



BY-LAWS

Approved on 19th August, 2014

A. Rules and definitions

Reference to 'Rules' in these By-laws is to the Rules and Constitution of Masters Swimming Victoria and defined terms in these By-laws have the meaning set out in the Rules.

These By-laws are the current By-laws of MSV under Rule 7.

B. By-laws**1) Fees**

- a) The Club affiliation fee is \$20 per annum + GST.
- b) The National component of the individual Club member fee is \$38 per annum in 2015.

2) Committee Role Descriptions

a) President:

- i) Preside at all Board Meetings at which he/she is present. In the absence of the President, the Vice-President will preside. In the absence of both, those qualified to vote shall elect a chairman.
- ii) Resolve tied votes in accordance with the Rules.
- iii) Guide the other Board members in the commission of their duties.
- iv) Represent MSV at official functions when available.
- v) Represent MSV at the National Board Meetings as the National Board Delegate. The President may delegate this role to another Board member, from time to time, as required.
- vi) Produce a written report prior to Board meetings and the AGM.

b) Vice-President (VP):

- i) Manage the internal affairs of MSV in conjunction with the Administrator, including organisation and planning of MSV's infrastructure and its operations. The scope of these activities shall be as delegated by the Board.
- ii) Preside at all meetings at which the President is not present, or as delegated by the President.
- iii) Represent MSV at official functions when the President is not available, or as delegated by the President.
- iv) Assist the President to fulfil his/her other responsibilities.
- v) Generally contribute to the decision making process.
- vi) Produce a written report prior to Board meetings and the AGM.

c) Director of Finance:

- i) Ensure that printed consecutively numbered tax invoices are prepared for all monies invoiced and that duplicates of all such tax invoices are retained.
- ii) Subject to other commercial practice agreed by the Board, ensure that printed consecutively numbered receipts, duly signed, are prepared for all monies received and that duplicates of all such receipts are retained.
- iii) Ensure all accounts payable are submitted to the Board at its regular meetings for approval.

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- iv) Ensure that an up-to-date financial statement showing the position of the finances as recorded in the accounts, is submitted to the Board at its regular meetings.
 - v) Produce all accounts and vouchers whenever required by the MC or Board.
 - vi) Not be answerable for any default on the part of any other officer or employee of MSV, nor for any monies except such as he/she shall actually receive personally.
 - vii) Cause proper financial records to be kept of all receipts and payments on behalf of MSV and of the matters in respect of which the same are received or expended, and also of the assets and liabilities of MSV.
 - viii) Cause to be prepared and laid before the AGM financial reports made up to the end of the preceding financial year.
 - ix) Coordinate financial design, internal control procedures, and financial planning for MSV, and act as Chairman of any financial sub-committee.
 - x) Produce a budget for the coming financial year and make recommendations on fees, investments and other financial matters as required.
 - xi) At the expiration of his/her term of office, surrender all monies, books, records and other such property of MSV in his/her custody to his/her successor in office, or to such person as shall be designated by the Board.
 - xii) Produce for all meetings:
 - (1) a written report;
 - (2) statement of income and expenditure;
 - (3) statement of assets and liabilities;
 - (4) statement of actual operations against budget.
 - xiii) Produce for the AGM:
 - (1) a written report;
 - (2) statement of income and expenditure
 - (3) statement of assets and liabilities;
 - (4) statement of actual operations against budget;
 - (5) financial statements as required by the Rules.
- d) Technical Director
- i) Is the primary contact and coordinator for officials in Victoria.
 - ii) Is the Chief Referee for MSV and therefore the reference point for any Technical queries or issues.
 - iii) Represents officials on State Board and Swim Meet Committee.
 - iv) Produces TD reports for each State Board meeting (Bi-monthly) and Annual Meeting.
 - v) Sends out roster calls and collates responses for State meets and for those inter-club meets where the organising club has requested the State to provide officials
 - vi) May act as Meet Referee for State or interclub meets, but that role can be delegated to a qualified referee.
 - vii) Receives Meet Reports from the Meet Referee for each meet, tracks the officials who worked at each meet, and follows up any issues from the report which need attention.
 - viii) Manages the re-accreditation of officials to ensure that all active officials are appropriately accredited.
 - ix) Encourages MSV members to become officials and work with the Training Coordinator to provide training for officials.
 - x) Produces articles on technical matters for the State newsletter.
 - xi) Can organise training seminars for officials.
 - xii) Produce a written report prior to Board meetings and the AGM.
 - xiii) There is a Victorian representative on the National Technical Committee (NTC). That role is not necessarily a responsibility of the TD. Doing both roles has the advantage of being directly involved in at State and National levels but the downside is the additional workload. The two roles can be split either on a permanent or transitional basis.

3) Duties of Club representatives

The duties of club representatives include, but are not limited to:

- a) attending MSV Board meetings;
- b) representing the interests of their Club as a whole;
- c) voting on motions proposed by members in accordance with direction from their Club;
- d) if not directed by their Club, then voting in the best interests of the organisation, as they see fit;
- e) ensure, to the best of their ability, that the objectives of MSV met.

4) Life membership

Life membership may be conferred upon a Club member who complies with the following principles.

- a) The nomination must come from at least two Clubs both of which will submit the application to the MC.
- b) If endorsed by the MC, the nomination will be submitted to the Board as a Motion on Notice at the AGM.
- c) Any such nomination, with a full history of service, must be circulated to Clubs prior to the AGM in accordance with the Rules.
- d) Life members of MSV shall be presented with a plaque of service.
- e) No more than two life members can be elected in any one financial year.
- f) Life members may attend Board meetings, but are not eligible to vote.
- g) Life members' benefits include, but are limited to:
 - i) paid membership fees at a State and National level;
 - ii) invitation to all functions and events.

5) Coach of the Year award

- a) The aim of the award is to recognise the valuable contribution that Coaches make to MSV.
- b) Clubs may only nominate one candidate for the Coach of the Year Award.
- c) Only achievements for the calendar year of the award will be considered as part of the application.
- d) The Coach of the Year should be an individual who has achieved excellence as a masters swimming coach. Innovation, leadership, accreditation and professionalism will also be considered.
- e) To be eligible for consideration:
 - i) all sections of the nomination form must be completed;
 - ii) candidates must meet all of the minimum criteria and provide all the requested evidence set out in Appendix 4;
 - iii) Nominations must be endorsed by their respective Clubs;
- f) Candidate eligibility criteria, include:
 - i) be an accredited Masters Swimming Coach;
 - ii) be a current Masters Swimming Australia member;
 - iii) demonstrate a proven capacity to improve the level of performance of Masters Swimmers;
 - iv) practise and espouse a philosophy of fair play;
 - v) present a positive image of coaching and the role of the coach;

- vi) demonstrate concern for the development of masters swimmers in and out of the sporting arena;
 - vii) demonstrate the application of relevant coaching theory;
 - viii) have made an outstanding contribution in coaching and/or towards the development of coaching at Club, Branch and/or National level.
- g) The winner of the Victorian Coach of the Year becomes the Masters Swimming Victoria Branch candidate for the National award.

6) Official of the Year award

- a) The aim of the award is to recognise the valuable contribution that Officials make to MSV.
- b) Clubs may nominate only one candidate for the Official of the Year Award.
- c) Only achievements for the calendar year of the award will be considered as part of the application.
- d) The Official of the Year should be an individual who has achieved excellence as a technical official. Innovation, leadership, accreditation and professionalism will also be considered.
- e) To be eligible for consideration:
 - i) all sections of the nomination form must be completed;
 - ii) candidates must meet all of the minimum criteria and provide all the requested evidence set out in Appendix 5;
 - iii) nominations must be endorsed by their respective Clubs;
- f) Candidate eligibility criteria, include:
 - i) be an accredited Masters Swimming Official;
 - ii) practise and espouse a philosophy of fair play;
 - iii) present a positive image of officiating and the role of the official;
 - iv) have made an outstanding contribution in officiating and/or towards the development of officiating at Club, Branch and/or National level.
- g) The winner of the Victorian Official of the Year becomes the Masters Swimming Victorian Branch candidate for the National award.

7) Service awards

- a) Meritorious Service Award: a Club member may be nominated by a Club or the Board to receive a Meritorious Service Award after completion of five years voluntary service to the Association at state level. The Association will consider and, if appropriate, approve such Award at the next general meeting.
- b) 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 voluntary service to the Association at a state level. The Association will consider and, if appropriate, approve such Award at the next general meeting.
- c) These Awards shall be a plaque and a certificate.

8) Ambassador

- a) The Board may at any time appoint an ambassador of MSV.
- b) The length of term of the Ambassador to be two years, with further options of 2x2 year terms
- c) The role of the Ambassador includes, but is not limited to:
 - i) promoting the Association within the wider community;
 - ii) representing the Association at official functions where appropriate;

- iii) presenting awards at State level competitions or functions.
- d) The benefits of the Ambassador role includes, but is not limited to:
 - i) paid membership at a State and National level;
 - ii) paid entry to all Masters level State competitions;
 - iii) paid entry to the Masters National competition, but not travel or accommodation expenses;
 - iv) paid entry to Masters State level functions.

Appendix 1 – Application for Membership

CLUB Affiliation Form 2014 / 2015

Please return to: Masters Swimming Victoria,
Level 2, Sports House, 375 Albert Road, Albert Park 3206

**To affiliate your club for the period 1/7/2014 to 30/6/2015
Please send a cheque for \$22.00 (inc gst) payable to Masters Swimming Victoria,
or deposit directly to the CBA account - BSB: 063 115 Acct: 0090 1013
and send a copy of your club incorporation certificate.**

Name of Club: _____

Club Code: _____

Club Mailing Address: _____

Club E-mail: _____

Club Website: _____

Training Venue _____

Venue Address: _____

Training Times: _____

Club Colours: _____

Club Logo: (Please attach) YES NO

Club Secretary: _____

 Home: _____ Work: _____

 Mobile: _____ Fax: _____

Please attach a copy of the clubs incorporation certificate. No club will be able to affiliate with Masters Swimming Victoria without incorporation as per the constitution.

This club agrees to abide by the Constitution, By-Laws and Rules of Masters Swimming Australia / Victoria

Signed: _____ President Date: _____

 _____ Secretary Date: _____

Appendix 2 – Proxy Voting Form.

We _____,
(name of Club)

of _____,
(Club address)

affiliated with Masters Swimming Victoria Inc,

appoint _____ of
(name of Club proxy holder)

(address of Club proxy holder)

as our proxy to vote for us on our behalf at the **annual /special /general*** meeting of MSV to be held on

(date of meeting)

and at any adjournment of that meeting.

Our proxy is authorised to vote **for /against /at their discretion*** following resolution or resolutions:

(insert details of the resolution(s))

Signed _____

Club President _____

Club Secretary _____

Dated _____

Appendix 3 – Board Member Nomination Form

Position _____

Nominee's Name _____

Nominee's Address _____

Nominee's Phone Number _____

Nominee's Registration Number & Club _____

Proposer's Name _____

Proposer's Signature _____

Proposer's Registration Number & Club _____

Secunder's Name _____

Secunder's Signature _____

Secunder's Registration Number & Club _____

I am willing to accept the position for which I have been nominated

Nominee's signature _____

Date _____

Please complete and return this form **not less than 7 days** prior to the Annual General Meeting to the Administrator:

Appendix 4 – Coach of the Year (Nomination Form)

The **Masters Swimming Victoria Coach of the Year Award** provides the opportunity to recognise the valuable contribution that coaching makes to Masters Swimming in Australia. If you have a coach who meets the criteria you should consider nominating them for this award.

Eligibility

To be eligible for consideration:

- All sections of the nomination form must be completed;
- Nominees must meet all of the minimum criteria (as set out in Part C) and provide all the requested evidence (as set out in Part E);
- Nominations must be endorsed by the respective Branch;
- Nominations must be received by the National Office no later than 1 March 2014 to be eligible for consideration.

Submissions need to be well documented and relate to the criteria. It is an exemplary coach we are looking for, not a popular personality.

Branches may only nominate one Coach for the 2013 Coach of the Year Award. Only achievements for the period of 1 January to 31 December 2013 will be considered as part of the application.

Selection Process

The National Coaching Committee will review the nominations and select a winner, who is subject to ratification by the National Board of Management. Any person who is a nominee cannot participate in the selection process.

The winner will be announced at the National Championships Presentation function and be presented with a trophy to be retained outright. The winner will also be presented a trophy at the ASCTA National Conference.

Notes for "Coach of the Year" Nominations:

Coaches at all levels within Masters Swimming will be considered. Some Coach of the Year recipients to date have been high profile coaches with elite competition level squads and high performance swimmers, but coaches who have made other significant contributions / applications to masters swimming are equally considered.

Nominations to be sent (by mail or email) to:

Administration Manager
Masters Swimming Victoria
Level 2, Sports House, 375 Albert Road
Albert Park VIC 3206
admin@mastersswimming.com.au

Closing Date for Nominations 22nd February 2014

Part A – Nominee’s Personal Information

**Attach Photo of
Nominee Here**
Photos will not
be returned.

Name Dr/Mr/Mrs/Miss/Ms

Address

Phone No

[hm]

[wk]

[mob]

Member No:

Email Address

Branch

Club

Part B – Branch Endorsement

Name Dr/Mr/Mrs/Miss/Ms

Position Held

Branch

Phone No [w] ()

[h] ()

mob

Email Address

I confirm that the information provided on this nomination is accurate and true, and that the nominee has been a member of an affiliated Masters Swimming Australia Club since 1st January 2013.

Signature

Date

Part C – Minimum Criteria Checklist

(note, the nominee must be able to tick each of the following criteria and then provide the requested evidence in Part D and E in order to be eligible)

During the period 1 January 2013 to 31 December 2013, the nominee:

- Is a current Masters Swimming Australia Member and has been a member from 1 January 2013;
- Holds a current Masters Swimming Australia Coaching Accreditation or equivalent qualification;
- Has been actively coaching Masters Swimmers;
- Has made an outstanding contribution in coaching and/or towards the development of coaching at Club, Branch and/or National level;
- Has undertaken professional development opportunities to improve their coaching skills and/or presented at coaching courses, workshops or clinics;
- Has demonstrated a proven capacity to improve the level of performance of Masters Swimmers (i.e. improvement in times, placings at State/National and/or International events, technique development, ability for swimmers to complete a greater distance and/or achievement of a higher level of fitness);
- Has designed and implemented an annual plan for his/her squad;
- Has practised and espouses a philosophy of fair play;
- Presents a positive image of coaching and the role of the coach; and
- Demonstrates concern for the development of Masters Swimmers in and out of the sporting arena.

Coaches who have implemented innovative ideas to improve coaching and/or undertaken extra-curricular activities relevant to coaching above the minimum level expected of a Masters Swimming Coach will be viewed favourably.

Part D – Coaching Qualifications

What qualifications are held by the coach? (tick as many as applicable)

- Masters Swimming Australia Club Coach (Level 1M Coach)
- Masters Swimming Australia Level 2M Coach
- Swimming Australia Licence (Bronze, Silver, Gold)
- Other (please specify) _____

Part E – Evidence

(please attach additional information as relevant to each question below)

What is the coach's position within their squad?

- Head Coach (with responsibility for other coaches)
- Sole Club Coach
- Assistant Coach

On average how many hours coaching per week were done over the past year? _____ Hours per week

What is the average number of swimmers in the coach's squad? _____ Swimmers

Briefly describe the ability levels of swimmers in the squad.

Briefly describe how the coach has made an outstanding contribution in coaching and/or towards the development of coaching at Club, Branch and/or National level.

Provide details or evidence of any professional development opportunities undertaken to improve his/her coaching skills and/or details or evidence of presenting at coaching courses, workshops or clinics.

Briefly describe how the coach has demonstrated a proven capacity to improve the level of performance of Masters Swimmers (i.e. improvement in times, placings at State/National and/or International events, technique development, and ability for swimmers to complete a greater distance and/or achievement of a higher level of fitness). Outline the improvements in participation in the squad (attendance, total numbers, range of abilities etc.)

Attach a copy of the coach's annual plan for his/her squad and/or examples of any additional squad or athlete planning and/or reviews undertaken by the coach.

Briefly describe how the coach practises and espouses their philosophy of fair play

Briefly describe how the coach presents a positive image of coaching and the role of the coach

Briefly describe how the coach demonstrates concern for the development of Masters Swimmers in and out of the sporting arena.

References:

The above nomination form may also include individual written endorsements of the nominee. Nominees may wish to provide telephone numbers of one or more club officials so that the selection panel can speak directly with them regarding any clarifications or elaborations about the nominee.

Appendix 5 – Official of the Year (Nomination Form)

The **Masters Swimming Victoria Official of the Year Award** provides the opportunity to recognise the valuable contribution that Technical Officials make to Masters Swimming in Australia. If a Branch has a Technical Official who meets the criteria you should consider nominating them for this award.

Eligibility

Branches may only nominate one Technical Official for the 2013 Official of the Year Award. Only achievements for the period of 1 January to 31 December 2013 will be considered as part of the application.

To be eligible for consideration:

- Nominees must have officiated at 50% of the MSA sanctioned meets in their state during the year;
- Nominees must practise and espouse a philosophy of fair play;
- Nominees must present a positive image of officiating and the role of the official;
- Nominees must have made an outstanding contribution in officiating and/or towards the development of officiating at Club, Branch and/or National level.
- All sections of the nomination form must be completed;
- Nominations must be endorsed by their respective Branch;
- Nominations must be received by the National Office no later than 1 March 2014 to be eligible for consideration.
- **Club membership is not a requirement for the Victorian award but it is for the National award. If the Victorian OOO is not a member, there will be no Victorian nomination for the National award for this year.**

Submissions need to be well documented and relate to the criteria. The Official of the Year for 2013 should be an individual who has achieved excellence as a **Technical** Official. *Implementation of innovative ideas to improve officiating and extra activities related to officiating, such as leadership, accreditation and professionalism* will also be considered.

In the application, indicate the significance of the achievement and the value to the organisation and the masters' swimming community, including:

- Level of officiating at club, branch, national and/or international; and
 - Contribution to the development of Technical Officials.
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Selection Process

The National Technical Committee will review the nominations and recommend the winner, who is subject to ratification by the National Board of Management. Any person who is a nominee cannot participate in the selection process.

The winner will be announced at the National Championships Presentation function and be presented with a trophy to be retained outright.

Nominations to be sent (by mail or email) to:

Administration Manager
Masters Swimming Victoria
Level 2, Sports House, 375 Albert Road
Albert Park VIC 3206
admin@mastersswimming.org.au

Closing Date for Nominations 22nd February 2014

Part A – Nominee’s Personal Information

**Attach Photo of
Nominee Here**
Photos will not
be returned.

Name

Address

Phone No [h]

[wk]

[mob]

Member No:

Email Address

Branch

Club

Masters Swimming Australia Member for _____ continuous years.

Part B – Branch Endorsement

Name Dr/Mr/Mrs/Miss/Ms

Position Held

Branch

Phone No [wk]

[hm]

[mob]

Email Address

I confirm that the information provided on this nomination is accurate and true.

Signature

Date

If applying for nomination for the National award, please tick to confirm that the nominee has been a member of an affiliated Masters Swimming Australia club since 1st January 2013.

