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BL1 CONDUCT

BL1.1 The provisions of these By-Laws shall be strictly adhered to. In the event of any inconsistency between the provisions of the Constitution and the provisions of these By-Laws, the provisions of the Constitution shall prevail.

BL2 INTERPRETATION

BL2.1 All terms in these By-Laws have the same meaning as the same terms have in the Constitution, unless expressly defined otherwise or the context requires otherwise.

BL3 AMENDMENTS TO BY-LAWS

BL3.1 These By-Laws may be amended only in the same way that the Constitution may be amended.

BL3.2 Any alteration of or addition to By-Laws agreed upon by the Association shall become effective 21 days after the decision has been made unless otherwise determined by the Association.

BL4 MOTTO

BL4.1 The Association's motto shall be "Fitness, Friendship and Fun."

BL5 LOGO

BL5.1 The Association's logo shall consist of text and a triangular shape and the shape of the swimmer moving an arm as in swimming.

BL5.2 The text has "masters swimming AUSTRALIA" in lower and upper cases at the foot of the triangular shape.

BL5.3 In the colour version, the logo is a triangle in blue PMS 2728 at the apex with a vertical gradient to blue PMS 2925 at the base. A yellow swimmer appears at the base of the triangle in PMS 124. "masters swimming" appears below the triangle in lower case with a horizontal gradient (L to R) from blue PMS 2925 to blue PMS 2728. At the base of the logo, Australia appears in capitals in blue PMS 2728.

BL5.4 Branches are permitted to use the same logo design and are permitted to replace the word "AUSTRALIA" with their own State or Territory name in upper case with the name in full, eg. SOUTH AUSTRALIA not SA

BL5.5 The logo must be used in its entirety, that is, shape and text must be present.

BL5.6 Unless otherwise approved by the Association, all logos can be used only in their nominated PMS colours or closest available equivalent, except that any logo may be printed entirely in mono. Changes to the size of the logo to accommodate design features must be in proportion.

BL6 NATIONAL GRANTS

BL6.1 All monies allocated to Clubs or other bodies from the Association or Board shall be subject solely to the conditions laid down by the Association or Board, and shall be used for the purposes stipulated by the Association or Board and for no other purposes.

BL7 REGISTRATION

BL7.1 Fifty percent of the national component of the annual membership fee shall be payable by those joining for only the last four calendar months of the registration year.

BL7.2 Twenty five percent of the national component of the annual membership fee shall be payable for the last four calendar months of the registration year if paid with the full annual membership fee for the following year.

BL7.3 Seventy five percent of the national component of the annual membership fee shall be payable by those joining for only the last six calendar months of the registration year.

BL8 CLUBS

BL8.1 A Club shall abide by the Association's Rules when participating in the Association's activities.

BL9 CLUB MEMBERSHIP

BL9.1 A Club Member may be a member of more than one Club. The primary club shall be referred to as the Club Member's First Claim Club. All other Clubs shall be referred to as the Club Member's Second Claim Club.

BL9.1.1 For the First Claim Club, the Club Member will pay the required Club, Branch and National components of the membership fee.

BL9.1.2 For the Second Claim Club and any subsequent membership, the Club Member will pay only the Club fee if all Clubs are within the same Branch and a Club plus Branch fee if any Clubs are in different Branches.

BL9.1.3 Points gained by a member in the Endurance 1000 shall accrue to that member's First Claim Club. In Swim Meets, the member may represent any club of which that person is a member, provided that that person does not swim for more than one club in any one Meet.

Clarification: Swimmers cannot swim for 2 or more clubs at any one Meet

BL9.1.4 A member joining more than one club retains the same membership number.

BL10 NATIONAL COMMITTEES

- BL10.1 The procedures for nomination and appointment of individuals to Committees, together with the term of their appointments, are contained in Appendix A.
- BL10.2 National Coaching Committee (NCC)
 - BL10.2.1 Minimum qualifications and experience, roles and responsibilities, and activities are described in Appendix B.
- BL10.3 National Swim Meets Committee (NSMC)
 - BL10.3.1 Minimum qualifications and experience, roles and responsibilities, and activities are described in Appendix C.
- BL10.4 National Technical Committee (NTC)
 - BL10.4.1 Minimum qualifications and experience, roles and responsibilities, and activities are described in Appendix D.
- BL10.5 The nomination form for appointment to Committees is set out in Appendix E.

BL11 NATIONAL SERVICE AWARDS

- BL11.1 **Meritorious Service Award:** A Club Member may be nominated by a Branch or the Board to receive a Meritorious Service Award after completion of five years continuous voluntary service to the Association at national level. The Association will consider and, if appropriate, approve such Award at the next general meeting.
- BL11.2 **Conspicuous Service Award:** A Club Member may be nominated by a Branch or the Board to receive a Conspicuous Service Award after completion of ten years continuous voluntary service to the Association at national level. The Association will consider and, if appropriate, approve such Award at the next general meeting.
- BL11.3 Awards under this By-Law may only be made to a person who has been a Club Member for the entire period of service. National Life Members are not eligible for these Awards. These Awards shall be a plaque and a certificate, and the plaque is to be identical for both Awards apart from the wording.

Appendix A: National Committees: Nomination, Election, Appointment, Term, Roles and Responsibilities

Nomination for election

Nominations will be called to fill the retiring positions on National Committees.

Calls for nominations to serve on Committees will be invited at the same time as the notice and call for agenda items for the Spring general meeting are given. Currently serving members of a Committee may nominate themselves for re-appointment.

The closing date for nominations will be the closing date for submission of agenda items for the Spring general meeting.

All nominations must be endorsed by the nominee's Branch.

The nominations will be considered by the Board to check that they meet the minimum requirements for Committee members, and the candidates who meet those requirements will be presented to the Association at the Spring general meeting for appointment.

If insufficient nominations to fill all positions on a Committee are received by the closing date, the Board can appoint members to fill the vacant positions to that Committee.

Appointment and Term

The term of appointment for each Committee member shall be two years.

These terms shall be staggered with half of the Committee members retiring each year.

The appointment of Committee members will be ratified by the Association at its Spring general meeting on the recommendation of the Board.

Should there be more nominations than positions available; the Association will hold a vote on the appointment of members of the Committee(s) in question.

The appointment of all Committee members is effective 21 days after the Spring general meeting at which the appointment is made until 21 days after the Spring general meeting of the second year of their appointment.

Should a casual vacancy occur on a Committee, the Board can appoint a member to fill the vacancy.

The members of each Committee shall elect one of them to be the Chairman of that Committee.

Roles and Responsibilities

Each Committee has different roles and responsibilities which are outlined in Appendices 'B', 'C' & 'D'.

Should any Committee wish to recommend changes to the Constitution, By-Laws, General Rules, Swimming Rules or Open Water Swim Rules it must submit its proposal to the National Board of Management for consideration.

Should it agree with the proposal, the National Board of Management will then put it forward to the next General Meeting.

As stated in C14.1, the Association may establish Committees to undertake specified activities.

Appendix B: National Coaching Committee (NCC)

Members

Up to five (5) members and any additional members as deemed appropriate by the MSA Board.

Minimum Qualifications and/or Experience

Required

- Current MSA Club or Associate Member & nominee of a MSA Branch, or employee of MSA
- Current MSA Club Coach accreditation or equivalent (e.g. Level1)

Desirable

- 5 or more years' practical experience coaching adult swimmers in a Masters Swimming Club environment
- Practical experience coaching adult competitive swimmers in a Masters Swimming Club environment
- Familiarity with the MSA coach accreditation processes, coach education and training programs

Roles and Responsibilities:

Under the direction of the National Coaching Committee Chairperson, members will:

- Develop, review and update Coaching courses and materials for accreditation
- Develop, review and update procedures for coach candidates to gain Club Coach accreditation
- Develop, review and update procedures for the re-accreditation of Club Coaches
- Develop, review and update procedures for Presenter and Assessor training to present sanctioned Club Coach courses
- Assist MSA with the maintenance of a database of Club Coaches, and a database of registered Club Coach course Presenters and Assessors
- Plan and promote courses/seminars/workshops on any topics relevant to adult swim coaching
- Provide information on coaching and teaching materials that are of assistance to coaches and swimmers for distribution via MSA communication channels
- Investigate areas for further research and development relevant to adults swim coaching.
- Develop, review and update materials for selection of a National Coach of the Year
- Review the nominations for the National Coach of the Year & provide a recommendation to the MSA Board.
- Liaise with other Australian swimming bodies including SAL, ASCTA and Austswim on coaching related matters
- Address objectives, methods, programs and any coaching related problems. Report regularly on these to the MSA Board

Chairperson:

- Following its appointment, the Committee will elect a chairperson for the next 12 months

Role and Responsibility of the Chairperson:

- Co-ordinate and chair meetings of the Committee
- Instigate and co-ordinate committee discussion / feedback on programs and documents.
- Provide written reports for NBM meetings, General meetings & for the Annual report.
- Provide advice to NCC members and MSA office staff on coach related matters as required.

Appendix C: National Swim Meets Committee (NSMC)

Members

- Up to five (5) members or such other number as is deemed appropriate by the Association from time to time.

Minimum qualification and/or experience

Mandatory

- Current Club or Associate Member or employee of the Association;
- Practical experience of safety issues at swim meets and clubs.
- Practical experience in organising or running Masters swim meets.

Desirable

- Experience of event management at club, branch or national level;
- Qualification in event management;
- Experience in organising or running the swimming event at an Australian or World Masters Games;
- Experience of the Association's programs at club, branch and national level.

Roles and Responsibilities

Under the direction of the Chairperson, the Swim Meets Committee will:

- Receive all minutes of meetings of the National Championships organising committees and Australian and World Masters Games swim organising committees and advise the Board of any points for consideration by the Association;
- Review and recommend updating of the Swim Meet Guide;
- Establish and monitor quality control processes for swim meets.

Chairperson:

- Following its appointment, the Committee will elect a Chairperson for the next 12 months

Role and Responsibility of the Chairperson:

- Co-ordinate and chair meetings of the Committee.
- Instigate and co-ordinate committee discussion / feedback on programs and documents.
- Provide written reports for NBM Meetings, General Meetings & for the Annual Report.
- Provide advice to NSMC members and MSA office staff on swim meets related matters as required.

Appendix D: National Technical Committee (NTC)

Members

- Up to seven (7) members or such other number as is deemed appropriate by the Association from time to time.

Minimum qualification and / or experience

Mandatory

- Current Club or Associate Member or employee of the Association;
- At least three members must be accredited by the Association as a Referee and have:
 - Five or more years' practical experience of officiating in an Australian Masters Swimming club environment;
 - Practical experience of officiating at national or international Masters events;
 - Familiarity with national accreditation processes and the Association's official education programs
 - At least one member should be familiar with Open Water Swimming (OWS) (nominated or appointed by NTC)

Roles and Responsibilities

Under the direction of the Chairperson, the NTC will:

- Review all proposed changes to the General, Swimming and OWS Rules, and provide to the Board a full analysis for and against the proposed changes;
- Develop, review and update technical and officiating accreditation courses;
- Implement and monitor quality control processes for technical officials;
- Investigate further technical and officiating accreditation levels and updates;
- Plan and promote education seminars within the Association on a range of issues relevant to the membership as necessary;
- Plan and promote technical and officiating seminars as necessary;
- Provide technical and officiating coaching articles to assist the dissemination of information to members;
- Update the National Officiating Manual as required;
- Update the DQ Codes and the Reference cards for Referees, IoT and JoS
- Investigate areas of relevance for further research.
- Develop, review and update materials for selection of a National Official of the Year
- Review the nominations for the National Official of the Year & provide a recommendation to the MSA Board.
- Liaise with other Australian swimming bodies including SAL, ASCTA and Austswim on technical related matters as required.

Chairperson:

- The Chair of the committee will be elected by the committee members annually – following the appointment of the committee for the next 12 months.

Roles and responsibilities of the Chairperson:

- Co-ordinate and chair meetings of the Committee
- Instigate and co-ordinate committee discussion / feedback on programs and documents
- Provide written reports for NBM meetings, General meetings and the Annual report
- Provide advice to NTC members and MSA office staff on technical related matters as required

Appendix E: Nomination Form

- *NATIONAL PRESIDENT
- *NATIONAL FINANCE DIRECTOR
- *NATIONAL BOARD OF MANAGEMENT
- *NATIONAL _____ COMMITTEE

*Delete those not applicable

Personal Information:

Surname	Given Name
Registration Number	Club
Postal Address	
Postcode	
Email	
Phone (M)	
Phone (H)	Phone (W)

Statement by Nominee:

I wish to nominate for the above position and confirm that I meet the mandatory criteria specified in the Constitution and or By-Laws. I attach a résumé of my relevant qualifications and experience.

Signature

Date

Statement by Branch Representative:

The _____ Branch endorses the nomination of the above-named person.

Signature

Date

Position