

OXFORDSHIRE & NORTH BUCKINGHAMSHIRE COUNTIES AMATEUR SWIMMING ASSOCIATION

In these rules

A.S.A shall mean the Amateur Swimming Association

Region shall mean A.S.A South East Region

Words importing the masculine gender shall include the feminine

Words of the plural number shall include the singular and words of the singular number shall include the plural

The term swimmer shall include synchronised swimmer, diver and water polo player unless the context indicates to the contrary.

1.0 TITLE

- 1.1 The Association shall be called Oxfordshire & North Buckinghamshire Counties Amateur Swimming Association.

2.0 COMPOSITION

- 2.1 The County Association shall consist of the clubs, associations and bodies affiliated to the Region and allocated to the County Association by the Region pursuant to the powers granted to it under the constitution of the Region and members thereof.

3.0 OBJECTS

The objects of the County Association shall be to: -

- 3.1 Promote the development of swimming and swimming related activities and in particular to promote County swimming, diving, synchronised swimming and water polo championships and competitions.
- 3.2 Carry out the aims and objects of the Region and in particular to undertake the specific responsibilities set out below.
- 3.3 Obey and enforce the laws, resolutions and rulings of the A.S.A and Region.
- 3.4 Select and govern teams and individuals representing the County Association.

4.0 RESPONSIBILITIES OF THE COUNTY ASSOCIATION

The County Association shall; -

- 4.1 Be responsible for managing within its boundaries subject to the strategic direction of the Region.
- 4.2 Observe the laws, judicial and technical rules of the A.S.A and ensure they are observed within its jurisdiction.

4.3 Follow the resolutions and rulings of the A.S.A Board of Management and / or the A.S.A Council and / or the Regional Management Board and / or the Regional Council and ensure they are followed within its jurisdiction.

4.4 Be accountable to the Region for the proper discharge of its functions.

In relation to its Administration and Finances The County Association shall

4.5 Determine the uses to which its funds are allocated within the strategic criteria set by Region.

4.6 Set up and implement a Business Plan including a budget indicating the source of the required funding and how it will be spent, based on the strategic criteria set by the Region.

4.7 Set up and implement a Development Plan based upon strategic criteria set by the Region.

4.8 Have the authority to set a County element of the affiliation and membership fee due from each of the clubs affiliated to the County Association. It may, however, charge this direct to its clubs where applicable.

In relation to its Accountability the County Association shall

4.9 From time to time submit its Business and Development Plans to the Regional Management Board or its nominated agent for information.

4.10 Keep accounts showing its income and expenditure against the budget set in its Business Plan and a Balance Sheet.

4.11 Report annually to the Regional Management Board in such form as it may from time to time require on its

a. activities and any issues arising there from

b. expenditure of A.S.A or Regional funding (if applicable)

c. performance against Development Plan.

5.0 AFFILIATIONS

5.1 The County Association shall be affiliated to the Amateur Swimming Association South East Region and each individual Club shall be similarly affiliated.

6.0 FINANCE, PROPERTY ACCOUNTING & DISSOLUTION

6.1 Any decision to borrow money, the limits on such borrowing, and those entitled to borrow money on behalf of the County Association shall be decided by the Annual General Meeting following a recommendation from the Executive Committee.

6.2 Any changes to banking arrangements shall be decided by the Executive Committee.

6.3 The County Associations financial year shall end on the 31st March to which date all reports and accounts shall be completed.

6.4 Every member of the Executive Committee, employee, servant or agent shall be indemnified by the County Association and it shall be the duty of the County Association to pay all costs, losses and expenses which any person shall incur or for which he may become liable by reason of any contract entered into or act or done thing by him in good faith in the discharge of his duties.

6.5 Any member of any duly appointed or elected Executive Committee or Panel or employee, servant or agent of the County Association or any person duly appointed by the County Association to act with its authority shall be paid their expenses necessarily incurred through that membership or appointment by the County

Association at the prevailing A.S.A rates where such exist.

- 6.6 The County Association may purchase or by other means acquire and take options over any property what ever, and any rights and privileges of any kind or in respect of any property and if it does so : -
- a. any property of the County Association, other than cash at bank shall be vested in two custodians. They shall deal with the property as directed by resolution of the County Association Executive Committee and entry into the minutes shall be conclusive evidence of such a resolution
 - b. the Custodians shall be elected at the Annual General Meeting of the County Association and shall hold office until resignation unless removed by a resolution passed at the Annual General Meeting of the County Association
 - c. the Custodians shall be entitled to an indemnity out of the property of the County Association for all expenses and other liabilities properly incurred by them in the discharge of their duties.
- 6.7 The County Association may be wound up or dissolved upon a resolution of four fifths of the delegates at a duly called General Meeting of the Association. If upon the winding up or dissolution there remains after the satisfaction of all its debts and liabilities any property whatsoever and
- a. the County Association has benefited from mutual trading, the same shall be distributed among the affiliated clubs in such proportions as the clubs may mutually agree
 - b. the County Association has not benefited from mutual trading the same shall be transferred to any successor body, organisation or association or in default of such a body to the Amateur Swimming Association.

7.0 MEMBERSHIP

- 7.1 A Club wishing to apply to the Region for allocation to the County Association shall submit copy of its rules to the Region with an application form and affiliation fee as set by the Region. Upon affiliation the Region shall provide to the County Association details of the club's membership and details of the club Secretary as the contact point for the club.
- 7.2 Any Club suspended by the A.S.A or Region for non payment of subscriptions, fines or other liabilities by the due date will be automatically suspended by the County Association and from all it's Championships and Competitions.
- 7.3 Any insurance arranged by the A.S.A or the Region will not provide cover for any person, club, association, body or organisation relative to any incident occurring during that period of suspension.

8.0 RESIGNATION

- 8.1 Any club wishing to resign from the Region shall give notice in writing to that effect before 1st January to the Regional Director or it shall be liable for its Regional affiliation fee for the subsequent year. Resignation from the Region shall automatically terminate affiliation to the County Association.

9.0 GOVERNANCE OF THE ASSOCIATION

There will be three levels of governance: -

- 9.1 The Annual General Meeting (The Council)
- 9.2 The Executive Committee
- 9.3 The Standing and other Committees

10.0 PRINCIPAL OFFICERS

The Principal Officers of the County Association will be

- 10.1 The President
- 10.2 The General Secretary
- 10.3 The Treasurer
- 10.4 The President Elect

11 THE ANNUAL GENERAL MEETING (COUNCIL)

The following persons should be invited to the Annual General Meeting (Council)

The Principal Officers of the Association

The Past Presidents of the Association who may not vote in that capacity

The Honorary Life Members of the Association

Duly appointed Officers of the Executive Committee

Three delegates from each affiliated club

All present must be members of the A.S.A

- 11.1 The Annual General Meeting of the County Association shall be held in July of each year.
- 11.2 Fourteen days notice of the meeting shall be given (where possible) and the Notice should be accompanied by an agenda and a copy of the minutes from the previous year's Annual General Meeting.
- 11.3 A duly certified set of accounts consisting of an Income and Expenditure Account for the year ended 31st March and a Balance Sheet as at 31st March should be presented to the Meeting.
- 11.4 Certification of the accounts should be by a suitably qualified person who is not an officer of the Executive Committee.
- 11.5 A Quorum shall be determined when one third of clubs entitled to send delegates are in attendance.
- 11.6 The Principal Officers shall be elected annually at the Annual General Meeting. The Secretary and Treasurer must be nominated and seconded by affiliated clubs. They shall be eligible for re-election but no person may serve more than one year at a time as President but may be eligible for re-election after a period of five years has elapsed since his previous term as President . The President Elect shall be proposed for election as President at the Annual General Meeting held at the end of the term of office in that former capacity.
- 11.7 Special rules shall apply to the office of President Elect. In January of each year the County Secretary shall write to all affiliated clubs inviting them to submit nominations for the office of President Elect. Such nomination forms to be signed by the nominating club, the seconding club and the consent of the person nominated. These forms to be returned to the County Secretary by the end of March. If one or more nominations are received then the County Secretary will arrange for candidates CV's to be circulated to all clubs for discussion and their votes at the Annual General Meeting. Nominations are expected to come from those persons who have served the County Association in whatever capacity. Validation of nominations shall be made by the Principal Officers and the immediate past President.
- 11.8 The Hon Secretary or the Hon Treasurer shall not be entitled to vote at any Meeting of the Association or the Executive Committee or may they attend meetings in a dual capacity and vote as representatives of any

Affiliated Club.

- 11.9 The Principal Officers of the Association shall be ex-officio members of all subcommittees established by the Annual General Meeting or by the Executive Committee.
- 11.10 The President shall take the Chair at any meeting of the Association. He may be invited to take the Chair at any duly constituted subcommittee. In his absence the President Elect shall act in like manner. In the absence of both the Meeting shall elect a Chairperson.
- 11.11 Changes to this Constitution can only be made at the Annual General Meeting or a Special General Meeting specially convened for that purpose.

12.0 SPECIAL GENERAL MEETINGS

- 12.1 A Special General Meeting of the Association may be called at the direction of The Executive Committee by a resolution passed at a meeting of which notice was given in accordance with these rules or at the discretion of the Hon Secretary.
- 12.2 Fourteen days notice of each meeting shall be given (where possible) and notice should be accompanied by an agenda for the meeting.
- 12.3 The list of attendees is as for the Annual General Meeting (Council).

13.0 THE EXECUTIVE COMMITTEE

- 13.1 The Management of the Association shall be carried out by an Executive Committee consisting of the Principal Officers of the Association (as defined in Rule 10 above), the Past Presidents of the Association, the Officers of the Executive Committee and two representatives from each affiliated club. All persons with the exception of the Hon Secretary and Hon Treasurer are entitled to vote and the President shall have the casting vote. A Quorum of the Executive Committee shall consist of one third of affiliated clubs being represented at the meeting.
- 13.2 At the first Executive Committee meeting after the Annual General Meeting, the Executive Committee shall after nomination and secondment and if necessary vote, the Officers of the Executive Committee. Such appointments shall include Honorary Secretaries for the Disciplines of Swimming, Diving, Water Polo and Synchronised Swimming. In addition the following appointments shall be made: Swimming Officials Secretary, Awards Trustee, Fixtures Secretary, Press Officer, Records Officer, Disability Secretary, Facilities Secretary, Education Secretary, Welfare Officer and Development Plan Secretary. The Committee shall also appoint a County Team Coach and both Boys and Girls Team Managers. The Committee shall also confirm the nominations of the Selection Committee for the appointment of both Boys and Girls Team Captains. This list is not exhaustive and it is possible for one person to hold two or more posts.
- 13.3 A person entitled to attend Meetings of the Executive Committee in a capacity other than as a Club representative shall not attend as a Club representative unless he has been formally appointed in that capacity by his club.
- 13.4 A Selection Committee shall be appointed consisting of the Fixtures Secretary, the County Team Coach, The Boys and Girls Team Manager along with representatives of four clubs. The four clubs represented shall be the four clubs finishing in the first four positions in the County Age Group Competitions unless they are represented by the stated Officers of the Committee. In that event then the next clubs in the Competitions shall be represented. Decisions of the Selection Committee do not require the endorsement of the Executive Committee.
- 13.5 Such other subcommittees as may be considered as necessary by the County Association may be formed with their recommendations reported to the Executive Committee for approval.
- 13.6 An Emergency Committee consisting of the Principal Officers of the Association, the Fixtures Secretary, the Discipline Secretaries (as appropriate to the issues involved) shall convene to deal with any matter requiring

an immediate decision. A Quorum shall consist of three persons. All decisions taken shall be reported to the next Executive Committee meeting for ratification.

14.0 MEETINGS OF THE EXECUTIVE COMMITTEE

- 14.1 Notice of Meetings of the Executive Committee shall be given 14 days in advance (wherever possible). The Minutes from the previous Meeting shall be circulated together with an Agenda.
- 14.2 The Minutes of the previous Meeting shall be approved and any matters arising discussed.
- 14.3 Reports from the various Executive Committees shall be presented and any matters discussed with decisions where required given.
- 14.4 Items not included in the Agenda may be introduced and discussed and if the President so decides a vote taken. It may well be that the matter be left on the table for decision at the next Executive Committee Meeting.

15.0 DISCIPLINARY PROCEEDINGS

- 15.1 The Executive Committee shall form the Disciplinary body of the Association. In accordance with A.S.A. Law it may initiate disciplinary action in relation to any of its allocated clubs and members thereof in respect of a breach of its own rules provided that the County Association shall adopt and comply with the principles contained in the A.S.A. Guidelines for handling internal club disputes.
- 15.2 Any Club or individual who is the subject of any disciplinary report shall be given 14 days notice of the date and time of the Meeting of the Executive Committee at which the matter is to be considered. He or she shall have the right to appear before the Executive Committee at the Meeting and shall have the right to be accompanied by an advisor.
- 15.3 Members of the Executive Committee whose Club or members of whose Club is / are the subject of disciplinary reports may attend Meetings of the Executive Committee at which the report(s) are to be considered but they shall not be permitted to take part in discussions or vote on the matter. Similarly when a Club makes a protest against another Club the representatives of the protesting Club shall not be permitted to take part in the discussions or vote on the matter.

16.0 COUNTY BADGES AND AWARDS

- 16.1 Swimmers and representatives of other disciplines representing the County Association at an Inter-County event shall receive an award on the first occasion of doing so and upon the third occasion they shall receive their County Badge.

17.0 GENERAL INTERPRETATION

- 17.1 In the event of anything occurring which is not provided for in these Rules the Executive Committee shall deal with the matter at its discretion and report the circumstances and its decision to the next General Meeting of the Association.