

## HAMPSHIRE COUNTY ASA RULES

### 1 Preamble

1.1 In these Rules:

- 1.1.1 "A.S.A." shall mean the Amateur Swimming Association;
- 1.1.2 "ASA Region" shall mean the ASA South East Region;
- 1.1.3 "County" or "County Association" shall mean Hampshire County ASA (a sub-region of ASA South East Region);
- 1.1.4 "Club" shall include all affiliated bodies, organisations and associations and leagues unless the context indicates to the contrary;
- 1.1.5 words importing the masculine gender shall include the feminine;
- 1.1.6 words of the plural number shall include the singular and words of the singular number shall include the plural;
- 1.1.7 the term swimmer shall include synchronised swimmer, diver and water polo player unless the context indicates to the contrary.
- 1.1.8 Any deviation from any provision of these Rules shall not invalidate any procedure or decision unless that deviation raises a material doubt that the procedure or decision has been so affected by it as to prejudice the good management of the County Association.

### 2 Name

- 2.1 The Association shall be called the Hampshire County Amateur Swimming Association, hereinafter referred to as the County Association.
- 2.2 The County Association shall be based on the geographic Counties of Hampshire, the Isle of Wight and the Channel Islands.

### 3 Composition

- 3.1 The County Association shall consist of the clubs, associations, organisations, leagues and bodies affiliated to the ASA Region and allocated to the County Association by the ASA Region.

### 4 Aims

- 4.1 The aims of the County Association shall be to:
  - 4.1.1 Promote and manage the development of swimming and swimming related activities and in particular to promote the County Association's aquatic discipline championships and competitions;
  - 4.1.2 Carry out the aims and objects of the ASA Region as required, within its jurisdiction;
  - 4.1.3 Obey and enforce the laws, rules, resolutions and rulings of the A.S.A. and the ASA Region;
  - 4.1.4 Produce, develop and implement policies to carry out other activities relevant to the County Association;
  - 4.1.5 Raise public awareness of the sport and stimulate public opinion in favour of providing suitable facilities and accommodation.

### 5 Objectives

- 5.1 In furtherance of the Aims of the County Association the following points shall be observed:-
  - 5.1.1 The County Association is committed to treat everyone equally within the context of its activity. This shall be, for example, regardless of sex, ethnic origin, religion, disability or political persuasion, on any grounds as set out in the A.S.A. Equal Opportunities policy;
  - 5.1.2 All competing members shall be eligible competitors as defined in A.S.A. Law;

- 5.1.3 All persons, clubs, associations, organisations and leagues allocated to the County Association shall consent to be bound by the A.S.A. Laws relating to child protection and those parts of the A.S.A. Judicial Laws and procedures necessary for their implementation and shall, when engaged in activities under the jurisdiction of the County Association, be subject to the constraints and privileges of the A.S.A. Judicial Laws.
- 5.2 The County Association shall be affiliated to ASA South East Region, and shall adopt and conform to the rules of the ASA Region and to such other bodies as the County Association may determine.
- 5.3 The business and affairs of the County Association shall at all times be conducted in accordance with the Laws and Technical Rules of the Amateur Swimming Association ("A.S.A. Laws") and in particular to promote the aquatic disciplines of swimming, synchronised swimming, diving, open water swimming, water polo through the implementation of the County Development Plan.
- 5.4 By virtue of the affiliation of the County Association to ASA Region, the County Association and all members of the Association acknowledge that it and its clubs are subject to the laws, rules and constitutions of:
  - 5.4.1 ASA South East Region;
  - 5.4.2 the Amateur Swimming Association; (to include the A.S.A./I.O.S. Code of Ethics) and;
  - 5.4.3 British Swimming (to include in particular its Doping Control Rules and Protocols and Disciplinary Code) and;
  - 5.4.4 FINA, the world governing body for the sport of swimming in all its disciplines (together "the Governing Body Rules").
- 5.5 In the event that there shall be any conflict between any rule or by-law of the Club and any of the Governing Body Rules then the relevant Governing Body Rule shall prevail.

### 6 Responsibilities of County Associations

- 6.1 The County Association shall:
  - 6.1.1 be responsible for managing the aquatic disciplines within its boundaries subject to the strategic direction of the ASA Region;
  - 6.1.2 observe, obey and enforce the laws, the judicial and technical rules of the A.S.A. and the ASA Region within its jurisdiction; follow and implement the resolutions and rulings of the A.S.A. Committee, A.S.A Council, the Regional Council and the Regional Management Board;
  - 6.1.3 be accountable to the ASA Region for the proper discharge of its duties and functions in relation to Regionalisation and its role as a sub-regional body only;
  - 6.1.4 produce, maintain and implement such plans based on strategic criteria set by the A.S.A. and the ASA Region and in such form as the A.S.A. and the ASA Region may require;
  - 6.1.5 make available to the ASA Region such information and reports as it may require;
  - 6.1.6 appoint the required number of delegates to the Annual Regional Council meeting and any Special Council Meetings;
  - 6.1.7 produce Constitutional Rules for the County Association and operate on the basis of a standard constitution appropriate for a County Association which:-
    - 6.1.7.1 shall be issued and reviewed by the A.S.A. and the ASA Region;
    - 6.1.7.2 shall contain any mandatory provisions in respect of any parts of the governance of and administration of the County Association received from the A.S.A. and the ASA Region;
    - 6.1.7.3 may contain recommended provisions in respect of the other parts of the governance of and administration and any other matter appertaining to the County Association received from the A.S.A and /or the ASA Region.
- 6.2 In relation to its Administration and Finances the County Association shall:

- 6.2.1 determine the uses to which its funds are allocated taking account of the strategic criteria set by the ASA Region;
- 6.2.2 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 ASA Region;
- 6.2.3 set up and implement a Development Plan based on the strategic criteria set by the ASA Region;
- 6.2.4 have the authority to set a County element of the affiliation and membership fees due from each of the clubs affiliated to it.
- 6.3 In relation to its Accountability the County Association shall:-
  - 6.3.1 submit its Business and Development Plans to the Regional Management Board or its nominated agent(s) for information;
  - 6.3.2 keep accounts showing its income and expenditure against the budget set in its Business Plan, and reports (a balance sheet;);
  - 6.3.3 report annually to the Regional Management Board on its:
    - 6.3.3.1 activities and any issues arising there from;
    - 6.3.3.2 expenditure of A.S.A. or Regional funding (if applicable);
    - 6.3.3.3 performance against its Development Plan.
- 6.4 The County Association may enter into Partnership agreements with appropriate bodies, organisations and external agencies.

## **7 Finance, property, accounting and dissolution**

- 7.1 Finance
  - 7.1.1 Any decision to borrow money, the limits on such borrowing and those entitled to borrow on behalf of the County Association shall be decided by the County Association Council following a recommendation from the County Association Management Committee.
  - 7.1.2 Any changes in the County Association banking arrangements shall be decided by the Management Committee.
  - 7.1.3 The County Association's financial year shall end on 31st March, to which date all reports and accounts shall be completed.
- 7.2 Club Affiliation Fees
  - 7.2.1 The County Association Management Committee shall determine the amount (if any) of the annual affiliation fee payable by clubs to the County and any membership fees for the next operating year. If applicable, the annual affiliation fee for each club shall be due on its affiliation to the ASA Region and hence on being allocated to the County Association and thereafter in 1st January of each year.
  - 7.2.2 If a club affiliation fee is to be charged by the County and collected by the A.S.A. or the ASA Region. The County Association Management Committee shall notify the A.S.A. and the ASA Region of the affiliation fee to the County Association by no later than the date to be set by the A.S.A.
  - 7.2.3 If applicable the County Association Management Committee, shall make appropriate arrangements to receive from the A.S.A. the specified County Affiliation fee for each club affiliated to the County Association.
- 7.3 Concessions
  - 7.3.1 The County Association Management Committee shall have the authority to remit the whole or part of the County affiliation fee payable by member clubs (if applicable).
- 7.4 County Funds

- 7.4.1 The income and property of the County Association shall be applied only in the furtherance of the aims and objectives of the County Association and no part thereof shall be paid by way of bonus, dividend or profit to any member of the County Association or to an external agency.

## **7.5 Club Suspension**

- 7.5.1 Any club made the subject of a suspension imposed by the ASA Region shall automatically be suspended by the County Association.

## **7.6 Indemnification**

- 7.6.1 Every member of the County Association Management Committee, employee, servant or agent of the County Association 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 such person may incur or for which he may become liable by reason of any contract entered into or act or thing done by him in good faith in the discharge of his duties.

## **7.7 Expenses**

- 7.7.1 Any member of any duly appointed or elected County Association Management Committee, 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.

## **7.8 Property/Trustees**

- 7.8.1 The County Association may purchase or by other means acquire and take options over any property whatever, and any rights or privileges of any kind over or in respect of any property, and if it does so;
- 7.8.2 any property of the County Association, other than cash at the bank, shall be vested in not more than four Trustees. They shall deal with the property as directed by resolution of the County Association Management Committee and entry in the minutes shall be conclusive evidence of such a resolution;
- 7.8.3 the Trustees shall be appointed at a General Meeting of the County Association Council;
- 7.8.4 the Trustees shall be entitled to an indemnity out of the property of County Association for all expenses and other liabilities properly incurred by them in the discharge of their duties.

## **7.9 Winding up/Dissolution**

- 7.9.1 The County Association may be wound up or dissolved upon a resolution of four fifths of the County Association Council members at a duly called Council meeting. If upon the winding up or dissolution of the County Association there remains after the satisfaction of all its debts and liabilities any property whatsoever and;
- 7.9.2 if 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;
- 7.9.3 if 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.

## **8 Affiliation**

- 8.1 The County Association shall have as its membership:-
  - 8.1.1 Clubs that have been allocated to the County Association by the ASA Region;
  - 8.1.2 Associated organisations affiliated to the ASA Region;
  - 8.1.3 Corporate Organisations;
  - 8.1.4 Local Associations and Leagues;
  - 8.1.5 Clubs, bodies, associations or organisations granted temporary affiliation;
  - 8.1.6 Individuals granted temporary membership of the County Association.

## **9 Governance**

- 9.1 There will be three levels of governance of the County Association:
- 9.1.1 The County Association Council;
  - 9.1.2 The County Association Management Committee;
  - 9.1.3 The Elected and other appointed Committees, Officers, Managers and Co-ordinators etc.
- 9.2 A person who is not a member under its own rules of a club, body, association or league affiliated to the County Association shall not be permitted to be nominated, elected or appointed as a delegate, committee member, officer, co-ordinator, adviser or to any other position which carries the right to vote at any level of governance of the County Association.

## **10 Disciplinary Action**

- 10.1 In accordance with A.S.A. Law the County Association may initiate disciplinary action in relation to any of its allocated clubs, associations, organisations and bodies (and the 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 ("the Guidelines").
- 10.2 No sanction may be imposed unless the panel hearing the complaint shall by a two-thirds majority vote in favour of the sanction imposed upon the individual or body concerned.
- 10.3 The County Association Management Committee (or any person to whom the Committee shall delegate this power) may temporarily suspend or exclude an individual or body from any event or activity under the jurisdiction of the County Association when in its opinion such action is in the interests of the County Association. Where such action is taken the complaint will thereafter be dealt with in accordance with the Guidelines or referred to the A.S.A. or the ASA Region (as applicable).

## **11 Officers**

- 11.1 The Executive Officers of the County Association shall be the Chairman of the Management Committee, the Secretary and the Treasurer.

## **12 The County Association Council**

- 12.1 Composition
- 12.1.1 Only persons who are members of the A.S.A. shall be eligible to be members of the County Association Council, Subject to the foregoing, the Council shall be comprised of:
    - 12.1.1.1 the President;
    - 12.1.1.2 the President Elect;
    - 12.1.1.3 the Past Presidents;
    - 12.1.1.4 the Hon. Life Members of the County Association;
    - 12.1.1.5 the members of the County Association Management Committee;
    - 12.1.1.6 the Managers/Secretaries of the Disciplines;
    - 12.1.1.7 the Welfare Officer;
    - 12.1.1.8 the delegates of affiliated clubs elected in compliance with these Rules.
  - 12.1.2 The Chairman or a Vice Chairman of the ASA Independent Disciplinary and Dispute Resolution Panel or the ASA Independent Disciplinary and Dispute Resolution Appeals Panel who is a member of a club allocated to the County may attend any General Meeting and may speak at the invitation of the Chairman of the Meeting, but not vote.
  - 12.1.3 Twenty of those members entitled to attend and vote shall form a quorum at any Meeting.
- 12.2 Annual Council Meeting

- 12.2.1 The Annual Council Meeting of the County Association Council shall be held in July or August. The meeting shall be held at such a venue and at such a time and date as the County Association Management Committee shall determine. This information shall be notified to all clubs, bodies, organisations, associations or leagues allocated to the County Association and to members of the Council with the notice convening the meeting. Not less than fourteen days notice of the meeting shall be given.
- 12.2.2 The Secretary, or nominated deputy, shall take the minutes of the meeting.
- 12.2.3 Nomination forms for the election of all Officers and members of the County Association Management Committee shall be returned to the Secretary, not later than 21 days prior to the Annual Council meeting. The nomination form shall contain the signatures of the nominee, the proposer and the seconder.
- 12.2.4 The agenda together with a report of the proceedings of the County Association, a list of the nominations received, and the examined financial statement of the preceding year, shall be distributed with the notice convening the meeting.
- 12.2.5 The purpose of the Annual Council Meeting is to transact the following business:-
  - 12.2.5.1 To receive and comment on the Annual Report of the activities of the County Association during the previous year as presented by the Secretary;
  - 12.2.5.2 The Annual Report shall include the reports of the discipline secretaries and of any Elected or other appointed committees responsible for the activities of the County Association during the previous year;
  - 12.2.5.3 To receive and consider, the accounts of the Association for the previous year, the report of the accounts by the Independent Financial Examiner(s) and the Treasurer's Report as to the financial position of the Association;
  - 12.2.5.4 To elect the Officers and other members of the County Association Management Committee who shall retire from office at the Annual Council Meeting each year, but shall be eligible for re-election;
  - 12.2.5.5 To elect Honorary Life Members;
  - 12.2.5.6 To appoint the Trustees;
  - 12.2.5.7 To appoint the Independent Financial Examiners and other County Association Officers as required;
  - 12.2.5.8 To appoint the Welfare Officer;
  - 12.2.5.9 To decide on changes to the Constitutional Rules and other resolutions;
  - 12.2.5.10 Decide on any other resolutions that may be duly submitted in accordance with Rule 15.2 (Motions) and Rule 15.5 (Changes to County Association Rules);
  - 12.2.5.11 To appoint the President Elect, on the nomination of the Past Presidents.
- 12.3 Special Meeting of the County Association Council.
  - 12.3.1 The County Association Management Committee may call a Special Meeting on its own initiative and shall call one within twenty one days of receiving a written request for a Special Meeting signed on behalf of at least ten different clubs or other bodies, organisations, associations or leagues allocated to the County Association. Each signatory to the request shall be an officer of his club.
  - 12.3.2 Not less than fourteen days notice of a Special Meeting shall be given to all clubs or other bodies, organisations, associations or leagues allocated to the County, and the notice shall specify the object of the meeting. The venue and time for such a meeting shall be at the discretion of the County Association Management Committee.
  - 12.3.3 No business shall be discussed at such a meeting other than that prescribed by the County Association Management Committee or that stated in the request, as the case may be.

## **13 Representation to the County Association Council**

- 13.1 Each club affiliated to the County Association shall be entitled to representation to the Council based on the total number of its members in the previous year according to the club's A.S.A. Annual Return of Club Membership. The number of delegates to which each club is entitled shall be:
- 13.1.1 up to 50 members - one delegate;
  - 13.1.2 51 to 200 members - two delegates;
  - 13.1.3 Over 201 members - three delegates;
  - 13.1.4 Each delegate shall be a bona fide member of the club he represents.
  - 13.1.5 Any body, association, organisation or league affiliated to the ASA Region and allocated to the County Association shall be entitled to representation at the Council by one delegate.
- 13.2 Delegates
- 13.2.1 A delegate shall be appointed by the club, body, organisation, association or league he represents. The Secretary of the body, organisation, association or league, or other person authorised so to do, shall sign the delegate authorisation form, supplied for the purpose, as certification that the delegate is a bona fide member of the club body, organisation, association or league and that he has been duly appointed a delegate of the club to the Council Meeting.
  - 13.2.2 No Chairman or Vice Chairman of the ASA Independent Disciplinary and Dispute Resolution Panel or the A.S.A. Independent Disciplinary and Dispute Resolution Appeals Panel may be appointed as a delegate of a club at any Council Meeting.
  - 13.2.3 A delegate shall only be permitted one vote irrespective of the number of clubs, bodies, associations, organisations or Leagues he may represent.
  - 13.2.4 Proxy voting shall not be permitted at any meeting of the Council.
  - 13.2.5 A member of the Council who is unable to attend the meeting will be entitled to a postal vote, provided this is done in accordance with the following procedure:
    - 13.2.5.1 A ballot paper shall be sealed in an envelope, which shall be clearly marked 'VOTE' and indicate the appointment for which it is applicable.
    - 13.2.5.2 An envelope, containing only one set of ballot papers, one per appointment, together with the person's attendance authorisation form as a member of the Council, duly signed by the club secretary, shall be received by the General Secretary prior to the meeting.
    - 13.2.5.3 Postal votes, unopened will be placed, into the ballot box(s), unopened, following verification by the General Secretary of the person's entitlement.
    - 13.2.5.4 Spoilt or unverified ballot papers will be recorded but not counted in any vote.
    - 13.2.5.5 Two stewards will be appointed by the Management Committee to supervise the posting of ballot papers and counting of votes.

#### 14 The County Association Council

- 14.1 The County Association Council shall have the responsibility to:
- 14.1.1 Deal with all matters of governance according to the rules of the County Association;
  - 14.1.2 oversee the work of the County Association Management Committee and receive its reports and accounts;
  - 14.1.3 abide by the Standing orders for its conduct;
  - 14.1.4 consider and decide any proposed additions, alterations or rescissions to these Rules;
  - 14.1.5 keep full and accurate minutes of its meetings.
- 14.2 The Council shall:
- 14.2.1 at the Annual General Meeting appoint, one or more Auditors or Independent Financial Examiners, as required, who shall not be members of the County Association Management

- Committee, or members of the family of a member of the County Association Management Committee;
- 14.2.2 at the Annual Council Meeting elect the following, each of whom shall be a member of a club allocated to the County Association:
  - 14.2.2.1 the President Elect;
  - 14.2.2.2 the Secretaries of the Aquatic Disciplines;
  - 14.2.2.3 a Welfare Officer;
  - 14.2.2.4 an Equal Opportunities Officer;
  - 14.2.2.5 a Volunteer Officer;
  - 14.2.2.6 the required number of County Association Management Committee Officers and Members;
  - 14.2.2.7 representatives to the Regional Council (if any);
  - 14.2.2.8 representatives to other organisations.
- 14.3 The County Association Council may:
  - 14.3.1 discuss any matters which are relevant and pass resolutions and orders concerning them;
  - 14.3.2 appoint a special committee to consider and report upon any matter; the number of members of this committee and a quorum to be determined by the County Association Council. The Chairman, Secretary and Treasurer shall be ex officio members of any such committee unless the Council directs otherwise;
  - 14.3.3 on the recommendation of the County Association Management Committee elect as a Life Member an individual whose services to the County Association justify such recognition.
- 14.4 At any meeting of the Council, it may delegate the whole or any part of its powers, to the County Association Management Committee.

#### 15 Standing Orders for the conduct of the County Association Council

- 15.1 Chairman
- 15.1.1 The Chairman at all meetings of the Council shall be the Chairman of the County Association Management Committee if he is present. If he is unable to act, in his absence, the meeting shall elect a chairman from its members present.
  - 15.1.2 The Chairman shall:
    - 15.1.2.1 decide upon questions of order;
    - 15.1.2.2 be, for the purpose of the Council meeting, the sole interpreter of the rules governing the Council;
    - 15.1.2.3 have the right to vote on every motion. In the event of an equality of votes, he shall have an additional or casting vote.
- 15.2 Motions
- 15.2.1 A proposal for consideration at the Annual Council Meeting which does not embody a proposal to change an Association Rule, may be submitted:
    - 15.2.1.1 by the County Association Management Committee; or
    - 15.2.1.2 by a member of the Council; or
    - 15.2.1.3 by a club, body, association, league or organisation allocated to the Association.
- All such proposals must be received by the Secretary not later than 1st June.
- Proposals received in accordance with this section shall be sent to the clubs, bodies, associations and organisations entitled to be represented at the Council not less than fourteen days before the Annual Council Meeting.

- The Chairman has absolute discretion to allow a motion for which due notice has not been given to be discussed if he considers it to be a matter of emergency.
- 15.2.2 Nominations for election to the position of Life Member shall be made the Annual Council Meeting by the County Association Management Committee to be received by the Secretary not later than 1st June.
- 15.2.3 A member of the Council or a club, body, association or organisation affiliated to the County Association may either by written question addressed to the Secretary and/or at the Annual Council Meeting, question or have discussed any item in the published minutes of the last Annual Council Meeting or any subsequent Special Meeting, the Annual Report, the Financial Statements or any minute of the County Association Management Committee, Elected or Appointed Committee.
- 15.2.4 The County Association Management Committee may send to a member of the Council a written answer to a question posed to it in accordance with this Rule 15, in which case the member may, at his discretion, withdraw the question and the item in the report may be dealt with as if the question had not been put. The Chairman may, at his discretion, or on request, disclose the contents of the written answer for the information of the members of the Council.
- 15.3 Procedures at Meetings
- 15.3.1 All business for an Annual Council Meeting or for a Special Council Meeting shall be published in the agenda and no other motion shall be discussed therein except:-
- 15.3.1.1 To record the name of the Chairman of the meeting, if other than the Chairman;
- 15.3.1.2 To record the name of the Secretary of the meeting, if other than the Secretary;
- 15.3.1.3 For adjournment;
- 15.3.1.4 For leave to withdraw a motion;
- 15.3.1.5 For a vote of thanks;
- 15.3.1.6 For permission to withdraw;
- 15.3.2 Every motion shall be proposed and seconded.
- 15.3.3 Resolutions which emanate from the County Association Management Committee shall be proposed by a member of that County Association Management Committee while those which emanate from an Elected or other committee shall be proposed by the secretary of the committee. If the committee secretary is not a member of the Council the proposal shall be made formally from the Chair and immediately afterwards the committee secretary, or his substitute, shall be allowed to speak in support of the resolution.
- 15.3.4 Any amendment shall be disposed of before another amendment is considered. The Chairman may accept, without notice, verbal amendments which do not affect substantially the nature of the proposal under discussion.
- 15.3.5 Other than to ask for or to give information or to raise a point of order, no member of the County Association Council may speak more than once in the debate on any proposal. The proposer of the resolution shall have the right to reply to points raised in the debate but he may not, in his reply, introduce any new matter. The mover of an amendment shall not have the right of reply. When the proposer has completed his reply, no further speaker shall be heard.
- 15.3.6 A proposal to change the County Association's Rules shall be carried only if at least two-thirds of those voting are in favour. All other proposals, including amendments to proposals whether to change a County Association Rule or otherwise, shall require a simple majority of those members voting.
- 15.3.7 The County Association Council meeting shall not be open to the public and accordingly except as provided in these rules or with the permission of the Chairman, nobody except a member of the County Association Council may take part in the business.
- 15.4 Voting

- 15.4.1 Each member present and entitled to vote, shall have one vote, with the exception of the Chairman, or acting Chairman for that meeting, who shall have, in the equality of votes an additional or casting vote. A simple majority shall pass any resolution.
- 15.4.2 The Secretary shall appoint two Scrutineers, one of whom shall supervise the proper conduct of the scrutinising process. They shall receive from each delegate his delegate authorisation form signed in accordance with these rules. On being satisfied that the authorisation form has been fully completed they shall issue to the delegate a numbered delegate card or stamp his agenda with a distinguishing mark and voting card(s) if required and shall retain the delegate authorisation form. The delegate shall acknowledge receipt of the card(s) by signing his name in a book supplied for the purpose. An authorisation form which has not been fully completed or which is of doubtful validity shall be referred to the Chairman for a decision on whether it is acceptable.
- 15.4.3 Unless the Chairman directs otherwise, voting on all motions or amendments shall be by a show of hands.
- 15.4.4 Voting on elections shall be by secret ballot.
- 15.4.5 The Chairman shall appoint two tellers from persons present at the meeting to count the votes. The result of each ballot shall be announced by the Chairman during the meeting.
- 15.4.6 Any discrepancy or irregularity found after the conclusion of the meeting shall be dealt with by the County Association Management Committee which may disqualify votes with the validity of which it is not satisfied. The revised result and the reasons for the disqualification of any vote shall be published and distributed to the County Association's clubs.
- 15.5 Changes to County Association Constitutional Rules
- 15.5.1 Any proposal to change a Constitutional Rule of the County Association shall only be considered at the Annual Council Meeting or at a Special Council Meeting called for that (and possibly other) purposes. The Council shall consider and decide only the principle and intention of the proposal. The County Association Management Committee (or other appointed persons) shall draft the wording of the changes to the Rules to implement the principles and intentions approved by the County Association Council.
- 15.5.2 A proposal to change a Constitutional Rule of the County Association shall only be considered at a meeting of the County Association Council if it has been distributed with the Agenda, except as provided in this Rule 15, and has been:
- 15.5.2.1 made by the County Association Management Committee or;
- 15.5.2.2 made by a committee appointed by the County Association Council or the Management Committee and appears in the minutes of that committee which have been approved by the County Association Management Committee or;
- 15.5.2.3 made by a club, body, association, league or organisation allocated to the County Association and has reached the County Association Management Committee by 1st June or;
- 15.5.2.4 made as a matter of urgency, approved by the County Association Management Committee, sent to the clubs, bodies, associations or organisations allocated to the County Association at least ten days before the meeting and approved as a suitable matter for consideration by County Association Council by at least two-thirds of the delegates voting.
- 15.5.3 A proposal to change a Constitutional Rule of the County Association shall only be considered at a Special Council Meeting if it has been:
- 15.5.3.1 included in the resolution or request for the meeting;
- 15.5.3.2 referred to the County Association Management Committee, unless emanating from it;
- 15.5.3.3 the County Association Management Committee shall indicate its support or opposition and may propose amendments which shall be included in the agenda of the Special Council Meeting.

- 15.5.4 Every proposal to change a Constitutional Rule of the County Association and/or amendment to it shall be proposed and seconded separately and shall be open for discussion by any delegate with or without prior indication of intent.
- 15.5.5 An amendment to any proposal to change a Constitutional Rule of the County Association may be proposed by any member of the County Association Council, supported by another member as a seconder, and shall reach the Secretary not later than 1st June or twenty one days prior to a Special Council Meeting, as the case may be.
- 15.5.6 A schedule of all such amendments shall be sent to the clubs, bodies, associations, leagues and organisations entitled to be represented at the County Association Council at least fourteen days before the Council Meeting at which they are to be considered.
- 15.5.7 County Association Rule changes approved by the County Association Council shall become effective immediately after the close of the meeting or on any other date agreed at the Council Meeting.
- 15.5.8 If any addition, alteration or rescission of an A.S.A. Law or a Regional Rule causes a County Rule to conflict with it, the County Association Management Committee shall cause the County Rules to conform with it.
- 15.5.9 Re-numbering of the Rules shall be automatically effected.

## **16 The County Association Management Committee**

### **16.1 Composition**

- 16.1.1 The County Association Management Committee shall comprise the following, each of whom shall be a member of the A.S.A. through membership of a club affiliated to the ASA Region:-
- 16.1.1.1 the Chairman;
- 16.1.1.2 the Treasurer;
- 16.1.1.3 the Secretary;
- 16.1.1.4 the Assistant Secretary;
- 16.1.1.5 the Discipline Secretaries;
- 16.1.1.6 three further members, elected by the County Association Council.
- 16.1.2 A member shall take office from the end of the meeting at which his election has been effected or at which he has been co-opted to the Committee and shall remain in office until his successor takes office;
- 16.1.3 If the President and President Elect are not otherwise members of the Committee they may nevertheless attend meetings of the County Association Management Committee and may speak but may not vote.

### **16.2 Membership**

- 16.2.1 All members of the County Association Management Committee shall be not less than 18 years of age.
- 16.2.2 The County Association Management Committee members shall be proposed, seconded and elected by ballot at the Annual Council Meeting and shall remain in office until their successors are elected at the next Annual Council meeting.
- 16.2.3 Retiring members of the County Association Management Committee shall be eligible for re-election.

### **16.3 Co-option**

- 16.3.1 The County Association Management Committee shall have the authority to co-opt three other persons for any specific purpose who may speak but may not vote.

### **16.4 Absence**

- 16.4.1 Any member of the County Association Management Committee who is absent from three consecutive meetings between two consecutive Annual General meetings, without having

received leave of absence or giving any explanation accepted as valid by the County Association Management Committee, may be deemed to have vacated his seat.

### **16.5 Vacancies**

- 16.5.1 The County Association Management Committee may fill any vacancy which may occur during a term of office. Such a replacement shall take office immediately and remain in office until the next Annual General Meeting of the County Association Council.

### **16.6 Meetings**

- 16.6.1 The County Association Management Committee shall meet as often as it deems necessary or desirable for the good governance of the Association but not less than four times per year save where the County Association Management Committee itself shall, by a simple majority, resolve not to meet.
- 16.6.2 The Chairman and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the County Association.
- 16.6.3 The Secretary shall give all members of the County Association Management Committee at least seven days notice of each meeting by means of an agenda.
- 16.6.4 The Chairman, or in the absence of the Chairman a member of the County Association Management Committee shall act as Chairman of the meeting of the Committee.
- 16.6.5 Decisions of the County Association Management Committee shall be made by a simple majority of the votes cast. Each member present, with the exception of the Chairman, or the acting Chairman for that meeting, shall have one vote. The Chairman of the meeting shall have a deliberative and a casting vote.
- 16.6.6 The Secretary, or in the absence of the Secretary a member of the County Association Management Committee shall take the minutes of the meeting.

### **16.7 Quorum**

- 16.7.1 The quorum at any meeting of the County Association Management Committee shall consist of half the number of members entitled to vote, which shall include at least one Executive officer.
- 16.7.2 In the event that a quorum is not present within thirty minutes of the published starting time, a meeting shall stand adjourned. The Secretary shall notify the date of the reconvened meeting within a maximum period of one month.
- 16.7.3 If a quorum is not present at the adjourned meeting then those County Association Management Committee members attending may act for the purpose of calling a Special Meeting of the County Association Council, to which the provisions as to the minimum notice shall not apply.

### **16.8 Powers and responsibilities**

- 16.8.1 The responsibilities of the County Association Management Committee shall include but not be limited to:
- 16.8.1.1 determining the strategies of the County Association within the overall policies and plans agreed by the County Association Council and published by the A.S.A. and the ASA Region;
- 16.8.1.2 liaising with the ASA Region on the consideration of the affiliation of clubs to the County Association through the ASA Region;
- 16.8.1.3 managing the aquatic disciplines within its boundaries subject to the strategic direction of the Region;
- 16.8.1.4 carry out any specific duty laid upon it by the County Association Council;
- 16.8.1.5 appoint and/or remove paid persons or volunteers as staff (if any);
- 16.8.1.6 have day to day management of the affairs of the County Association;

- 16.8.1.7 appoint any officers, managers/secretaries, and members of the elected and other committees, not elected by the County Association Council;
- 16.8.1.8 monitor and evaluate the work of the Elected and other Committees, and any other persons appointed to specific tasks, including the production of budgets, full and accurate minutes of their meetings and reports of their other activities;
- 16.8.1.9 maintain appropriate channels of communication with the ASA Region, clubs and individuals.
- 16.8.2 In particular, the County Association Management Committee shall:-
  - 16.8.2.1 appoint the Chairman;
  - 16.8.2.2 set the annual affiliation fee (if there is to be one) and the championship entry fees, in line with the budget;
  - 16.8.2.3 determine who shall be the authorised signatories of the financial accounts;
  - 16.8.2.4 ensure that full and accurate minutes of its meetings are produced and retained for a minimum of 6 years;
  - 16.8.2.5 determine any question arising as to the correct interpretation of any of these rules, or any other question not herein provided for;
  - 16.8.2.6 report to the Regional Council at such times and in such a form as it may require.
  - 16.8.2.7 Appoint County Association Representatives, who shall be members of a club affiliated to the County Association to:
    - 16.8.2.7.1 the ASA Region Council Meetings;
    - 16.8.2.7.2 External Partnerships as required.
  - 16.8.2.8 Have the power to authorise the payment of expenses or grants for services to the County Association received from any:-
    - 16.8.2.8.1 Officer, Committee member or official of the County Association;
    - 16.8.2.8.2 Other person or persons as decided by the County Association Management Committee or the County Association Council;
    - 16.8.2.8.3 External agents as part of a partnership agreement.
  - 16.8.2.9 Draw up and implement with immediate effect a change of the Constitutional Rules of the County Association if they are in conflict with any addition / alteration to or deletion from either an A.S.A. Law or a Rule of the ASA Region.
  - 16.8.2.10 Determine the terms of reference of any sub-committee or working group.
  - 16.8.2.11 Be accountable to the Council of the County Association and report to it at such times and in such a form as it may require.
- 16.9 The County Association Management Committee may:
  - 16.9.1 fill any vacancy occurring on the Committee,
  - 16.9.2 contract for services and products other than those covered by staff employed directly or indirectly by the A.S.A. or the ASA Region;
  - 16.9.3 appoint a special committee to consider and report on any matter, the number of and appointment of the members of the committee and a quorum to be determined by the County Association Management Committee. If the Chairman of the County Association Management Committee shall be a member of such a special committee he shall not be entitled by virtue of that office to be chairman of meetings of such committee;
  - 16.9.4 discharge, by a two thirds majority of those voting, for any breach of and under the provisions of the A.S.A.'s Code of Conduct for Volunteers, any unremunerated volunteer person from any elected or appointed office or position, with the exception of the President, the President Elect and replace him;
  - 16.9.5 discharge at its discretion an Elected Committee and appoint a new committee in its place.

- 16.10 Appointment of Officers
  - 16.10.1 The County Association Management Committee may appoint (and remove in accordance with the A.S.A. Code of Conduct for Volunteers) officers to whom may be delegated specific powers duties and responsibilities. Such officers may include:
    - 16.10.1.1 Records Officer;
    - 16.10.1.2 Officials Appointments (Swimming) Officer;
    - 16.10.1.3 Trophies Organiser;
    - 16.10.1.4 Education Development Officer;
    - 16.10.1.5 Dinner Secretary.
  - 16.11 The Management Committee shall have power to make regulations and to settle disputed points not otherwise provided for in this Constitution.

## ANNEX TO THE RULES OF HAMPSHIRE COUNTY ASA

### A THE MANAGEMENT COMMITTEE COMPOSITION AND APPOINTMENTS

A.1 The Chairman shall be appointed by the Management Committee at its first meeting following the Annual Council Meeting.

A.2 The following members of the Management Committee shall be appointed by the Annual Council Meeting.

- a) Secretary
- b) Treasurer
- c) Assistant Secretary
- d) Swimming Secretary
- e) Synchronised Swimming Secretary
- f) Diving Secretary
- g) Water Polo Secretary
- h) Disabilities Section Secretary
- i) Open Water Secretary
- j) Master Swimming Secretary
- k) Swimming Officials Examinations Secretary
- l) Three additional members

A.3 The County Association Management Committee will appoint the following:

- a) Records Officer;
- b) Officials Appointments (Swimming) Officer;
- c) Trophies Organiser;
- d) Education Development Officer;
- e) Dinner Secretary
- f) Local Officers

A.4 The County Association Management Committee will arrange seminars or symposiums on a regular basis, for the benefit of all the County Association membership, to promote good practice, disseminate relevant information, receive feedback, offer opportunities for presentations on subjects to benefit the Association members.

### B SELECTION OF THE PRESIDENT

- a. Nominations for President will be accepted from clubs and other members of the Council, the nominee is to be drawn from the membership of the Association.

- b. Nomination forms to go out to members of the Council, from the Secretary, by 1<sup>st</sup> May.
- c. Nominations must be made on the correct form, duly proposed and seconded, and returned to the Secretary by 1<sup>st</sup> June.
- d. Proposers and Seconders may only submit one nominee.

It is strongly recommended that a statement accompany the nomination form from the nominee and/or supporters.

- e. All Past Presidents will receive the names of the nominees and a copy of each election statement; together with a ballot paper, should there be more than three nominees, when these documents will be sent with their Annual Council Meeting papers.
- f. The Past Presidents will be invited to attend a meeting immediately prior to the Annual Council Meeting, chaired by the President in a non-voting capacity.
- g. If applicable, Ballot forms shall be handed to the President, who will act as teller and declare to the meeting the three nominees receiving the highest number of votes.
- h. Following discussion about the three nominees declared by the President, or fewer nominees if no vote was required, the Past Presidents will agree the nomination to the Annual Council Meeting.
- i. The Chairman will inform the Association Annual Council Meeting of the nomination for President-Elect.

### C TECHNICAL COMMITTEES

All Executive Officers are ex officio officers to all Committees.

#### C.1 Swimming

Composition: The Swimming Secretary, Open Water Secretary, Records Officer, Officials Appointments (Swimming) Officer, one specialist member.

The Swimming Committee shall:

- a. Conduct all county championships and competitions.
- b. Set standard times for championships and competitions.
- c. Appoint officials for championships and competitions.
- d. Furnish written reports to the Management Committee.
- e. Prepare budgets for the following financial year and submit them to the Management Committee, prior to the end of the financial year.
- f. Manage approved budgets, on behalf of the Management Committee and report all income and expenditure to the Treasurer.
- g. Develop plans and programmes for inclusion in the Association Strategic Plan, as directed by the Management Committee.
- h. Contribute as required to the County handbook, with particular emphasis on championship and competition conditions and submit these to Management Committee, prior to the Annual Council Meeting.

- i. Appoint a Swimming Selection sub-committee, who will:
  - 1. Select County teams for speed swimming, appoint team managers and coaches and arrange transport.
  - 2. Furnish written reports of meetings and team performances
  - 3. Advise the Management Committee on all matters relating to the selection and performance of county speed swimming teams.
- j. Co-opt, as necessary, additional members.

#### C.2 Diving

Composition: The Diving Secretary, a representative from all county diving clubs or clubs with diving sections, who participate in county diving championships or competitions.

The Diving Committee shall:

- a. Conduct all county championships and competitions.
- b. Set any required standards for county championships and competitions.
- c. Maintain a list of county diving officials.
- d. Appoint officials for championships and competitions.
- e. Furnish written reports of meetings to the Management Committee.
- f. Select county diving teams and furnish reports on team performance.
- g. Prepare budgets for the following financial year and submit them to the Management Committee, prior to the end of the financial year.
- h. Manage approved budgets, on behalf of the Management Committee and report all income and expenditure to the Treasurer.
- i. Develop plans and programmes for inclusion in the Association Strategic Plan, as directed by the Management Committee.
- j. Contribute as required to the County handbook, with particular emphasis on championship and competition conditions and submit these to Management Committee, prior to the Annual Council Meeting.
- k. Co-opt, as necessary, additional members.

#### C.3 Synchronised Swimming

Composition: The Synchronised Swimming Secretary, a representative from all county synchronised swimming clubs and clubs with synchronised swimming sections that participate in county synchronised swimming championships and competitions.

The Synchronised Swimming Committee shall:

- a. Conduct all county championships and competitions.
- b. Set any required standards for county championships and competitions.
- c. Maintain a list of county synchronised swimming officials.

- d. Appoint officials for championships and competitions.
- e. Select County synchronised swimming teams and furnish reports on team performance.
- f. Furnish written reports to the Management Committee.
- g. Prepare budgets for the following financial year and submit them to the Management Committee, prior to the end of the financial year.
- h. Manage approved budgets, on behalf of the Management Committee and report all income and expenditure to the Treasurer.
- i. Develop plans and programmes for inclusion in the Association Strategic Plan, as directed by the Management Committee.
- j. Contribute as required to the County handbook, with particular emphasis on championship and competition conditions and submit these to Management Committee, prior to the Annual Council Meeting.
- k. Co-opt, as necessary, additional members.

#### C.4 Water Polo

Composition: The Water Polo Secretary, a representative from all county water polo clubs and clubs with water polo sections who participate in county water polo championships and competitions.

The Water Polo Committee shall:

- a. Conduct all county championships, competitions and leagues.
- b. Set any required standards for county championships, competitions and leagues.
- c. Maintain a list of county water polo officials.
- d. Appoint officials for championships and competitions.
- e. Select county water polo teams and furnish reports of team performance.
- f. Furnish written reports to the Management Committee.
- g. Prepare budgets for the following financial year and submit them to the Management Committee, prior to the end of the financial year.
- h. Manage approved budgets, on behalf of the Management Committee and report all income and expenditure to the Treasurer.
- i. Develop plans and programmes for inclusion in the Association Strategic Plan, as directed by the Management Committee.
- j. Contribute as required to the County handbook, with particular emphasis on championship and competition conditions and submit these to Management Committee, prior to the Annual Council Meeting.
- k. Co-opt, as necessary, additional members.

#### C.5 Masters

Composition: The Masters Secretary, a representative from all county masters swimming

clubs and clubs with masters sections that participate in county masters championships and competitions.

The Masters Committee shall:

- a. Conduct all county championships and competitions.
- b. Set any required standards for county championships and competitions.
- c. Appoint officials for championships and competitions.
- d. Furnish written reports to the Management Committee.
- e. Select County masters teams and furnish reports on team performance.
- f. Prepare budgets for the following financial year and submit them to the Management Committee, prior to the end of the financial year.
- g. Manage approved budgets, on behalf of the Management Committee and report all income and expenditure to the Treasurer.
- h. Develop plans and programmes for inclusion in the Association Strategic Plan, as directed by the Management Committee.
- i. Contribute as required to the County handbook, with particular emphasis on championship and competition conditions and submit these to Management Committee, prior to the Annual Council Meeting.
- j. Co-opt, as necessary, additional members.

#### C.6 Disability

Composition: The Disability Section's Secretary, a representative from all the county disability swimming clubs or clubs with disability sections or clubs catering for swimmers with disabilities.

The Disability Committee shall:

- a. Conduct all county championships and competitions.
- b. Set any required standards for county championships and competitions.
- c. Appoint officials for championships and competitions.
- d. Select county teams as appropriate and furnish reports on team performance.
- e. Furnish written reports to the Management Committee.
- f. Prepare budgets for the following financial year and submit them to the Management Committee, prior to the end of the financial year.
- g. Manage approved budgets, on behalf of the Management Committee and report all income and expenditure to the Treasurer.
- h. Develop plans and programmes for inclusion in the Association Strategic Plan, as directed by the Management Committee.
- i. Contribute as required to the County handbook, with particular emphasis on championship and competition conditions and submit these to Management Committee,

prior to the Annual Council Meeting.

- j. Co-opt, as necessary, additional members.

#### C.7 Swimming Officials

Composition: The Swimming Officials Examinations Secretary, the Officials Appointments (Swimming) Officer, the examination theory course tutors and practical examiners.

The Swimming Officials Committee shall:

- a. Conduct all ASA Officials Examinations.
- b. Appoint invigilators for all written examinations.
- c. Appoint examiners for the practical examinations.
- d. Maintain a list of Officials currently registered either with Swimming Clubs allocated to the Association, or who are individual members of the Association.
- e. Propose officials for inclusion in the ASA South East Region. Championship List.
- f. Bring to the notice of the Management Committee any changes to ASA Laws and Technical Rules that the Committee feel should be submitted to the ASA South East Region Annual Council Meeting.
- g. Furnish written reports to the Management Committee.
- h. Arrange education and seminars.
- i. Develop plans and programmes for inclusion in the Association Strategic Plan, as directed by the Management Committee.
- j. Contribute as required to the County handbook, with particular emphasis on officials and their qualifications.
- k. Co-opt, as necessary, additional members.

#### D. COUNTY BADGES

D.1 Association Badges shall be awarded at the discretion of the Management Committee to Swimmers (Speed, Masters, Disability & Open Water), Divers, Water Polo players and Synchronised Swimmers on their first representative appearance in any Inter County event.

D.2 If no such representative opportunities occur, Association Badges may be awarded at the discretion of the Management Committee on a specific nomination of the Discipline Secretary.