with the Association regarding swimmer development via the Swimming Technical Committee.  | Constitution | A2.5.1                                       |
|                                  | vi. A committee without a secretary or the minimum number required to form a quorum will be defunct and the responsibilities of that committee allotted to other post holders or committees by the Executive.                                 | Apr 2014     | 50/13(b)                                     |
| <b>Post holders</b>              | i. It is the remit of County post holders and representatives to Regional committees to represent and uphold the policies and procedures of the Council.  | Historic     |  |
|                                  | ii. County post holders and representatives to Regional committees are required to provide a report to each Meeting of the Executive.   | Feb 2011     | 55/10(a)                                     |
| <b>Rules</b>                     | i. Proposals for amendment to the Constitution of the Association are to be submitted to the County Secretary by 1 <sup>st</sup> April each year for consideration at the Executive Meeting immediately prior to the ACM.                     | Constitution | 8.10.1                                       |
|                                  | 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 Executive and will be duly recorded in this document. | Historic     |  |
|                                  | iii. The competition rules of aquatic disciplines will be published on the Association website.   | Jan 2018     | 31/17.13                                     |
| <b>Resources &amp; Equipment</b> | i. County resources and equipment may be available for use by affiliated clubs only at the discretion of the 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 Association may impose a rental or hire fee for the use of Association resources or equipment which shall be determined by the Executive Officers.   | Jan 2018     | 31/17.13                                     |

- |     |  |              |                   |
|-----|--|--------------|-------------------|
| iv. | Association resources and equipment will be held by Custodians as agreed by the Executive and an inventory recorded. | Constitution | 10.5 <i>et al</i> |
|-----|--|--------------|-------------------|

## FINANCE

### POLICY

- |      |  |              |                     |
|------|--|--------------|---------------------|
| i.   | It is the responsibility of the Association to protect its affiliated clubs and the resources of the Association and in so doing aim to act in the best interests of both.   | Constitution | 5.3                 |
| ii.  | The Association has no financial responsibility for the affairs, costs, fees, or debts of other organisations regardless of affiliation, or activities and events that are not directly organised and operated by the Association.   | Constitution | 6.2.4.2             |
| iii. | The income and property of the Association shall be applied only in the furtherance of the aims and objectives of the Association and regardless of affiliation shall not be:<br>(a) Paid by way of bonus, dividend, donation, or profit except for specified expenses, bursaries, funding, remuneration and grants for services.<br>(b) Devolved for use by individuals, committees, clubs, or external bodies.<br>(c) Used to underwriting activities or events that are the responsibility of clubs or external bodies. | Constitution | 11.1.7 <i>et al</i> |
| iv.  | Elected members of the Association, its' employees, agents, or any person duly appointed by the Association to act with its' authority shall be paid expenses only where agreed with the Treasurer in advance of any such engagement for which expenses may be necessarily incurred through that membership or appointment by the Association.   | Constitution | 6.3.6               |
| v.   | The Financial Year is 1 <sup>st</sup> April to 31 <sup>st</sup> March.   | Constitution | 10.1.1              |
| vi.  | The Accounts of the Association will be inspected post financial year-end by an independent examiner and an annual financial report presented at the ACM.  | Constitution | 10.1.2              |
| vii. | It is 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 Association.  | Historic     |                     |

### PROCEDURE

#### *Management*

- |     |   |              |          |
|-----|---|--------------|----------|
| i.  | All financial decisions other than for routine management will be referred by the Treasurer to the Executive or, if time-sensitive, the Emergency Committee for approval. | Jan 2018     | 31/17.13 |
| ii. | Two signatories of those Officers who have been authorised by the Association to do so will be required to sign or electronically authorise all payments.                 | Constitution | 10.1.5   |

#### *Affiliation*

- |      |   |              |          |
|------|---|--------------|----------|
| i.   | Affiliation fees for the ensuing calendar year will be submitted by the Treasurer to the Meeting of the Executive in April of each year for approval and ratification at the ACM. | 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 volunteers deemed essential to the operation of Association events and who are no longer a member of an affiliated club will be paid by the Association    | Constitution | 3.2.1.6  |

|                              |   |              |            |
|------------------------------|---|--------------|------------|
|                              | until such time as those individuals no longer provide that service or become a member of a Swim England club.  |              |            |
|                              | v. The affiliation fee of Life Presidents and individuals awarded honorary Life Membership in recognition of long service at County level and who are no longer a member of an affiliated club will be paid by the Association provided those individuals are no longer a member of an affiliated club. | Constitution | 3.2.1.7    |
| <i>Administration</i>        | i. Remuneration for the services of an Administrator will be reviewed annually prior to the start of the new financial year.  | Apr 2012     | 51/11(d)   |
|                              | ii. A Working Party comprising County President, Chairman and Treasurer, in consultation with the Emergency Committee if appropriate, will agree remuneration of the Administrator role prior to the new financial year.  | Apr 2018     | 41/17(h)iv |
| <i>Claims &amp; Expenses</i> | i. No external organisation, association, committee, or body may impose a charge upon the Association without a written request being made to and prior approval by the Association.  | Constitution | 6.2.4.1    |
|                              | ii. Travel expenses for mileage for eligible personnel will be paid at a rate determined by the Executive. The current rate is 35p per mile based on RAC/AA mileage calculations.   | Apr 2013     | 54/12.5    |
|                              | iii. Travel expenses and/or overnight accommodation will only be reimbursed with prior agreement of the Treasurer, or with the approval of the Executive where deemed appropriate by the Treasurer.   | Jan 2018     | 31/17.13   |
|                              | iv. A President may claim mileage at the current rate for one visit to each County of the Region plus one visit to a Regional event during the Presidential year.   | Aug 2010     | 15/10.5(a) |
|                              | v. A President may claim mileage at the current rate to attend the Annual Council Meeting of the Region during the Presidential year.   | Jan 2018     | 31/17.2    |
|                              | vi. Incoming Presidents may claim for one item of regalia for use during the Presidential year.   | Dec 2012     | 33/12.3    |
|                              | vii. 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 Association.  | Constitution | 10.3.3     |
|                              | viii. 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 Association and with prior approval of the Treasurer.  | Constitution | 10.3.4     |
|                              | ix. Coaches will be reimbursed for out-of-pocket expenses only where necessarily incurred in undertaking the business of the Association and with prior approval of the Treasurer.  | Aug 2010     | 15/10.2    |
|                              | x. County representatives with extenuating circumstances will be referred by the Treasurer to the Executive on an individual basis to review.   | Aug 2010     | 15/10(d)   |
|                              | xi. Officials licence renewal fees will be paid by the Association for a qualified and licensed official who is a member of an affiliated club and volunteers to officiate at 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 the 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   | Jan 2018     | 31/17.13   |

|       |  |                                  |                                  |
|-------|--|----------------------------------|----------------------------------|
|       | been previously approved by the Executive specifically for that event.   |                                  |                                  |
| iii.  | The services of an Event Manager will be engaged for the organisation and on-the-day operation of Association competitions provided there is no volunteer for the post.  | 2005                             |                                  |
| iv.   | Remuneration for the management of the 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<br>Jan 2018<br>Jan 2018 | 40/14.2<br>28/17.3i<br>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<br>Jan 2018             | 40/14.2<br>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<br>Jan 2018             | 25/15(b)<br>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 the pool swimming competitions of the Association 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 the licensed pool swimming competitions of the Association 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 Executive 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 team or teams representing the Association are participating are the responsibility of the Association with the prior approval of the Treasurer.  | Aug 2015                         | 10/15.2                          |
| xiv.  | Swimmer contribution required to attend a team event in which the Association is participating will be determined by the sub-committee responsible for that discipline and in accordance with the budget approved by the Executive for that event.   | Jan 2018                         | 31/17.13                         |
| xv.   | Travel expenses for the Masters Inter-County Championships may be claimed as follows:<br>(a) For competitions held outside of the county of Dorset.<br>(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.<br>(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.<br>(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:<br>(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 County Competition Programme.<br>(b) At the current published County rate by senior licensed officials appointed by the Officials Secretary for a non-licensed event that is part of the County Competition Programme.<br>(c) At the current published Regional rate by licensed officials appointed by the Officials Secretary for the Masters Inter-County Competition.<br>(d) On receipt of a claim form authorised by the 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 to the County Secretary for consideration by the Executive at the Meeting prior to the start of the new financial year.  | Oct 2016  | 21/16.3     |
|                                  | 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 Executive for approval.  | Oct 2010  | 30/10.3     |
|                                  | v.   | Funding applications submitted at other times by disciplines or other sub-committees will only 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 Executive on recommendation of the Executive Officers.   | Aug 2010  | 15/10.3     |
| <i>Resources &amp; 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 Association.   | Aug 2013  | 07/13(b)    |
|                                  | ii.  | The cost of capital equipment will, where practicable, be recouped by hire to affiliated clubs.  | Aug 2015  | 10/15.1     |
|                                  | iii. | Equipment for which the Association is responsible for repair and replacement costs will only be made available for hire, not loan, and not all equipment will be made available for hire.   | Oct 2020  | 20/38(b)iii |
| <i>Other</i>                     | i.   | Swimmers and/or clubs must resolve outstanding debts incurred in participating in any competition or organised event of the Association before being eligible for and participating in future competitions and events of the Association.  | GCC       | 3.1.3       |

## FUNDING POLICY

|    |   |          |         |
|----|---|----------|---------|
| i. | Association funding shall be for the benefit of, and activities | Aug 2010 | 18/10.3 |
|----|---|----------|---------|

solely accessed by, members of clubs affiliated to the Association.

- |      |  |          |          |
|------|--|----------|----------|
| ii.  | The Association shall fund development activities not individuals, clubs, or other organisations.  | Oct 2016 | 19/16.2  |
| iii. | It is the policy of the Association to support volunteer and not remunerated activities.   | Oct 2016 | 19/16.2  |
| iv.  | The Association aims to support all applications for funding for teachers and coaches' courses when possible.  | Jan 2018 | 31/17.13 |
| v.   | It is 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 consideration. | Oct 2016 | 19/16.2 |
|----|---|----------|---------|

### *Bursaries*

- |       |  |          |             |
|-------|--|----------|-------------|
| i.    | Bursaries are available to members of clubs affiliated to the Association for approved courses and 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 <sup>st</sup> January to 31 <sup>st</sup> December.   | Dec 2020 | 20/48(a)i.2 |
| 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 and funding of Level 3 courses are subject to review.   | Apr 2011 | 61/10(a)    |
| vii.  | Bursary applications for IoS and UKCC courses from members of clubs affiliated to the Association with SwimMark accreditation at course completion will be match-funded by the Region.   | Apr 2011 | 61/10(a)    |
| viii. | Bursary applications for STA courses from members of clubs affiliated to the 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 provided 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 will not be awarded for CPD courses.   | Apr 2011 | 61/10(e)    |

### *Other*

- |    |   |          |         |
|----|---|----------|---------|
| i. | Development activities not run by the Association may be considered for funding if open to and accessed by all or most affiliated clubs and could not be supplied by the Association for the same cost or less. | Oct 2016 | 19/16.2 |
|----|---|----------|---------|

|      |   |          |         |
|------|---|----------|---------|
| ii.  | The 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

|      |  |          |  |
|------|--|----------|--|
| i.   | The published Dorset County ASA GCC shall apply to entry to all Association competitions regardless of discipline. | Historic |  |
| ii.  | The Association shall provide the opportunity to compete within the local area.                                    | Historic |  |
| iii. | The opportunity to compete in the 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 GCC.   | Jan 2018  | 31/17.13    |
|                          | ii.  | The County 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 Competition Programme will be published on the Association website.  | Jan 2018  | 31/17.13    |
|                          | iv.  | Individuals and clubs must resolve debts to the Association before participation in competitions of the Association.  | GCC   | 3.1.3       |
| <i>Club competitions</i> | i.   | The opportunity for affiliated clubs to schedule licensed events in the county shall be equitable.  | Oct 2021  | 21/18(a)i.1 |
|                          | ii.  | No club may schedule more than three licensed L1, L2 or L3 open competitions in any one year until all clubs intending to schedule a licensed open competition have been agreed with the licensing administration officer of Dorset County ASA.   | Oct 2021<br><i>Superseded by 22/04(i) June 2022</i> | 21/18(a)i.1 |
|                          | iii. | No club may submit more than three applications for a licensed L1, L2 or L3 open competition in any one year with the proviso that a fourth application may be considered only if deemed in <u>the interests of the County as a whole</u> by the licensing administration officer of Dorset County ASA. | June 2022   | 22/04(i)    |

## DEVELOPMENT POLICY

|     |   |          |  |
|-----|---|----------|--|
| i.  | The Association shall where practicable provide development and training opportunities within the local area. | Historic |  |
| ii. | Development programmes and training courses will be   | Historic |  |

equitable and open to all members of clubs affiliated to the Association.

- |      |  |          |         |
|------|--|----------|---------|
| iii. | Development projects and activities must represent good value for money for the 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 Association will be agreed with the Treasurer and where practicable will 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 recognition of achievement. | Historic |       |
| 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 GCC.  | Jan 2018 | 31/17.13 |
| iii. | A certificate will be awarded for Achievement as follows:<br>(a) First international selection at Junior level by the Home Nations.<br>(b) First international selection by English Schools.<br>(c) New British Junior Record.<br>(d) English Channel/open water or lake marathon relay swim.  | Jan 2018 | 31/17.13 |
| iv.  | A certificate will be awarded for Outstanding Achievement as follows:<br>(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.<br>(b) New British Senior Record.<br>(c) English Channel/open water or lake marathon solo swim. | Jan 2018 | 31/17.13 |
| v.   | A framed certificate will be presented for Exceptional Achievement as follows:<br>(a) Medallist or Finalist at Senior level at the following competitions: European Championships, World Championships and Olympic/Paralympic Games.<br>(b) Solo open water swim (record-breaking).  | Jan 2018 | 31/17.13 |

|                         |      |  |              |                |
|-------------------------|------|--|--------------|----------------|
|                         | vi.  | 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        |
| <i>County Records</i>   | i.   | A certificate will be awarded to swimmers achieving a new County Record and who are eligible to claim that record.   | Historic     |                |
|                         | ii.  | Eligibility to claim a County Record will be in accordance with the published Dorset County ASA GCC.   | GCC          | 9 <i>et al</i> |
|                         | iii. | Certificates for County Records will only be presented at an Association event and by a representative of the Association designated to do so.   | Aug 2011     | 15/11.2        |
| <i>County Selection</i> | i.   | On representing the Association at an inter-county age group team competition for the first time as either swimmers, divers, artistic 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 the Association at an inter-county age group team competition for the third time as either swimmers, divers, artistic swimmers or water polo players, competitors will receive the County Award.   | Constitution | A3.1           |
|                         | iii. | On representing the Association in an inter-county Masters team competition for the third time, competitors will receive the County Award.   | Jan 2018     | 31/17.13       |
|                         | iv.  | The County Award for representing the Association is a commemorative glass cube.   | Apr 2016     | 61/15iii       |
|                         | v.   | Awards for representing the Association are inclusive and apply across all disciplines. Separate awards will not be made for each individual discipline.   | Jan 2018     | 31/17.13       |
|                         | vi.  | There will be no charge for awards made for County selection.  | Apr 2016     | 61/15iii       |
| <i>County Service</i>   | i.   | The retiring President of the Association will be presented with a Past Presidents Badge at the ACM on completion of a year of office.   | Historic     |                |
|                         | ii.  | A Long Service Award will be presented to the Executive Officers, Committee Secretaries and Committee members of the Association at the ACM on completion of seven years continuous service.   | Oct 2017     | 18/17.1        |
|                         | iii. | A Long Service Award will be presented to eligible Officials as follows:<br>(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.<br>(b) Officials must have volunteered regularly at 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 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 Executive Meeting prior to and for presentation at the ACM.  | Oct 2017     | 18/17.1        |

|                     |       |  |          |                  |
|---------------------|-------|--|----------|------------------|
|                     | vii.  | Long Service Awards for pool swimming officials will be notified by the Officials Secretary to the Swimming Technical Committee for ratification each Autumn and presentation at the Championships the following year.   | Oct 2016 | 23/16(i)2        |
|                     | viii. | Long Service Awards for officials of other disciplines will be presented at the Championships for that discipline on notification to the Executive 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 the Executive according to the published guidelines determined by the Executive and in accordance with current Swim England Aquaforce categories. | Apr 2015 | 54/14            |
|                     | ii.   | Nominations for Aquaforce Awards will be submitted annually to Region from nominations received from affiliated clubs or recommended by the Executive 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 Executive.  | Oct 2015 | 28/15.1          |
|                     | ii.   | Perpetual trophies will be recalled annually for re-presentation in accordance with the published Dorset County ASA GCC.   | GCC      | 7.6 <i>et al</i> |
|                     | iii.  | The return of trophies is the responsibility of the Dorset club the winner represented at the time of receipt unless notified the winner is no longer a member of that club, whereby the current Dorset club becomes responsible for return.                               | GCC      | 7.5 <i>et al</i> |
|                     | iv.   | A fine in accordance with the published Dorset County ASA GCC will be imposed for the late or non-return of trophies.  | GCC      | 7.7 <i>et al</i> |
|                     | v.    | The fine for late or non-return of trophies is £25 per trophy with a cap of £150 per individual for non-return.  | Jan 2019 | 18/26.4(f)       |
|                     | vi.   | Trophies returned without being engraved or in a condition deemed unacceptable by the representative of the Association requesting return will be engraved and/or cleaned by the Association at the expense of the individual or team concerned.                           | GCC      | 7.7.1            |
|                     | vii.  | Fines must be paid by the closing date of an Association competition otherwise entry to that competition will be refused.  | Jan 2019 | 18/26.4(g)       |
|                     | viii. | Where a trophy is not returned or lost, the replacement cost is the responsibility of the last recorded bailee of that trophy, and acceptance for any Association competition, event or activity will be refused until such time as the trophy is replaced.                | GCC      | 7.8              |

## RESOURCES & REGALIA

### POLICY

- |      |  |          |         |
|------|--|----------|---------|
| i.   | Facilities and fixed equipment required for hire and use by the 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 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

### *Resources & Equipment*

- |      |  |          |             |
|------|--|----------|-------------|
| i.   | Association equipment and stock not under Custodianship will be stored in a central unit with keyholders access.   | Feb 2016 | 51/15       |
| ii.  | Association resources and equipment may be loaned free of charge provided it is for the sole use of clubs affiliated to the Association and the activity is not deemed by the Executive Officers as fund-raising.  | Jan 2018 | 31/17.13    |
| iii. | Association resources and equipment required by affiliated clubs for use for a fund-raising purpose or where an entry fee will be applied or where use will not be solely by clubs affiliated to the Association may be available for hire at a fee determined by the Executive Officers or the Treasurer. | Jan 2018 | 31/17.13    |
| iv.  | Equipment for which the Association is responsible for repair and replacement costs will only be made available for hire, not loan, and not all equipment will be made available for hire.   | Oct 2020 | 20/38(b)iii |

### *Regalia*

- |    |  |                  |                      |
|----|--|------------------|----------------------|
| i. | Replacement Association swim hats may be purchased by swimmers who have represented the Association at an event in which a team representing the Association has participated. Cost to be determined annually by the Executive Officers. | Jan 2018         | 31/17.13             |
| ii | Association shirts are acquired for disciplines for use by teams representing the Association on the principle of a one-off purchase and that losses by the team will not be replaced.   | Dec 15<br>Jan 17 | 18.17.1<br>33/16(d)2 |

### **Notes:**