

# Scottish Swimming

## West District

### Constitution & Bye Laws

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#### CONSTITUTION

<b>WDC1.0 NAME</b>	
WDC1.1	The name of the organisation shall be The Scottish Amateur Swimming Association, West District, hereafter called “The District”.
<b>WDC2.0 OBJECTIVES</b>	
WDC2.1	The objectives of the District shall, where relevant, be the same as those of the Scottish Amateur Swimming Association, hereafter referred to as the SASA, as set out in Section C2 of the SASA Constitution.
<b>WDC3.0 MEMBERSHIP</b>	
WDC3.1	District membership shall comprise of
WDC3.2	Life Members
WDC3.3	Affiliated clubs in accordance with paragraph C8.2.4 of the SASA Constitution and with paragraph BL8.1.1 of the SASA Bye-Laws.
<b>WDC4.0 GOVERNANCE</b>	
WDC4.1	The District shall be governed by the Constitution, Bye-Laws and Regulations.
WDC4.2	Amendments to the Constitution and Bye-Laws shall only be made at the Annual General Meeting or a Special Meeting.
WDC4.3	Amendments to Regulations shall be approved by General Meetings or Delegates Meetings.
<b>WDC5.0 THE ANNUAL GENERAL MEETING</b>	
WDC5.1	The Annual General Meeting shall be held in the last week of November or during the first two weeks of December. The agreement of Delegates is required to hold the AGM on any date other than the first or second Saturday of December.
WDC5.2	Three delegates from each affiliated club shall be entitled to attend, take part in the proceedings and vote. The Delegates must comply with the provisions of paragraph C5.4 of the SASA Constitution.
WDC5.3	Life Members shall be entitled to attend, take part in the proceedings and vote.
WDC5.4	Twenty Delegates and/or Life Members shall form a Quorum.
WDC5.5	An individual member of the SASA as defined in paragraph BL3 of the SASA Bye-Laws and who is resident within the District shall be entitled to attend and take part in the proceedings but will not be entitled to vote.
WDC5.6	The meeting shall have the right to exclude from all or part of the proceedings all but those entitled to attend, take part in the proceedings and vote as set out in paragraphs WDC5.2, WDC5.3 and WDC5.5.
WDC5.7	Proposed alterations to the Constitution and Bye-Laws, notices of motion and nominations for office and other appointments, must be received by the Honorary Secretary as specified in paragraph BL 8.1.4.3 of the SASA Bye-Laws.
WDC5.8	At least a two thirds majority of those present and voting must be secured before an alteration to the Constitution can be adopted.

- WDC5.9 A simple majority of those present and voting is required before an alteration to the Bye-Laws can be adopted.
- WDC5.10 The Agenda, Annual Report, Financial Report, proposed alterations to the Constitution and Bye-Laws, notices of motion and details of all the business to be transacted, shall be forwarded to each Affiliated Club, Life Member and Convenor of Standing Committees not less than twenty-one days before the Annual General Meeting.
- WDC5.11 Nominations for office and other appointments shall be submitted by Affiliated Clubs.
- WDC5.12 Proposed alterations to the Constitution and Bye-Laws shall be submitted by the Executive, Convenors of Standing Committees, Life Members or Affiliated Clubs.
- WDC5.13 The order and conduct of business shall be in accordance with Section WDBL5.
- WDC5.14 No other event may be held during the hours of the Annual General Meeting.

#### **WDC6.0 DELEGATES MEETINGS**

- WDC6.1 The minimum frequency of Delegates Meetings shall be in accordance with paragraph BL 8.1.5 of SASA Bye-Laws.
- WDC6.2 The order and conduct of business shall be in accordance with Section WDBL6.
- WDC6.3 The provisions of paragraphs WDC5.2, WDC5.3, WDC5.4, WDC5.5 and WDC5.6 and of paragraph BL 8.1.2 of the SASA Bye-Laws shall apply regarding entitlement to attend, take part in the proceedings and voting.

#### **WDC7.0 SPECIAL MEETING**

- WDC7.1 A Special Meeting shall be called as specified in paragraph BL8.1.6 of SASA Bye-Laws.
- WDC7.2 Notice of the Special Meeting shall specify the business to be transacted and shall be forwarded to each Affiliated Club, Life Members and Convenors of Standing Committees as set out in paragraph WDC7.3.
- WDC7.3 Notice of a Special Meeting shall be given as follows:  
Either (a) In accordance with paragraph BL8.1.6.1 (c) of SASA Bye-Laws.  
or (b) Not less than twenty-one days before the date of the meeting where paragraphs BL8.1.6.1 (a) and (b) of SASA Bye-Laws apply.
- WDC7.4 Paragraphs WDC5.2, WDC5.3, WDC5.4, WDC5.5, WDC5.6, WDC5.8 and WDC5.9 shall apply to a Special Meeting.
- WDC7.5 The order and conduct of business shall be in accordance with Section WDBL7.

#### **WDC8.0 CLUBS**

- WDC8.1 The provisions of paragraphs C8.4 and C8.5 of the SASA Constitution and of paragraph BL 8.1.1 and section BL8.2 of the SASA Bye-Laws shall apply.

#### **WDC9.0 COUNCIL**

- WDC9.1 The provisions of paragraph C9.1.2 of the SASA Constitution and paragraph BL9.1 of the SASA Bye-Laws shall apply.

#### **WDC10.0 OFFICE BEARERS**

- WDC10.1 The provisions of paragraphs BL8.1.7.1, BL8.1.7.2 and BL8.1.7.3 of the SASA Bye-Laws shall apply.
- WDC10.2 All Offices shall be honorary.  
The President, Vice President, Honorary Secretary, Honorary Treasurer and the Immediate Past President shall form the District Executive.
- WDC10.3 The District Executive shall be responsible for;
- WDC10.3.1 matters remitted to them.
- WDC10.3.2 the day to day administration of the District.
- WDC10.3.3 making recommendations to the Annual General Meeting for Patrons, Life Members and the appointments set out in paragraph WDBL10.1.
- WDC10.3.4 approving District Swimming Records.
- WDC10.4 The Quorum at an Executive Meeting shall be three.
- WDC10.5 Meetings of the Executive shall be in accordance with section WDBL10.

#### **WDC11.0 STANDING COMMITTEES**

- WDC11.1 The provisions of paragraphs 9 of the Company Articles and of BL8.1.7.2, BL8.1.7.4 and BL8.1.7.5 and Section BL8.1.9 of the SASA Bye-Laws shall apply.  
All positions shall be honorary.
- WDC11.2 There shall exist the following Standing Committees
- Finance
  - Swimming & Championships
  - Swimming Technical Officials
  - Swimming Leagues
  - Synchronised Swimming
  - Education
  - Diving
  - Water Polo
  - Masters Swimming
  - Open Water Swimming
- WDC11.3 Standing Committees shall have the following general responsibilities.
- WDC11.3.1 Review and bring forward for the approval of Delegates meetings, amendments to the Regulations for which they have responsibility before promulgation of the Regulations to Clubs.
- WDC11.3.2 To submit an annual report to the District Secretary, at least 28 days prior to the Annual General Meeting.
- WDC11.3.3 To provide a report to each Delegates meeting with the exception of the meeting specified in paragraph WDBL6.1.2.
- WDC11.3.4 To submit a proposed budget for their forward programme to the District Treasurer by 30th September each year, and to be accountable and responsible for the implementation of the agreed programme.
- WDC11.3.5 To co-opt, if considered necessary, up to three additional members.

WDC11.4 Finance Committee

- WDC11.4.1 The Finance Committee shall comprise:  
Honorary Treasurer as Convenor  
Trophy Steward  
Three other members and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.
- WDC11.4.2 To plan and budget, and monitor income, expenditure and fundraising.

WDC11.5 Swimming & Championships Committee

- WDC11.5.1 The Swimming & Championships Committee shall comprise:  
Convenor  
District club representative from the British Swimming Coaches and Teachers Association,  
The Trophy Steward, District Record Keeper and six other members and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.
- WDC11.5.2 To select swimmers and staff for all West District swimming teams.
- WDC11.5.3 To arrange transport, meals etc. for West District swimming teams.
- WDC11.5.4 To select all swimmers for West District squads.
- WDC11.5.5 To appoint all staff for West District squads (Head Coach and Team Manager(s) as appropriate).
- WDC11.5.6 To ensure that squad staff carry out their duties.
- WDC11.5.7 To liaise with squad staff regarding the squad education programme and all matters relating to competition and trips for the squads.
- WDC11.5.8 To administer the Licensing and Accreditation provisions of the SASA Swimming Regulations as appropriate.
- WDC11.5.9 Administer the Regional Squads on behalf of Scottish Swimming including the provision of training facilities, the notification of selections and all other appropriate documentation.
- WDC11.5.10 To organise all District Swimming Championships

WDC11.6 Swimming Technical Officials

- WDC11.6.1 The Swimming Technical Officials Committee shall comprise:  
Convenor  
Four other members and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.
- WDC11.6.2 To train Swimming Technical Officials.
- WDC11.6.3 To assist in the organisation of any examinations for Swimming Technical Officials.
- WDC11.6.4 To organise seminars as required.
- WDC11.6.5 To maintain a list of District Club Timekeepers.
- WDC11.6.6 To arrange the provision of Swimming Technical Officials for competitions as required.
- WDC11.6.7 To collect fees for the use of District equipment in accordance with the provisions of paragraph WDBL12.3.2.
- WDC11.6.8 To appoint Area Organisers in accordance with paragraph 9.6.2.12 of the Company Articles.

WDC11.7 Swimming Leagues.

- WDC11.7.1 The Swimming Leagues Committee shall comprise:  
Convenor  
One representative from each league currently operating in the District and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.
- WDC11.7.2 To ensure that the SASA Constitution, Bye-Laws and Regulations in relation to competitive swimming are adhered to for the respective leagues.

WDC11.8 Synchronised Swimming

- WDC11.8.1 The Synchronised Swimming Committee shall comprise:  
Convenor  
Two other members and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.
- WDC11.8.2 To promote Synchronised Swimming in the District.
- WDC11.8.3 To deal with relevant matters.

WDC11.9 Education

- WDC11.9.1 The Education Committee shall comprise:  
Convenor  
Three other members and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.
- WDC11.9.2 To have regard to the provisions of paragraph 9.13 of the Company Articles.
- WDC11.9.3 To assist in the development of all disciplines in the District.
- WDC11.9.4 To carry out the responsibilities allocated to District Convenors in the SASA Education Regulations.

WDC11.10 Diving

- WDC11.10.1 The Diving Committee shall comprise:  
Convenor  
Two other members and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.
- WDC11.10.2 To promote Diving in the District.
- WDC11.10.3 To deal with relevant matters.

WDC11.11 Water Polo

- WDC11.11.1 The Water Polo Committee shall comprise:  
Convenor  
One representative from each Water Polo Club in the District  
Other members appointed in accordance with the Water Polo Regulations and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.
- WDC11.11.2 To promote Water Polo in the District.
- WDC11.11.3 To deal with relevant matters

WDC11.12 Masters Swimming

- WDC11.12.1 The Masters Swimming Committee shall comprise:  
Convenor  
Two other members and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.

- WDC11.12.2 To promote Masters Swimming in the District.
- WDC11.12.3 To deal with relevant matters.

**WDC11.13 Open Water Swimming**

- WDC11.13.1 The Open Water Swimming Committee shall comprise:  
Convenor  
Two other members and shall have the following responsibilities in addition to those stated in paragraph WDC11.3.
- WDC11.13.2 To promote Open Water Swimming in the District.
- WDC11.13.3 To deal with relevant matters.

**WDC12.0 FINANCE**

- WDC12.1 The Financial Year of the District shall end on 30th September.
- WDC12.2 Each Affiliated Club shall pay a District per capita fee not later than 31st. January in respect of a member as defined in paragraph BL 3.2 of SASA Bye-Laws.
- WDC12.3 The amount of the District per capita fee as mentioned in paragraph WDC12.2 shall be fixed at the Annual General Meeting and paid in accordance with paragraph WDBL12.2.
- WDC12.4 The Honorary Treasurer shall present the following reports:  
(1)Annual Report accompanied by Auditors Certificate to the Annual General Meeting.  
(2)An up to date Financial Statement to each District Delegates Meeting.
- WDC12.5 All claims for expenses shall be made on official forms in accordance with Section WDBL12.

**WDC13.0 CHAMPIONSHIPS and EVENTS**

- WDC13.1 Paragraph BL8.1.10.1 of the SASA Bye-Laws shall apply.

**WDC14.0 TROPHIES**

- WDC14.1 All trophies belong to the District in perpetuity and cannot be won outright.
- WDC14.2 The Honorary Treasurer shall act as trustee of all District trophies.
- WDC14.3 Award, receipt, custody and return of trophies shall be in accordance with Section WDBL14.

**WDC15.0 PROTESTS**

- WDC15.1 Section C15 of SASA Constitution shall apply.

**WDC16.0 COMPLAINTS**

- WDC16.1 Section C16 of SASA Constitution shall apply.

**WDC17.0 SUSPENSIONS and FINES**

- WDC17.1 Section C17 of SASA Constitution shall apply.

**WDC18.0 APPEALS**

- WDC18.1 Section C18 of SASA Constitution shall apply.

**WDC19.0 AWARDS**

- WDC19.1 The Hugh C. Dobbie Memorial Award shall be presented to persons who have given outstanding service to the District and shall be presented at the Annual General Meeting or at any other time decreed suitable by the Executive.
- WDC19.2 The procedure for nomination and endorsement of the Hugh C. Dobbie Memorial Award shall be in accordance with Section WDBL19.
- WDC19.3 The following awards shall be presented at the Annual General Meeting or at any other time decreed suitable by the Executive.
  - (1) The William G. Todd Trophy shall be awarded to the most promising Junior Boy.
  - (2) The James Wallace Memorial Trophy shall be awarded to the most promising Junior Girl.
  - (3) The David Rennie Memorial Trophy shall be awarded to an individual for the best performance in the District Age Group Swimming Championships.
  - (4) The Jessie Waldie Cup shall be awarded to the club winning the largest number of medals in the SASA Age Group Swimming Championships.
  - (5) The Mary Black Trophy for swimming shall be awarded to the club which aggregates the most points from all events at the District Age Group Swimming Championships and the Open Championships.
  - (6) The Mary Black Trophy for Synchronised Swimming shall be awarded to the most improved Synchronised swimmer or club.
  - (7) The Thomson Rosebowl shall be awarded to the person in the District who has done the most for swimming during the preceding year.
- WDC19.4 The procedure for nomination and endorsement of The William G. Todd Trophy, The James Wallace Memorial Trophy, The David Rennie Memorial Trophy, The Mary Black Trophy for Synchronised Swimming, and The Thomson Rosebowl shall be in accordance with Section WDBL19.
- WDC19.5 The McWhir Trophy shall be awarded at the District Open Swimming Championships for the outstanding swim by a West District Swimmer.
- WDC19.6 The winner of The McWhir Trophy shall be in accordance with Section WDBL19.
- WDC19.7 The Hugh Dobbie Memorial Cup and The Craig Trophy shall be awarded for the best performance by a Junior girl and Junior boy respectively at the District Open Championships.
- WDC19.8 The Winners of The Hugh Dobbie Memorial Cup and The Craig Trophy shall be in accordance with Section WDBL19.

**WDC20.0 REPLICAS**

- WDC20.1 No replica, copy or miniature of any District trophy, medal, plaque, pennant or design may be made unless with the permission of The Executive.

**WDC21.0 DISPOSAL of FUNDS and DISSOLUTION**

- WDC21.1 Paragraph 9 of the Company Articles will apply with the substitution of the word "District" for the word "Company".

## **BYE-LAWS**

**WDBL1.0**        **NAME**                    (not used)

**WDBL2.0**        **OBJECTIVES**                (not used)

### **WDBL3.0**        **MEMBERSHIP**

WDBL3.1        Life Membership

WDBL3.1.1      Each recipient of Life Membership shall be presented with a plaque and shall be eligible to receive a copy of the District Handbook together with the Agenda and Minutes of every District Meeting.

WDBL3.1.2      Recommendation for Life Membership may be made by Clubs, Standing Committees or Life Members to the District Secretary for submission to the Executive. Nominations should contain full details of the service.

WDBL3.2        Affiliated Clubs.                (not used)

**WDBL4.0**        **GOVERNANCE**                (not used)

### **WDBL5.0**        **ANNUAL GENERAL MEETING**

WDBL5.1        Order of Business.

The business for the Annual General Meeting shall include; President's Address.

Apologies for Absence

Minutes of AGM from previous year

Business arising from Minutes

Correspondence

Secretary's Report including

Convenors' written Reports

Treasurer's Report including

Audited Accounts

Presentation of Awards

Proposals & Changes to Constitution & Bye-Laws

Election of Office Bearers and Standing Committees

Confirmation of Appointments

Installation of President

Awards of Life Membership

WDBL5.2        Standing Orders

WDBL5.2.1      Procedures for the conduct of business shall be, as appropriate, those contained in paragraph BL5.2 of the SASA Bye-Laws.

### **WDBL6.0**        **DELEGATES MEETINGS**

WDBL6.1        Frequency

WDBL6.1.1      Subject to paragraph WDBL6.1.2, Delegates meetings shall be held approximately every eight weeks. There shall be no meeting in July.

WDBL6.1.2      A meeting to consider the business of an SASA Congress and/or Annual General Meeting shall be held prior to such Congress and/or Annual General Meeting.

### **WDBL6.2**        **Order of Business**

WDBL6.2.1      The business for a Delegates Meeting shall include; President's Address.

Apologies for Absence

Minutes of previous Delegates Meeting

Business arising from Minutes

Correspondence

Secretary's Report

Clearance Certificates

Treasurer's Report.

Convenors' Reports

Board of Directors Report

Other Competent Business

### **WDBL6.3**        **Standing Orders**

WDBL6.3.1      Procedures for the conduct of business shall be, as appropriate, those contained in paragraph BL5.2 of the SASA Bye-Laws.

### **WDBL7.0**        **SPECIAL MEETING**

#### **WDBL7.1**        **Order of Business**

WDBL7.1.1      The Order of Business for a Special Meeting shall be: President's Address.

Apologies for Absence

Business to be transacted of which due notice has been given in accordance with paragraph WDC7.2.

WDBL7.1.2      No business shall be transacted at the Special Meeting other than business of which due notice has been given in accordance with paragraph WDC7.2.

#### **WDBL7.2**        **Standing Orders**

Procedures for the conduct of business shall be, as appropriate, those contained in paragraph BL5.2 of the SASA Bye-Laws.

**WDBL8.0**        **CLUBS**                        (not used)

**WDBL9.0**        **COUNCIL**                      (not used)

### **WDBL10.0**       **OFFICE BEARERS**

WDBL10.1       The appointments to be made at the Annual General Meeting on the recommendation of the District Executive in accordance with paragraph WDC10.3.3 are:

Minute Secretary

Legal Adviser

Auditor(s)

One Trustee of the James Wallace Bequest Fund

Record Keeper

Trophy Steward

WDBL10.2       The duties and responsibilities of the appointments specified in paragraph WDBL10.1 shall be as follows:

WDBL10.2.1      Minute Secretary

To take minutes at all District Meetings with the exception of the meeting specified in paragraph WDBL6.1.2

WDBL10.2.2      Legal Adviser

To advise the District on legal matters.

- WDBL10.2.3 Auditor(s)  
To audit the District's accounts and provide a written report to the Annual General Meeting or at such other times as may be requested by the Executive or a Delegates Meeting.
- WDBL10.2.4 Trustee of The James Wallace Bequest Fund  
To administer the fund with the other trustees in accordance with the provisions of paragraph WDBL12.5.
- WDBL10.2.5 Record Keeper  
To maintain District Swimming Records and issue Record Certificates.
- WDBL10.2.8 Trophy Steward  
To assist the Treasurer on all matters relating to District Trophies.
- WDBL10.3 Procedures for the conduct of business at Executive meetings shall, as appropriate, be in accordance with those set out in paragraph BL5.2 of the SASA Bye-Laws.

#### **WDBL11.0 STANDING COMMITTEES**

- WDBL11.1 Meetings
  - WDBL11.1.1 Standing Committees shall meet at least once per year.
  - WDBL11.1.2 Confirmation of venue, date and time of each meeting, along with an Order of Business shall be given not less than seven days prior to each meeting.
  - WDBL11.1.3 A special meeting of a Standing Committee shall be called when requested by the District Executive.
- WDBL11.2 Order of Business
  - WDBL11.2.1 The Order of Business for each meeting shall be decided by the Convenor, except that there shall always be an item for any other competent business.
- WDBL11.3 Standing Orders
  - WDBL11.3.1 Standing orders shall, as appropriate, be in accordance with those contained in paragraph BL5.2 of the SASA Bye-Laws.

#### **WDBL12.0 FINANCE**

- WDBL12.1 Receipts and Payments
  - WDBL12.1.1 All incoming receipts (i.e. postal orders, money orders etc.) must be made payable to SASA West District. Cash will not be accepted.
  - WDBL12.1.2 All outgoing payments will be made by cheque unless an alternative method of payment is authorised by the Honorary Treasurer and either the President or Honorary Secretary.
  - WDBL12.1.3 The authorised signatories for payments by the District shall be any two members of the District Executive.
  - WDBL12.1.4 Except with the prior approval of the District Executive, District monies in excess of £100 may not be held for longer than one month by anyone, with the exception of the Honorary Treasurer.
- WDBL12.2 Per Capita Fee
  - WDBL12.2.1 The Per Capita Fee, payable in accordance with paragraph WDC12.2, shall be based upon the number of members in respect of which the club has paid a membership fee to SASA in accordance with paragraph BL12.2.2.2 of the SASA Bye-Laws and shall be accompanied by a certificate certifying the correctness of that number signed by 3 members of the Club Executive.

- WDBL12.2.2 Clubs shall have a minimum membership of twenty, or pay the equivalent Per Capita Fee for twenty members.
- WDBL12.2.3 Clubs situated outwith the mainland will pay only 50% of the appropriate Per Capita Fee.
- WDBL12.2.4 Any club failing to pay the appropriate Per Capita Fee by the date specified in paragraph WDC12.2 shall cease to be affiliated to the District and their members cannot take part in any competition

#### **WDBL12.3 Other Fees**

- WDBL12.3.1 Education Courses
  - WDBL12.3.1.1 A charge will be included in course fees for all courses organised in the District to cover telephone, postage and all relevant expenses incurred by the Education Convenor in organising the courses.
- WDBL12.3.2 District Equipment
  - WDBL12.3.2.1 A club wishing to use District equipment i.e. watches, guns, ammunition, lap cards etc. will pay a fee of an amount approved at the Annual General Meeting or a Delegates meeting.
  - WDBL12.3.2.2 It will be the responsibility of the Club to arrange the uplift and return of the equipment to the Swimming Technical Officials Convenor or their appointee.

#### **WDBL12.4 Expenses**

- WDBL12.4.1 All claims for expenses shall be made to the Honorary Treasurer on the official claim form accompanied by applicable receipts showing suppliers' VAT registration number where appropriate.
- WDBL12.4.2 Claims, other than Convenors' postages etc. must be submitted within fourteen days of the event.
- WDBL12.4.3 Travel expenses shall be paid on the basis of the standard rail/bus/ferry fare or the District mileage allowance. Air fare(s) shall only be paid with the prior approval of the District Executive. The mode of transport shall be stated on the claim form.
- WDBL12.4.4 Reasonable meal and overnight allowances can be paid where deemed appropriate by the District Executive.
- WDBL12.4.5 Members of the District Executive, Convenors of Standing Committees and the holders of the appointments mentioned in Paragraph BL10.1 may have a float not exceeding £100 subject to approval of the District Executive.

#### **WDBL12.5 The James Wallace Bequest Fund**

- WDBL12.5.1 The Trustees shall be the President, Honorary Secretary, Honorary Treasurer and one other individual appointed at the Annual General Meeting in accordance with paragraph WDBL10.1
- WDBL12.5.2 The Fund is in two parts:
  - WDBL12.5.2.1 A set aside sum of £200 from which interest is derived to provide a plaque annually to be retained by the winner of The James Wallace Memorial Trophy. The surplus to be used for the purchase of equipment.
  - WDBL12.5.2.2 The remainder of the Fund to be used for training or welfare of any swimmer(s) in any discipline of the sport.
- WDBL12.5.3 The allocation of the Fund shall be decided by a majority decision of Delegates on the recommendation of The Trustees.

**WDBL13.0 CHAMPIONSHIPS AND EVENTS**

- WDBL13.1 Medals
- WDBL13.1.1 In District Swimming, Diving and Synchronised Swimming Championships, medals shall normally be awarded as follows:  
1st. Gold  
2nd. Silver  
3rd. Bronze
- WDBL13.1.2 See the appropriate Discipline Regulations for the award of medals in the District Championship Events of those disciplines not specified in paragraph WDBL13.1.1.
- WDBL13.2 Swimming Records
- WDBL13.2.1 Applications for Records shall be submitted on the appropriate form to the District Record Keeper within 30 days of the attempt. Applications will not be approved unless the individual is a member of SASA and a 1st Claim member of a West District Club.
- WDBL13.2.2 Records can only be made at an accredited event.
- WDBL13.2.3 The approval or rejection by the District of any application shall be final.
- WDBL13.2.4 The events for which District records can be claimed shall be Individual events as per paragraph R13.9.5 of Company Rules.

**WDBL14.0 TROPHIES**

- WDBL14.1 The winner of a trophy shall sign a receipt:
- WDBL14.1.1 Guaranteeing safe custody.
- WDBL14.1.2 Return of the trophy in the same condition.
- WDBL14.1.3 Return of the trophy in good time for presentation at the following years competition.
- WDBL14.1.4 Accepting responsibility for any damage to trophy.
- WDBL14.1.5 Undertaking engraving at their own expense.
- WDBL14.2 Any damage to a District trophy must be reported to the Honorary Treasurer immediately.
- WDBL14.3 Failure to comply with paragraph WDBL14.1.3 will result in the competitor being suspended from competition in District Championships until the trophy is returned.
- WDBL14.4 The Club to which a recipient belongs shall bear joint responsibility for compliance with paragraph WDBL14.1.3.

**WDBL15.0 PROTESTS** (not used)**WDBL16.0 COMPLAINTS** (not used)**WDBL17.0 SUSPENSIONS AND FINES** (not used)**WDBL18.0 APPEALS** (not used)**WDBL19.0 AWARDS**

- WDBL19.1 Awards shall be presented in accordance with Section WDC19.
- WDBL19.2 Hugh C. Dobbie Memorial Award
- WDBL19.2.1 Nomination for the receipt of the Hugh C. Dobbie Memorial Award should be made by members of the District Executive, Standing Committees, Life Members and Clubs to the Honorary Secretary for submission to the District Executive. A nomination should contain full details of the nominee's service to the District.
- WDBL19.3 William G. Todd Trophy
- WDBL19.3.1 The recipient shall be decided by the District Executive.
- WDBL19.4 James Wallace Memorial Trophy
- WDBL19.4.1 Selection procedure shall be as per paragraph WDBL19.3.1
- WDBL19.5 David Rennie Memorial Trophy.
- WDBL19.5.1 Selection procedure shall be as per paragraph WDBL19.3.1
- WDBL19.6 Mary Black Trophy for Synchronised Swimming
- WDBL19.6.1 Selection procedure shall be as per paragraph WDBL19.3.1
- WDBL19.7 Thomson Rosebowl.
- WDBL19.7.1 Selection procedure shall be as per paragraph WDBL19.3.1
- WDBL19.8 The McWhir Trophy.
- WDBL19.8.1 The winner shall be the West District swimmer who scores the most points based on a Performance Points system confirmed annually by the District Swimming & Championships Committee.
- WDBL19.9 The Hugh Dobbie Memorial Cup.
- WDBL19.9.1 The winner shall be the West District Junior Swimmer who scores the most points in an individual event based on a Performance Points system confirmed annually by the District Swimming & Championships Committee.
- WDBL19.10 The Craig Trophy.
- WDBL19.10.1 The winner shall be the West District Junior Swimmer who scores the most points in an individual event based on a Performance Points system confirmed annually by the District Swimming & Championships Committee.

**WDBL20.0 REPLICAS** (not used)**WDBL21.0 DISPOSAL OF FUNDS AND DISSOLUTION** (not used)

## SWIMMING CHAMPIONSHIPS REGULATIONS

### **CH1.0 GENERAL**

- CH1.1 The provisions of SASA Regulations SW3.0.1 and SW3.0.2 shall apply.
- CH1.2 Entry to the Age Group Championships (Groups 1-3) and the Long Course Open Championship (Group 5) is restricted to members of Clubs affiliated to the District as mentioned in Paragraph BL12.2.2.2. (a) (1) and (2) of the SASA Bye-Laws, subject to the following criteria:  
(a) Where the 1<sup>st</sup> Claim Club of which the swimmer is a member is affiliated to the SASA West District.  
(b) The Swimming & Championships Committee will consider requests for entries that do not meet condition (a) above. Requests must be submitted, in writing, to the Swimming & Championships Convenor at least 4 weeks before the published Closing Date for entries for Groups 1-3 and 5.
- CH1.3 The following Championships shall be open to any swimmer registered with their National Association. Sprints and Relay Championships (Group 4) and Short Course Age Group Open Championships (Group 6).
- CH1.4 The Championships mentioned in CH1.2 and CH1.3 shall be held annually.
- CH1.5 The cost of entry fees and the amount of fines shall be decided at a General Meeting.
- CH1.6 The number of heats in any event, shall be at the discretion of the Swimming & Championship Committee, but shall (except in events of 400 metres and over) generally not be less than three, providing the number of entries permit.
- CH1.7 There will be no "time only" swims in District Championships. Any club placing a swimmer in an empty lane for a "time only" swim shall be fined for each offence.
- CH1.8 A fine shall be incurred by a swimmer at the Championships mentioned in CH1.2. The fine shall be applied for each second or part thereof in every 100 metres by which the consideration time is exceeded in all cases where the swim exceeds the consideration time.
- CH1.9 Subject to WDBL13.1.1, the structure, dates, qualifying/consideration times, entry fees, fines and prizes (including medals and/or pennants) shall be promulgated annually by the Swimming & Championships Committee to all clubs in the District.

### **CH2.0 AGE GROUP CHAMPIONSHIPS**

- CH2.1 Events for both boys and girls with the exception, in the short course events, of:  
800 metres Freestyle-girls only  
1500 metres Freestyle-boys only

CH2.2 The events shall be swam both Short Course (25 metre pool) and Long Course (50 metre pool)

CH2.3 The events shall be as follows:

#### SHORT COURSE

12 yrs	}	100 metres
& under	}	Freestyle/Butterfly/Backstroke/Breaststroke.
	}	200 metres

and	}	Freestyle/Butterfly/Backstroke/Breaststroke.
	}	200 metres Individual Medley
13/14 yrs	}	400 metres Freestyle / Individual Medley

13/14 yrs		800 metres Freestyle (girls only)
		1500 metres Freestyle (boys only)

#### LONG COURSE

12 years	}	100 metres
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& under	}	Freestyle/Butterfly/Backstroke/Breaststroke.
13/14 yrs	}	400 metres Freestyle.
Male /Female	}	200 metres Individual Medley

13/14 yrs	}	200 metres
Male /Female	}	Freestyle/Butterfly/Backstroke/Breaststroke.
	}	400 metres Individual Medley

Male /Female		50 metres
		Freestyle/Butterfly/Backstroke/Breaststroke.
		800 / 1500 metres Freestyle

CH2.4 All individual events in the Short Course Age Group Championships shall be declared winner events.  
All individual events in the Long Course Age Group Championships up to and including 100 metres for Male and Female events shall have Heats and Finals. All other events shall be declared winner events.

CH2.5 Medals in accordance with WDBL13.1.1 will be awarded to the first three swimmers and ribbons/pennants to the fourth, fifth and sixth placed swimmers in each of the short course events. All swimmers must have achieved the qualifying time.  
Overall Champion will be awarded to the best boy and girl in each age group.  
The criteria will be total Performance Points achieved by accumulating the single highest individual points from each of the categories defined annually in the Meet Information. The Performance Points system will be confirmed annually by the District Swimming & Championships Committee.

Medals in accordance with WDBL13.1.1 will be awarded to the first three swimmers in each of the long course events. Medals will also be awarded to the first three swimmers in the 15 / 16 age group. All swimmers must have achieved the Consideration Time.

### CH3.0 OPEN CHAMPIONSHIPS

- CH3.1 Events for both boys and girls with the exception in the Short Course Age Group Open of:  
800 metres Freestyle-girls only  
1500 metres Freestyle-boys only
- CH3.2 All individual events up to and including 100 metres for Male and Female events shall have Heats and Finals. All other events, including relay events, shall be declared winner events.
- CH3.3 The events shall be as follows:  
SHORT COURSE OPEN (Group 3)  
50 metres/100 metres/200 metres- Freestyle/Butterfly /Backstroke/Breaststroke  
400 metres/800 metres/1500 metres Freestyle  
200 metres/400 metres Individual Medley
- SPRINTS and RELAYS (Group 4)  
For all the following age groups  
12 and Under, 13/14 Years, 15/16 Years and 17 Years and Over.  
50 metres Freestyle/Butterfly/Backstroke/Breaststroke  
100 metres Individual Medley  
4x50 metres Freestyle Relay/Medley Relay
- SHORT COURSE AGE GROUP OPEN (Group 6)  
For both the following age groups  
12 and Under and 13/14 Years.  
100 metres/200 metres- Freestyle/Butterfly Backstroke/Breaststroke  
400 metres/800 metres/1500 metres Freestyle (see CH3.1)  
200 metres/400 metres Individual Medley
- LONG COURSE OPEN (Group 5)  
50 metres/100 metres/200 metres- Freestyle/Butterfly Backstroke/Breaststroke  
400 metres/800 metres/1500 metres Freestyle (see CH3.1)  
200 metres/400 metres Individual Medley  
4x50 metres Freestyle Relay/Medley Relay
- CH3.4 Medals and Prizes will be awarded as follows:  
SHORT COURSE OPEN (Group 3)  
CH3.4.1 Medals in accordance with WDBL13.1.1 will be awarded to the first three swimmers in each event.  
Medals will also be awarded to the first three swimmers in the 15/16 age group.  
All swimmers must have achieved the Consideration Time.

SPRINTS and RELAYS (Group 4)and  
SHORT COURSE AGE GROUP OPEN (Group 6)  
Medals in accordance with WDBL13.1.1 will be awarded to the first three swimmers and ribbons/pennants to the fourth, fifth and sixth placed swimmers in each event, including relays.  
All swimmers must have achieved the consideration time.

LONG COURSE OPEN (Group 5)  
Medals in accordance with WDBL13.1.1 will be awarded to the first three swimmers in each individual event and the first three teams in the relay events.  
Medals will also be awarded to the first three individual swimmers in the 15/16 age group. All swimmers must have achieved the consideration time.  
Medals will be awarded to the fastest West District Swimmer and the fastest West District Junior Swimmer in an individual event.

### CH4.0 Swimming Technical Officials (STO)

- CH4.1 All STO's officiating at District Swimming Championships shall be appointed in accordance with SASA Swimming Regulations.
- CH4.2 District clubs entering swimmers in any District Swimming Championships must provide STO's for each session of the Championships in accordance with the following scale:

Total number of Club swimmers per session in the Championships	Number of STO's per session
1 to 4	None
5 to 9	<b>1 x Judge</b>
10 +	2 of which at least 1 must be a Judge, Starter or Referee

- CH4.3 A District Club failing to provide STO in accordance with the scale set out in CH4.2 shall be subject to a fine for each session in which the required STO is not present. The amount of the fine will be agreed at the AGM. For the purpose of meeting the requirement set out in CH4.2, members of the organising committee shall be counted.
- CH4.4 The number of Technical Officials attending from participating Clubs shall be notified to the Swimming Championships Convenor by the STO Convenor for the purposes of collecting fines imposed in accordance with CH4.3

### CH5.0 TROPHIES

- CH5.1 See WDC19.5 and WDBL19.8
- CH5.2 Other trophies are as follows:

#### Senior Men

James Arthur	100 metres Freestyle
McFarlane	200 metres Freestyle
John W. Steven	400 metres Freestyle
Ogilvie Mathieson	800 metres Freestyle
John Stewart	200 metres Breaststroke
Lindhurst Cup	4x50 metres Freestyle Relay

#### Senior Women

Lady Pettigrew	100 metres Freestyle
Thistle Trophy	400 metres Freestyle
Ron Smith Trophy	800 metres Freestyle
M. Tindall Trophy	100 metres Butterfly
Linthouse Ladies	100 metres Backstroke
Norman Beattie	200 metres Individual Medley

#### Junior Men

Lord Weir Cup	50 metres Freestyle
David McCowan	100 metres Freestyle
McLaughlin Trophy	100 metres Butterfly
President '80'	100 metres Backstroke
The Brunton Trophy	100 metres Breaststroke
John Richmond Trophy	200 metres Individual Medley
The Victory Shield	4x50 metres Freestyle Relay

#### Junior Women

John Carson	50 metres Freestyle
Phillips Trophy	100 metres Freestyle
Hugh C. Dobbie Trophy	100 metres Butterfly
Absolom Trophy	100 metres Backstroke
Hamilton Cup	100 metres Breaststroke
John Richmond Trophy	200 metres Individual Medley
Grace Leiper Shield	4x50 metres Freestyle Relay

#### Age Groups

Douglas McIntyre Memorial	11 years and under boys 4x50 metres Freestyle Relay
The Ayr Trophy	11 years boys 100 metres Backstroke
Centenary Trophy	15/16 years boys 200 metres Individual Medley
Drummond Cup	17/18 years boys 400 metres Individual Medley
Finnie Sports	11 years girls 100 metres Backstroke
Centenary Trophy	15/16 years girls 200 metres Individual

#### **CH6.0 Inter Club Meet**

CH6.1 A non – Championship Meet held in last quarter of year between Clubs invited by District Swimming and Championships Committee based on Mary Black Points from Groups 1 thru 5. All as detailed on a year by year basis in Meet Information in this Handbook.