



Scottish Swimming

West District

Governance Documentation (Issue 5 - December 2018)

Consisting of

West District Constitution – Issue 4, December 2018

West District Bye-Laws – Issue 5, December 2018

Constitution Issue 2 & Bye Laws Issue 2 adopted at West District EGM – 8 September 2010

Bye-Laws Issue 3 amendments adopted at West District AGM – 10 December 2011

Constitution Issue 3 & Bye Laws Issue 4 adopted at West District AGM – 5 December 2015

Constitution Issue 4 & Bye Laws Issue 5 adopted at West District AGM – 1 December 2018

**Scottish Amateur Swimming Association
West District Constitution
Index**

SECTION	WC1	NAME
SECTION	WC2	OBJECTIVES
SECTION	WC3	MEMBERSHIP
	WC3.1	Membership Groups
	WC3.2	District Life Members
	WC3.3	Affiliated Clubs
SECTION	WC4	GOVERNANCE
SECTION	WC5	ANNUAL GENERAL MEETING (AGM)
SECTION	WC6	SPECIAL MEETING
SECTION	WC7	DISTRICT MANAGEMENT
	WC7.1	Office Bearers
	WC7.2	District Executive (The Executive)
	WC7.3	SASA Council Representatives
SECTION	WC8	FINANCES
SECTION	WC9	SCOTTISH SWIMMING GOVERNANCE
SECTION	WC10	DISTRICT LIFE MEMBERSHIP, ANNUAL AWARDS & TROPHIES
	WC10.1	Presentation and Nominations
	WC10.2	District Life Membership
	WC10.3	District Trophies
	WC10.4	District Discipline Awards
SECTION	WC11	DISTRICT SPECIAL AWARDS
	WC11.1	Presentation and Nominations
	WC11.2	Hugh C. Dobbie Memorial Award
SECTION	WC12.0	DISTRICT CHAMPIONSHIP TROPHIES
	WC12.1	The McWhir Trophy
	WC12.2	The Hugh Dobbie Memorial Cup
	WC12.3	The Craig Trophy
	WC12.4	the Aquatics Football Challenge Cup
SECTION	WC13	DISPOSAL of FUNDS and DISSOLUTION

WC1.0 NAME

WC1.1 The name of the organisation shall be The Scottish Amateur Swimming Association, West District, hereafter called “The District”.

WC2.0 OBJECTIVES

WC2.1 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.

WC3.0 MEMBERSHIP

WC3.1 Membership Groups

WC3.1.1 District membership shall comprise of
 a) District Life Members.
 b) Affiliated clubs in accordance with Section C9.1.2 of the SASA Constitution.

WC3.2 District Life Members

WC3.2.1 Each recipient of District Life Membership shall be presented with a memento. A copy of the agenda and minutes of District Meeting can be obtained by the recipient free of charge by sending a request to the District Secretary.

WC3.3 Affiliated Clubs.

WC3.3.1 The provisions of Sections C10.1 and C10.2 of the SASA Constitution shall apply.

WC4.0 GOVERNANCE

WC4.1 The District shall comply with the requirements of Scottish Swimming Governance documentation, in particular, Section C9 of the SASA Constitution.

WC4.2 The District shall be governed by the District Constitution, Bye-Laws and Regulations.

WC4.3 Amendments to the District Constitution and Bye-Laws shall only be made at the Annual General Meeting or a Special Meeting.

WC4.4 Amendments to Regulations shall be approved by General Meetings or Delegates Meetings.

WC5.0 ANNUAL GENERAL MEETING (AGM)

WC5.1 The AGM 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.

From 30 June 2019 the following will apply

WC5.1 The AGM shall be held in either the last two weeks in May or the beginning of June. The agreement of Delegates is required to hold the AGM on any date other than the first two weeks of June.

WC5.2 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 C5.6 of the SASA Constitution.

WC5.3 District Life Members shall be entitled to attend and take part in the proceedings. They are also entitled to vote if they are members of the SASA.

WC5.4 Twenty Delegates and/or District Life Members (who are entitled to vote as per WC5.3) shall form a Quorum.

WC5.5 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 WC5.2 and WC5.3.

WC5.6 Proposed alterations to the District Constitution and Bye-Laws, notices of motion and nominations for office and other appointments, must be received by the Secretary as specified in Section C9.3.3 of the SASA Constitution by 1 November.

From 30 June 2019 the following will apply

WC5.6 Proposed alterations to the District Constitution and Bye-Laws, notices of motion and nominations for office and other appointments, must be received by the Secretary as specified in Section C9.3.3 of the SASA Constitution by 30 April.

- WC5.7 Proposed alterations to the District Constitution and Bye-Laws shall be submitted by the Executive, Convenors of District Committees, District Life Members (who are entitled to vote as per WC5.3) or Affiliated Clubs.
- WC5.8 At least a two thirds majority of those present and voting must be secured before an alteration to the District Constitution can be adopted.
- WC5.9 A simple majority of those present and voting is required before an alteration to the District Bye-Laws can be adopted.
- WC5.10 A simple majority of those present and voting is required before an alteration to the District Regulations can be adopted.
- WC5.11 The Agenda, Annual Report, Financial Report, proposed alterations to the District Constitution and Bye-Laws, notices of motion and details of all the business to be transacted, shall be forwarded to each Affiliated Club, District Life Member and Convenor of District Committees not less than twenty-one days before the AGM.

From 30 June 2019 the following will apply

- WC5.11 The Agenda, Annual Report, Financial Report, proposed alterations to the District Constitution and Bye-Laws, notices of motion and details of all the business to be transacted, shall be forwarded to each Affiliated Club, District Life Member and Convenor of District Committees not less than twenty-one days before the AGM for a June AGM and not less than fourteen days before the AGM for a May AGM.
- WC5.12 Nominations for office and other appointments shall be submitted by Affiliated Clubs.
- WC5.13 Order of Business
The business for the AGM shall include:
- a) President's Address.
 - b) Apologies for Absence.
 - c) Minutes of AGM from previous year.
 - d) Business arising from Minutes.
 - e) Correspondence.
 - f) Secretary's Report including Convenors' written Reports.
 - g) Treasurer's Report including Audited/Examined Accounts.
 - h) Presentation of Awards.
 - i) Proposals & Changes to Constitution & Bye-Laws.
 - j) Election of Office Bearers and District Committees.
 - k) Confirmation of Appointments.
 - l) Installation of President.
 - m) Awards of District Life Membership.
- WC5.14 The conduct of business shall be in accordance with Company Rules Section R16.
- WC5.15 No other event may be held within the District or be organised by Clubs affiliated to the District during the hours of the AGM except with the agreement of the District Executive.

WC6.0 SPECIAL MEETING

- WC6.1 A Special Meeting shall be called as specified in Section C9.5 of the SASA Constitution.
- WC6.2 Notice of the Special Meeting shall specify the business to be transacted and shall be forwarded to each Affiliated Club, District Life Members and Convenors of District Committees as set out in paragraph WC6.3.
- WC6.3 Notice of a Special Meeting shall be given as follows:
Either a) In accordance with Section C9.5.1(c) of the SASA Constitution.
or b) Not less than twenty-one days before the date of the meeting where Sections C9.5.1(a) or (b) of the SASA Constitution apply.
- WC6.4 Paragraphs WC5.2, WC5.3, WC5.4, WC5.5, WC5.7, WC5.8, WC5.9 and WC5.10 shall apply to a Special Meeting.
- WC6.5 The Order of Business for a Special Meeting shall be.
- a) President's Address.
 - b) Apologies for Absence.
 - c) Business to be transacted of which due notice has been given in accordance with Section WC6.2.
- WC6.6 No business shall be transacted at the Special Meeting other than business of which due notice has been given in accordance with paragraph WC6.2.
- WC6.7 The conduct of business shall be in accordance with Company Rules Section R16.

WC7.0 DISTRICT MANAGEMENT**WC7.1 Office Bearers**

WC7.1.1 The provisions of Sections C9.7.1, C9.7.2 and C9.7.3 of the SASA Constitution shall apply.

WC7.1.2 All Offices shall be honorary.

WC7.2 District Executive (hereafter called “The Executive”)

WC7.2.1 The President, Vice President, Secretary, Treasurer and the Immediate Past President shall form the Executive.

WC7.2.2 The Executive shall be responsible for.

- a) Matters remitted to them.
- b) The day to day administration of the District.
- c) Making recommendations to the AGM for Patrons, District Life Members and the appointments set out in paragraph WBL2.1.
- d) Approving District Swimming Records.

WC7.2.3 The Quorum at an Executive Meeting shall be three.

WC7.2.4 Meetings of the Executive shall be in accordance with Company Rules Section R16.

WC7.3 SASA Council Representatives

WC7.3.1 The provisions of Sections C7.1.1(c) and C9.8.3 of the SASA Constitution shall apply.

WC8.0 FINANCES

WC8.1 The Financial Year of the District shall end on 30 September.

From 01 April 2019 the following will apply

WC8.1 The Financial Year of District shall end on 31 March.
(*Interpretation - the financial year for 2018/20 will run from 01 Oct 2018 to 31 Mar 2020*)

WC8.2 Refer to Bye-Laws Section WBL4 for details on Finances.

WC9.0 SCOTTISH SWIMMING GOVERNANCE

WC9.0.1 In terms of the application of the Scottish Swimming Governance procedures for Protests, Complaints, Suspensions & Fines and Appeals the District is treated as being the same as an Affiliated Club.

- a) Protests – Section R11 of Company Rules shall apply.
- b) Complaints – Sections R12 to R15 of Company Rules shall apply.
- c) Suspensions and Fines – Section R13 of Company Rules shall apply.
- d) Appeals – Sections R12 to R15 of Company Rules shall apply.

WC10.0 DISTRICT LIFE MEMBERSHIP, ANNUAL AWARDS & TROPHIES**WC10.1 Presentation and Nominations**

WC10.1.1 The following awards shall be presented annually at the time specified below or at any other time decreed suitable by the Executive.

- a) Life Membership (WC10.2) – at the AGM.
- b) District Awards & Trophies (WC10.3) – at the last Delegates meeting in the year (normally December).
- c) District Discipline Trophies (WC10.4) – at the last Delegates meeting in the year (normally December).

WC10.1.2 The person or body making a nomination is required to ensure that the nomination details remain confidential and are not divulged to third parties, including the nominee prior to nominations being considered by the Executive.

WC10.1.3 The decision on which nominees are to receive awards is final and no correspondence will be entered into before or after the Executive have made their decision.

WC10.1.4 Nominations for all District awards, unless otherwise stated, must be made to the District Secretary for submission to the Executive by 31 October.

From 30 June 2019 the following will apply

WC10.1.4 Nominations for Life Membership must be made to the District Secretary for submission to the Executive by 30 April.

WC10.1.5 Nominations for the District Awards & Trophies (WC10.3) must be made to the District Secretary for submission to the Executive by 31 October, or a more suitable date determined and advised by the Executive.

WC10.1.6 Nominations for the Discipline Trophies (WC10.4) must be made to the District Secretary for submission to the Executive by 31 October, or a more suitable date determined and advised by the Executive.

WC10.2 District Life Membership

WC10.2.1 The Executive will consider nominations and decide who will receive District Life Membership.

WC10.2.2 Nominations may be made by Clubs, District Committees or District Life Members. Nominations should contain full details of the nominee's service to the District and their swimming career if appropriate.

WC10.2.3 In the event that a Life Membership should require to be removed from any recipient, the Executive will make the decision to rescind and notify the person involved.

WC10.3 District Awards & Trophies

WC10.3.1 The Executive will consider nominations and decide who will receive the District Awards.

WC10.3.2 William G. Todd Trophy

WC10.3.2.1 The William G. Todd Trophy shall be awarded to the most promising Junior Boy.

WC10.3.2.2 Nomination may be made by the Executive or District Committees.

WC10.3.3 James Wallace Memorial Trophy

WC10.3.3.1 The James Wallace Memorial Trophy shall be awarded to the most promising Junior Girl.

WC10.3.3.2 Selection process shall be the same as WC10.3.2.2.

WC10.3.4 Thomson Rosebowl

WC10.3.4.1 The Thomson Rosebowl shall be awarded to the person in the District who has done the most for swimming during the preceding year.

WC10.3.4.2 Nomination may be made by members of the Executive, District Committees, District Life Members and Clubs. A nomination should contain full details of the nominee's service to the District.

WC10.4 District Discipline Trophies

WC10.4.1 The Executive will consider the proposed recipients of the District Discipline Awards.

WC10.4.2 David Rennie Memorial Trophy

WC10.4.2.1 The David Rennie Memorial Trophy shall be awarded to an individual for the best performance in the District Age Group Swimming Championships.

WC10.4.2.2 Nomination will be made by the Swimming and Championships Committee.

WC10.4.3 The Jessie Waldie Cup

WC10.4.3.1 The Jessie Waldie Cup shall be awarded to the club winning the largest number of medals in the Scottish Swimming Age Group Swimming Championships.

WC10.4.3.2 Selection Process shall be the same as WC10.4.2.2

WC10.4.4 The Mary Black Trophy for Swimming

WC10.4.4.1 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.

WC10.4.4.2 Selection Process shall be the same as WC10.4.2.2.

WC10.4.5 Mary Black Trophy for Synchronised Swimming

WC10.4.5.1 The Mary Black Trophy for Synchronised Swimming shall be awarded to the most improved Synchronised swimmer or club.

WC10.4.5.2 Nomination will be made by the Synchronised Swimming Committee.

WC11.0 DISTRICT SPECIAL AWARDS**WC11.1 Presentation and Nominations**

- WC11.1.1 The following special awards shall be presented at any time decreed suitable by the Executive (including the AGM).
- WC11.1.2 The person or body making a nomination is required to ensure that the nomination details remain confidential and are not divulged to third parties, including the nominee prior to nominations being considered by the Executive.
- WC11.1.3 The decision on whether a nominee is to receive an award is final and no correspondence will be entered into before or after the Executive have made their decision.

WC11.2 Hugh C. Dobbie Memorial Award

- WC11.2.1 The Hugh C. Dobbie Memorial Award shall be presented to a person or persons who have given outstanding service to the District.
- WC11.2.2 Nomination may be made by members of the Executive, District Committees, District Life Members and Clubs. A nomination should contain full details of the nominee's service to the District.
- WC11.2.3 Nominations must be made, at any time, to the District Secretary for submission to the Executive.

WC12.0 DISTRICT CHAMPIONSHIP TROPHIES

- WC12.0.1 The details of championship trophies for specific events are included in the regulations of each discipline.

WC12.1 The McWhir Trophy

- WC12.1.1 The McWhir Trophy shall be awarded at the District Open Swimming Championships for the outstanding swim by a District Swimmer.
- WC12.1.2 The winner shall be the District swimmer who scores the most points based on a Performance Points system confirmed annually by the District Swimming & Championships Committee.

WC12.2 The Hugh Dobbie Memorial Cup

- WC12.2.1 The Hugh Dobbie Memorial Cup shall be awarded for the best performance by a Junior Girl at the District Open Championships.
- WC12.2.2 The winner shall be the 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.

WC12.3 The Craig Trophy

- WC12.3.1 The Craig Trophy shall be awarded for the best performance by a Junior Boy at the District Open Championships.
- WC12.3.2 The winner shall be the 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.

WC12.4 The Aquatics Football Challenge Cup

- WC12.4.1 The Aquatics Football Challenge Cup shall be awarded to the team that wins the District Water Polo Cup Senior Competition.

WC13.0 DISPOSAL of FUNDS and DISSOLUTION

- WC13.1 Clause A5.9 of the Company Articles will apply with the substitution of the word "District" for the word "Company".

**Scottish Amateur Swimming Association
West District Bye Laws
Index**

SECTION	WBL1	DELEGATES MEETINGS
SECTION	WBL2	DISTRICT APPOINTMENTS
SECTION	WBL3	DISTRICT COMMITTEES
	WBL3.1	General
	WBL3.2	Meetings
	WBL3.3	General Responsibilities
	WBL3.4	Finance Committee
	WBL3.5	Swimming & Championships Committee
	WBL3.6	Swimming Technical Officials Committee
	WBL3.7	Swimming Leagues Committee
	WBL3.8	Synchronised Swimming Committee
	WBL3.9	Diving Committee
	WBL3.10	Water Polo Committee
	WBL3.11	Masters Swimming Committee
	WBL3.12	Open Water Swimming Committee
SECTION	WBL4	FINANCE
	WBL4.1	Receipts and Payments
	WBL4.2	Per Capita Fee
	WBL4.3	Other Fees
	WBL4.4	Expenses
SECTION	WBL5	CHAMPIONSHIPS and EVENTS
	WBL5.1	General
	WBL5.2	Medals
	WBL5.3	District Swimming Records
SECTION	WBL6	TROPHIES/REPLICAS/AWARDS

WBL1.0 DELEGATES MEETINGS

- WBL1.1 Subject to paragraph WBL1.2, Delegates meetings shall be held a minimum of three times per year. There will normally be 4 meetings and an AGM each year.
- WBL1.2 A meeting to consider the business of a Scottish Swimming AGM shall be held prior to such AGM.
- WBL1.3 The provisions of paragraphs WC5.2, WC5.3, WC5.4 and WC5.5 and of Section C9.6 of the SASA Constitution shall apply regarding entitlement to attend, take part in the proceedings and voting.
- WBL1.4 The business for a Delegates Meeting shall include:
- a) President's Address.
 - b) Apologies for Absence
 - c) Minutes of previous Delegates Meeting
 - d) Business arising from Minutes
 - e) Correspondence
 - f) Secretary's Report
 - g) Clearance Certificates
 - h) Treasurer's Report.
 - i) Convenors' Reports
 - j) Company Board & SASA Council Reports
 - k) Other Competent Business
- WBL1.5 The conduct of business shall be in accordance with Company Rules Section R16.

WBL2.0 DISTRICT APPOINTMENTS

- WBL2.1 The appointments to be made at the AGM on the recommendation of the Executive in accordance with paragraph WC7.2.2(c) are:
- a) Minute Secretary
 - b) Legal Adviser
 - c) Auditor(s)/Examiner(s)
 - d) Record Keeper
 - e) Trophy Steward
- WBL2.2 The duties and responsibilities of the appointments specified in paragraph WBL2.1 shall be as follows:
- a) Minute Secretary.
To take minutes at all District Meetings with the exception of the meeting specified in paragraph WBL1.2.
 - b) Legal Adviser.
To advise the District on legal matters.
 - c) Auditor(s)/Examiners.
To audit/examine the District's accounts and provide a written report to the AGM or at such other times as may be requested by the Executive or a Delegates Meeting.
 - d) Record Keeper.
To maintain District Swimming Records and issue Record Certificates.
 - e) Trophy Steward.
To assist the Treasurer on all matters relating to District Trophies.

WBL3.0 DISTRICT COMMITTEES**WBL3.1 General**

- WBL3.1.1 The provisions of Section A3.1.3 of the Company Articles and of Sections C9.7.2, C9.7.4, C9.7.5 and Section C9.9 of the SASA Constitution shall apply.
- WBL3.1.2 All positions shall be honorary.
- WBL3.1.2 There shall exist the following District Committees.
- a) Finance
 - b) Swimming & Championships
 - c) Swimming Technical Officials
 - d) Swimming Leagues
 - e) Synchronised Swimming
 - f) Diving
 - g) Water Polo
 - h) Masters Swimming
 - i) Open Water Swimming

WBL3.2 Meetings

- WBL3.2.1 District Committees shall meet at least once per year.
- WBL3.2.2 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.
- WBL3.2.3 A special meeting of a District Committee shall be called when requested by the Executive.
- WBL3.2.4 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.
- WBL3.2.5 All members including co-opted members shall be entitled to vote.
- WBL3.2.6 The conduct of business shall be in accordance with Company Rules Section R16.

WBL3.3 General Responsibilities

- WBL3.3.1 District Committees shall have the following general responsibilities.
 - a) 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.
 - b) To submit an annual report to the District Secretary by 31 October each year.

From 30 June 2019 the following will apply

- b) To submit an annual report to the District Secretary by 30 April each year.
- c) To provide a report to each Delegates meeting with the exception of the meeting specified in paragraph WBL1.2.
- d) To submit a proposed budget for their forward programme to the District Treasurer by 30 September each year, and to be accountable and responsible for the implementation of the agreed programme.

From 30 June 2019 the following will apply

- d) To submit a proposed budget for their forward programme to the District Treasurer by 31 March each year, and to be accountable and responsible for the implementation of the agreed programme.
- e) To co-opt, if considered necessary, up to three additional members subject to the approval of the Delegates.
- f) Health and Safety at events they run on behalf of the District.
It is the responsibility of the District Committee to:-
 - i) Ensure that all the Health and Safety requirements of the facilities used are adhered to by all participants.
 - ii) Define any additional Health and Safety requirements specific to their discipline where those defined by the facility operator are insufficient to cover their requirements.
 - iii) Ensure that all participants are aware of the Health and Safety requirements that apply.

WBL3.4 Finance Committee

- WBL3.4.1 The Finance Committee shall comprise:
 - a) Treasurer as Convenor
 - b) Trophy Steward
 - c) Three other members
- WBL3.4.2 The Committee shall have the following responsibilities in addition to those stated in WBL3.3.
 - a) To plan and budget, and monitor income, expenditure and fundraising.
- WBL3.4.3 The Treasurer shall present the following reports:
 - a) Annual Report accompanied by Auditors/Examiners certificate to the AGM.
 - b) An up to date Financial Statement to each District Delegates Meeting.

WBL3.5 Swimming & Championships Committee

- WBL3.5.1 The Swimming & Championships Committee shall comprise:
 - a) Convenor
 - b) District club representative from the British Swimming Coaches Association
 - c) The Trophy Steward
 - d) District Record Keeper
 - e) Six other members
- WBL3.5.2 The Committee shall have the following responsibilities in addition to those stated in WBL3.3.
 - a) To select swimmers and staff for all District swimming teams.
 - b) To arrange transport, meals etc. for District swimming teams.
 - c) To select all swimmers for District squads under the control of the District.

- d) To appoint all staff for District squads (Head Coach and Team Manager(s) as appropriate) under the control of the District.
- e) To ensure that squad staff carry out their duties.
- f) To liaise with squad staff regarding the squad education programme and all matters relating to competition and trips for the squads under the control of the District.
- g) To administer the Licensing and Accreditation provisions of the Scottish Swimming Swimming Regulations as appropriate.
- h) Administer the Regional Squads on behalf of Scottish Swimming including the provision of training facilities, the notification of selections and all other appropriate documentation.
- i) To organise all District Swimming Championships

WBL3.6 Swimming Technical Officials Committee

WBL3.6.1 The Swimming Technical Officials Committee shall comprise:

- a) Convenor
- b) Four other members.

WBL3.6.2 The Committee shall have the following responsibilities in addition to those stated in WBL3.3.

- a) To train Swimming Technical Officials.
- b) To assist in the organisation of any examinations for Swimming Technical Officials.
- c) To organise seminars as required.
- d) To maintain a list of District Timekeepers.
- e) To arrange the provision of Swimming Technical Officials for competitions as required.
- f) To appoint Area Organisers in accordance with Scottish Swimming STO Regulations.

WBL3.7 Swimming Leagues Committee

WBL3.7.1 The Swimming Leagues Committee shall comprise:

- a) Convenor
- b) One representative from each league currently operating in the District.

WBL3.7.2 The Committee shall have the following responsibilities in addition to those stated in WBL3.3.

- a) To ensure that the Scottish Swimming Governance Documents in relation to competitive swimming are adhered to for the respective leagues.

WBL3.8 Synchronised Swimming Committee

WBL3.8.1 The Synchronised Swimming Committee shall comprise:

- a) Convenor, who can, but need not be, a nominated / appointed member of the Committee.
- b) One Representative from each Synchronised Swimming Club in the District.

WBL3.8.2 The Committee shall have the following responsibilities in addition to those stated in WBL3.3.

- a) To promote Synchronised Swimming in the District.
- b) To deal with relevant matters.

WBL3.9 Diving Committee

WBL3.9.1 The Diving Committee shall comprise:

- a) Convenor, who can, but need not be, a nominated / appointed member of the Committee.
- b) One Representative from each Diving Club in the District.

WBL3.9.2 The Committee shall have the following responsibilities in addition to those stated in WBL3.3.

- a) To promote Diving in the District.
- b) To deal with relevant matters.

WBL3.10 Water Polo Committee

WBL3.10.1 The Water Polo Committee shall comprise:

- a) Convenor, who can, but need not be, a nominated / appointed member of the Committee.
- b) One Representative from each Water Polo Club in the District.
- c) Other members appointed in accordance with the Water Polo Regulations.

WBL3.10.2 The Committee shall have the following responsibilities in addition to those stated in WBL3.3.

- a) To promote Water Polo in the District.
- b) To deal with relevant matters

WBL3.11 Masters Swimming Committee

WBL3.11.1 The Masters Swimming Committee shall comprise:

- a) Convenor

- b) Two other members.

WBL3.11.2 The Committee shall have the following responsibilities in addition to those stated in WBL3.3.

- a) To promote Masters Swimming in the District.
- b) To deal with relevant matters.

WBL3.12 Open Water Swimming Committee

WBL3.12.1 The Open Water Swimming Committee shall comprise:

- a) Convenor
- b) Two other members.

WBL3.12.2 The Committee shall have the following responsibilities in addition to those stated in WBL3.3.

- a) To promote Open Water Swimming in the District.
- b) To deal with relevant matters.

WBL4.0 FINANCE

WBL4.1 Receipts and Payments

WBL4.1.1 All incoming receipts (i.e. postal orders, money orders etc.) must be made payable to SASA West District. Cash will not be accepted.

WBL4.1.2 All outgoing payments will be made by cheque unless an alternative method of payment is authorised by the Treasurer and either the President or Secretary.

WBL4.1.3 The authorised signatories for payments by the District shall be any two members of the Executive.

WBL4.1.4 Except with the prior approval of the Executive, District monies in excess of £100 may not be held for longer than one month by anyone, with the exception of the Treasurer.

WBL4.2 Per Capita Fee

WBL4.2.1 The amount of the District per capita fee shall be fixed at the AGM.

WBL4.2.2 Each Affiliated Club shall pay a District per capita fee not later than 31 January in respect of a Swimmer member as defined in Section C3.3.3 of the SASA Constitution and which the club has paid a membership fee to SASA in accordance with Section C3.3.5 of the SASA Constitution.

The Executive can add exclusions to the payment criteria subject to the agreement of District Delegates.

WBL4.2.3 The per capita fee, payable in accordance with paragraph WBL4.2.2 shall be accompanied by a certificate certifying the correctness of that number signed by 3 members of the Club Executive.

WBL4.2.4 Clubs shall have a minimum membership of ten, or pay the equivalent Per Capita Fee for ten members.

WBL4.2.5 Clubs situated outwith the mainland will pay only 50% of the appropriate Per Capita Fee.

WBL4.2.6 Any club failing to pay the appropriate Per Capita Fee by the date specified in paragraph WBL4.2.2 shall cease to be affiliated to the District and their members cannot take part in any competition.

WBL4.3 Other Fees

WBL4.3.1 District Equipment

A club wishing to use District equipment will pay a fee of an amount approved at the AGM, a Delegates Meeting or the Executive.

It will be the responsibility of the Club to arrange the uplift and return of the equipment.

WBL4.4 Expenses

WBL4.4.1 All claims for expenses shall be made to the Treasurer on the official claim form accompanied by applicable receipts showing suppliers' VAT registration number where appropriate.

WBL4.4.2 Claims, other than Convenors' postages etc. must be submitted within fourteen days of the event.

WBL4.4.3 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 Executive. The mode of transport shall be stated on the claim form.

WBL4.4.4 Reasonable meal and overnight allowances can be paid where deemed appropriate by the Executive.

WBL4.4.5 Members of the Executive, Convenors of District Committees and the holders of the appointments mentioned in Paragraph WBL2.1 may have a float not exceeding £100 subject to the approval of the Executive.

WBL5.0 CHAMPIONSHIPS AND EVENTS

WBL5.1 General

WBL5.1.1 Section C9.2.1.1 of the SASA Constitution shall apply.

WBL5.2 Medals

WBL5.2.1 In District Swimming, Diving and Synchronised Swimming Championships, medals shall normally be awarded as follows, unless otherwise stated in the Discipline Regulations.

1st. Gold

2nd. Silver

3rd. Bronze

WBL5.2.2 See the appropriate Discipline Regulations for the award of medals in the District Championship Events of those disciplines not specified in paragraph WBL5.2.1.

WBL5.3 District Swimming Records

WBL5.3.1 Applications for District 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 District Club.

WBL5.3.2 District Records can only be made at an accredited event.

WBL5.3.3 The approval or rejection by the District of any application shall be final.

WBL5.3.4 The events for which District records can be claimed shall be Individual events as per Section R7.1.5 of Company Rules. In individual events and relays District records can be claimed at Intermediate distances subject to FINA rules being satisfied.

WBL6.0 TROPHIES/REPLICAS/AWARDS

WBL6.1 All trophies belong to the District in perpetuity and cannot be won outright.

WBL6.2 The Treasurer shall act as trustee of all District trophies.

WBL6.3 The winner of a trophy shall sign a receipt:

a) Guaranteeing safe custody.

b) Return of the trophy in the same condition.

c) Return of the trophy in good time for presentation at the following year's competition.

d) Accepting responsibility for any damage to trophy.

e) Undertaking engraving at their own expense.

WBL6.4 Any damage to a District trophy must be reported to the Treasurer immediately.

WBL6.5 Failure to comply with paragraph WBL6.3 will result in the competitor being suspended from competition in District Championships until the trophy is returned.

WBL6.6 The Club/Team, for whom a recipient participates when winning a District trophy, shall bear joint responsibility for compliance with paragraph WBL6.3.

WBL6.7 No replica, copy or miniature of any District trophy, medal, plaque, pennant or design may be made unless with the permission of The Executive.

WBL6.8 Awards shall be presented in accordance with the Constitution Section WC10.

WBL6.9 Championship Trophies shall be awarded in accordance with the Constitution Section WC12.