


STADIUM MASTERS BYLAWS

STADIUM MASTERS SWIMMING CLUB (INC)

STADIUM MASTERS SWIMMING CLUB INC.

The following Bylaws of the club have been approved by the Management Committee.

The Management Committee shall have the power to make, alter and rescind any bylaws that it considers necessary for the effective administration of the Club, provided that no bylaw may be inconsistent with the rules of the Club.

Revision History

1.0 August 2013 – Tricia Summerfield, Vice President 2013

2.0 September 2014 - Robyn Wilson, Secretary 2014

3.0 April 2015 – Tricia Summerfield, President 2015

4.0 January 2016 – Barry Green, Secretary 2015

5.0 September 2016 – Barry Green, President 2016

6.0 January 2017 – Barry Green, President 2016

TABLE OF CONTENTS

Bylaw No 1: Club Logo and Colours.....	5
Authorisation	5
Purpose	5
Application	5
Club Logo	5
Club Banner.....	6
Club Letterhead	6
Newsletter Banner	7
Bylaw No. 2: Club Awards.....	8
Authorisation	8
Purpose	8
Application	8
Awards based on general contribution to the Club	8
Awards based on points achieved through swimming	8
ENDURANCE SWIM CERTIFICATE(S) AND ENDURANCE STAR CERTIFICATES	9
CERTIFICATES FOR 5, 10, 15 YearS etc MEMBERSHIP	9
Certificates of Appreciation (ad hoc)	9
SuperSnapper Award	10
State and National Records.....	10
Bylaw No. 3: Club Membership.....	11
Authorisation	11
Purpose	11
Application	11
Life Member.....	11
Ordinary Member	11
16-month Ordinary Member	11
6-month Ordinary Member	11
4-month Ordinary member.....	11
Second Claim Club Member.....	12
ASSOCIATE/SOCIAL Member	12
Membership Fees	12
Membership application.....	12
Bylaw No. 4: Club Offic Bearers.....	13
Authorisation	13
Purpose	13
Application	13

Elected positions 13

Support positions 14

..... **15**

SELECTION CRITERIA FOR HONORARY LIFE MEMBERSHIP 16

Guidelines for the Management Committee 16

Selection and Approval Process 16

BYLAW NO 1: CLUB LOGO AND COLOURS

This bylaw describes the club logo, club colours and gives example of the use of logo and colours.

AUTHORISATION

This Bylaw is made in accordance with the powers of the Constitution of Stadium Masters Swimming Club Inc. 2014 – section 5.

PURPOSE

The objects of this bylaw are to describe the:

- Club logo
- Club colours

APPLICATION

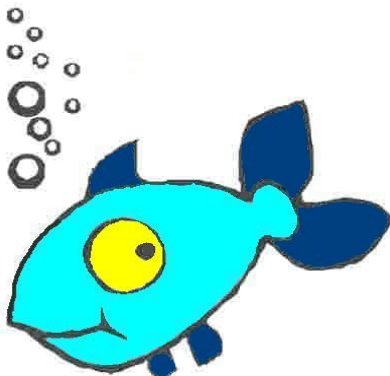
The club logo is represented by a stylised snapper (fish) as shown below for:

- Stationery, including letterhead and newsletter
- Clothing
- Banner

The club colours shall be the following standard Pantone hexachrome codes:

- Aqua blue – H400-2C
- Navy blue – H315-1C
- Gold – H55-11C

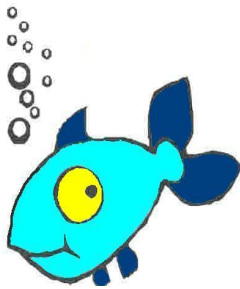
CLUB LOGO



CLUB BANNER



CLUB LETTERHEAD

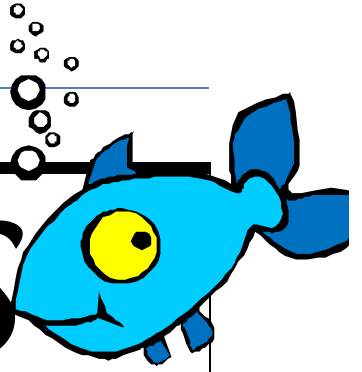


STADIUM MASTERS

Swimming Club Inc. ABN 55 280 850 346

NEWSLETTER BANNER

SNAPPETS



Stadium Masters Swimming Club Inc.

www.stadiummasters.org.au

BYLAW NO. 2: CLUB AWARDS

This bylaw describes the Club awards for swimming achievements and other contributions to the management and operations of the Club.

AUTHORISATION

This bylaw is made in accordance with the powers of the *Constitution of Stadium Masters Swimming Club Inc.* 2014.

PURPOSE

The objects of this bylaw are to list the awards and outline the criteria for selection of awardees, and the timing of presentations.

APPLICATION

The calculation of the following awards (refer sections Awards based on general contribution to the Club and Awards based on points achieved through swimming) will be subject to liaison between the Recorder and Information Manager, and verified by third parties, including the President, and applying the formula as resolved by the committee.

Presentation at the end of calendar year (Christmas picnic)

AWARDS BASED ON GENERAL CONTRIBUTION TO THE CLUB

1. **President's Award** is selected annually by the President and awarded to a Club member who has made an outstanding contribution to the administration and/or development of the Club.
2. **Participation Award** is presented annually to the member who actively participates in the most training sessions, club swims and Club Challenges, either as a swimmer, official or helper. This award also recognises the extra and special efforts contributed by the recipient in their own time to advance the club's ideals.

AWARDS BASED ON POINTS ACHIEVED THROUGH SWIMMING

1. **Kevin Wren Award** is awarded to the champion male swimmer who achieves the most points during the year from any 3 Club Challenges (CCs), together with the State Swim or the National Masters Swim when it is held in Perth, calculated on the basis of 4, 3, 2, 1 (for first, second, third, and a completed swim respectively). For each CC a maximum of 3, and for the State and Nationals swims, a maximum of 5 individual swims can be taken into account. When the Nationals are held in Perth only the National results will be used.
2. **Lynda Joachim Award** is awarded to the champion female swimmer who achieves the most points during the year from any 3 Club Challenges (CCs), together with the State Swim or the National Masters Swim when it is held in Perth, calculated on the basis of 4,3,2,1 (for first, second, third, and a completed swim respectively). For each CC a maximum of 3, and for the State or Nationals swims, a maximum of 5 individual swims can be taken into account. When the Nationals are held in Perth only the National results will be used.

3. **Cliffe Webb Award** is awarded to the champion swimmer who achieves the most points during the year in both the Masters Swimming State Swim (or in the National Masters Swim when it is held in Perth) and the Stadium Masters Club Challenge (CC). Winners of the Kevin Wren and Lynda Joachim awards in the same year are not eligible for this award. Calculation is on the basis of 4, 3, 2, and 1 for first, second, third and a completed swim respectively. For the CC a maximum of 3, and for the State or Nationals Swims, a maximum of 5 individual swims can be taken into account. When the Nationals are held in Perth only the National results will be used
4. **Founders' Award** is presented to the swimmer, not in the first calendar year of club membership, who has not won any of the awards based on points achieved through swimming in the period of 5 years up to and including the year of the award, and whose swimming performance shows the most commitment and greatest improvement over the year. This shall be measured by allocating points for all timed pool swims, except inaugurals, as follows:
 - a. Personal best time (PB) – 4 points
 - b. Improved personal age-group best (PAB) – 1 point (from 2014)
5. **Beatie Norris Endurance Award** is presented to the swimmer who has not won any other award based on points achieved through swimming in the same year, achieves the highest number of points in the Endurance 1000 program plus age-based bonus points calculated by the club. The trophy was donated by her daughters. Beatie joined the club in 1995 and concentrated on aerobic swims.

ENDURANCE SWIM CERTIFICATE(S) AND ENDURANCE STAR CERTIFICATES

Endurance Swim and Endurance Star certificates, based on points accrued from participation in the Endurance 1000 program, are prepared by the Recorder and presented to swimmers at the AGM. These Club Endurance Awards encourage members to participate in the national Endurance 1000 program. The Endurance Swim Certificate is awarded to the swimmer who has gained the most points given for each distance swim completed regardless of the time taken (as long as a minimum number of 10 swims in the Endurance 1000 program have been completed). In the event that more than one swimmer is tied on the point count a certificate is awarded to each swimmer. Star Certificates are awarded to a swimmer who has completed all the swims for a particular stroke in the Endurance 1000 program. These awards are presented annually at the AGM.

CERTIFICATES FOR 5, 10, 15 YEARS ETC MEMBERSHIP

Certificates are presented to members who have been members for 5, 10, 15 years, and henceforth at 5-year intervals. The Membership Registrar will compile the list of awardees based on membership data.

CERTIFICATES OF APPRECIATION (AD HOC)

These certificates are presented as appropriate to people who have made a worthy contribution to club activities, generally for non-members who have supported the club, but also to members for exceptional service to the club, as resolved by the Committee of Management.

SUPERSNAPPER AWARD

The SuperSnapper Award is presented to swimmers who show substantial and sustained improvement, normally awarded monthly if a worthy recipient is identified, as resolved by the Committee of Management. The awardee will receive a certificate.

STATE AND NATIONAL RECORDS

Certificates received from the State office will be presented to the recipient swimmer by Captains at a suitable gathering as soon as possible after receipt from the State Recorder.

BYLAW NO. 3: CLUB MEMBERSHIP

This bylaw describes the categories for membership of the club.

AUTHORISATION

This Bylaw is made under section Rule 6 of the *Constitution of Stadium Masters Swimming Club Inc. 2014*.

PURPOSE

The objects of this bylaw are to list the categories of membership, describe the criteria for entry to these categories and to outline the fee structure for each membership category.

APPLICATION

LIFE MEMBER

1. A member, who, in the opinion of the Committee, has rendered eminent service to the club and has met the selection criteria for Honorary Life Membership included in the bylaws (see Guidelines below), may be declared an Honorary Life Member. Such Honorary Life Members shall be exempted from payment of the Club fee whilst enjoying all the privileges of a member.
2. A Life Member is appointed by resolution of an annual general meeting.

ORDINARY MEMBER

A swimmer, who pays the 12-month membership fee and is entitled to full rights to vote and participate in club activities.

16-MONTH ORDINARY MEMBER

A new (or lapsed) swimmer to the club may take advantage of joining at a fee for 16 months according to the annual fees set by Masters Swimming Western Australia.

6-MONTH ORDINARY MEMBER

A new member joining from 1 June until 31 August may join by paying the State and National subscription components and 50% of the club fee component. Their membership is valid until the end of the calendar year. (Registration will be effected by paying for a one-year membership online with the 50% component being reimbursed by the Treasurer.)

4-MONTH ORDINARY MEMBER

This may be available to an ordinary member who joins for the last four months of a year – September to December inclusive.

SECOND CLAIM CLUB MEMBER

A swimmer who is already a member of a WA Masters Swimming Club may join Stadium Masters by completing the MSWA membership form. This member pays only the club component as the State and National fees will have been paid via their first claim club. However, interstate members must pay the State and the club fee components. Second claim club members are not eligible for club awards.

ASSOCIATE/SOCIAL MEMBER

Associate/social members are welcome to join the club as non-swimming members. The annual fee will be \$35 and they will receive the club newsletter and invitations to social gatherings and events, where they may wish to assist on pool deck.

Associate/social members who are former full club members may be eligible for presentation with year certificates where their previous membership period is significant (10 years plus).

MEMBERSHIP FEES

The formula for the calculation of membership fees shall be:

NATIONAL FEE + STATE FEE + CLUB FEE + ADMINISTRATION COSTS = ANNUAL MEMBERSHIP FEE.

1. The annual total membership fee will be decided no later than August for the following year.
2. Membership fees must normally be paid before 31 December for the member to be covered by insurance. To cast a valid vote at the Annual General Meeting (AGM), normally held in January each year, or at a Special General Meeting, a member must have paid his/her membership fee, before the meeting.
3. The committee may increase the annual club subscription fee by up to \$7.00 without recourse to a general meeting.

MEMBERSHIP APPLICATION

This process will be reviewed periodically and aligned with MSWA processes, with members and prospective members informed of the prevailing process and any changes as appropriate.

BYLAW NO. 4: CLUB OFFICE BEARERS

This bylaw describes the positions of all office bearers and support positions for the management and operations of the Club.

AUTHORISATION

This bylaw is made in accordance with the powers of the *Constitution of Stadium Masters Swimming Club Inc.* 2014.

PURPOSE

The objects of this bylaw are to list the office bearers and support positions, and describe the general duties of these positions, and the development and review of position duty statements.

APPLICATION

ELECTED POSITIONS

The following officer bearers are elected at the Annual General Meeting in accordance with the process outlined in the Constitution:

- President
- Vice President
- Treasurer
- Secretary
- Captains (2) – Swim Other Times (SOT), Day
- Social Organiser
- Membership and Public Relations Coordinator
- General Members (2) – Swim Other Times (SOT), Day

SUPPORT POSITIONS

The following positions are to be appointed by the Management Committee at the first Management Committee Meeting after the annual general meeting. Holders of support positions do not have voting rights on the Committee of Management and will report to the Committee as and when required:

Support Positions

1. Recorder
 2. Information Manager
 3. Safety Officer
 4. Registrar
 5. Webmaster
 6. Clothing Officer
 7. Social Members' Liaison
-
1. Duty Statements will be prepared for each position and reviewed approximately six months after the AGM, and amended to take account of changing duties and responsibilities of the respective roles and tasks.
 2. Coaches
 - a. Accredited members may be appointed to the position of Senior Coach (Club Coach, formerly Level 2 Masters accreditation or above), and filling positions of Coach (Club Coach, formerly Level 1 Masters accreditation minimum). Eligible club members are invited to nominate for these positions prior to the Annual General Meeting and those accepting are endorsed at the AGM. It is the responsibility of each coach to maintain currency of their accreditation.
 - b. The club may consider subsidising coach training fees and other financial support for coaches (e.g. waive club component of annual membership fee or alternatively pay the State and or National fee components), subject to the club's financial position.
 3. Officials
 - a. Club members are encouraged to become accredited Masters Swimming Officials so that there can be officials available for competition events. The club will give such members opportunity to practise their particular discipline at club and other swimming events.

BYLAW NO. 5: AUDITING OF ACCOUNTS

At the end of each year, the President will appoint two appropriate club members to audit the accounts, and to report their findings to the committee before the Annual General Meeting (AGM) held in the following year.

SELECTION CRITERIA FOR HONORARY LIFE MEMBERSHIP

GUIDELINES FOR THE MANAGEMENT COMMITTEE

The granting of Honorary Life Membership of Stadium Masters Swimming Club Inc. (the Club) is reserved to those who have made an outstanding contribution to the Club. Honorary Life Membership shall be a meaningful recognition bestowed sparingly.

The criteria for the selection of recipients include but are not limited to:

1. A candidate shall have contributed outstanding service of lasting importance to the club and to have been a member for at least 10 years and have a record of active involvement in the Club. The candidate may also have contributed to Masters Swimming in Western Australia or nationally. Outstanding service is defined as activities that greatly exceed normal expectations or that are generally perceived as significant. If service as an elected officer, the contributions shall exceed the normal expectations of the office. These contributions shall reflect an extended time commitment to the Club, for example:
 - a. Outstanding service on the Management Committee or the sub- committee or in specific duties e.g. as a coach / meet director / Masters Swimming Official; and/or
 - b. Achievement of national recognition for contributions to Masters Swimming Australia.
2. The candidate shall be a current member of the Club and preferably a current member of Masters Swimming Australia, however the Management Committee may approve exceptions.

Selection and Approval Process

1. Members of the Management Committee and the Club Membership at large may nominate persons to be considered for Honorary Life Membership. Supporting documentation should be included with the nomination.
2. The Management Committee shall screen candidates based on the selection criteria.
3. The Management Committee shall receive nominations for confidential consideration and must approve or reject the award. Endorsement by the Club Membership must be sought at a general meeting (usually the annual general meeting).
4. Following approval by the Management Committee, the Secretary shall contact the recipient and report on acceptance or otherwise of the award.
5. Those being granted Honorary Life Membership shall be featured in an issue of the Club newsletter following endorsement of the award.
6. All correspondence concerning candidates shall be destroyed following the candidate's endorsement by the membership.
7. A vote to recommend a candidate for Honorary Life Membership must be carried by at least 3/4 of the eligible votes present at the committee meeting on which this matter is to be decided.